



Hawkesbury City Council

ordinary  
meeting  
business  
paper

date of meeting: 30 March 2010  
location: council chambers  
time: 6:30 p.m.



mission  
statement

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

## **How Council Operates**

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

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

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

When an Extraordinary Meeting of Council is held it will usually start at 6:30pm. These meetings are also open to the public.

### **Meeting Procedure**

The Mayor is Chairperson of the meeting.

The business paper contains the agenda and information on the issues to be dealt with at the meeting. Matters before the Council will be dealt with by an exception process. This involves Councillors advising the General Manager at least two hours before the meeting of those matters they wish to discuss. A list will then be prepared of all matters to be discussed and this will be publicly displayed in the Chambers. At the appropriate stage of the meeting, the Chairperson will move for all those matters not listed for discussion to be adopted. The meeting then will proceed to deal with each item listed for discussion and decision.

### **Public Participation**

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

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

### **A Point of Interest**

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

### **Planning Decision**

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

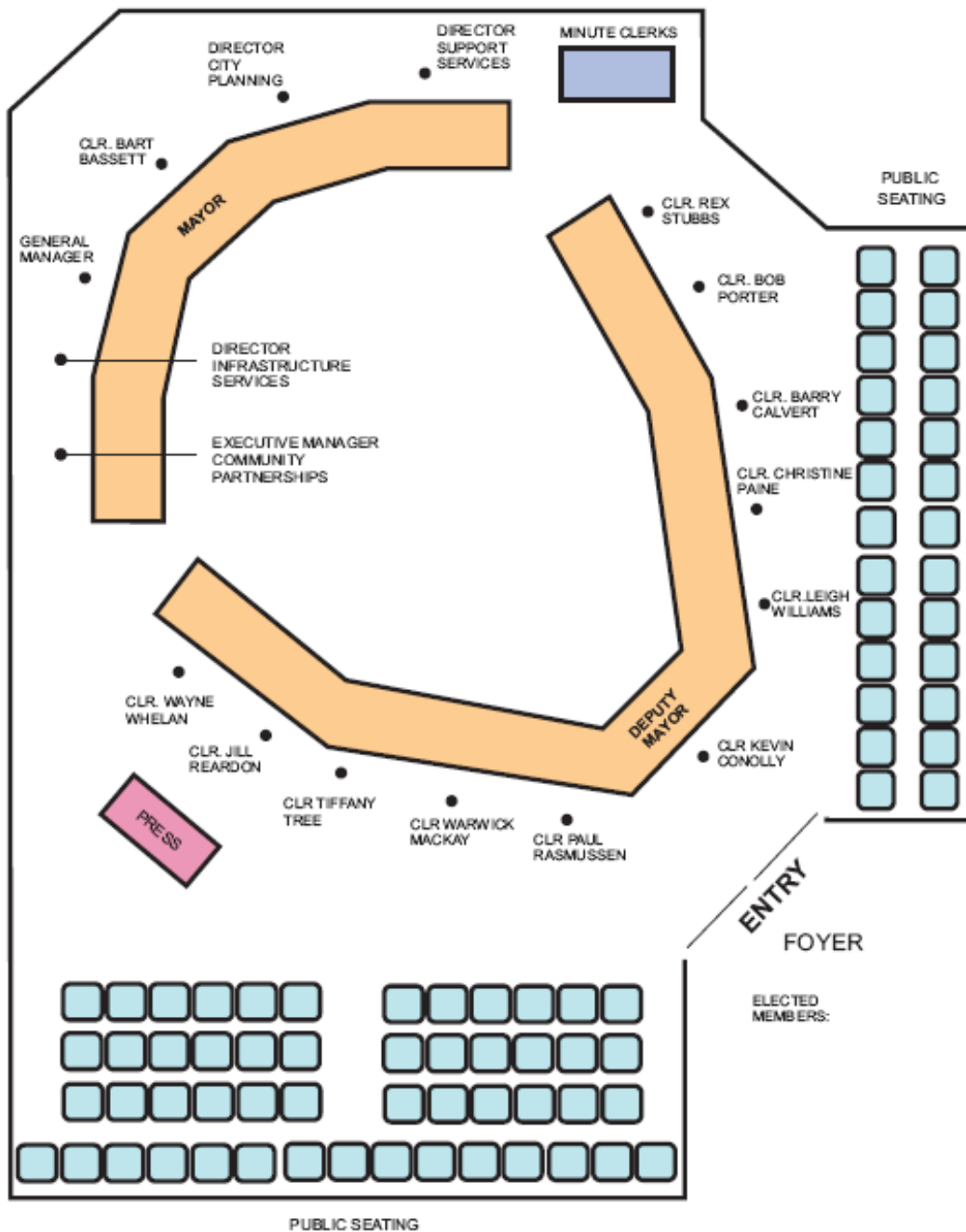
### **Website**

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

### **Further Information**

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

# hawkesbury city council council chambers



**ORDINARY MEETING**

**Table of Contents**

**Meeting Date: 30 March 2010**

**AGENDA**

- **WELCOME / EXPLANATIONS / PRAYER**
- **APOLOGIES**
- **DECLARATION OF INTERESTS**
- **SECTION 1 - Confirmation of Minutes**
- **AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS**
- **SECTION 2 - Mayoral Minutes**
- **QUESTIONS WITH NOTICE**
- **SECTION 3 - Notices of Motion**
- **EXCEPTION REPORT - Adoption of Items Not Identified for Discussion and Decision**
- **SECTION 4 - Reports for Determination**

**General Manager**

**City Planning**

**Infrastructure Services**

**Support Services**

- **SECTION 5 - Reports of Committees**
- **QUESTIONS WITHOUT NOTICE**

**ORDINARY MEETING**

**Table of Contents**

**Meeting Date:** 30 March 2010

**ORDINARY MEETING****Table of Contents**

Meeting Date: 30 March 2010

**TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE</b>
<b>SECTION 1 - Confirmation of Minutes</b>		<b>3</b>
<b>SECTION 3 - Notices of Motion</b>		<b>7</b>
NM - Degradation of the Hawkesbury River - (90477)		7
<b>SECTION 4 - Reports for Determination</b>		<b>11</b>
<b>GENERAL MANAGER</b>		<b>11</b>
Item: 48	GM - Business Skills Program 2010 - Update and partner relationship changes - (79351, 111215)	11
Item: 49	GM - Sister City Program - Annual Report 2008/2009 - (79351)	16
Item: 50	GM - Review of Risk Management Branch Resources - Workers Compensation Related Issues - (79351, 79509)	23
Item: 51	GM - Mosaic art sculpture and plaque projects for Macquarie 2010 celebrations - (79351)	29
Item: 52	GM - 2010 Waste Avoidance & Resources Conference - (79351)	32
Item: 53	GM - Co-Generation Plant - (79351, 95495)	33
<b>CITY PLANNING</b>		<b>37</b>
Item: 54	CP - Development Application - Extension of an existing dam and construction of new dam - Lot 1 DP 1061099, 327 Wilberforce Road, Wilberforce - (DA0756/09, 116908, 17613, 11860, 13568, 73916, 95498)	37
Item: 55	CP - Interpretive Signs in the Hawkesbury - (95498, 96328)	55
Item: 56	CP - Request from Local Schools for Relief from Fees for Inspection of Canteens for Compliance with the Food Act and NSW Food Authority Requirements - (95498, 96330)	61
Item: 57	CP - Support for the Establishment of Community Gardens in the Hawkesbury - (96328)	64
Item: 58	CP - Community Sponsorship Program - (2009/2010 - Round 3)	68
<b>INFRASTRUCTURE SERVICES</b>		<b>72</b>
Item: 59	IS - Governor Phillip Reserve - Noise Policy - (79354, 95495)	72
Item: 60	IS - Draft Pesticide Notification Plan - (95495, 79354)	75
Item: 61	IS - Authority To Launch/Land Hot Air Balloons Policy - (95495, 79354)	77

**ORDINARY MEETING****Table of Contents****Meeting Date:** 30 March 2010

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE</b>
Item: 62	IS - Exclusive Use of Governor Phillip Reserve - Ski Racing NSW Inc - (95495)	78
Item: 63	IS - Provision of a Skate Park within the Glossodia area - (95495)	81
<b>SUPPORT SERVICES</b>		<b>84</b>
Item: 64	SS - Monthly Investments Report - February 2010 - (96332, 95496)	84
Item: 65	SS - Pecuniary Interest Returns - (79337, 95496)	89
Item: 66	SS - Farmland Rates for the 2010/2011 Financial Year - (95496, 96332)	91
<b>CONFIDENTIAL REPORTS</b>		<b>96</b>
<b>INFRASTRUCTURE SERVICES</b>		<b>96</b>
Item: 67	IS - Tender No. 00610 - Concrete Works - Restoration of Footpaths, Kerb and Guttering and Construction of New Dish Drains within the City of Hawkesbury- (95495, 79344) CONFIDENTIAL	96
<b>SUPPORT SERVICES</b>		<b>97</b>
Item: 68	SS - Property Matter - Assignment of Lease from Daniel Naethuys and Rebecca Gee to Leanne and Wayne Gerahty - Shop 6 Glossodia Shopping Centre, Glossodia - (112106, 8999, 77895,113095) CONFIDENTIAL	97
Item: 69	SS - Property Matter - Lease to Datanetwork Services Australasia Holdings P/L, Trading as Wilberforce Post Office - Shop 7 Wilberforce Shopping Centre, Wilberforce - (112106, 20367) CONFIDENTIAL	98
Item: 70	SS - Property Matter - Lease to Sharon Bell, Trading as Bojangles Beauty Basix - Shop 8 Glossodia Shopping Centre, Glossodia - (112106, 109695) CONFIDENTIAL	99
Item: 71	SS - Property Matter - Lease to Sarah Turner - Shop 11 Glossodia Shopping Centre, Glossodia - (112106. 95496) CONFIDENTIAL	100
<b>SECTION 5 - Reports of Committees</b>		<b>103</b>
ROC - Hawkesbury Bicycle and Access Mobility Committee Minutes - 18 February 2010 - (98212)		103
ROC - Audit Committee Meeting Minutes - 3 March 2010 - (95496)		106
ROC - Local Traffic Committee - 17 March 2010 - (80245)		113



ordinary

section

1

confirmation of minutes

**ORDINARY MEETING**  
Confirmation of Minutes

**ORDINARY MEETING**  
Confirmation of Minutes

**SECTION 1 - Confirmation of Minutes**

**ORDINARY MEETING**  
Confirmation of Minutes

ordinary

section

3

notices of motion

**ORDINARY MEETING**

Notices of Motion

**SECTION 3 - Notices of Motion**

**NM - Degradation of the Hawkesbury River - (90477)**

---

**Submitted by:** Councillor B Porter

**NOTICE OF MOTION:**

That Hawkesbury City Council:

1. Notes, with great concern, the continuing and increasing degradation of the Hawkesbury River.
2. Notes that the Department of Environment and Climate Change (DECC) holds a dredging licence for the Port Hacking river system and the extraction quantities have increased since the licence was originally issued.
3. Calls upon the State Government to immediately issue an extraction licence for the Hawkesbury River to Council so that the Hawkesbury's community can not only have a safer river in times of flood, and a safe navigable river, but also demonstrate that the Hawkesbury's community and its river users are treated equally to those people who use the Port Hacking river system.

**BACKGROUND:**

As Council would appreciate, many sectors of the Hawkesbury's community have been expressing, for some considerable time now, significant concern with the continuing and increasing degradation of the Hawkesbury River. Whilst this has many and complex causes significant contributors to this situation are ongoing siltation, bank erosion and weed infestation due to decreased flows.

In particular, siltation has rendered navigation problems to river users and the loss of old growth trees, due to erosion along the banks of the river adds to these navigation difficulties. If these problems are not addressed as a matter of urgency in the short term it will have a major economic impact on all councils and their communities that adjoin the Hawkesbury River.

Scientific evidence has been put forward at several Floodplain Management Conferences that siltation build up in a river system contributes greatly to increased overland flooding. In turn, this increased flooding can lead to more property damage and possibly result in the loss of life.

Council should note that the Department of Environment and Climate Change (DECC) holds a dredging licence for the Port Hacking river system and the extraction quantities have increased since the licence was originally issued.

Accordingly, it is considered that it would only be reasonable for an extraction licence to be issued for the Hawkesbury River so that our community can not only have a safer river in times of flood, and a safe navigable river, but also demonstrate that that our community and our river users are treated equally to those people who utilise the Port Hacking river system.

**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

**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**SECTION 4 - Reports for Determination**

**GENERAL MANAGER**

**Item: 48**                    **GM - Business Skills Program 2010 - Update and partner relationship changes - (79351, 111215)**

**Previous Item:**            58, Ordinary (8 April 2008)

---

**REPORT:**

Council at its meeting on 8 April 2008 considered a report on the Business Skills Program (Program) suggesting that if it wished to continue with the Business Skills Program that it consider partnering with Schools Industry Partnership - Penrith, Hawkesbury, Blue Mountains (SIP - PHBM) to deliver two of its programs, instead of a Young Achievements Australia program. It was resolved:

*"That:*

1. *Council's 2008 Hawkesbury Business Skills Program be delivered via the Adopt a School Programme and the Banago Traders program offered by Schools Industry Partnerships*
2. *Council partners with Schools Industry Partnership to further develop its program's presence in the area as an integrated Hawkesbury Business Skills Program."*

Since then Council has been working with SIP - PHBM to develop and deliver the Program. SIP - PHBM role (at the time), is about delivering programs for school students in making the transition to work easier and linking students to industry/ business and future employment.

The aim of the Program is to encourage students to consider business as a career whether through study, or by running or working for a business. The Program objective is to provide high school students with an introduction to how business operates and to provide experience in the day-to-day operations of a business by undertaking simulated business processes and visiting a business and doing a basic business assessment to support schools studies. The Program was positioned as part of the former Management Plan's business focus and which continues in the current Community Strategic Plan under 'support business'.

In regard to part 1 of Council's resolution, Council Officers worked with SIP - PHBM during 2008 and 2009 to initiate its two programs in the Hawkesbury local government area. Set up and delivery has been responsive to the school year and terms and the business electives in Year 9 and 11. It has also involved seeking interest from schools to pilot the programs locally.

Banago Traders for Year 9 students is a simulation game that introduces students to some of the concepts involved in running a business (eg. supply and demand, price setting) and was successfully held on Friday 5 December, 2008 with over 50 students from four local high schools participating - Colo, Hawkesbury, Richmond and Windsor. Councillor Calvert attended to be part of formalities and to present awards. Banago Traders was not held in (the later part of) 2009 because SIP - PHBM no longer employed trained staff to deliver the program and/or did not have access to the program (ie. license).

The Adopt a School Programme for Year 11 students is for students doing business studies in their Higher School Certificate and provides students with a local business to base their business case study on instead of the textbook business only required by the curriculum. This SIP - PHBM standard program was supplemented with mentor sessions in school to:

## ORDINARY MEETING

Meeting Date: 30 March 2010

- help students understand how business really works (small through to large entities),
- give examples of mentor work experience to students; and
- to provide assistance for students to approach local businesses for their assignment – ‘questions and answers’ to be asked in completing and how to prepare business reports.

Adopt a School Programme preparation was undertaken during the first half of 2009 with the program being delivered via four mentor sessions on 25 August, 27 October, 10 November and 22 December 2009 with the school partner – Hawkesbury High School. The last session included students presenting feedback on their business findings and awards.

The program in 2009 was treated as a pilot to:

- assess school interest,
- consider student needs; and
- focus on content in transitioning from the business skills program offered by the former program partner.

To take the program beyond the pilot, a ‘kit’ would need to be developed to create a program product to create value in the Program for Council, the schools and the students.

In regard to part 2 of Council's resolution, Council needs to reconsider its relationship with SIP - PHBM given recent changes to its funding by the Federal Department of Education, Employment & Workplace Relations (DEEWR). In implementing the Federal Government's Compact with Young Australians, the Federal, State and Territory Governments entered into a National Partnership on Youth Attainment and Transitions. As part of the Federal Government's contribution to this, its existing youth, transitions and career programs have been consolidated into two new programs from 1 January 2010:

- (a) **School Business Community Partnership Brokers** (Partnership Brokers) – to improve partnerships between community, business and industry, and schools to extend learning beyond the classroom, increase student engagement, lift attainment and improve educational outcomes. (\$182.9m over four years)
- (b) **Youth Connections** – to provide a safety net for young people who have disengaged or are at risk of disengaging from education, and will offer flexible case managed support and services that recognise the role that family and community play in a young person's well being and development. (\$286.8m over four years)

The new approach is to avoid duplication in programs between the levels of government, however, there is a fundamental shift in how such programs are delivered.

SIP- PHBM is now a Partnership Broker and will be delivering activities that align with (a) above (contract renewed about December 2009). Its new role is to broker partnerships between the education sector, business and the community in the Penrith, Blue Mountains and Hawkesbury areas. The DEEWR tender document for the Partnership Brokers lists 11 requirements of the program:

Extract “Request for Tender for the provision of School Business Community Partnership Brokers (Partnership Brokers)” (closing date 6 October 2009)

*“1 Statement of Requirement  
1.1 Program Overview*

*1.1.1 The main objective of the Partnership Brokers program is to improve education and transition outcomes for all young people by facilitating stakeholder engagement,*

## ORDINARY MEETING

Meeting Date: 30 March 2010

*building community capacity and infrastructure and driving the Government's education reform and social inclusion agendas.*

- 1.1.2 *This will be achieved through a national network of Partnership Brokers that broker partnerships between education and training providers, business and industry, parents and families, and community groups to foster a strategic, whole-of-community approach that supports young people's learning and development.*
- 1.1.3 *Partnership Brokers will work within their region to build strategic and sustainable partnerships between key stakeholders, rather than short-term, one-off associations. Partnerships should deliver mutual benefits that make the relationship viable in the long term and support young people to reach their potential and make a successful transition through school to further education or training and work.*
- 1.1.4 *Key stakeholders that Partnership Brokers are required to work with are:*
- *education and training providers*
  - *business and industry*
  - *parents and families*
  - *community groups.*
- 1.1.5 ***Partnership Brokers are not expected to work directly with young people, but to build relationships between key stakeholders that enable them to identify the needs of young people, make classroom learning more meaningful, improve education outcomes and assist young people to make a successful transition to further education or training and work.***
- 1.1.6 *Partnership Brokers will create new partnerships and enhance existing partnerships in their region. To do this successfully, and to achieve program outcomes, Partnership Brokers will need to:*
- *identify the issues, needs and expectations of young people that impact on their education and transition outcomes within their region*
  - *identify the issues, needs and expectations of key stakeholders within their region*
  - *develop an understanding of the Service Region's specific characteristics, including identifying the existing and emerging skill needs of local and national businesses*
  - *use their knowledge of the region to develop a strategic approach to program delivery*
  - *establish and maintain relationships with key community and regional leaders, as well as identify new partnership opportunities.*
- 1.1.7 *Successful Partnership Brokers will:*
- *broker sustainable partnerships between key stakeholders at the local level and, where appropriate, the State and Territory and national levels to improve education and transition outcomes for all young people*
  - *broker partnerships for the benefit of all young people within their Service Region, including those experiencing high levels of disadvantage*

## ORDINARY MEETING

Meeting Date: 30 March 2010

- *influence the strategic thinking and build the capacity of stakeholders to develop sustainable, strategic partnerships across the region.*
- 1.1.8 *Partnership Brokers will need to adopt flexible and innovative approaches that allow them to respond to the needs of their Service Region to achieve program outcomes.*
- 1.1.9 *For instance, Partnership Brokers may identify a need in their Service Region and approach stakeholders to build a strategic partnership to address this need. In other situations, Partnership Brokers may respond to a stakeholder proposal and engage suitable partners to implement this proposal.*
- 1.1.10 [Deleted for purpose of report.]
- 1.1.11 [Deleted for purpose of report.]

Part 2 of Council's resolution was based on the ability of SIP – PHBM to deliver two of its existing youth/ business programs as the basis of the Business Skills Program; with program development involving Council Officers and mentors. Council doesn't have the skill to run youth/ business programs alone and was working with SIP - PHBM because it had the programs, skills and links to schools to make the Program happen. Therefore, Council's role in the relationships was to enhance existing SIP - PHBM programs.

DEEWR's new tender for Partnership Brokers has changed how it sees SIP- PHBM's role in youth programs (with a greater focus on transition to work from school), which in turn changes the relationship between Council and SIP – PHBM. SIP – PHBM will no longer deliver programs per se, but it will now facilitate the linkage of stakeholders who wish to undertake programs of similar interest. Interestingly, local government is not seen as a 'stakeholder' by DEEWR. In this regard, Council should at least reconsider the overall resolution, to determine whether it wishes to:

- (a) continue with the Business Skills Program, as SIP - PHBM was best placed to meet the objectives of Council and the aims of the Program,
- (b) continue its relationship with SIP – PHBM, knowing that its role has changed, which influences its ability to support the Business Skills Program, and
- (c) put more resources into the Business Skills Program to create a kit (mentioned previously), fill the possible gap left by SIP – PHBM, develop the relationship with potential other stakeholders (who may not have resources), and to secure the skills for running the enhanced Adopt-a-school program.

It should be noted, that the enhanced Adopt a School program, appears to align with the Partnership Brokers Statement of Requirement No. 1.16. There is scope in the requirement for the piloted enhanced a-Adopt-a-School program to be reviewed (eg. impacts on stakeholders, issues) by SIP\_ PHBM. However, the outcome would likely include a greater impact on the resources of stakeholders and a greater responsibility for program delivery, which was not Council's intent when resolving to work with SIP- PHBM. It is also likely the review would confirm the need for a kit for the enhanced Adopt a School program to add value, minimise the impact on Council resources and to address youth/ business teaching skills outside the scope of Council's activities. Banago Traders is no longer an option for the Program.

In terms of Council's Community Strategy Plan, it is appropriate to include a youth focus under 'support business' to provide for future business leaders. However, Council is reliant on an external service provider to develop this focus and link the relevant stakeholders; and SIP- PHBM was the best placed to do this. However, the new role as Partnership Broker has shifted the 'goal post'. DEEWR's current position is that its agencies (SIP type groups) should not be in the business of running youth/ business programs, which is not supported and it is better placed to coordinate and lead activities, instead of relying on stakeholders. DEEWR's decision has had a negative impact on Council's ability to meet its 'support business' strategy.

## ORDINARY MEETING

Meeting Date: 30 March 2010

With the above in mind, it is considered that Council's has the following options:

- (a) Invite DEEWR and/or SIP - PHBM to brief Council about the new Partnership Broker model and the impact it has on the relationship with SIP - PHBM and the Business Skills Program,
- (b) End the relationship with SIP – PHBM for the Business Skills Program, and /or
- (c) Review options for the Business Skills Program.

It is considered that SIP- PHBM would be willing to discuss how Council's relationship with Business Skills Program could be accommodated in the new Partnership Broker model. However, as indicated before, there would be some impact on Council resources and it is likely that the enhanced adopt- a school program would not be possible in the 2009/2010, due to the need for a program kit.

### Conformance to Strategic Plan

The proposal is consistent with the *Supporting Business and Local Jobs* Directions statement:

- *"Offer an increased choice and number of local jobs and training opportunities to meet the needs of Hawkesbury residents and to reduce their travel times."*

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

- *Encourage stronger relationships between the business and community sectors, education and training providers to increase local career options.*

and Goal:

- *Integration of education, training and industry development.*

### Funding

All costs will need to be met from the approved budget in the local economic development program.

### RECOMMENDATION:

That:

1. The information about the Business Skills Program 2010 - Update and partner relationship changes be received.
2. Council invite DEEWR and/or SIP-PHBM to a Councillors' Briefing Session to brief Council about the new Partnership Broker model and its relationship with the Business Skills Program.

### ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**Item: 49 GM - Sister City Program - Annual Report 2008/2009 - (79351)**

**REPORT:**

Council at its meeting held on 10 July 2007, adopted its (International) Sister City Program Policy. Council in adopting the Policy, also delegated authority to the Hawkesbury Sister City Association (Association) to undertake some exchange activities on Council’s behalf with our two sister cities, under Section 377 of the Local Government Act, 1993.

The Sister City Program (Program) includes provision for culture, sport and youth exchanges. To support the activities of the Program, Council allocates funds in the budget.

The purpose of this report is to provide Council with an overview of the Program during the 2008/2009 financial year to enable an annual review of exchange activities and performance.

Hawkesbury Sister City Association was established in 1983 and has been involved in the Program since then.

Councillor Paine and Councillor Whelan were the Councillor Delegates on the Association during the reporting period.

**Program Financials**

Table 1 shows Council’s budgeted funds and actual expenditure for the Program for the year ended 30 June 2009. Council’s full year budget was \$15,000 as general funds for the Program (which includes payments to the Association) and \$6,000 towards donations to students participating in exchange visits.

<b>Table 1 - Hawkesbury Sister City Program – Financial Summary for 2008/2009</b>			
<b>Council</b>	<b>Budgeted \$</b>	<b>Expenditure \$</b>	<b>Surplus / (Deficit) \$</b>
General contribution	15,000	14,986	14
Donation to students	6,000	5,500	500
<b>Total for Program</b>	<b>21,000</b>	<b>20,486</b>	<b>514</b>

The Program for the year ended 30 June 2009 had a minor operating surplus, due to under expenditure of the donation to students, as 11 students travelled overseas instead of a maximum of 12. The Programs general contribution had an operating surplus of \$14. Overall, the financial position at the end of 2008/2009 was in line with planned Program costs, including both Association and Council exchange activities. It included the Associations attendance at the Sister Cities Conference, which has re-commenced activity.

Attachment 1 is the Association’s financial statements at 30 June 2009. It shows Council’s contribution to the Association for the year as \$14,400, being the majority of the general contribution funds. The balance of these funds were used by Council, including direct pay of other Association expenses, eg. printing and postage and Sister Cities Australia membership. Table 2 shows the funds held by the Association at the start and end of 2008/2009, based on its Statement of Financial Position. It should be noted that the Association’s expenditure is influenced by the timing of its exchange activities, ie some over the start and end of financial years. The statement also includes any carried forward monies from the previous year. The postponement of the Hawkesbury Student Exchange to Kyotamba has had a bearing of funds expenditure being delayed.



**ORDINARY MEETING**

Meeting Date: 30 March 2010

**Table (2) - Hawkesbury Sister City ASSOCIATION – Financial Balance at 30 June 2008**

Association's Statement of financial position	Balance
At 30 June 08 – start of year	\$12,856.64
At 30 June 09 – end of year	\$8,160.81

**Program Activities by the Association**

Attachment 2, being the Minutes of the Association's Annual General Meeting held on 9 November 2009, includes is the Association's Presidents' report. The Association primarily undertakes student exchange and adult exchange activities (and associated functions). During 2008/2009, the following activities were undertaken:

1. Monthly meetings and AGM.
2. Selection process and information sessions for student exchanges.
3. Farewell, Welcome Home and Welcome Functions for student exchange.
4. Host families for visiting exchange students arranged.
5. Certificates and presentation at a Council meeting for student exchanges.

All exchange students (Hawkesbury and Temple City, not Kyotamba) were presented to Council at its meeting on 28 July 2009.

6. Student Exchange – Hawkesbury students travel to sister cities.

## Temple City – March and April 2009

- |      |                 |                                       |
|------|-----------------|---------------------------------------|
| i.   | Mr Hugh Bonner  | St Pauls Grammar (of North Richmond)  |
| ii.  | Mr Luke Simpson | Hawkesbury High School (of Ebenezer)  |
| iii. | Ms Sharna Ford  | Bede Polding College (of Bligh Park)  |
| iv.  | Mr Joel Barrett | Penrith High School (of Bligh Park)   |
| v.   | Ms Gemma Carter | Richmond High School (of Londonderry) |
| vi.  | Mr Nick Howard  | Richmond High School (of Richmond)    |

## Kyotamba City – November and December 2009

- |      |                       |  |
|------|-----------------------|--|
| i.   | Mr Sterling Thomas    | Hawkesbury High School (of East Kurrajong) |
| ii.  | Ms Elizabeth Thompson | Bede Polding College (of Bligh Park)       |
| iii. | Ms Sally O'Brien      | Bede Polding College (of Windsor)          |
| iv.  | Ms Rebecca Brown      | Colo High School (of East Kurrajong)       |
| v.   | Ms Zoe McMillan       | Colo High School (of Kurrajong Heights)    |

The student exchange trip to Kyotamba was scheduled to take place in May and June 2009. However, due to Kyotamba's concern over the H1N1 flu outbreak in Japan, Council received notification from the Kyotamba Mayor in May (one week prior to departure) that the trip was cancelled and that the exchange had been postponed indefinitely. Fortunately, due to changed circumstances with the flu and the Japanese government's position on it, the trip did take place in November and December 2009.

7. Student Exchange – sister cities students travel to Hawkesbury

Temple City and Kyotamba students generally visit at the same time. The Temple City students (six) visited in July 2009. The Kyotamba students did not visit this year because of the H1N1 flu outbreak.

## ORDINARY MEETING

Meeting Date: 30 March 2010

8. Adult Exchange – Hawkesbury adults travel to sister cities

Not applicable this period.

9. Adult Exchange – sister cities adults travel to Hawkesbury

Temple City delegation did not visit during the year. Visit planned for 2010 to coincide with Macquarie 2010 anniversary.

Kyotamba delegation did not visit during the year. Visit planned for 2010 to coincide with Macquarie 2010 anniversary.

10. Sister Cities Australia Annual Conference

The Association's President and the Youth Representative attended the conference held at Tamworth. It was an opportunity to make contact with sister city associations around the country and in particular catch up with those associations in the region.

11. Future Direction. Discussions held with Council Officers about extending the Association's delegation to recognise the establishment of Council's City/Country Alliances with Cabonne and Weddin Council's.

12. City-Country Alliance – Initial activities

To start the new domestic role of the Association,

- i. The President and Council Officers attended a Windsor Rotary meeting around May 2009
- ii. The Association's President visited Cabonne in on 19 and 20 October 2009. She meet with Cabonne Councillors, Cabonne community members interested in establishing exchanges and Council officers. Council officers at the National Field Day on 20-22 October also provided information about the City-Country Alliance and the Association's involvement. Ongoing contact is occurring with community interest in exchanges being explored.
- iii. Association members took part in a community exchange visit to Weddin on Saturday 31 October and Sunday 1 November. (The exchange visit also included members from of the Hawkesbury City Eisteddfod and Windsor Rotary.) Association members meet with Weddin Councillors, Weddin community members interested in establishing exchanges and Council officers. Ongoing contact is occurring with community interest in exchanges being explored.
- iv. The Association is considering how students from Cabonne and Weddin could be involved with the student exchange program with Temple City and Kyotamba.

The President's report acknowledges the support of Mayor of Hawkesbury, Councillor Bart Basset, Councillor (Dr) Rex Stubbs OAM, Councillor Paine and Councillor Whelan.

### **Program Activities by Council**

Council provides support to the Association and undertakes (corporate) Program activities and maintains the Sister City Agreement relationship. During 2008/2009 the following activities were undertaken:

1. Program Policy review and adoption.

During the early part of the year, it had been considered by Council Officers that it would be appropriate to extend the delegation of the Association to recognise the establishment of the City-Country Alliance and therefore involve the Association in developing community exchanges with the 'country' areas. The Sister city policy, was extend on 24 February 2009 and is now known as the

## ORDINARY MEETING

Meeting Date: 30 March 2010

Sister City and City-Country Alliance Program Policy. The Sponsorship policy was subsequently amended.

2. Student Donation.

Council approved donations for the 11 students at its meetings on 24 February 2009. This was followed up with Council's special consideration of the donations for the students visiting Kyotamba (that had been initially cancelled but reinstated.)

3. Association support. Including arrangements for student attendance at a Council meeting, student donations cheques, printing and postage; and budget management, program advice and meetings etc. In particular, postponement of the Hawkesbury student exchange to Kyotamba required extra communication with the Kyotamba Mayor and Kyotamba Council officers, to consider options with committed funds for the students.
4. Sister City Agreement support. Communication with the Mayors and Council officers of the sister city councils and the City- Country Alliance Councils; and
5. Future Direction of the Association. Liaison and support in exploring its new domestic role of the Association with the 'country' council's and communities of Cabonne and Weddin. The Association's President visit to Cabonne and the Association members visit to Weddin, both in October 2009, were programmed to co-inside with Council Officer staff exchanges to each 'country' council to assist with new relationship management etc.

### Conformance to Strategic Plan

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

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

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

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

Goal:

- *Support community initiatives and volunteers.*

### Funding

All costs were met from approved budgets for the year 2008/2009.

### RECOMMENDATION:

That the 2008/2009 annual report for the Sister City Program be received.

### ATTACHMENTS:

- AT - 1 Hawkesbury Sister City Association - Statement of Financial Position as at 30 June 2009.  
AT - 2 Hawkesbury Sister City Association – Minutes of AGM of 9 November 2009, including the President's Report. (*Distributed Under Separate Cover*)

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**AT - 1 Hawkesbury Sister City Association - Statement of Financial Position  
as at 30 June 2009.**

**To View This Image,  
Please Refer to the Separate  
Attachments Document (Maps)**

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**To View This Image,  
Please Refer to the Separate  
Attachments Document (Maps)**

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**To View This Image,  
Please Refer to the Separate  
Attachments Document (Maps)**

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 30 March 2010

**Item: 50                    GM - Review of Risk Management Branch Resources - Workers Compensation Related Issues - (79351, 79509)**

---

### REPORT:

It will be recalled that at the Councillor Briefing Session on 2 February 2010 a number of issues relating to the retention of Council's Self Insurers Licence for Workers Compensation Insurance and the resources of the Risk Management Branch were raised and it was indicated that a report would be submitted to this meeting in this regard.

The purpose of this report is to review the resources capacity of the Risk Management Branch to prepare for and successfully guide the Council through the next WorkCover OHS Audit, necessary for Council to retain its Self Insurers Licence for Workers Compensation purposes, whilst also attending to other conflicting risk management issues charged to the Branch.

At the last WorkCover OHS Audit debriefing in October 2008 the lead auditor stated that, whilst the audit just successfully completed against the Self Insurers Model 2005 was pleasing, it was evident that Council would need to consider committing more resources to ensure compliance with the new Self Insurers National Model 2007. Such was his concern that he raised a 'non-conformance' under the 'Management Responsibility' element 1.1 stating:

*"The 2008-09 OHS Management Plan omitted forward planning arrangements to ensure Self-Insurer (i.e. the National Tool) requirements were to be met".*

Council is one of 67 organisations that hold a 'self and specialised insurance licence' for Workers Compensation in New South Wales. Council has successfully held this license since 1983.

Council currently holds a three year Self Insurers Licence which is due for renewal in February 2012. If Council was unsuccessful in this audit Council would be placed on a 12 month licence and if again unsuccessful at the next audit would lose its Self Insurers Licence and would need to approach the insurance market and pay the applicable premium.

Council is also on a three year OHS audit cycle with the next audit scheduled for mid 2011 and a 12 month Case Management audit cycle having only recently completed a Case Management audit on Wednesday, 17 March 2010.

Council's insurance programs are managed by the Risk Management Branch as part of the General Manager's Executive Service Division and have four principal functions;

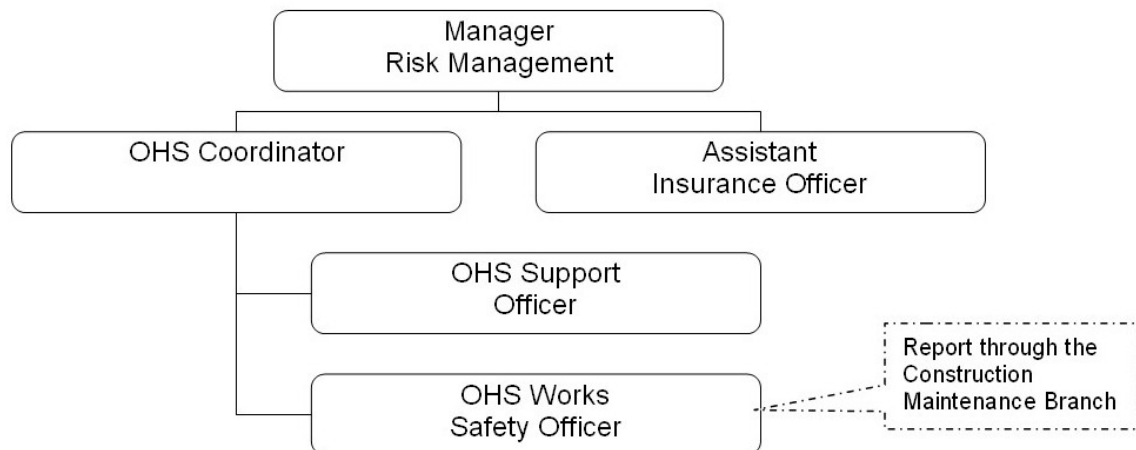
1. Workplace Injury Management:
  - a) Workers Compensation claims management,
  - b) Return To Work (RTW) plans,
  - c) Payment of claims,
  - d) Case Management reviews and audits.
  
2. Occupational Health Safety & Injury Management:
  - a) System development,
  - b) OHS training,
  - c) Corrective Actions register,
  - d) Workplace safety reviews,
  - e) Systems audit to Self Insurers model.
  
3. General Insurances programs:
  - a) Investigation and procurement of insurance policies,
  - b) Annual insurance renewal schedules,

## ORDINARY MEETING

Meeting Date: 30 March 2010

- c) Claims investigation and management,
  - d) Payment and settlement of claims – motor, property, liability and others.
4. Corporate Risk Management:
- a) Internal/external risk management consultancy,
  - b) Active participation in Westpool & UIP insurance mutual and NSW Workers Compensation self insurance association,
  - c) Consult with risk management groups on issues relevant to Council business.

The current structure of the Risk Management Branch consists of



Whilst much of the Branch time is caught up with the day to day issues of workers compensation claims management and the development/training of the Occupational Health Safety & Injury Management system the Branch is also involved in general insurance claims management, risk management consultancy both internally and externally and of course procurement and management of Council's general insurance programs. The general insurance program renewals and claims administration are time consuming and with research needed for defence of the current number of claims time is extremely limited placing such matters at risk.

Change began in late 2001 with amendments to the OHS Regulations that focused on a more formal approach to OH&S with ALL employees being required to be part of the process.

Changes to the *OHS Regulations in 2001* included:

- Further detailed instructions in relation to the Act,
- Employers *must be able to demonstrate* they have implemented a systematic *Risk Management* approach to identification, assessment and control of risks associated with all plant, equipment functions, and systems of work carried on by the employers,
- Employers *must be able to demonstrate* they *consult* with employees regarding all matters of health and safety,
- Employers *must be able to demonstrate* they have systems in place to manage risks found at worksites, indoors, outdoors, and on mobile worksites and/or where they are *controllers* of the worksites (even though they may not be the owners),
- Specific risk control measures are provided for *hazardous substances* (eg carcinogenic substances and chemicals) and *hazardous processes* (eg electrical work and welding).



## ORDINARY MEETING

Meeting Date: 30 March 2010

In 2007 the newly elected Federal Government announced they were moving to draft a National OHS legislation that would bring together the various States and Territories jurisdictions. The process has been drawn out and it is still not clear if there is total agreement by all parties to that National shift. The final legislation remains in draft but the major states have commenced a 'harmonisation' program to bring the reporting systems in line to effect greater significance of the Workplace injury statistics.

The major changes to the NATIONAL Model 2007 and 2009 include:

- a) Change from 13 primary elements to 5 primary elements.
- b) Removal of the broken chain audit process which allows bleeding of issues and hard to contain for audit.
- c) Increase from review of 4 x 30% system (2005 Model) to now be 2 x 70-80 % in audit process where the 2 elements tend to blend across to entire system.
- d) Must *achieve minimum 75% compliance in audited elements*. It is understood, this amount will gradually increase over future years.
- e) Far greater emphasis on demonstrable management involvement via tighter & specific *OHS KPI's*, reporting and direct management through *development of OHS Management Plans for Directorate, Branch and Site levels* that are a fraction of the overall corporate objectives.
- f) Far more refined implementation requirements i.e. evacuation requirements, multiple risk registers, task surveys, etc.
- g) Greater *integration of OHS* into Council annual management plans and corporate objectives with OHS planning initiatives.
- h) Increase in the degree and scope of reporting in relation to audit preparations and annual returns.
- i) Exponential increase in issues relating to inspection, testing and monitoring of plant, equipment, and materials.

WorkCover NSW makes no apology for the increasingly high demands they are placing on self insurers. Indeed their actions and statements convey pride in the consistently higher levels of compliance they are demanding. They highlight that self insurers are the beneficiaries of significant financial gains and that this saving must be *significantly reinvested* into OH&S and Workplace Injury Case Management systems.

Further, WorkCover NSW now issues a range of WorkCover Guides that impose standards and timeframes around the activities of all parties, how they are to respond with set timeframes and set compliance standards. Specifically there are now detailed self insurers audit tools for both OHS and Case Management programs as well as a very detailed Annual License application return.

Whilst the current staff, with the assistance of some consultants, has successfully developed systems to respond to the NSW Self Insurers Model 2005 the shift toward the new National harmonisation of Workers Compensation jurisdictions brings an even higher standard of, and compliance with detailed audit tools. Currently staff are struggling to keep pace with the mercurial nature of the WorkCover requirements. OHS Training alone could take days to research training options; review the training package for compliance with the National Quality framework (NQF) competencies, that they have all the appropriate covers, the training will meet the Hawkesbury needs, etc before we commence inviting staff and engaging venues etc.

A significant focus for WorkCover in this '*harmonisation*' of the management of Workers Compensation in NSW with the other States into a National program is to require NSW Self Insurers to demonstrate how the various layers of management participate in ensuring safety in the workplace through competency based training; clear OHS KPI's at all levels and as so add value to the corporate OHS charter/goals. Once trained the various layers of management must show their understanding of the practical application of the OHS system, how they have individually and collectively participated in the inspection & testing of systems within their respective lines of accountability, authority and responsibility.

**ORDINARY MEETING**

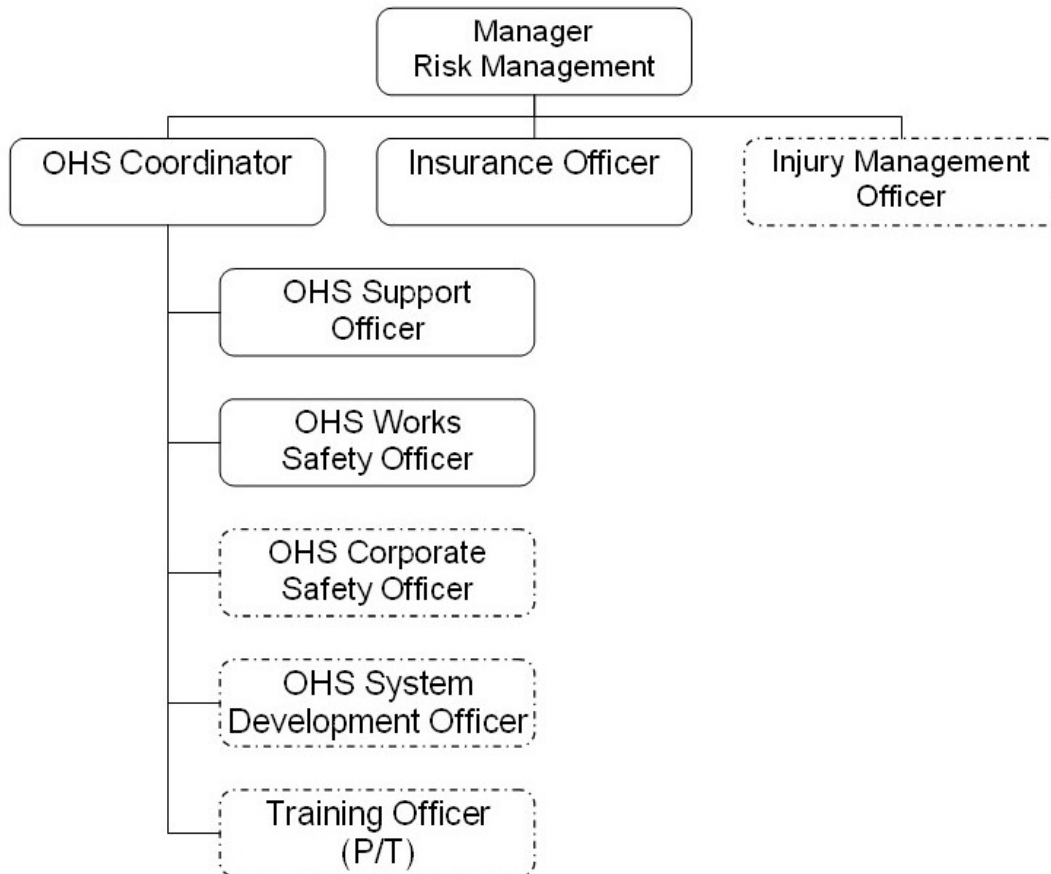
**Meeting Date:** 30 March 2010

Additional to the above OHS concerns are the increased requirements for Case Management and Return to Work programs. WorkCover NSW as part of the NAT Harmonisation program has instigated the CDR program (central data repository) and this requires additional staffing resources to ensure appropriate recording of injury management claims information, in specific timeframes and that the information is reported to WorkCover in revised format. Data to be recorded, and its complexity, will be far greater than previously required.

A test scenario will soon be set up where Council will test a number of phantom claims under the new format and once Council has this matter in control we will advance to the new reporting scheme. Under the current structure much of the administration of the Case Management, Return to Work and all general insurance work is undertaken by the Assistant Insurance Officer, with the oversight of the Manager, however, it is clear that these resources will not be able to cope adequately with future requirements.

By adding an additional resource to this program, the developing tasks should be able to be completed on time and in the correct format whilst affording the Manager the opportunity to develop other strategic aspects of Councils Risk Management programs. The additional workload in the CDR process is unpredictable but it could nearly double the amount of time it takes to register issues on the electronic Case Management system. This added to the need for annual Case Management audits programs without appropriate resources will put the system at risk.

The following is the proposed Structure of the Risk Management Branch:



The above proposed structure would ensure that the OHS&IM System is adequately resourced and should require minimal input from consultants based on current data.

- The *OHS Coordinator* will coordinate and set the direction for the system, including directing the development of the system, while ensuring the current system is maintained. A key part of the role

## ORDINARY MEETING

Meeting Date: 30 March 2010

would be to continue training and development of the OHS Team as well as Supervisors and Managers. Auditing and compliance will also be involved.

- The *OHS Support Officer* would take on the primary role of system maintenance - including document and records control, corrective actions, training administration, generating KPI's. It must be strongly emphasized that document control and related activities that would be dealt with here are rated as an extremely high requirement during a WorkCover OH&S Audit.
- The new *OHS System Development* role on a two year contract would carry out the detailed work of the system development projects. This would also include sharing some implementation and training in the new requirements with the OHS Coordinator and the rest of the OHS staff. (*Estimated annual direct cost - \$80,000 pa - two Year fixed term*).
- The *Insurance Officer* role will take responsibility for all general insurance functions –, all claims administration, assist with annual insurance renewals, maintenance of Council insurance register, allocation of premiums, and continuing to perform the RTW Coordinator role.
- The new *Injury Management Officer* role (three days - part time) will take responsibility for all aspects of injury Case Management in consultation with the RTW Coordinator, claims registration and administration, statistical returns and regular consultation with the Manager Risk Management on claims. (*Estimated annual direct cost - \$45,000 - ongoing*).
- The new *OHS Corporate Safety Officer* role would be consistent with the current existing position and would continue to provide technical assistance to the Support Services and City Planning Directorates. This will include the development & role out of operational controls. The existing position will continue to focus on Infrastructure Services. (*Estimated annual direct cost - \$75,000 - ongoing*).
- The existing *OHS Works Safety Officer* regularly utilises his vehicle for work purposes, particularly for regular early on the job commencements and should be provided with a "Car Allowance" in accordance with the Award to cover his costs in moving from the Administration Centre to the various depots and contractor worksite within the Hawkesbury and also his need commencing at early hours of the morning. (*Estimated annual direct cost - \$8,500 – ongoing*).
- The new *Training Officer* role (three days - part time) will be responsible for researching all OHS training needs, assessing training providers, assessing training programs, coordinating training and updating the Corporate Training database, (*Estimated annual direct costs - \$45,000pa.*), ultimately it would be hoped this role could also encompass other training needs across the organisation.

Strategically there are *three viable options* available to Council for the ongoing management of its Workers Compensation Self Insurers program.

1. Surrender Self Insurance license -outsourcing to a Scheme agent on a standard Workers Compensation premium based on three years claims experience and total wages for the same period which would *cost approximately \$1 million per year*,
2. To maintain much of the current structure and engage specialised consultants for approximately nine months to cover the essential matters only, including some elementary training however this does not cover the costs of the implementation of the new system which would be left to the various sections to undertake. This option may get a desired result at the Audit but will not assist Council in the extended period as it does not provide for the implementation and staffing of the activities required to keep the upgraded system operating. *Costs approximate \$385,300 for base service only*
3. To engage four appropriately skilled staff to develop the system, engage external trainers for specific training that meets our particular needs and undergo annual systems audits to gauge compliance with the Self Insurers Model. *Cost approximately \$253,500.*

## ORDINARY MEETING

Meeting Date: 30 March 2010

As can be appreciated, Option 1 could not be supported as it would be extremely difficult, if not impossible, to fund the premium that would be payable, without significant cuts to other areas of operations/services, with little savings to the work currently being undertaken to offset this being realistically achievable. Option 2 only provides the possibility of a "short term fix" and should this ultimately result in a successful audit the issue of satisfactorily maintaining the enhanced system would still exist.

Option 3 is therefore seen as a realistic approach which would provide Council with a reasonable opportunity to achieve a satisfactory audit result, build internal resources to achieve this result and to subsequently maintain the enhanced system and is, therefore, recommended to Council for consideration as part of the 2010/2011 budgetary process.

### Conformance to 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 with 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.*

### Funding

Funding to allow for the implementation of Option 3, if supported by Council at this stage, would be included in the 2010/2011 Draft Budget for Council's further consideration as part of this process.

### RECOMMENDATION:

That for the purposes of Council endeavouring to retain its Self Insurers Licence for Workers Compensation Insurance purposes and in view of the apparent financial advantages that would result Council endorse option 3 as detailed in this report in this regard for incorporation in, and consideration in association with the 2010/2011 Draft Budget.

### ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

## ORDINARY MEETING

Meeting Date: 30 March 2010

**Item: 51 GM - Mosaic art sculpture and plaque projects for Macquarie 2010 celebrations - (79351)**

---

### REPORT:

Macquarie's significance to the Hawkesbury is unique in his naming and planning of five townships (four currently within our geographic boundaries) - Windsor, Richmond, Pitt Town and Wilberforce (Castlereagh is in Penrith City Council's area). As an eminent person, his significance is of national importance but his local impact was unique; he is still highly esteemed within the Hawkesbury, as demonstrated by the hanging of his portrait in the Council Chambers and its inclusion on 'Macquarie Town' entry road signs as well as on local business logos.

The Macquarie 2010 Celebrations in the Hawkesbury have been well received by the public and many of the over 70 events organised by Council, community members and other organisations will leave a lasting impression in the memory of residents. However it has been identified that as in many large scale celebratory occasions, a permanent reminder of the occasion will leave a longer lasting record which can be enjoyed by future generations of community, visitors and tourists for many years to come.

To provide this enduring commemoration, it is proposed to install plaques in four of the five Macquarie named Hawkesbury Towns (Windsor, Richmond, Pitt Town and Wilberforce) and to install a mosaic art sculpture at the Governor Macquarie statue in McQuade Park Windsor. The currently unfunded plaque project is under the guidance of the Hawkesbury Macquarie 2010 Committee's Plaques Working Party and the mosaic art sculpture project is a new initiative for Council's approval.

The 'Major General Lachlan Macquarie, Governor of NSW 1810-1821' figurative statue, created by Frederic Chepeaux (1945-1994), was commissioned in 1994 and is located in the publicly accessible Council managed McQuade Park, Windsor.

McQuade Park was planned by Macquarie as part of his new visionary plans for Windsor in 1810, having grown directly from the great square that was to stand in front of St Matthews Anglican Church, which Macquarie commissioned colonial architect Francis Greenway to design. The Macquarie statue faces St Matthews Anglican Church, which is a renowned Greenway masterpiece.

The sculptor depicted Macquarie examining his plans for the five towns of the Hawkesbury - Windsor, Richmond, Pitt Town, Wilberforce and Castlereagh - which he named on 6 December 1810. Windsor was the third settlement in the colony of New South Wales, after Sydney Cove and Parramatta.

Council currently has a grant application (awaiting advice) with the Australian Government's Department of Water, Environment, Heritage, and the Arts under the Commemorating Eminent Australian program which if successful will fund interpretive signage around the statue for further co-location of signage which will attract locals and visitors to the site.

The interpretation of the Macquarie statue will enhance the site as a significant part of the recently researched and developed "Windsor Heritage Walk – McQuade Park precinct". Along with three other precinct walks - Thompson Square, The Peninsula, Windsor Mall – it will provide visitors to the Hawkesbury with interesting information that will enhance their experience in the Hawkesbury and Windsor specifically.

The Governor Macquarie statue in McQuade Park is an excellent place for the mosaic art sculpture project and the Windsor plaque to be located as it is also the site of the planting of the Elizabeth Macquarie Irises. As part of the Hawkesbury's celebrations of the bicentenary of Macquarie in 2010, Council and the NSW rose and iris societies collaborated to create the new 'Governor Macquarie' Rose and 'Elizabeth Macquarie' Iris.

## ORDINARY MEETING

Meeting Date: 30 March 2010

Plain blue and white iris have been planted at the statue with the intention of them forming a backdrop to a feature planting of the Elizabeth Macquarie Iris (which would be planted after October 2010 due to flower cycle). However, the Elizabeth Macquarie Iris will be launched at an event at the statue in October 2010 and the Her Excellency, Professor Marie Bashir AC CVO, the current Governor of New South Wales, has been invited to officiate along with the Mayor of Hawkesbury. Given the newly proposed artistic mosaic art sculpture project, there is scope to integrate the Elizabeth Macquarie Iris project with the mosaic project, with an artistic display of the Iris instead of its planting. The idea for the artistic mosaic art sculpture is to integrate irises and possibly even impressions of Elizabeth herself which would be a fitting fusion of the Macquarie personalities as many of their contributions to the Hawkesbury were as a couple. Council still intends to still plant the Iris in Windsor and has identified another location that is also more suitable from a maintenance perspective.

While there has been interest in a commemorative plaque being placed in Thompson Square, Windsor, it is deemed more appropriate to have the Windsor plaque and accompanying mosaic art sculpture at the Governor Macquarie Statue. Thompson Square was already in existence and the Green Hills settlement was concentrated around this area pre Macquarie and the first government store and granary faced the square. (There apparently was also a convict bell, stocks and whipping post in the square in the early 1800s). In 1811 when Macquarie visited Windsor he gave it the name in honour of the late Andrew Thompson, i.e. Thompson Square.

Information regarding Thompson and his contribution to Windsor and the district is to be recognised and commemorated in proposed future signage in front of Howes House at the Regional Museum which faces Thompson Square. It is deemed appropriate that a commemorative plaque regarding the Macquarie 2010 celebrations of the naming of Windsor be placed in an area where the focus will be on Macquarie and not on another prominent historical figure.

As mosaic creation is a fairly specialised area with a limited number of professionals in the field, one such organisation has been contacted to provide a quotation for a mosaic to be constructed in the triangle directly in front of the statue and in the lowered concrete slab directly around the statue. These areas are currently voids in the complete pebblecrete surrounds (one dirt, one concrete) and currently form an area for weeds to spring up requiring routine maintenance. Depending on the level of handmade construction and artistic preparation required, the cost would be between \$11,000 - \$26,000 for the two parts of the mosaic project.

A working group made up of key professional staff in the cultural, strategic and parks departments will undertake to create an artistic brief, invite submissions to a selective expressions of interest process and carry out the project concurrent to the plaques project which has advice sought from community members of the Hawkesbury Macquarie 2010 Committee through the Plaques Working Group.

An amount of \$12,000 was originally proposed in the Macquarie 2010 provisional program for the plaques project (2010/2011). This provisional program was endorsed by the Hawkesbury Macquarie 2010 Committee on 10 February 2009. It is anticipated that if the plaques project goes ahead with the mosaic project utilising funding identified in this report, this proposed funding will no longer be required. Having both the mosaic and commemorative plaque for Windsor in the same location is also anticipated to save costs.

It is anticipated that with the co-location of the interpretive signage (subject to external funding), the mosaic art sculpture and the commemorative plaque at the Governor Macquarie statue (of Macquarie examining his plans for the five towns) will be a permanent visual reminder of the Macquarie 2010 celebrations at a prominent site.

### Conformance to Community Strategic Plan

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

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

**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

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

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

**Funding**

\$10,000 has been identified in the Macquarie 2010 funding of the 2009/2010 Budget in Component 12 - Community Services where an exhibition came in under the proposed budget. An additional sum of up to \$15,000 has been identified in Component - 40 Strategic Activities. This \$25,000 in the 2009/2010 Budget can be used to fund both the four town plaques and associated construction, and the mosaic art sculpture project at the Governor Macquarie statue. With funding from this financial year's budget, both projects can both be progressed immediately and bring forward their anticipated completion dates.

**RECOMMENDATION:**

That Council endorse the mosaic art sculpture project at the Governor Macquarie Statue in McQuade Park, Windsor as a permanent legacy to remain of the Hawkesbury Macquarie 2010 celebrations.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

**Item: 52 GM - 2010 Waste Avoidance & Resources Conference - (79351)**

---

**REPORT:**

The 2010 Waste Avoidance and Resources Recovery Conference will be held 4 -6 May 2010 in Coffs Harbour, NSW.

The 2010 Waste Conference will be the only waste management conference endorsed by the Waste Management Association in NSW in 2010. The Conference will feature inspirational addresses from international and national leaders, and cover all the latest practical developments under the theme which encapsulates what this event is all about - information, innovation, inspiration.

Cost of attendance at the 2010 Waste Avoidance and Resources Recovery Conference will be approximately \$2,430.00 per delegate.

Budget for Delegate Expenses - Payments made

- Total budget for Financial Year 2009/2010 \$48,000.00
- Expenditure to date \$34,313.00
- Budget balance as at 22/3/10 \$13,687.00

It should be noted that at the Ordinary meeting held 23 February, 2010 Council resolved to send 6 Councillors to the Local Government Managers Australia 2010 National Congress & Business Expo in Adelaide. Costs associated with this Conference are yet to be incurred and are therefore not included in the expenditure to date.

**Conformance to Community Strategic Plan**

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

- *"Take active steps to encourage lifestyle choices that minimise our environmental footprint."*

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

- *"Develop and implement waste and recycling strategies."*

**Funding**

Funding for this proposal will be from the Delegates Expenses Budget.

**RECOMMENDATION:**

That the attendance of nominated Councillors, and staff members as considered appropriate by the General Manager, at the 2010 Waste Avoidance and Resource Recovery Conference at an approximate costs of \$2,430.00 per delegate be approved.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

**Item: 53 GM - Co-Generation Plant - (79351, 95495)**

**Previous Item:** 24, Ordinary (23 February 2010)  
10, Ordinary (2 February 2010)  
184, Ordinary (8 September 2009)  
32, Ordinary (26 February 2008)

**REPORT:**

**Background**

At the meeting of Council held on 23 February, 2010 a report was submitted, as previously requested, to Council in connection with the subject matter. Subsequently, Council resolved:

*"That:*

- 1. Council provide a detailed schedule of all costs associated with the purchase, installation and maintenance of the Co-Generation Plant to date.*
- 2. This information is to be provided to a meeting of Council in March, 2010".*

**Report**

In order to provide the information requested in the above resolution it is proposed to detail the relevant costs up to date of the commissioning of the Plant (i.e. "purchase, installation") in mid 2005 and since that time (i.e. "maintenance" and other operational costs).

As background, it will be recalled that during 2002 and 2003 Council considered much information placed before it by consultants and, as a result, made certain decisions in relation to the incorporation of a Co-Generation Plant within its Cultural Precinct Project.

Subsequently, on 14 October, 2003 Council accepted the tender of MPI for the "Design, Construction Management and Commissioning" of the Co-Generation Plant, and then called for and accepted a number of tenders for various components of the Plant which, as previously reported, were novated to MPI, with the Plant proceeding and being commissioned in mid 2005.

The costs associated with the Co-Generation Plant to the point of its commissioning in mid 2005 were as follows:

Item	Amount	Total
Design of Plant (MPI)		\$89,000
Contract Management (MPI)		\$161,740
Construction:		
• Generator set & ancillaries	\$626,445	
• Reciprocating chiller	\$167,630	
• Absorption chiller	\$201,860	
• Hot water generator & ancillaries	\$101,450	
• Cooling towers	\$205,969	
• Pumps	\$48,865	
• Fans & ancillaries	\$23,760	

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

Item	Amount	Total
• Valves & pipe fittings	\$196,250	
• Pipework materials & ancillaries	\$165,828	
• Heat exchangers	\$27,877	
• PLC hardware, software & ancillaries	\$61,745	
• Instrumentation	\$37,403	
• Air compressor & ancillaries	\$7,460	
• Site facilities hire	\$7,383	
• Temp chillers	\$4,000	
• Water treatment	\$23,518	
• Ventilation System	\$69,700	
• Insulation	\$171,200	
• Electrical works	\$313,500	
• Mechanical installation works	\$437,305	
• Gauge	\$22,960	
• Temp chiller recon	\$14,510	
• Rigging	\$1,080	\$2,937,698
Co-Generation Plant Room		\$417,658
<b>Total</b>		<b>\$3,606,096</b>

The costs associated with the maintenance of the Co-Generation Plant since its commissioning in mid 2005 are as follows:

Year			Building Maintenance		Plant Maintenance
<b>2005/2006</b>	Wages/On costs/Internal plant hire	\$1,065.48		\$2,276.38	
	Supplies/Materials	\$1,754.50		\$2,501.93	
	Maintenance	<u>\$1,850.00</u>		<u>\$756.50</u>	
			\$4,669.98		\$5,534.81
<b>2006/2007</b>	Wages/On costs/Internal plant hire	\$504.68		\$3,643.11	
	Supplies/Materials	\$120.36		\$3,044.89	
	Maintenance	<u>\$11,868.40</u>		<u>\$29,063.33</u>	
			\$12,493.44		\$35,751.33
<b>2007/2008</b>	Wages/On costs/Internal plant hire	\$1,992.45		\$5,334.17	
	Supplies/Materials	\$1,130.61		\$7,196.48	
	Maintenance	<u>\$11,270.41</u>		<u>\$113,391.28</u>	
			\$14,393.47		\$125,921.93 <sup>1,2</sup>
<b>2008/2009</b>	Wages/On costs/Internal plant hire	\$82.25		\$6,404.56	

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

Year			Building Maintenance		Plant Maintenance
	Supplies/Materials			\$23,693.75	
	Maintenance	<u>\$165.00</u>		<u>\$47,745.53</u>	
			\$247.25		\$77,843.84 <sup>1</sup>
<b>2009/2010</b>	Wages/On costs/Internal plant hire	\$231.78		\$4,135.29	
	Supplies/Materials	\$189.50		\$763.57	
	Maintenance	<u>\$217.00</u>		<u>\$99,782.87</u>	
			\$638.28		\$104,681.73 <sup>3</sup>

Notes:

1. These amounts include amounts of approximately \$116,000 for repairs to the generator and \$20,000 to isolate the generator from the cooling towers as referred to in the previous report. The cost of these repairs were incorporated in the December, 2007 Quarterly Review which was submitted to Council on 26 February, 2008.
2. Includes an amount of \$7,568 to replace facility electricity meters.
3. Includes \$58,730 for hot and cold water metering. These costs were initially included in March, 2009 Quarterly Review which was submitted to Council 26 May, 2009 and were revoked into 2009/2010 as part of the June, 2009 Quarterly Review submitted to Council on 25 August, 2009.

It will be recalled that Council's previous resolution of 8 September, 2009 in part, called for financial modelling in respect of the Co-Generation Plant to be updated as recommended by Council's Auditors and further reported to Council. As previously indicated, this process was commenced by Council's former Chief Financial Officer, however, with the recent departure of that officer, together with the current workloads due to the preparation of the 2010/2011 Draft Budget, it will need to be continued by the new incumbent to this position. As such a further report in respect of this aspect will be submitted to Council as soon as possible.

However, the following tables provide a summary, excluding depreciation and any provision for future plant replacement, which would be considered as part of the above review, of income and expenditure in relation to the Plant since it's commissioning in mid 2005:

Expenditure Item/Year	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010 (YTD)
Insurance	\$4,112	\$4,552	\$4,550	\$4,566	\$3,687
Gas	\$76,415	\$26,418	\$131,993	\$135,318	\$71,445
Electricity	\$124,809	\$182,634	\$156,838	\$147,487	\$92,349
Building Maintenance	\$4,667	\$12,493	\$14,394	\$247	\$638
Plant Maintenance	\$5,535	\$35,751	\$125,922	\$77,844	\$104,682
<b>Total running costs</b>	<b>\$215,538</b>	<b>\$261,848</b>	<b>\$433,697</b>	<b>\$365,462</b>	<b>\$272,801</b>

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

<b>Income Item/Year</b>	<b>2005/2006</b>	<b>2006/2007</b>	<b>2007/2008</b>	<b>2008/2009</b>	<b>2009/2010 (YTD)</b>
Gas Income	0	0	(\$957)	(\$1,567)	(\$437)
Electricity	(\$159,227)	(\$24,801)	(\$166,098)	(\$172,572)	(\$123,375)
Hot & Chilled Water	0	0	0	(\$30,251)	(\$237,126)
<b>Total Income</b>	<b>(\$159,227)</b>	<b>(\$24,801)</b>	<b>(\$167,055)</b>	<b>(\$204,390)</b>	<b>(\$360,938)</b>

This report has been reviewed by Council's Acting Chief Financial Officer who has supplied and agreed with the figures shown in this report.

**RECOMMENDATION:**

That the information be received and noted.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

ORDINARY MEETING

Meeting Date: 30 March 2010

CITY PLANNING

**Item: 54** CP - Development Application - Extension of an existing dam and construction of new dam - Lot 1 DP 1061099, 327 Wilberforce Road, Wilberforce - (DA0756/09, 116908, 17613, 11860, 13568, 73916, 95498)

---

**Development Information**

**Applicant:** The Saad Brothers  
**Applicants Rep:** McKinlay Morgan & Associates Pty Ltd  
**Owner:** Mr HS Saad, Mr Joe Saad and Mr Ray Saad  
**Zone:** Environmental Protection - Agriculture Protection (Scenic)  
**Advertising:** 06/01/2010 - 22/01/2010  
**Date Received:** 11/12/2009  
**Estimated Cost:** \$150,000  
**Submissions:** Nil

**Key Issues:**

- ◆ Sediment Control
- ◆ Reuse of stored water
- ◆ Controlled discharge to the Hawkesbury River
- ◆ Removal of extracted material

**Recommendation:** Approval

---

**REPORT:**

**Introduction**

The application seeks approval for the extension of an existing dam and construction of one new dam on Lot 1 DP 1061099, 327 Wilberforce Road Wilberforce. This site forms part of a larger land holding (Lots 1 & 2 DP 536877, Lots 1 & 2 DP 730399, Lot A DP 349412 and Lots 751 & 752 DP 825850), which totals the Saad Brothers Farm.

This application is being reported to Council at the request of Councillor Paine.

**Description of Proposal**

The application is proposing to construct two dams with total capacity of 12 mega litres. The existing dam shown on the plans as the *Sediment Dam* will be enlarged from .75 mega litres to hold a capacity of 6.5 mega litres. The second dam shown on the plans as the *Retention Dam* will be new and will have a capacity of 5.5 mega litres.

It is proposed that all runoff from the farm will be directed to the *sediment dam*. Water in the *sediment dam* can be pumped for reuse and/or sediment allowed to settle. When the sediment dam is full it will surcharge over a rock spillway to the *retention dam*. Stored water can be reused as irrigation water back on to the farm. The *retention dam* will have a 0.15 metre diameter low flow pipe to allow controlled discharge to the river from a top water level of 6.55 down to 5.3 metres AHD.

**Description of the land and its surroundings**

The subject farm occupies a total of approximately 60 hectares with frontage to Wilberforce Road and Freemans Reach Road at Wilberforce. The site is primarily used for the intensive growing of vegetables (broccoli and potatoes). The existing sediment dam was constructed in the 1980's and currently catches

and stores water runoff from the farm prior to its discharge into the river. It is proposed that the development of two dams will reduce environmental impact of the farm by reducing the volume of water pumped from the Hawkesbury River and reducing the sediment, nitrogen and phosphorus entering the river.

**Recommendation**

Approval subject to conditions.

**Issues Relevant to the Decision**

- Sediment Control
- Reuse of the stored water
- Controlled discharge to the Hawkesbury River
- Removal of excavated material

**Council Policies, Procedures and Codes to Which the Matter Relates**

- Hawkesbury Local Environmental Plan (HLEP) 1989
- State Regional Environmental Plan No 20 (SREP 20) - Hawkesbury Nepean River
- State Environmental planning Policy No 44 (SEPP 44) - Koala Habitat Protection
- Hawkesbury Development Control Plan (HDCP)

**Matters for Consideration under Section 79C of the Environmental Planning and Assessment Act 1979 (EP&A Act)**

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

**a. The provisions of any:**

**i. Environmental Planning Instrument:**

**Hawkesbury Local Environmental Plan (HLEP) 1989**

The relevant clauses of Hawkesbury Local Environmental Plan 1989 are addressed below:

**Clause 2 - Aims, objectives etc,**

The proposed development is considered to be consistent with the general aims and objectives as outlined in Clause 2 of the HLEP 1989.

**Clause 5 - Definitions**

The proposed development is defined as 'dam'. 'Dam' means "*an artificial pond created by the erection of walls or excavation.*"

**Clause 8 - Zones indicated on the map**

The subject land is within the Environmental Protection - Agriculture Protection (Scenic) zone.

**Clause 9 - Carrying out development**

'Dam' is permissible with development consent within the Environmental Protection - Agriculture Protection (Scenic) zone.

**Clause 9A - Zone Objectives**

Clause 9A states that consent shall not be granted for a development unless, in the opinion of Council, the carrying out of the development is consistent with the objectives of the zone.

## ORDINARY MEETING

Meeting Date: 30 March 2010

The objectives of the Agriculture Protection (Scenic) zone are as follows:

- (a) *to protect the agricultural potential of rural land in order to promote, preserve and encourage agricultural production,*
- (b) *to ensure that agricultural activities occur in a manner:*
  - (i) *that does not have a significant adverse effect on water catchments, including surface and groundwater quality and flows, land surface conditions and important ecosystems such as streams and wetlands, and*
  - (ii) *that satisfies best practice guidelines and best management practices,*
- (c) *to ensure that development does not create or contribute to rural land use conflicts,*
- (d) *to ensure that development retains or enhances existing landscape values that include a distinctly agricultural component,*
- (e) *to preserve river valley systems, scenic corridors, wooded ridges, escarpments, environmentally sensitive areas and other local features of scenic quality,*
- (f) *to protect hilltops, ridge lines, river valleys, rural landscape and other local features of scenic significance*
- (g) *to prevent the establishment of traffic generating development along main and arterial roads,*
- (h) *to control outdoor advertising so that it does not disfigure the rural landscape,*
- (i) *to ensure that development does not create unreasonable economic demands for the provision or extension of public amenities or services,*
- (j) *to preserve the rural landscape character of the area by controlling the choice and colour of building materials and the position of buildings, access roads and landscaping,*
- (k) *to encourage existing sustainable agricultural activities.*

**Comments:** It is considered that the proposal is consistent with the objectives of the zone as:

- The proposed dam will support the agricultural activities currently carried out on the subject land and add to the efficiency and sustainability of the site, collecting and storing sufficient water to irrigate the Saad Farm on the subject land
- The proposed dam will be constructed and managed so that there will be no significant adverse impact on water catchments, significant ecosystems of the river, or surface and groundwater quality and flows, or surface conditions.
- It is considered that the proposed development will not create any unreasonable rural land use conflicts, given the nature and use of adjoining properties for agricultural uses.
- The proposed development involves dams which are a feature typical of agricultural areas.
- The proposed development will not have any adverse impact on river valley systems, scenic corridors, wooded ridges, escarpments, environmentally sensitive areas and other local features of scenic quality
- The proposed development seeks to reduce the impact on the river by retaining nutrient rich water onsite for reuse and improving the quality of water exiting the site.
- The proposal is consistent with the rural character of the locality and it is therefore considered that there will be no negative impact on the local features of scenic significance.

## ORDINARY MEETING

Meeting Date: 30 March 2010

- The proposed development is not considered to be traffic generating.
- The proposed development does not involve outdoor advertising.
- The proposal will not create unreasonable economic demands for the provisions or extension of public amenities or services.
- The proposed development will improve the quality of water discharged to the river by allowing sediment to settle in terraced dams.
- The proposed development will preserve the rural landscape character
- The proposal seeks to practice sustainable agriculture by water re-use and nutrient recycling.

### **Clause 25 - Development on flood liable land**

The proposed development site is below the 1-in-100 year flood level.

### **Clause 27 - Heritage items**

The subject lot is not identified as a heritage item as listed in Schedule 1 of HLEP.

### **Clause 28 - Development in the vicinity of heritage items**

The subject lot is not located within the vicinity of any heritage item as identified under Schedule 1 of HLEP 1989.

### **Clause 37A Development on land identified on Acid Sulfate Soils Planning Map**

Clause 37A of HLEP 1989 deals with development identified on Acid Sulfate Soils. The Acid Sulfate Soils Planning Map shows the land, the subject of this application, as being Class 4.

The applicant has provided a preliminary assessment report in accordance with the provisions of Clause 37A(3)(a). The report concludes that actual or potential Acid Sulfate Soils are not present.

In accordance with Clause 37A(3)(b) an advisory note has been placed at the end of the recommended consent confirming to the applicant that the works are not required to be carried out pursuant to an Acid Sulfate Soils Management Plan.

### **Sydney Regional Environmental Planning Policy 20. (No.2 - 1997) - Hawkesbury - Nepean River (SREP No. 20).**

The aim of the policy is to protect the environment of the Hawkesbury-Nepean River system by ensuring the impacts of future land use are considered in the regional context. General and specific matters for consideration, specific planning policies and recommended strategies and development controls, which are to be considered in the assessment of development applications, are included in the policy.

**Comments:** The subject land falls within the boundary of SREP 20 and is situated within a scenic corridor of significance beyond the region. The proposal meets the overall aim of the plan in that it is consistent with the specific planning policies which apply to the proposal. Clauses 6(1), 6(2), 6(3), 6(4), 6(6) and 6(7) of the Plan apply to the proposal and have been considered in the table below:



**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

<b>Specific Planning Policies and Recommended Strategies</b>	<b>Compliance</b>	<b>Comment</b>
Total Catchment Management	Yes	<p>The proposal is unlikely to result in any significant adverse environmental impacts on any downstream local government areas.</p> <p>It is unlikely that the proposal will have an impact on the water table or result in the formation of acid sulphate soils.</p> <p>It is predicted that the proposal will have a positive benefit on the quality of water entering the river as the sedimentation ponds have been designed to reduce the amount of pollution entering the river system.</p> <p>Soil and sediment erosion controls will be required to be installed and maintained as per a condition of consent.</p> <p>The proposal will not increase water run-off from the site or the rate at which it leaves. The installation of the sediment ponds will in fact slow the flow rate of water exiting the site.</p> <p>The proposed works are in an area previously cleared and disturbed by past farming activities. It is considered that there will be no significant adverse impact on flora and fauna species, populations or habitats.</p>
Environmentally Sensitive Areas	Yes	
Water Quality	Yes	
Water Quantity	Yes	
Flora and Fauna	Yes	
Riverine Scenic Quality	Yes	The proposal is considered to be consistent with the landscape character as described in the Scenic Quality Study.

Based on the above it is considered that the proposed development is consistent with Sydney Regional Environmental Planning Policy 20.

**State Environmental Planning Policy 44 - Koala Habitat Protection (SEPP 44)**

The aim of the policy is to encourage the proper conservation and management of areas of natural vegetation that provide habitat for koalas to ensure a permanent free-living population over their present range and reverse the current trend of koala population decline.

**Comments:** Having regards to the requirements of SEPP No. 44 it is noted that the proposal will not include the removal of any significant strands of vegetation or disturbance of any natural habitats which would be considered as 'core koala habitat'. The area proposed for this development has been currently used for the same purpose and it is considered that the proposed development will not impact any potential core koala habitat areas.

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

Draft Hawkesbury Local Environmental Plan 2009 is on exhibition at present. The subject lot is identified as being under Zone RU2 (Rural Landscape) under the draft LEP. The proposed development is best defined as *Waterbodies (artificial)* and is permissible within the RU2 (Rural Landscape) zone with development consent.

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

**Hawkesbury Development Control Plan (HDCP) 2002**

**Part A Chapter 2 - General Information**

It is considered that the subject application provides adequate information for the assessment of the proposal and therefore complies with this chapter.

**Part A Chapter 3 - Notification**

The application was notified to adjacent property owners in accordance with HDCP. No submissions were received in response to the application.

**Part C Chapter 4 - Erosion and Sediment**

This application is accompanied by a Sediment and Erosion Control Plan which satisfies the objectives and controls of this chapter of the DCP. Appropriate conditions addressing this matter are included in the recommendation of this report.

**Part D Chapter 6 - Dam Construction**

The objectives of this Chapter are to:

- A. *ensure that any dam proposed is compatible with the existing natural and rural character of the site and the area generally;*
- B. *ensure that no adverse impact results on local drainage or floodway characteristics in a catchment from dam construction;*
- C. *ensure that appropriate environmental measures are applied to dam construction sites in order to conserve the landscape and protect the surrounding environment;*
- D. *establish, maintain and promote appropriate site rehabilitation or revegetation techniques for dam construction;*
- E. *maintain and enhance the visual and scenic quality of the locality by controlling form, bulk and scale to complement the environment and have minimum environmental impact;*
- F. *ensure no adverse effects on adjoining properties (drainage, structure, stability, fences);*
- G. *protect, restore and maintain the local non-urban character of areas and ensure viable agricultural land is sustained;*
- H. *protect the health and safety of human residents;*
- I. *maintain water quality within the Hawkesbury Nepean Catchment area; and*
- J. *ensure that degradation of the environment does not occur from acid sulphate soils, sodic soil or saline soils.*

**Comments:** It is considered that the proposal is consistent with the objectives of this Chapter as the development is distinctively agricultural in nature and therefore compatible with the existing scenic character of the locality, the proposed earthworks will not change the floodway characteristics of the Hawkesbury Nepean river, and proposed dams will improve the quality of water discharged to the river by allowing sediment to settle in the terraced dam.

Furthermore the application is supported by a preliminary assessment report which concludes that actual or potential Acid Sulphate Soils are not present.

The following table provides an assessment of the proposed development against the requirements for the Dam Construction Chapter:

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

Element	Rules	Provides	Complies
Crest	(a) The width of the dam crest is to be a minimum of 3 metres for a 3 metre high dam wall. The crest should increase in width 0.5 metre for every metre above a 3 metre high dam.	No dam walls are proposed, the dam will sit below the natural ground level. A bund wall will be constructed around the dam to direct surface water flow into the dams.	Not applicable
Freeboard	(a) A minimum of 1 metre is to be established for freeboard. This should increase by 10% for every metre over a 3 metre high wall.	Sediment dam designed to spill into retention dam with a minimum freeboard of approx 2.19m.	Yes
Embankments	1. A soil with 25% clay content is ideal to form an impervious barrier.	Condition	Yes
	2. The following soil types should not be used for dam construction: <ul style="list-style-type: none"> <li>• Sand,</li> <li>• gravels,</li> <li>• organic</li> <li>• soils or</li> <li>• peat.</li> </ul>		Yes
	3. Topsoil should be stripped and stockpiled from the excavation and wall areas before the dam wall is constructed, with the stockpile located clear of any natural watercourse. There should be no excavation above high water mark.	No natural watercourses run through the subject property. Suitable sediment and erosion controls will need to be installed around stockpiled areas as per a condition of consent.	Yes



**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

Element	Rules	Provides	Complies
Cut-Off Trench	(a) The cut-off trench is to be constructed along the entire length of the embankment at a minimum width of 2 metres. The trench should be excavated at least 1 metre into impervious soil and backfilled with impervious material.	Not applicable	Not applicable
Vegetation Filters and Tree Planting	(a) A gate should be provided in the fence so that the filter area can be renovated by light grazing during rapid growth seasons. Prolonged grazing in dam catchments has potential to cause algal and weed growth in the dam due to the introduction of nutrients from manure.	Not applicable	Not applicable
Hydrological Aspects	(a) Clay lining and limiting depths of dam construction to above the water table are consent requirements to minimise the threat of contamination to groundwater.	Proposed	Yes
	(b) All excavations which intercept the groundwater are required to be licensed by Department of Land and Water Conservation under the Water Act.	Proposal does not seek to intercept groundwater	Not applicable
Dam Construction	(a) The dam wall is to be adequately compacted by track rolling or a sheet foot roller or similar in layers no greater than 150 millimetres.	Dam wall not proposed. However batters and bund walls will be required to be compacted as a condition of consent.	Yes
	(b) Erosion and sediment control devices are to be installed and maintained to ensure that there is no increase in downstream levels of nutrients, litter, vegetation debris or other water borne pollutants.	Condition	Yes

**Conclusion:** The proposal is considered to be consistent with the aims, objectives and rules of this chapter.

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

It is considered unlikely that the proposed development will have any adverse environmental or social impacts on the locality. The proposal will promote the use of the land for agricultural purposes.

Consideration has been given to the relevant matters identified under s79C (1) (b) of the EP&A Act as shown below:

**Context and Setting**

The proposal is compatible with the agriculture production character of the locality. Adjoining land uses are farm lands. The proposal is compatible with the existing use of the locality.

**Access, Transport and Traffic**

It is considered that the traffic generated by the proposal will have no significant impact on traffic movements within the locality.

To construct the dams the proposed works will result in a significant amount of truck movements to and off the site with the removal of approximately 25000m<sup>3</sup> of soil from the site and importation of approximately 6000m<sup>3</sup> of clay required to be used to line the dams.

The application anticipates that the vehicle movements of the works would total approximately 1500 truck and dog trailers. It is considered necessary that both the excavation works and removal of stockpiled soil from the property be conducted within a timely manner.

A condition recommending that all works be completed within 12 months from the commencement of the works has been included as a recommended condition of the consent.

Furthermore access to and from the site will need to be organised during the course of the works. A traffic management plan will need to be prepared and submitted to Council for approval prior to the commencement of works.

**Utilities**

The proposed development will not place unreasonable demands on the provision of services.

**Water**

The proposed development is considered to improve the quality of water discharged to the river by allowing sediment to collect within the terraced dams on site.

**Soils**

Erosion and sedimentation controls will be utilised during construction. Once the dams have been constructed they will act as sediment ponds and aid in controlling sediments exiting the subject property.

As part of the maintenance of the proposed dams the sediment which has settled will be required to be excavated. The sediments collected in the dams will be re-used on the farm as topsoil. A condition of consent has been placed on the consent requiring the applicant to provide a plan of management for the ongoing management of these dams to be submitted and approved by Hawkesbury City Council.

**Air and Noise**

There will be a short term increase in air (dust and exhaust) and noise emissions as a result of construction and trucks removing the soil from the site. However, given the existing traffic volumes of Wilberforce Road, the current noise levels in the locality, the current farming activities, separation from surrounding dwellings and short term nature of the work it is considered that the air and noise impacts will not be significant.

**Waste**

Appropriate conditions have been recommended in the consent to ensure that site is to be kept tidy and maintained to the satisfaction of Council during the construction period.

## ORDINARY MEETING

Meeting Date: 30 March 2010

### **Safety**

The design of the development achieves satisfactory performance for safety of the vehicles on Wilberforce road. The proposed dam is 16 metres away from the property boundary fronting Wilberforce Road and proposes 0.5m high bund wall around the dam which is considered satisfactory as it will be visible from the road.

### **Construction**

The recommendation of this report includes conditions to manage construction works to ensure that disruption to the locality is minimised.

### **Cumulative Impact**

The proposed development is compatible with adjoining land uses, the objectives of the zone and requirements of Hawkesbury DCP therefore no negative cumulative impact is foreseen.

### **c. Suitability of the site for the development:**

The site is suitable for this proposal subject to the implementation of the conditions outlined in the recommendation to this report.

In a letter dated 18 November 2009, the proposal is supported by District Agronomist of the Nutrient Smart Farms program under the Hawkesbury Nepean River Recovery Package as being "highly desirable" work.

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

#### **NSW Department of Water and Energy**

The application was referred to the NSW Department of Water and Energy on 24 March 2010 and advice was received on 25 February 2010. The Department of Water and Energy has advised that the proposed dam construction and water re-use does not require a water licence to be issued and therefore no General Terms of Approval imposed.

#### **Public Submission**

No submissions were received as the result of notification of the proposal.

### **e. The Public Interest:**

The proposed development is considered to be in the public interest based in the following:

- The proposal is consistent with the objectives and requirements of HLEP 1989, SREP No. 20 and SEPP 44;
- The proposal complies with the objectives and requirements of the HDCP 2002
- The proposed development is not expected to adversely impact on the amenity of the locality or the surrounding environment
- The proposal is supported by the Nutrient Smart Farms program

### **Conclusion**

The proposal is considered to be satisfactory, subject to the implementation of conditions outlined in the recommendation to this report.

### **Planning Decision**

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

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**RECOMMENDATION:**

That development application DA0756/09 at Lot 1 DP 1061099, 327 Wilberforce Road WILBERFORCE NSW 2756 for Upgrade of existing dam and construction of one new dam be approved subject to the following conditions:

***Hawkesbury City Council Conditions of Consent***

***General Conditions***

1. The development shall take place in accordance with the stamped plans, specifications and accompanying documentation submitted with the application except as modified by these further conditions.
2. No excavation, site works or building works shall be commenced prior to the issue of an appropriate Construction Certificate.
3. The accredited certifier shall provide copies of all Part 4 certificates issued under the Environmental Planning and Assessment Act, 1979 relevant to this development to Hawkesbury City Council within 7 days of issuing the certificate. A registration fee applies.
4. The applicant shall make themselves aware of any User Restriction, Easements and Covenants to this property and shall comply with the requirements of any Section 88B Instrument relevant to the property in order to prevent the possibility of legal proceedings against them.
5. Dam construction works including the removal of stockpiled soil shall be completed within 12 months from the date of commencement of works.

***Prior to Issue of Construction Certificate***

6. Construction of the dam works and removal of the spoil are not to commence until three (3) copies of the plans and specifications of the proposed works are submitted to and approved by the Director of City Planning or an Accredited Certifier.
7. Payment of a Construction certificate checking fee of \$496 and a Compliance Certificate inspection fee of \$2480 when submitting Civil Engineering Plans for approval. This amount is valid until 30 June 2010. Fees required if an accredited certifier is used will be provided on request.
8. An Environmental Management and Rehabilitation Plan for the development site shall be prepared by an appropriately qualified person and be submitted to Council for approval. The Plan shall address (without being limited to) the earthworks, erosion control, site rehabilitation and landscaping.
9. All site works shall be carried out in accordance with the Plan. Implementation of the Plan shall be supervised by an appropriately qualified person.
10. Details of any fill material removed from site shall be submitted with the engineering plans. Details to include quantities and disposal sites.
11. A Traffic Management Plan prepared in accordance with AS 1742-3 (1996) by an appropriately qualified person shall be submitted to Council. Where the works affect Roads and Traffic Authority controlled roads, the Traffic Management Plan is to be approved by the Roads and Traffic Authority before submission to Council.



## ORDINARY MEETING

Meeting Date: 30 March 2010

### ***Prior to Commencement of Works***

12. All traffic management devices shall be installed and maintained in accordance with the approved traffic management plan.
13. Erosion and sediment control devices are to be installed and maintained at all times during site works and construction. The enclosed warning sign shall be affixed to the sediment fence/erosion control device.
14. The applicant shall advise Council of the name, address and contact number of the principal certifier, in accordance with Section 81A 2(b) of the Environmental Planning and Assessment Act, 1979.
15. At least two days prior to commencement of works, notice is to be given to Hawkesbury City Council, in accordance with the Environmental Planning and Assessment Regulation.
16. Toilet facilities (to the satisfaction of Council) shall be provided for workmen throughout the course of building operations. Such facility shall be located wholly within the property boundary.
17. Vehicle entrances and exits shall be clearly signposted, including street number, and visible from both the street and site at all times. A Trucks (crossing or entering) (W5-22) sign shall be erected in accordance with Australian Standard: AS1742.2 for the duration of the works.
18. A sign displaying the following information is to be erected adjacent to access point and to be easily seen from the public road. The sign is to be maintained for the duration of works:
  - a) Unauthorised access to the site is prohibited.
  - b) The owner of the site.
  - c) The person / company carrying out the site works and telephone number (including 24 hours 7 days emergency numbers).
  - d) The name and contact number of the Principal Certifying Authority.

### ***During Construction***

19. The topsoil shall be stripped and stockpiled and used to cover batters and disturbed areas.
20. The dam batters and the bund walls shall be grassed immediately after excavation works take place.
21. Dust control measures, eg vegetative cover, mulches, irrigation, barriers and stone shall be applied to reduce surface and airborne movement of sediment blown from exposed areas.
22. Measures shall be implemented to prevent vehicles tracking sediment, debris, soil and other pollutants onto any road.
23. All trucks entering or leaving the site shall have their trays suitably covered to prevent spillage from the truck onto the road.
24. Dish drains are to be constructed where necessary to ensure the entire catchment area of the subject site is directed towards the proposed sediment dam located on the Western corner of the site.
25. The spillway from the Western sediment dam is to be constructed to direct overflow to the Eastern retention dam.
26. All necessary works being carried out to ensure that any natural water flow from adjoining properties is not impeded or diverted.

## ORDINARY MEETING

Meeting Date: 30 March 2010

27. Dam construction works and removal of the spoil shall be carried out only on Monday to Friday between 7am – 6pm and on Saturdays between 8am – 4pm.
28. All civil construction works required by this consent shall be in accordance with Hawkesbury Development Control Plan appendix E Civil Works Specification.
29. Erosion and sediment control devices are to be installed and maintained until the site is fully stabilised in accordance with the approved plan and Hawkesbury Development Control Plan chapter on Soil Erosion and Sedimentation.
30. Inspections shall be carried out and compliance certificates issued by Council or an accredited certifier for the components of construction detailed in Hawkesbury Development Control Plan Appendix B Civil Works Specification, Part II, Table 1.1.
31. Care is to be taken when excavating not to intercept ground water. If ground water is discovered then excavation works are to cease immediately and the Principal Certifier is to be notified.
32. A ticketing system is to accompany any material being brought to the site. A register is to be kept on site to cross reference against the source records. An independent site auditor is to be engaged to undertake appropriate certification regarding the monitoring and validation of the fill material imported to the site as being sound, suitable for the proposed use and free of contamination.
33. The dam structure is to be located a minimum of sixteen (16) metres from the property boundary adjacent to Wilberforce Road and the southern extent of the works are to be one (1) metre clear of the common boundary with Lot 2 DP536877.

### ***Prior to the Issue of Compliance Certificate***

34. The structural adequacy of the dam and spillway capacity is to be certified by a suitably qualified and experienced engineer upon completion of works.
35. Compliance with all conditions of this development consent to the satisfaction of Council.
36. A works as executed plan shall be submitted to Council on completion of works. The plan shall include the location of the constructed dam in relation to property boundaries
37. A Plan of Management for the ongoing maintenance of the proposed sediment retention structures shall be submitted to and approved by Hawkesbury City Council.

### ***Use of the Development***

38. Trees and shrubs are to be kept clear from the dam at all times.

### ***Advisory Notes***

- \*\*\* Non-compliance with any condition of this development consent may result in a penalty notice being issued by Council.
- \*\*\* Should any aboriginal site or relic be disturbed or uncovered during the construction of this development, all work should cease and the National Parks and Wildlife Service consulted. Any person who knowingly disturbs an aboriginal site or relic is liable to prosecution under the National Parks and Wildlife Act 1974.
- \*\*\* The developer is responsible for all costs associated with any alteration, relocation or enlargement to public utilities whether caused directly or indirectly by this proposed subdivision. Such utilities include water, sewerage, drainage, power, communication, footways, kerb and gutter.

**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

\*\*\* In accordance with the provisions of Clause 37A(3)(b) of the Hawkesbury Local Environmental Plan 1989, the applicant is advised that the proposed works need not be carried out pursuant to an acid sulfate soils management plan prepared with the *Acid Sulfate Soils Assessment Guideline*.

**ATTACHMENTS:**

- AT - 1** Locality Plan
- AT - 2** Aerial Photograph
- AT - 3** Plan of proposed dams

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**AT - 1 Locality Plan**

**327 Wilberforce Road WILBERFORCE NSW 2756**

**To View This Image,  
Please Refer to the Separate  
Attachments Document (Maps)**

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**AT - 2 Aerial Photograph**

**To View This Image,  
Please Refer to the Separate  
Attachments Document (Maps)**

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**AT – 3 Plan of proposed dams**

**To View This Image,  
Please Refer to the Separate  
Attachments Document (Maps)**

**oooO END OF REPORT Oooo**

Item: 55 CP - Interpretive Signs in the Hawkesbury - (95498, 96328)

Previous Item: NM1, Ordinary (2 February 2010)

---

**REPORT:**

This report has been prepared in response to a Notice of Motion submitted by Councillor Tree and adopted by Council at its Ordinary Meeting held on 2 February 2010. In considering the Notice of Motion Council resolved:

*"That a report be brought to Council regarding the installation of interpretive signs identifying significant historic structures, localities and sites of aboriginal significance."*

The Notice of Motion followed up on a 10 November 2009 Question Without Notice from Councillor Tree which drew Council's attention to interpretive signage used by Broken Hill and Bathurst Councils to raise awareness of heritage buildings. Councillor Tree requested that Council investigate the possibility of using similar items during the 2010 celebrations.

The Report also provides a response to a Question Without Notice from Councillor Jill Reardon which requested that consideration be given to installing an interpretative sign outside McDonald Valley School indicating that it is the oldest primary school in Australia.

The Report also responds to a Motion adopted by the Hawkesbury Macquarie 2010 Committee at its February 2010 meeting (and subsequently reported to Council) as reproduced below:

**RESOLVED** on the motion of Colin Mitchell and seconded by Carol Edds that Council give consideration to promotional strategies including the erecting of banners and other signage in prominent locations to promote Macquarie 2010.

**Interpretive Signage**

Interpretive Signage is a tool to communicate information to help visitors appreciate and understand the environment, history and culture of a site or location. It differs from ordinary factual directional or informational signage in that it incorporates an 'interpretive' element - the process of translating information and concepts into a format that interests and engages the visitor. Interpretive signage aims to reveal meanings and relationships rather than simply communicate factual information.

Effective interpretive signage is underpinned by well-recognised design principles. These principles are employed by heritage, cultural and environmental institutions in the development of interpretive strategies to inform visitors about the natural and cultural heritage of a place. Good interpretive signage forms part of a wider interpretive trail. It is relevant and attractive to the visitor and organises information in a clear and easy to follow way - it introduces the visitor to a topic, provides content based on particular ideas, and finishes by reinforcing a message about the place being visited.

Good interpretive signs are made of durable materials; are tamper and vandal proof; may include removable panels for easy cleaning, repair and updating; use easy to read fonts and formats, have uniform styles and limit the amount of text where the text clearly contrasts with the background.

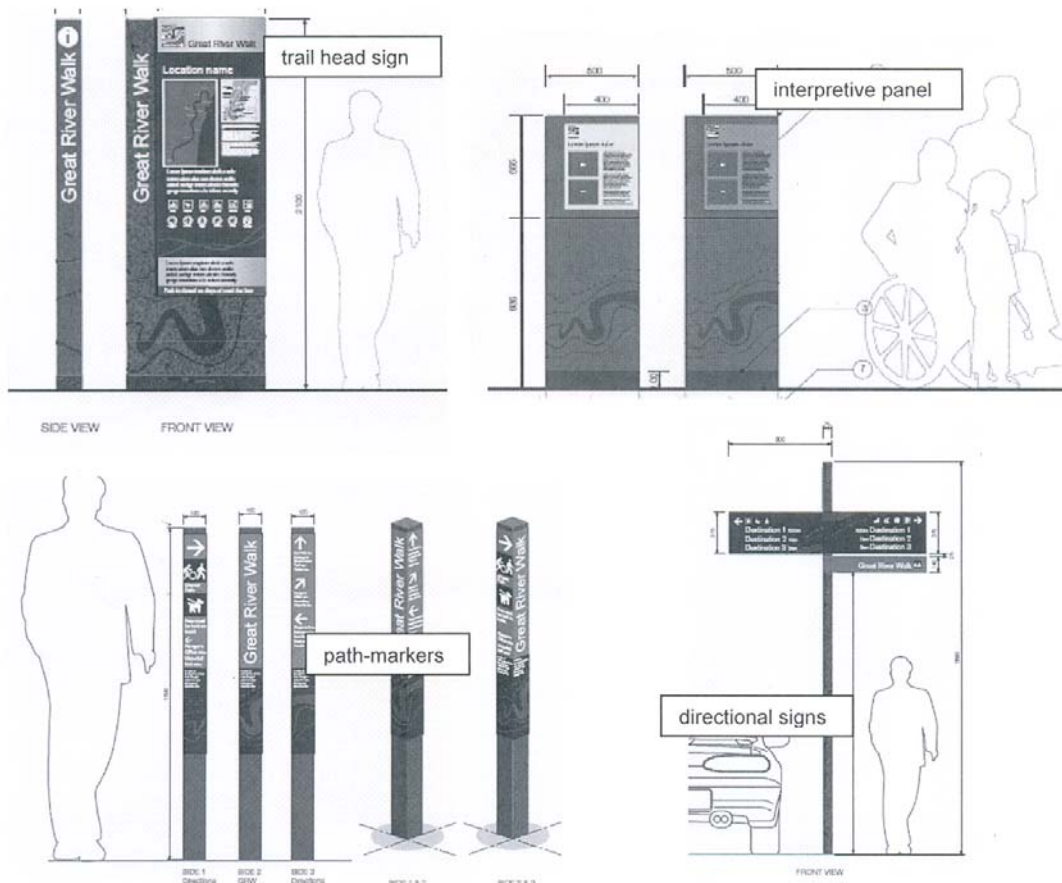
The subjects of interpretive signage can include buildings; an area of countryside; a landscape; a facet of cultural life; a streetscape or town; an object or collection of objects; an industry; a historical event or period; an activity, or other important aspects of an area's natural and cultural heritage. In many places, interpretive signage is combined - in a thematic way - with public art and sculptures and/or the incorporation of specific elements to everyday objects i.e. the design of public seating, the incorporation of motifs on bridge or footpath railings, engravings on footpaths, lighting etc.

In general terms, effective interpretive signage is part of an integrated interpretive strategy. The best interpretive signs are not 'stand alone' signs which present information in isolation, but are part of well-

researched interpretive trail whose content has been developed with the visitor in mind. Interpretive signs are used to provoke thought, reveal new insights and understandings and provide a point of reference by linking what visitors may already know with new information. Interpretive signs present this information in an accessible and meaningful way using metaphors, stories and illustrations. They ask questions and relate information to everyday life by focusing on aspects that speak about the 'here and now'. They create a link between the past and the present so that the visitor can make connections between their own experiences and new information being presented.

**Interpretive Trails**

Well designed and installed interpretive trails can be effective catalysts for heritage conservation, tourism, sustainable environmental practice and economic development. Interpretive trails are routinely employed to add value to visitor experiences and provide a focus for tourist visitation. A good interpretive trail orientates a visitor to a place or exhibit and then guides them around it by using an integrated sequence of interpretive signs, way-finders, and directional signs to explore a particular theme. It allows a visitor to take control of their own experiences. For example, planning for the *Great River Walk* incorporates a design template based on a hierarchy of signs including *trail head* signs providing an overview and maps of different trails located at key entry and exit points to the Trail; *interpretive panels* to provide themed information which are located at key sites along the Trail; *path-markers* identifying the Trails and directing visitors along it; and *directional signs* on key thoroughfares indicating distance and direction to key destinations.



Great River Walk – Hierarchy of Interpretive Signage.

Interpretive trails can be complemented by public artworks and integrated into the built landscape - for example the 'Walk Parramatta' walking trails.



## ORDINARY MEETING

Meeting Date: 30 March 2010

Installing an effective interpretive trail, based on good design principles, represents a significant public infrastructure investment in both capital (initial installation) and ongoing funding (repairs and maintenance). The costing for interpretive trails will vary according to the number of signs required and the distance of the trail - based on the design template for the Great River Walk an interpretive trail could cost up to \$60,000 to design, purchase and install.

Closer to home, the Hawkesbury Artists Trail is an example of an interpretive trail supported by interpretive signage. The trail was researched and signage developed and erected at 12 sites across the Hawkesbury with accompanying maps and an explanatory guide (available from the Visitor Information Centre). The cost of creating the Artists Trail was \$27,712 in 2001 (not including staff costs associated with the project).

More recently an *Explore the Hawkesbury* heritage walks project has been undertaken to progressively review and update existing heritage maps. Cultural Services staff hours have been allocated to undertake the research required to ensure that the narrative content of proposed heritage walks are accurate, that map co-ordinates are correct, and that the walks are relevant and attractive for visitors and residents. Windsor has provided the initial focus for the project, with the number of heritage sites sufficient to produce four distinct (but integrated) precinct walks - The Peninsula, Windsor Mall, McQuade Park and Thompson Square. It is proposed that heritage walks for Richmond and other centres will be progressively commissioned as resources allow. At present the *Explore the Hawkesbury* heritage walks are a 'paper based' interpretive trail, which, due to limited resources, are not supported 'on the ground' by interpretive signage.

A number of other trails have been established across the Hawkesbury including the Artists & Artisans and Farmgate trails but these essentially operate as promotional and commercial vehicles for participating businesses and are not 'interpretive' trails.

### **Interpretive Signage in the Hawkesbury**

In response to Council's Notice of Motion a working party was established to review Council's current practices and projects for the commissioning, design and installation of interpretive signage. In heritage terms, the City of Hawkesbury is an area of state and national significance; it is not surprising that this position is reflected in the relatively high number of historical signs and plaques that exist within its townships. A rough audit of Windsor has uncovered 240+ signs, plaques and panels made up of sponsorship panels, memorial plaques, statues and public art, interpretive panels, and building provenance panels.

Most (if not all) of these signs and plaques exist in isolation. Visitor knowledge of the signs and plaques is probably low as would be their relevance to visitors (and probably most residents). Most of the signage is of low quality when measured against the good design principles for interpretive signage identified above. Where signage is of a better quality, there appears to be minimal interpretation or referencing or accompanying written materials to assist visitors to locate and navigate their way around the signage and the wider area. While heritage trail maps are available which identify historical and cultural sites across the Hawkesbury, they are not supported 'on the ground' by signage which locates and interpret these sites in their geographic and cultural context.

In general there are significant variations in the design and content of existing interpretive signage with little to no thematic connectivity or cross-referencing. There is a lack of clarity regarding the origin, provenance, ownership, maintenance and replacement of signs and their consistency with relevant Plans of Management and broader Council objectives. Sadly, the working party concluded that many interpretive plaques and signs were obscure and outdated and probably of limited interest to the majority of visitors and residents.

The proliferation and condition of interpretive signage across the Hawkesbury reflects the lack of a consistent approach to the commissioning, design and installation of interpretive signage. Most of the 'planning' for interpretive signage is ad-hoc and driven by individual requests without reference to any discernable project objective or integration within a broader cultural, heritage or tourism policy objective. This is not to suggest that existing signage is not valuable or justified - the issue is primarily about Council

effectively managing increasing requests for interpretive signage and the opportunity to use interpretive signage to complement and add value to Council's strategic objectives.

There is some basis for arguing that interpretive signage should be dealt with as a cultural or heritage infrastructure asset. As such Council's Cultural Collections Policy (which provides guidelines for negotiating arrangements for the purchase, gift, bequest or loan of cultural heritage assets taking into account the objectives of Council's Cultural Plan, industry standards, stakeholder expectations, and the costs of managing and storing these assets) could provide a starting point for developing guidelines for interpretive signage purposes. It should be noted that Council is currently in receipt of a number of requests to install one-off interpretive plaques.

### **The 'Interpreting the Hawkesbury' Project**

As noted previously, there are currently a number of interpretive trail and interpretive signage projects at various stage of planning and development across Council. These include proposals for the Hawkesbury leg of the Great River Walk (to be possibly funded under Metropolitan Greenspace Program); the roll out of the 'Explore the Hawkesbury' heritage walks; the installation of external signage and maps to the Regional Museum (to enable the Museum to meet criteria for accreditation under the NSW Accredited Visitor Information Centre Network); the installation of interpretive panels at the 'Dead Centre' in the Hawkesbury Cultural Precinct (funded by a Commonwealth *Jobs Fund* grant); and the Macquarie Towns Plaques Project (a project to be funded under Council's Macquarie 2010 celebrations and which is the subject of a report elsewhere in the Business Paper). Each of these projects will either create some requirement for the design and installation of interpretive signage or would be significantly enhanced by such signage (for example, the *Explore the Hawkesbury* heritage walks project).

Given this activity, there is considerable potential for an integrated approach to the design of interpretive signage and interpretive trails to deliver substantial benefits in terms of community awareness about key heritage and environmental issues (as identified in the Community Strategic Plan (CSP)) and in achieving the tourism, township renewal, and infrastructure linkage strategies in the CSP. As noted above an effective interpretive trail will require capital and ongoing investment. As such interpretive signage should correctly be dealt with as a proposed capital works in the same way that other public assets are constructed and managed by Council on behalf of the community. To this end it is proposed that Council may wish to consider the development of an 'Interpreting the Hawkesbury' Project as a longer-term community infrastructure project funded through a combination of existing budget allocations (where available), grants and possibly S94A contributions. While such a project will obviously require considered planning and costings, in the main, the project would incorporate the following broad elements;

- the drafting of an interpretive trail/signage policy (possible as an adjunct to the Cultural Collections Policy) to provide staff and stakeholders with clear guidelines dealing with the purpose, themes commissioning, design, installation and maintenance of interpretive signage;
- a 10 year program for the design and roll-out of interpretive signage within townships and across the Hawkesbury based on well-researched and integrated networks of interpretive trails with accompanying print and electronic information to be incorporated into Council works program and considered in conjunction with the determination of annual financial estimates. It should be noted that Council's adopted Sec 94A Developer Contributions Plan includes provision for substantial tourism related infrastructure - the plan is scheduled for imminent review and may provide the opportunity to identify interpretive trail projects which would be consistent with the kinds of tourism infrastructure provided for in the current plan;
- the use of good design principles for interpretive signage using a design template such as has been developed for the Great River Walk Project;
- a broad thematic approach employing colour coding to designate different interpretive themes such as environment (Great River Walk), history (heritage trails), culture (art and landscape); and indigenous history and culture (noting that there are specific guidelines for interpreting indigenous culture and country and that indigenous sites of significance may be designated as secret sites by indigenous people and therefore not open to casual visitation);

## ORDINARY MEETING

Meeting Date: 30 March 2010

- where possible the 'themes' explored in interpretive trails would be reinforced with public art and the incorporation of specific elements to everyday objects i.e. the design of public seating, the use of motifs on bridge or footpath railings, engravings on footpaths, lighting etc.

It is proposed that if Council endorses this approach, then further reports will be prepared for Council's consideration (and public exhibition) regarding a draft Interpretive Signage Policy, a proposed Interpretive Trails Works Program (including funding options) and such other matters as may arise in the course of implementing the proposed 'Interpreting the Hawkesbury' Project.

### **Request for Interpretive Sign outside McDonald Valley School**

Given the issues outlined in this report, it is likely that an Interpretive Signage Policy would not support requests for Council funding and installation of one-off interpretive signs or plaques which may be received from private individuals or public agencies and which are not part of a broader interpretive trail project or part of an existing awards recognition program which provides for the installation of plaques. However, there is nothing to prevent the McDonald Valley School from installing an interpretive sign on school grounds (subject to the standard development advice). If funding is an issue, the School could be invited to apply for funding under Council's Community Sponsorship program (in the 2010/2011 financial year) or be encouraged to approach the Department of Education for funding such a project.

### **Promotion of Macquarie 2010 Celebrations**

In relation to the request from the Hawkesbury Macquarie 2010 Committee, no funding has been allocated in the Macquarie 2010 Celebrations budget for promotional banners. The Sponsorship Working party - a working party established by the Macquarie 2010 Committee - has sought, unsuccessfully, permission from Integral Energy to use their infrastructure to affix promotional banners (which were intended to be funded through corporate sponsorship). As a result the Sponsorship Working party is pursuing other promotional strategies.

Funding has been allocated in the 2009/2010 Budget to support Council's Directional Signage Policy. Following discussion with the Strategic Activities Unit, it is proposed that the five banner poles on the corner of Windsor and Park Roads be used to fly Macquarie 2010 themed flags during the remainder of 2010. It is also further proposed that appropriate banners be produced to be installed on a rotational basis (as bookings allow) at Council's banner pole locations at North Richmond, Clarendon and McGrath's Hill.

The resolution of the Macquarie 2010 Committee has also highlighted the absence of any provision for promotional banners and signs adjacent to Council Offices which could be used to advertise and promote Council initiatives and projects. The Council Offices are in a central location and could provide a visible focus for key community messaging. It is proposed that to address the Committee's request and to improve Council's promotional capacity funds allocated in this year's signage budget be used to facilitate the design and installation of an appropriately landscaped gateway entry installation on the Corner of Macquarie Street and Hawkesbury Valley Way with the design to incorporate provision for banner poles similar to the existing banner poles on the corner of Windsor and Park Roads. Depending on the time frame, of this new project these new banner poles could also be used to promote the Macquarie 2010 Celebrations.

### **Conformance to Strategic Plan**

The proposal is consistent with the "*Looking After People and Place*" Direction statement:

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

And is also consistent with the Strategies in the Community Strategic Plan being:

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

## ORDINARY MEETING

Meeting Date: 30 March 2010

- “Develop and implement a plan to conserve and promote heritage.”

It will also contribute to the Goal within the Supporting Business and Local Jobs element within the Community Strategic Plan:

- “Increased patronage of local businesses and attract new residents and visitors.”

### Funding

At this time, there are no funding implications arising directly from this report. The report proposes further investigation of the funding implications arising from the proposal for *an Interpreting the Hawkesbury* project (as outlined in the report) to be reported to Council prior to any decision for the future allocation or expenditure of funds. Recommendations relating to the request for an interpretive sign at McDonald Valley School and the provision of promotional banners for the Macquarie 2010 Celebrations can be met from within existing budget allocations.

### RECOMMENDATION:

That:

1. A draft interpretive signage policy be developed for Council's consideration to provide staff, residents and stakeholders with guidelines dealing with the purpose, commissioning, design, installation and maintenance of interpretive signage.
2. Council approve the proposal to develop an 'Interpreting the Hawkesbury' interpretive trails community infrastructure project, based on the good design principles for interpretive signage as outlined in this report, to be further reported to Council for its consideration.
3. Council decline the request from the McDonald Valley Public School for Council to install an interpretive sign at the School but invite the School to submit an application under Council's Community Sponsorship Program if the School wishes to seek a contribution from Council for the cost of installing an interpretive sign at the School.
4. The gateway site on the corner of Windsor and Park Roads be used to display Macquarie 2010 promotional banners, and that consideration be given to purchase appropriate banners to be installed on a rotational basis (as bookings allow) at Council's banner pole locations at North Richmond, Clarendon and McGrath's Hill.

### ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**Item: 56**                    **CP - Request from Local Schools for Relief from Fees for Inspection of Canteens for Compliance with the Food Act and NSW Food Authority Requirements - (95498, 96330)**

**Previous Item:**            41, Ordinary (9 March 2010)

---

**REPORT:**

In the past few months representations have been received from some Principals and Parents and Citizens Associations of Hawkesbury local public and private schools, requesting Council to waive the adopted fees associated with the food safety program inspection of their canteens.

Under the requirements of the partnership with the NSW Food Authority, school canteens require an annual inspection, to gauge compliance with the current standards governing food handling in NSW.

These standards have been developed by the Authority, which provides a schedule for the types of food businesses that should be included in an inspection program. They also identify the food business risk category and recommend inspection frequencies, which in the case of school canteens, are one inspection each year.

The inclusion of the school canteens in the food safety program is considered to be in the best interests of the students, and to ensure parents have confidence of the hygiene standards at the school.

The adopted fee for such inspections varies between \$104.00 and \$135.00 depending upon the types of food handling activities that take place in the canteen, and there are 37 schools in the Hawkesbury that would be liable for these fees.

Some of the reasons the schools have given for the request to waive the fees are:

- the schools are "not for profit" organisations, in that all the profits from the activities goes back into funding school projects and purchases;
- the staffing of the canteens is done by volunteer parents of the relevant schools;
- the profit margins from the sale of products in the canteens is minimal and may affect the viability of the canteens to operate if the fees are required to be paid;
- Blacktown and Penrith Councils do not charge an inspection fee for canteen inspections.

Discussions with Penrith City Council have revealed that they do charge an inspection fee for their schools, but not an administration fee which applies to all other commercial food outlets in their city area. Penrith City Council's current administration fee for the scale of activities that are undertaken by schools would be \$250.00 annually, if they were treated the same as other commercial food outlets.

Blacktown City Council does not presently charge a fee to their schools for food premises inspections, and there are no current plans to introduce one in the near future.

Enquiries with The Hills Shire Council regarding their fee structure for schools, has revealed that they are presently not charging an inspection fee, but are recommending to their Council, that the administration fee should apply to schools from the commencement of the 2010/2011 financial year.

The reason for the fees being imposed on those premises that conduct activities associated with the production and/or serving of food in the Hawkesbury, is to recover part of the costs associated with carrying out the inspection regime, and to provide educational resources and activities that gives comfort to

## ORDINARY MEETING

Meeting Date: 30 March 2010

the community, that the food they purchase from outlets in the Hawkesbury meet the food safety standards required.

The current legislation, introduced during the 2009/2010 financial year, also provides for administration fees to be charged in addition to the inspection fees currently being charged, with a maximum scale of fees being provided in the legislation for this purpose.

The majority of neighbouring Councils have introduced the administration fee into their fees and charges, and as from the 2010/2011 financial year, it is proposed that Hawkesbury City Council also charge an administration fee together with an inspection fee, to allow full cost recovery to run its current food inspection and education programs. The administration fee proposed for introduction into the 2010/2011 financial year is set at 50% of the maximum fee set in the legislation, in order to assist in the phasing in of this fee.

Should the administration fee be introduced into Council's 2010/2011 fees and charges, the current fee of \$30 per head for providing food handling training courses, would be abolished, as this would be incorporated into the administration fees charged.

The reason for raising this issue in this report, is that, as part of the proposed new administration fee for the 2010/2011 financial year, it was also proposed that schools and legitimate "not for profit organisations", would be exempt from this administration fee.

This would amount to an annual saving for these organisations of \$125.00 per year, which is the administration fee that could be applied, if approved, to these types of food handling activities.

Council currently exempts legitimate "not for profit" organisations, such as service clubs (Lions, Rotary etc.) as they do "one-off", intermittent events for a wide variety of community recipients.

Should Council decide to waive the food premises inspection fee charged to schools in the City, then this would amount to approximately \$4,500 per year in lost revenue which is currently used to provide the food inspection and education programs.

### **Conformance to Strategic Plan**

The proposal is consistent with the Shaping Our Future Together Direction 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 the strategy in the Community Strategic Plan being:

- *Maintain and review a sustainable long term financial framework.*

### **Funding**

The current fee for food inspection premises is imposed to partially cover the costs of the required annual inspections. Should Council exempt schools from the subject inspection fee it will reduce the income for health services by approximately \$4,500 this financial year as the current inspection regime must still be provided.

### **RECOMMENDATION:**

That:

1. Council advise the schools that have made representations that the fee for carrying out the inspection of their canteen facilities, is appropriate for the amount of work Council undertakes to ensure the safety of food served by their volunteers.

**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

2. Schools within the Hawkesbury be excluded from the requirement to pay the administration fee should the administration fee be included in the 2010/2011 fees and charges for commercial food premises.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 30 March 2010

**Item: 57**                    **CP - Support for the Establishment of Community Gardens in the Hawkesbury - (96328)**

**Previous Item:**        NM3, Ordinary (8 December 2009)

---

### REPORT:

This report has been prepared in response to a Notice of Motion submitted by Councillor Tree and adopted by Council at its Ordinary Meeting held on 8 December 2009. In considering this Notice of Motion, Council resolved:

*"That a report be submitted to Council to identify possible strategies which could be undertaken by Council to support the establishment of community gardens in the Hawkesbury with a particular focus on the involvement of local schools".*

### Community Gardens

(The following information on community gardens has been sourced from 'Community Gardens: Policy Directions for Marrickville Council', Russ Grayson and Marrickville Council, November 2007).

A community garden is generally defined as an area of shared land in which members of a community participate in the cultivation of food and other plants. The definition adopted by the *Australian City Farms and Community Gardens Network* also highlights the implied role of community gardening as a vehicle;

- for providing access to fresh, nutritious food;
- for learning not only about horticulture but also about 'people skills' - socialisation and collaboration with other people;
- for constructive and healthy recreation;
- for mentoring and community leadership through the active self-management.

Community gardens grew out of the practice in Europe of setting aside urban allotments where people could supplement their food supply. The Great Depression and World War Two brought a renewed interest in allotment gardening as means of securing a food supply. In the late 1970s interest in allotment or community gardening was rekindled as abandoned allotments in the UK were reclaimed by new gardeners. Over 1 million allotments are now believed to be in existence in the UK alone with the waiting list in London estimated to be around 10,000. The first community garden in Australia was opened at Nunawading, Victoria in October, 1977 and is still being cultivated by local residents today. Sydney's first community garden was set up in 1986 in the grounds of Callan Park Hospital in Rozelle. The number of community gardens in Australia is not known but a rough count for Sydney would list about 65 community gardens inclusive of those whose use is limited to residents of public housing estates.

### Location and Site Considerations

Community gardens can be located on land owned or managed by local government and zoned as public open space; land within public housing estates; land within school grounds; land within church grounds; and land adjoining community centres. In practice most community gardens are located on local government lands zoned as public open space as community gardens located on non-local government lands face operational limitations with regard to restricted access, opening times, child protection and public liability coverage.



## ORDINARY MEETING

Meeting Date: 30 March 2010

There are also a number of site considerations which are relevant to the location and ongoing success of community gardens. For example, in its *Community Gardens Policy*, Woollahra Municipal Council provides guidelines for the identification of sites for community gardens. Issues canvassed within the policy include;

- *planning* - consistency with relevant Plans of Management for reserves and parks; consideration of impact on existing park users; availability and usability of site; crime prevention (potential for vandalism etc.);
- *community involvement* - interest and commitment of a gardening group; informed and supportive neighbours;
- *viability* - proximity to high density living areas; accessibility to public transport; close proximity to supporting infrastructure such as water and car parking; an area of approximately 750m<sup>2</sup>;
- *physical constraints* - soil quality and drainage; sun exposure.

In addition to these site considerations, community garden practitioners have also identified a range of factors which contribute to effective community gardening including good garden design; provision for a meeting space in the garden; gardening knowledge; training; good communications and decision making/conflict resolution processes; strong leadership; sponsorship by a competent organisation; and commitment from participants.

### Community Gardens in the Hawkesbury

There are two community garden type projects operating in the Hawkesbury. In 2002, Hawkesbury Skills Inc. was successful in securing a three-year grant of \$207,221 under the Western Sydney Area Assistance Scheme (WSAAS) to establish a community nursery at the UWS -Hawkesbury campus. The '*Food for Thought*' Project was aimed at providing education and workplace skills for people with disabilities, people with mental illness and the wider community centred on the development of a nursery and gardens (the '*Secret Garden*') to produce plants and crops for sale and distribution. Council will be aware of recent media coverage about the future of the *Secret Garden* which was faced with closure unless ongoing funding for the garden could be secured. As reported in the *Hawkesbury Gazette*, the Richmond Club have provided interim funding of \$18,000 for the garden and will also be organising fundraising activities to secure additional financial support for this project.

In 2009, Peppercorn Services Inc. was successful in securing capital funding of \$66,048 to establish a 'Man Made Meals' project at Council's Community Nursery at McGrath's Hill. The Project will upgrade Council's Community Nursery facilities to create new, accessible gardening spaces in which to grow fresh produce, as well as renovate on-site kitchen facilities to enable delivery of food preparation programs. The Man Made Meals Project targets older men and men from culturally and linguistically diverse backgrounds and is aimed at contributing to a healthy ageing community. The design for the garden has been completed and preliminary planning work for its construction is underway. The 'Man Made Meals' Program will be integrated into the operations of Peppercorn Services Inc. as an adjunct to its Life Skills Programs to provide for its longer-term operation.

Council will also be aware that the proposed lease agreement with the Friends of the Australiana Pioneer Village (APV) will include provision for the establishment of a community garden.

The *Secret Garden* and the *Man Made Meals* Projects are sponsored by community organisations and operate with dedicated staff resources within defined hours and are supported by funding grants. In this respect they essentially operate as allotment gardens where 'gardeners' have exclusive rights to the use of an area of land. The operation of the APV community garden (when established) is also likely to operate as an allotment garden in conjunction with the opening hours of the APV.

Currently, there are no community gardens operating as shared gardens cultivated in common with produce being distributed among gardeners which have been established on open space land owned by Council. Nor has there been a demand or requests from the community for Council to assist in the

establishment of a 'shared' community garden. The reasons for this may have to do with the complexities involved in establishing a shared community garden i.e. public liability, capital costs, management structures, or simply a lack of interest. In relation to the latter, the literature suggests that the demand and interest in shared community gardens is highest in inner city areas with high population densities and/or in high density housing estates where open land is in short supply. Land shortage does not appear to be a factor in the Hawkesbury given the absence of high density residential areas and the size of suburban land holdings which in general are sufficient for householders to establish their own private vegetable plots.

### **The Role of Local Government**

Beyond allocating land local government has traditionally had little involvement in community gardens apart from occasional support in the form of small grants or the irregular donation of mulch, compost or water as in-kind contributions. Councils may, however, become involved in community gardens for other reasons where gardens provide an effective vehicle for public education or health promotion - the *Man Made Meals* Project for example. A number of councils are exploring the potential for using community gardens for public education and demonstration of sustainable gardening, green waste conversion and garden water conservation. Some councils (predominantly inner-city) have developed community gardens policies to set out the assistance which can be made available to community groups to establish community gardens on council owned land. In the main these policies require community groups to operate autonomously of councils, to be incorporated (under the *Associations Incorporation Act*), to hold public liability cover, and to consult with adjoining residents prior to councils determining whether or not to establish a garden.

In general Council could financially support community gardens through its Community Sponsorship Program or identify open space land where community gardens could be established subject to certain conditions. As noted above, the literature suggests that the impetus for establishing a community garden needs to be driven by a committed group of residents and/or sponsored by a community organisation - without these pre-conditions a community garden is unlikely to be effective. Council may wish to consider drafting a community gardens policy to provide guidelines for interested residents or community organisations on the approval and development of community gardens on Council-owned land (zoned open-space).

Although there are no large housing estates in the Hawkesbury, Council may also wish to liaise with Wentworth Community Housing (who are the primary providers of social and affordable housing within the City of Hawkesbury) to assess the opportunities or possible demand for the sponsorship of a community garden for their community housing tenancies.

### **Community Gardens in Schools**

A number of schools have established kitchen gardens within school grounds to promote learning and to connect students with healthy foods and lifestyles. Schools are linking learning outcomes with various activities and seasonal cycles involved in managing a food garden.

As previously reported to Council, the Stephanie Alexander Kitchen Garden National Program (SAKGP) provides funds to schools to establish kitchen gardens. The SAKGP is promoted on the NSW Department of Education and Training (DEET) website. The Australian Government has committed \$12.8 M to fund kitchen and garden infrastructure for the SAKGP in up to 190 government primary schools across Australia. Infrastructure grants of up to \$66,000 per school are to be allocated in grant rounds over a four year period. The National Program commenced in 2008, with Rounds 1 and 2 completed. Round 3 applications are due to open after July 2010.

Council would generally have little or no role to play in the funding, establishment and support of a kitchen garden within school grounds. Council may however, wish to promote the availability of the SAKGP to schools within the Hawkesbury and encourage them to apply for funding under the programs where the establishment of a school kitchen garden is considered by the school to be a worthwhile and feasible undertaking.

**Conformance to Strategic Plan**

The proposal is consistent with the “*Looking After People and Place*” Direction statement

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

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

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

**Funding**

There are no funding implications arising out of this report.

**RECOMMENDATION:**

That:

1. A draft community gardens policy be developed for Council's consideration to provide guidelines for residents or community organisations who may be interested in establishing or sponsoring a community garden on Council-owned land zoned open-space.
2. Council liaise with Wentworth Community Housing to assess the opportunities or possible demand for the sponsorship of a community garden for their community housing tenancies.
3. Council write to government primary schools in the City of Hawkesbury to promote the availability of the Stephanie Alexander Kitchen Garden National Program and to encourage them to apply for funding under the programs where the establishment of a school kitchen garden is considered by the school to be a worthwhile and feasible undertaking.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING****Meeting Date:** 30 March 2010**Item: 58 CP - Community Sponsorship Program - (2009/2010 - Round 3)**

**Previous Item:** 140, Ordinary (28 July 2009)  
 148, Ordinary (11 August 2009)  
 171, Ordinary (25 August 2009)  
 256, Ordinary (24 November 2009)

**REPORT:**

This report has been prepared to advise Council of applications for financial assistance received from community groups and individuals to be determined under Round 3 of the Community Sponsorship Program for 2009/2010.

**Background**

On 13 March 2007 Council resolved to adopt a Sponsorship Policy, prepared in accordance with the guidelines issued by the Independent Commission Against Corruption. To give effect to the Sponsorship Policy, criteria and administrative arrangements for a Community Sponsorship Program were developed with implementation commencing in 2007/2008.

**Community Sponsorship Program 2009/2010**

Total (amended) Budget for Financial Year 2009/2010 \$100,770

Expenditure to date:

Allocated to Hawkesbury Eisteddfod	\$18,540
St Monica's School (Sec 94A Reimbursement Donation)	\$30,000
Approved under Round 1 (21 applicants)	\$31,322
Allocated to Macquarie 2010 Seeding Grants	\$10,000
Allocated under Round 2 (14 applicants)	<u>\$ 5,648</u>
<b>Total</b>	<b><u>\$95,510</u></b>

Balance as at 30/3/2010 \$ 5,260

**Community Sponsorship Program (2009/2010) - Round 3**

In accordance with Council's Community Sponsorship Policy, applications for community sponsorship under Round 3 of the Community Sponsorship Program 2009/2010 were called for and closed on March 12, 2010. Nine applications were received. Table 1 summarises the applications received and the proposed level of financial assistance to be provided.

No	Applicant	Type	Proposal	\$
1	Newtown Green Men's Workshed Inc	MA	Setup costs for men's shed	500
2	Brendon Newcombe	MA	Representative Rugby	100
3	Wisemans Ferry Seniors Golfing Group	MA	Bus hire to Premier's Gala Concert	500
4	Scheyville Trashed Sculpture Competition	MA	Sculpture competition in conjunction with Scheyville Fest.	500
5	Koori Kids	MA	NAIDOC Week School Initiatives	0

**ORDINARY MEETING**

Meeting Date: 30 March 2010

No	Applicant	Type	Proposal	\$
6	Hawkes. Community Outreach Service*	SG	Fence around play area in McMahan Park, Kurrajong	2,560
7	St Albans Dirt Road Choir	MA	Open access workshops for choir members	500
8	Hawkesbury City Pipe Band*	MA	Purchase of kilts for band members	500
9	Christopher Barbera	MA	Participation in Montreux Jazz Festival	100
			<b>TOTAL</b>	<b>5,260</b>

MA = Minor Assistance. SG = Seeding Grant

**Table 1 - Requests for financial assistance Round 3 of 2009/2010 Community Sponsorship Program**

The applications received were assessed against the applicable criteria outlined in Council's Community Sponsorship program. These criteria reflect the provisions of Council's adopted Sponsorship Policy and the amounts recommended for approval are generally consistent with the policy. A more complete summary of the assessment of applications against the Community Sponsorship Program is appended to this report - including the details of special conditions to be applied to the recommended financial assistance (Attachment 1).

Two of the applications (marked with asterisks in Table 1) have given rise to specific policy issues as follows:

- a. The application from the Hawkesbury Community Outreach Service would not ordinarily qualify for funding under the Community Sponsorship Program as the organisation receives funding from the NSW Department of Community Services and the Commonwealth Department of Family, Housing, Community Services and Indigenous Affairs. However it is considered that Council may wish to support the application for a funding contribution for the installation a fence to the Kurrajong Community Centre to assist HCOS to operate its Before and After School Care Service in the newly-opened extensions to the Centre (the installation of the required fencing was omitted from the design brief for the centre extension). HCOS have made representations to Council in relation to this matter. HCOS have requested \$3,276 and an amount of \$2,560 has been recommended (representing the balance of available Community Sponsorship Program (CSP) funds).
- b. The application from the Hawkesbury City Pipe Band is the second application received from this organisation for the purchase of kilts for band members (the organisation also received \$600 under the Macquarie 2010 Seeding Grant program for a pipe band competition). Council's current CSP criteria does not limit the number of applications an organisation can make in any one year - for this reason the second application for the Pipe Band has been recommended for approval. However, it would be reasonable to restrict the number of grants to a single organisation to one per year. It is proposed that Council make this explicit so that the guidelines for the CSP can be amended accordingly.

There are sufficient funds to cover the total recommended amount of \$5,260 for Round 3 of the 2009 -10 Community Sponsorship Program. The allocation of the recommended amount will exhaust allocated funds for the CSP for 2009/2010.

#### **Conformance to 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*"

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

- "*Develop and implement a community partnership and participation program*"

**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

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

- “Support community initiatives and volunteers”

and assist Council to achieve the following CSP measure:

- “Level of support to community organisations”

**Funding**

Funding allocations recommended in this report are available within current budget provisions.

**RECOMMENDATION:**

That Council:

1. Approve payments of Section 356 Financial Assistance to the organisations or individuals listed, and at the level recommended in Table 1 of this report.
2. Approve the execution of Council’s standard Sponsorship Agreement for application 6 as identified in Table 1 of this report.
3. Amend the application criteria for the Community Sponsorship Program to specify that Council will only provide one sponsorship grant from a single organisation in any one financial year.

**ATTACHMENTS:**

**AT - 1** Assessment of Applications under Round 3 Community Sponsorship Program 2009/2010.

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**AT - 1 Assessment of Applications under Round 3**

**Community Sponsorship Program 2009-2010.**

**To View This Image,  
Please Refer to the Separate  
Attachments Document (Maps)**

**oooO END OF REPORT Oooo**

**INFRASTRUCTURE SERVICES**

**Item: 59**            **IS - Governor Phillip Reserve - Noise Policy - (79354, 95495)**

---

**REPORT:**

During 1999/2000, notification was received from the Waterways Authority (now known as NSW Maritime) confirming new noise limits. The noise levels adopted by NSW Maritime are based on the recommendations of the Waterways Authority Noise Committee contained in the 1996 Report on the Control of Noise from Vessels on NSW waterways. These noise levels include:

- For recreational vessels (including Personal Water Crafts), the maximum noise level for engines is 85dB(A) at 30 metres. Engines built on or after 1/1/2000 are required to meet a maximum noise level of 80dB(A).
- For racing vessels, the maximum noise level for engines is 95dB(A) at 30 metres, tested in accordance with Australian Standard 1949-1988. The Authority may make it a condition of an aquatic licence for a significant international or national event, for a particular race or meeting to exceed the maximum noise levels, but only if the relevant local council or councils have provided the race organiser with their written approval for this to occur.

Whilst NSW Maritime indicate that only significant international or national events can exceed the 95dB(A) limit with Council's consent, they do indicate that other events that are beneficial to the community can also be endorsed. Council has consequently over the last seven years allowed a number of events to exceed these noise levels.

As previously adopted by Council, the Noise Policy is required to be reviewed every two years or following any changes to the noise limits by NSW Maritime. The NSW Maritime Authority has indicated that there are no new changes to the noise limits. It should also be noted that there has been very little in the way of complaints regarding events held at Governor Phillip Reserve within the past 2 year period. It would appear that the event organisers are complying with the noise restrictions to the benefit of the local community.

It is recognised that the Drag Boat Racers have not held a drag boat event since 2003, however, given an event of this nature is still possible, it is suggested to leave this section within the policy.

The exemption to the noise limits previously set by NSW Maritime at Governor Phillip Reserve, would read:

- 1) The amendment to the noise limits for specific events, as outlined below, be adopted.

***Drag Boat Racers***

- a) No competing vessel shall be permitted to emit noise in excess of:
  - i) 115dB(A) - for more than 8 seconds measured at a distance of 30 metres during the race; or
  - ii) 105dB(A) - for more than 14 seconds measured at a distance of 30 metres during a race.
  - iii) 105dB(A) - for vessels running more than 14 seconds measured at a distance of 30 metres during the race.
- b) The licensee shall ensure that noise levels from vessels of 105dB(A) and up to 115dB(A) shall not be exceeded for more than 2 minutes per hour.



## ORDINARY MEETING

Meeting Date: 30 March 2010

- c) The above noise criteria is not to be used more than four times a year at any one venue, and is only extended to specialised drag boat clubs affiliated with the Australian Power Boat Association.

### ***The Upper Hawkesbury Power Boat Club***

- a) No Competing vessel shall be permitted to emit noise in excess of:
- i) Club Days - 105dB(A). This level can be reached for no more than 40 minutes per day.
  - ii) NSW State Titles - 105dB(A).
  - iii) Bridge to Bridge Boat Race - 105dB(A).
  - iv) Unlimited Boat Race (Blown Boats - held directly after the Bridge to Bridge Boat Race) - 115dB(A).
  - v) Noise Test - (Prior to the Two Day Spectacular) - 115dB(A) This limit can be reached for no more than 15 minutes in total through the day.
  - vi) Two Day Spectacular - 115dB(A) for more than 10 minutes in total per day.

### ***The NSW Water Ski Association***

- a) Events must not exceed 100dB(A) with a tolerance of 3dB(A).
- 2) All other users of the river, within the Hawkesbury LGA, are to observe the noise limits set by NSW Maritime.
- 3) The noise limits continue to be reviewed following any changes to the noise limits by NSW Maritime.

### **Conformance to Strategic Plan**

The proposal is consistent with the *"Supporting business & local jobs"* Directions statement;

- *'Help create thriving town centres, each with its own character that attract residents, visitors and business.'*

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

- *"Develop marketing strategy to define industry opportunities and attract new industries to the Hawkesbury."*

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

- *"Increased patronage of local businesses and attract new residents and visitors."*

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

- *"Increased number of new residents and visitors."*

### **Funding**

Nil impact on current budget.

### **RECOMMENDATION:**

That:

1. The amendment to the noise limits for specific events, as outlined within the report, be adopted.

**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

2. All other users of the River, within the Hawkesbury LGA, are to observe the noise limits set by NSW Maritime.
3. The noise limits continue to be reviewed following any changes to the noise limits by NSW Maritime.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**Item: 60 IS - Draft Pesticide Notification Plan - (95495, 79354)**

---

**REPORT:**

In February 2006, amendments to the Pesticide Regulation 1995 introduced new requirements for notification of pesticide use that affected most NSW Councils.

The amended Regulation required all NSW public authorities and councils who use pesticides in outdoor public places to prepare a notification plan in relation to their pesticide use and to give notice according to their plan. Pesticides include chemicals such as: herbicides, insecticides, fungicides, termiticides & rodenticides.

Council previously adopted the Pesticide Use Notification Plan at its meeting held on 12 December 2006. The adopted document identifies that the Plan will be reviewed every 3 years or when circumstances require a review of the Plan.

The review will include:

- a report on progress of implementing the Plan
- updating the Plan, and placing the document on public exhibition for comment.
- subject to receiving public submissions, further recommendations for alterations made (if applicable). If major changes are applied, the Plan will once again be exhibited for public comment prior to adoption.

Three years has passed since the implementation of the Plan and thus the requirement to report on the implementation of the Plan.

There were some original complaints received during the 3 year period where it was felt that staff were not following the Pesticide Notification Plan. Investigations into the matter suggested that staff had installed signs but they were not always in prominent positions. A tool box discussion has occurred with all staff that undertake spraying to remind them of their obligations.

The Plan worked well overall, however, there were some management implications caused by the Plan. This was highlighted where signs needed to be installed 24 hours before and after spraying in outlying areas such as St Albans. This is a burden on already stretched resources. The times have been amended to better suit the management of spraying taking into account the need to keep the community informed. This arrangement, and consultation with Council staff, the Hawkesbury Sports Council and the Hawkesbury River County Council have led to some minor changes to the original document. The reviewed Pesticide Notification Plan is attached for consideration.

**Conformance to Strategic Plan**

The proposal is consistent with the *‘Shaping our future together’* Directions statement;

- *“A balanced set of decisions that integrate jobs, housing, infrastructure and environment and that incorporate sustainability principles.”*

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

- *“Have ongoing engagement and community with our community, governments and industries.”*

**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

**Funding**

Nil impact on budget resulting from this report.

**RECOMMENDATION:**

That:

1. The Draft Pesticide Notification Plan be placed on public exhibition for a period of 28 days.
2. The matter be further reported to Council following the public exhibition period.

**ATTACHMENTS:**

**AT - 1** Draft Pesticide Notification Plan – *(to be distributed under separate cover)*

**oooO END OF REPORT Oooo**

**Item: 61 IS - Authority To Launch/Land Hot Air Balloons Policy - (95495, 79354)**

---

**REPORT:**

Correspondence has been received by Cloud Nine Balloons seeking the use of community park lands to launch and land hot air balloons. Cloud Nine Balloons currently use surrounding Local Government Areas to launch and land their balloons and occasionally land on local turf farms.

Cloud Nine Balloons are very keen to use Hawkesbury community lands as additional sites to those in Baulkham Hills and Penrith areas, as the scenic qualities of the Hawkesbury are a great asset and offer a unique experience for those using the service. As sites for launching or landing balloons are chosen dependent on wind conditions and direction, no set locations can be determined.

Due to the complexity of the activity, a policy has been developed based on policies from other councils that allow this activity.

**Conformance to Strategic Plan**

The proposal is consistent with the *"Supporting business & local jobs"* Directions statement;

- *'Help create thriving town centres, each with its own character that attract residents, visitors and business.'*

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

- *"Develop marketing strategy to define industry opportunities and attract new industries to the Hawkesbury."*

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

- *"Increased patronage of local businesses and attract new residents and visitors."*

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

- *"Increased number of new residents and visitors."*

**Funding**

Nil impact on current budget.

**RECOMMENDATION:**

That the Authority to Launch/Land Hot Air Balloon Policy be adopted.

**ATTACHMENTS:**

**AT - 1** Authority to Launch/Land Hot Air Balloon Draft Policy (*distributed under separate cover*).

oooO END OF REPORT Oooo

**Item: 62 IS - Exclusive Use of Governor Phillip Reserve - Ski Racing NSW Inc - (95495)**

---

**REPORT:**

Correspondence has been received from Ski Racing NSW Inc., requesting Exclusive Use of Governor Phillip Reserve, for the purpose of conducting the 2010 Hawkesbury 120 Ski Race Classic event on both Saturday, 28 August 2010 and Sunday, 29 August 2010. At this stage the applicant has not advised of an alternate date in the event of inclement weather.

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

It is anticipated that these events will have significant flow-on effects to the business community and as such approval is recommended.

**Conformance to Strategic Plan**

The proposal is consistent with the *"Supporting business & local jobs"* Directions statement;

- *'Help create thriving town centres, each with its own character that attract residents, visitors and business.'*

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

- *"Develop marketing strategy to define industry opportunities and attract new industries to the Hawkesbury."*

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

- *"Increased patronage of local businesses and attract new residents and visitors."*

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

*"Increased number of new residents and visitors."*

**Funding**

No impact on budget arising from this report.

**RECOMMENDATION:**

That:

1. That approval be granted to the Ski Racing NSW Inc for "Exclusive Use" of Governor Phillip Reserve for the 120 Ski Race Classic to be held on Saturday, 28 and Sunday, 29 August 2010. The event is subject to the following conditions:
  - a. Prior to dates of exclusive use a letter box drop be undertaken by the applicant to all affected residents in proximity to the event with that letter advising full details of the function;
  - b. The Reserve is to be left clean and tidy with the organisation being responsible for collection and disposal of all waste; the applicant is to lodge with Council a damage bond of \$800.00\*,

## ORDINARY MEETING

Meeting Date: 30 March 2010

- which is refundable less any costs incurred by Council, administrative or otherwise, to clean or restore the area;
- c. A non refundable park booking/administration fee of \$35.00\* is required to be paid.
  - d. The applicant paying to Council such fees as may be applicable at the time for exclusive use of the Reserve being \$1.50\* per person or \$895.00\* per day (whichever is the greater);
  - e. A fee of \$63.00\* is payable for the cleaning of the toilets prior to the exclusive use;
- (\*The above fees/amounts apply to the 2009/2010 financial year only; these fees/amounts are subject to change in subsequent financial years, as determined by Council.)**
- f. A copy of a Public Liability Policy for \$10,000,000 and indemnifying Hawkesbury City Council is to be submitted prior to the event.
  - g. Any building, vehicle or stall that is preparing food for public consumption is to comply with Council's "Food Safety Guidelines for Charities and Community Organisations" brochure; this information and any related food/public health information can be obtained by contacting Council's Environmental Health Officer.
  - h. If required, the applicant obtaining all necessary permits/approvals in relation to amusement devices/rides and liaising with Integral Energy regarding the supply of power and their proximity to power supply lines.
  - i. If required, the applicant to obtain an appropriate licence from the Licensing Branch of the NSW Police Service for the sale of alcoholic beverages at the proposed event.
  - j. The applicant is to notify details of the event to the Hawkesbury Local Area Command at Windsor Police Station. Phone: 4560 6999.
  - k. The applicant obtaining an appropriate licence from NSW Maritime Authority regarding the conduct of the Race.
  - l. The event manager/applicant must undertake a Risk Assessment of the event to be conducted including pre-event preparations. This assessment must identify potential hazards and the procedures that need to be implemented to eliminate or control those hazards. The event manager/applicant is responsible for ensuring that procedures are followed and that they comply with the requirements of the Occupational Health and Safety Regulations 2001.
  - m. Ski Racing NSW Inc is to comply with Council's current policy in regard to noise levels, as listed below.

No competing vessel shall be permitted to emit noise in excess of:

- i. Club Days - 105dB(A) for more than 40 minutes per day;
- ii. NSW State Titles - 105dB(A);
- iii. Bridge to Bridge Boat Race - 105dB(A);
- iv. Unlimited Boat Race (Blown Boats) - 115dB(A). (This event is held directly after the Bridge to Bridge Boat Race);
- v. Noise Test - (prior to the Two Day Spectacular) - 115dB(A) for more than 15 minutes in total through the day;
- vi. Two Day Spectaculars - 115dB(A) for more than 10 minutes in total per day.

**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

2. A Traffic Management Plan be submitted as part of the Special Event Traffic Application.
3. The applicant be allowed use of the Reserve on Friday, 27 August 2010, to facilitate set up and vessel safety scrutineering.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



## ORDINARY MEETING

Meeting Date: 30 March 2010

**Item: 63**                    **IS - Provision of a Skate Park within the Glossodia area - (95495)**

**Previous Item:**            NM1, 23 February 2010 (Ordinary)

---

### REPORT:

A Notice of Motion was considered at the Council Meeting held on 23 February 2010, requesting investigation as to the possibility of a skate park being provided in the Glossodia area, with a report to Council detailing the costs that would be involved and identifying potentially suitable locations for the facility.

Following preliminary investigation by staff and communication with interested residents, it was determined that Woodbury Reserve would be the preferred location for the provision of a Skate Park, given the close proximity to the community centre and shopping complex.

Woodbury Reserve is considered the town's major open space facility that provides amenities for a wide range of user groups, including bushwalkers, sporting groups, school groups and picnickers. With the provision of the new play space facility a wider variety of groups are able to utilise the facility which caters for a wide range of ages. In 2009 the Woodbury Reserve Plan of Management was adopted by Council; which identified that the provision of a Skate Park be considered to provide non-organised recreational activities for older children and youth of the area (pg 41) with a possible location being the south eastern corner of the Reserve near to the current play space.

The benefits in providing such an amenity within the Reserve include:

- provides a facility for older children and youth to utilise and practice their skills within close proximity to their home,
- reduces the need for youth to try and access current skate parks located at Clarendon and North Richmond, with poor public transport,
- adds an additional facility for the entire family to enjoy within the one reserve, providing a sense of community within the reserve, and
- increases the functionality of the reserve and would attract a broader community use and enjoyment of the reserve.

The potential negative impacts of providing a skate park facility has long been recognised and outlined through previous experience including:

- an increase in vandalism on the site (graffiti, damage to property), and
- an increase in anti-social activities (drinking, loitering etc).

The above potential negative aspects inherent with the provision of such a facility can be addressed through proper planning and management with the placement of such facilities.

In November 2001, Rockdale City Council undertook a Skate Park Research Study, that identified key planning and management guidelines in the development and management of Skate Parks. It concluded that in providing a successful facility the following should be considered:

- Involve young people from the beginning,
- Seek advice from professional skaters regarding the design and layout,
- Ensure that an engineer carries out the design,
- Give consideration to both short and long term user needs, and
- Think carefully when selecting a site, and be wary of using isolated land that cannot be used for any other purpose as it promotes anti-social behaviour.

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

Funding for the provision of a Skate Park within Woodbury Reserve is dependant on the design, function and materials used. Funding would need to be identified from within Council's Capital Works Component. In addition, Council may be eligible to apply for further funding through two state funding programs including the Metropolitan Greenspace Program and NSW Sport and Recreation program and would be subject to the normal funding criteria.

An indication of cost, dependant upon a variety of design options, is outlined below.

	Permanent Concrete	Precast Concrete Modules	Transportable (Steel)	Transportable (Plywood)
Advantages	Durable, difficult to damage Reduce noise capacity Easy maintenance and graffiti can be easily removed	Transportable/rearrangeable Expandable Durable Standard moulds ensure good surface finish Reduced noise capacity Easy to Maintain Quick Installation	Durable Easy to maintain	Low cost Good surface grip Creates less noise than steel Easy to repair
Disadvantages	Not movable/removable Quality of surface finish is critical to success Edges prone to chipping if not lined with metal May crack due to ground movement	Modules are heavy and may inhibit design and size of facility	Temperature can affect surface Creates glare Noisy May become subject to rust, corrosion and sharp edges Can be dented and effect smoothness of surface	Generally not weatherproof High maintenance Short life span Easily damaged Splinters may occur
Cost	High initial cost/low ongoing cost	Moderate initial cost/low ongoing cost	Moderate initial cost/ Moderate ongoing cost	Low initial cost/high ongoing cost
Proposed	Site proposed 26m x 12m Base \$30,000.00 Units \$40,000.00	Site proposed 26m x 12m Base \$30,000.00 Units \$20,000.00	Site proposed 26m x 12m Base \$30,000.00 Units \$25,000.00	Site proposed 26m x 12m Base \$30,000.00 Units \$15,000.00

As an interim measure to determine the viability of the Skate Park within Woodbury Reserve, it is recommended that the portable half pipe currently being stored at the Wilberforce Depot be relocated to this location and to enable a trial period to be undertaken by the community. This would allow for the community and users to determine the viability of a Skate Park on a temporary basis, and address the communities short term needs at minimal cost.

Whilst indications had been given that contractors undertaking the Glossodia/Freemans Reach/Wilberforce Sewerage Program would assist with the project, that offer was for assistance with earthworks which would be minimal in relation to this project.

It should be noted that Glossodia is only one of the many locations where a skate park facility has been requested (ie Wilberforce, Bligh Park, South Windsor, Kurrajong and Pitt Town).

**Conformance to Strategic Plan**

The proposal is consistent with the *‘Shaping our future together’* Directions statement;

- *“A balanced set of decisions that integrate jobs, housing, infrastructure and environment and that incorporate sustainability principles.”*

**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

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

- *“Have ongoing engagement and community with our community, governments and industries.”*

**Funding**

Installation of the Skate Park would be subject to funding from within the Park Improvement Program, Section 94 funds and Grants depending upon availability.

**RECOMMENDATION:**

That:

1. Consultation be undertaken with the residents and users in relation to the provision of a Skate Park, and suggestions for a preferred location of such facility.
2. The portable half pipe currently at the Council Depot, be relocated to Woodbury Reserve as a short term measure allowing the community and users to determine the success of the site.
3. A detailed cost analysis be undertaken of the Precast Concrete Modules based on a design suggested by the users.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**SUPPORT SERVICES**

**Item: 64                    SS - Monthly Investments Report - February 2010 - (96332, 95496)**

**REPORT:**

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.

**February 2010**

The following table indicates that Council held \$38.8 million in investments as at 28 February 2010. 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, and the investments and the percentage of the total portfolio, are provided below.

Investment Type	Institution Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Investment Rating	Total \$
<b>On Call</b>								
CBA	AA	28-Feb-10		4.25%	5,300,000	13.67%	A1+	5,300,000
<b>Term Investments</b>								
AMP	A1	20-Jan-10	21-Jan-11	6.86%	1,000,000	2.58%	A	
ANZ	AA	22-Sep-09	24-Mar-10	4.75%	2,000,000	5.16%	A1+	
ANZ	AA	25-Nov-09	24-Nov-10	6.00%	1,000,000	2.58%	A1+	
ANZ	AA	02-Sep-09	02-Sep-10	5.25%	2,000,000	5.16%	A1+	
ANZ	AA	10-Feb-10	11-Aug-10	6.20%	500,000	1.29%	A1+	
Bank of Cyprus	A	02-Nov-09	27-Oct-10	5.70%	1,000,000	2.58%	Moody's P-1	
Bank of Queensland	BBB+	20-Jul-09	19-May-10	4.50%	1,000,000	2.58%	A-2	
Bankwest	AA	19-Aug-09	19-Aug-10	5.00%	1,000,000	2.58%	A1+	
Bendigo and Adelaide Bank	BBB+	09-Oct-09	13-Oct-10	5.30%	1,000,000	2.58%	A-2	
Citibank	A+	20-Jul-09	21-Apr-10	4.60%	1,000,000	2.58%	A-1	
Credit Union Australia	BBB	30-Jul-09	24-Mar-10	4.62%	1,000,000	2.58%	unrated	
Elders Rural Bank	BBB	15-Jun-09	15-Jun-10	4.64%	1,000,000	2.58%	A-2	
IMB	BBB	10-Feb-10	11-Aug-10	6.25%	1,000,000	2.58%	A-2	
Investec Bank	BBB	02-Sept-09	02-Sep-10	5.74%	1,000,000	2.58%	Moody's P-2	
Macquarie Bank	A	18-Jun-09	15-Jun-10	4.50%	1,000,000	2.58%	A-1	

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

Investment Type	Institution Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Investment Rating	Total \$
Members Equity	BBB	03-Aug-09	03-Mar-10	4.65%	1,000,000	2.58%	A-2	
NAB	AA	08-Dec-09	08-Dec-10	6.80%	3,000,000	7.73%	A1+	
NAB	AA	03-Dec-09	03-Dec-10	6.80%	2,000,000	5.16%	A1+	
NAB	AA	02-Sep-09	04-Aug-10	5.20%	1,000,000	2.58%	A1+	
NAB	AA	24-Feb-10	26-May-10	5.32%	1,000,000	2.58%	A1+	
NAB	AA	25-Nov-09	26-May-10	5.50%	1,000,000	2.58%	A1+	
Newcastle Permanent	BBB+	18-Jun-09	15-Jun-10	4.55%	1,000,000	2.58%	A-2	
Suncorp	A	12-Jun-09	14-Jun-10	4.60%	1,000,000	2.58%	A-1	
Westpac	AA	20-Jan-10	21-Jul-10	6.20%	1,000,000	2.58%	A1+	
Westpac	AA	24-Feb-10	27-Apr-10	5.20%	2,000,000	5.16%	A1+	
Westpac	AA	21-Dec-09	21-Dec-10	7.00%	3,000,000	7.73%	A1+	33,500,000
<b>TOTAL INVESTMENT AS AT 28 FEBRUARY 2010</b>								<b>38,800,000</b>

	Bench Mark	Actual
Bench Mark - UBSA 90 Day Bank Bill Index	4.13%	5.62%
Bench Mark - 11am Cash Rate	3.75%	4.25%

**Performance by Type**

Category	Balance	Average Interest	Difference to Benchmark	Restriction Type	Amount
Cash at Call	5,300,000	4.25%	0.50%	External Restrictions -S94	6,200,229
Term Deposit	33,500,000	5.62%	1.49%	External Restrictions - Other	11,347,272
				Internal Restrictions	14,405,725
				Unrestricted	6,846,774
	38,800,000	5.43%	1.30%	<b>Total</b>	<b>38,800,000</b>

The various sources of the restricted funds referred to in the above table are as follows:

External Restrictions – Section 94 Contributions

External Restrictions – Other (reserve details below)

- Waste Management
- Sewerage
- Unexpended Grants
- Stormwater Management

Internal Restrictions (reserve details below)

- Employees Leave Entitlements
- Election
- Information Technology

## ORDINARY MEETING

Meeting Date: 30 March 2010

Plant Replacement  
Infrastructure  
Property Development (currently negative balance)  
Risk Management  
Heritage  
Sullage  
Tip Remediation

With regard to the above details those funds subject to external restrictions **cannot** be utilised for any purpose other than that specified.

In respect of funds subject to internal restrictions, whilst it would “technically” be possible for these funds to be utilised for other purposes such as a course of action, unless of a temporary internal loan basis, would not be recommended nor would it be “good business practice,” as these funds have been allocated for specific purposes (information technology, plant replacement, risk management, etc.) or to meet future known expenses that should be provided for on an ongoing basis (employee leave entitlements, election, etc.)

Funds referred to as “unrestricted” are, effectively, Council’s daily operational funding for purposes such as the payment of salaries and wages, various works proposed or in progress as adopted in Council’s budget, daily operational expenses, etc. These “unrestricted” funds could only be utilised for other purposes by the reduction of a corresponding amount from a service or provision already included within Council’s adopted budget. The level of these funds also vary depending upon the business cycle in areas such as the payment of creditors, receipt of rate payments, capital works and/or purchases, etc.

### Investment Commentary

The investment portfolio increased by \$1.02 million for the month. During February, various income was received totalling \$6.10 million, including rate payments amounting to \$2.84 million, while payments to suppliers and staff costs amounted to \$4.56 million.

The investment portfolio currently involves a number of term deposits and on-call accounts.

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Council’s investment portfolio has been reviewed and rebalanced in favour of investments not subject to share market volatility. Comparisons are made between existing investments with available products that are not part of Council’s portfolio. Independent advice is sought on new investment opportunities and Council’s investment portfolio is independently reviewed each calendar quarter.

Council, at its meeting on 3 February 2009, considered a report on the Federal Government’s Guarantee Scheme on deposits and wholesale funding of eligible authorised deposit-taking institutions and resolved as follows:-

*"That:*

- 1. In respect of Council funds invested with acknowledged tier one major Australian trading banks (ANZ, CBA, NAB and Westpac), that Council accept the coverage available, without cost, from the Federal Government’s “Guarantee Scheme”, and not optionally guarantee additional funds.*
- 2. Council’s investments in other banking institutions, not referred to in 1 above, and authorised under the current Ministerial Investment Order and Council’s Investment Policy, be limited to an amount equivalent to the level of funds that receive coverage under the Federal Government’s “Guarantee Scheme” without additional cost to Council.*
- 3. All investments be made in accordance with Council’s investment policy.*
- 4. Council receive a further report updating Council’s Investment Policy following the release of new investment guidelines by the Department of Local Government."*

## ORDINARY MEETING

Meeting Date: 30 March 2010

Action was taken to comply with the above resolutions, by not optionally guaranteeing amounts invested with the tier one major Australian trading banks (ANZ, CBA, NAB and Westpac), over and above the amounts that are covered by the free Government Guarantee Scheme. Further, at its meeting on 28 April 2009, Council considered a report on a revised Investment Policy and resolved to adopt a revised Investment Policy. Council's revised Investment Policy fully complies with the Department of Local Government Investment Guidelines that were distributed on 25 May 2009.

As at 28 February 2010, Council has invested \$14 million with 2<sup>nd</sup> tier financial institutions, noting that one of these institutions is a subsidiary of a major Australian trading bank. The investment of \$1 million with fourteen 2<sup>nd</sup> tier banks is entirely covered by the free Government Guarantee Scheme, and is in accordance with the revised Ministerial Investment Order, Council's Investment Policy, and Council's resolution at its meeting on 3 February 2009.

On 7 February 2010, the Federal Government announced its withdrawal of the Government Guarantee Scheme for Large Deposits and Wholesale Funding on 31 March 2010. Deposits already under the Guarantee will be grandfathered up to 2015. This will not affect Council's investments, as Council's investments with 2<sup>nd</sup> tier institutions do not exceed \$1M, and investments exceeding \$1M with the major banks are not guaranteed. The Financial Claims Scheme (the free guarantee of up to \$1M) still stands until its review in October 2011.

Effective from 3 March 2010, the Reserve Bank raised official interest rates by one quarter of one percent to a cash rate of 4.0%.

The Governor of the Reserve Bank of Australia released the following statement on monetary policy on 2 March 2010:

*"At its meeting today, the Board decided to raise the cash rate by 25 basis points to 4.0 per cent, effective 3 March 2010.*

*The global economy is growing, and world GDP is expected to rise at close to trend pace in 2010 and 2011. The expansion is still hesitant in the major countries, due to the continuing legacy of the financial crisis, resulting in ongoing excess capacity. In Asia, where financial sectors are not impaired, growth has continued to be quite strong. The authorities in some countries are now seeking to reduce the degree of stimulus to their economies.*

*Global financial markets are functioning much better than they were a year ago and the extraordinary support from governments and central banks is gradually being wound back. Credit conditions remain difficult in some major countries as banks continue to face loan losses associated with the period of economic weakness. Concerns regarding some sovereigns remain elevated.*

*In Australia, economic conditions in 2009 were stronger than expected, after a mild downturn a year ago. The rate of unemployment appears to have peaked at a much lower level than earlier expected. Labour market data and a range of business surveys suggest growth in the economy may have already been at or close to trend for a few months. There are some signs that the process of business sector de-leveraging is moderating, with the pace of decline in business credit lessening and indications that lenders are starting to become more willing to lend to some borrowers. Investment in the resources sector is very strong. Credit for housing has been expanding at a solid pace, and dwelling prices have risen significantly over the past year. New loan approvals for housing have moderated a little over recent months, however, as interest rates have risen and the impact of large grants to first-home buyers has tailed off.*

*Inflation has, as expected, declined in underlying terms from its peak in 2008, helped by the fall in commodity prices at the end of 2008, a noticeable slowing in private-sector labour costs during 2009, the rise in the exchange rate and the earlier period of slower growth in demand. CPI inflation has risen somewhat recently as temporary factors that had been holding it to unusually low rates are now abating. Inflation is expected to be consistent with the target in 2010.*

## ORDINARY MEETING

Meeting Date: 30 March 2010

*With the risk of serious economic contraction in Australia having passed, the Board moved late last year to lessen the degree of monetary stimulus that had been put in place when the outlook appeared to be much weaker. Lenders generally raised rates a little more than the cash rate and most loan rates rose by close to a percentage point.*

*Interest rates to most borrowers nonetheless remain lower than average. The Board judges that with growth likely to be close to trend and inflation close to target over the coming year, it is appropriate for interest rates to be closer to average. Today's decision is a further step in that process".*

### 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 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 the strategy in the *Community Strategy Plan* being:

- *"Maintain and review a sustainable long term financial framework."*

### Funding

Funds have been invested with the aim of achieving budgeted income in 2009/2010.

### RECOMMENDATION:

That the information be received and noted.

### ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo



**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

**Item: 65                    SS - Pecuniary Interest Returns - (79337, 95496)**

**REPORT:**

Section 450A of the Local Government Act, 1993 relates to the register of Pecuniary Interest Returns and the tabling of these Returns, which have been lodged by Councillors and Designated Persons. Section 450A of the Act is as follows:

"450A Register and tabling of returns:

1. *The general manager must keep a register of returns required to be lodged with the general manager under section 449.*
2. *Returns required to be lodged with the general manager under section 449 must be tabled at a meeting of the council, being:*
  - (a) *in the case of a return lodged in accordance with section 449 (1)—the first meeting held after the last day for lodgement under that subsection, or*
  - (b) *in the case of a return lodged in accordance with section 449 (3)—the first meeting held after the last day for lodgement under that subsection, or*
  - (c) *in the case of a return otherwise lodged with the general manager—the first meeting after lodgement."*

With regard to Section 450A(1), a register of all Returns lodged by Councillors and Designated Persons in accordance with Section 449 of the Act is currently kept by Council as required by this part of the Act.

With regard to Section 450A(2), all Returns lodged by Councillors and Designated Persons under Section 449 of the Act must be tabled at a Council Meeting as outlined in Sections 450A(2)(a), (b) and (c) above.

With regard to Section 450A(2)(a), the following Section 449(1) Return has been lodged:

<b>Position</b>	<b>Return Date</b>	<b>Date Lodged</b>
Town Planner	14/12/09	29/12/09

The Return has been lodged prior to the due date for the receipt of the Return, being three months after the return date.

The above details are now tabled in accordance with Section 450A(2)(a) of the Act and the Return is available for inspection if requested.

**Conformance to Strategic Plan**

The proposal is consistent with the *Shaping our future together* Directions statement:

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

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

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

**Funding**

Not applicable.

**ORDINARY MEETING**

**Meeting Date:** 30 March 2010

**RECOMMENDATION:**

That the information be received and noted.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 30 March 2010

**Item: 66**                    **SS - Farmland Rates for the 2010/2011 Financial Year - (95496, 96332)**

**Previous Item:**        44, Ordinary (9 March 2010)  
                              54, Ordinary (10 March 2009)

---

### REPORT:

A report was presented to Council at the meeting on 9 March, 2010 to obtain direction regarding General Rates for the 2010/2011 financial year, in light of the 2008 land revaluations and the impact of recent legislation changes. At the meeting, Council resolved as follows:

*"That:*

- 1. Council make representations to the Minister for Local Government seeking the extension of the provisions of Clause 84 of Schedule 8 of the Local Government Act, 1993, in respect to limits placed upon annual increases in rates for Farmland properties.*
- 2. Council's local State Members of Parliament be requested to support Council's representation referred to in 1 above.*
- 3. Consideration of the utilisation of the "catch up" amount be further considered at the next meeting of Council when the appropriate information regarding the effects of other proposals for rateable properties in the Farmland Category are available.*
- 4. The 2010/2011 Draft Budget, as related to Farmland rates, be prepared on the basis of Council taking action to reduce the effects of the discontinuation of Clause 84 of Schedule 8 of the Local Government Act, 1993, on relevant Farmland properties as suggested within the report, and a further report be submitted to Council on possible "avenues" available in this regard.*
- 5. Staff investigate the introduction of a base rate for the 2011/2012 financial year for all rating categories."*

The report considered by Council on 9 March 2010 made reference to Clause 84 of Schedule 8 of the Local Government Act, 1993, and the implications of the provision being no longer applicable as from 1 July 2010. As highlighted in the report, these legislative changes effective from 1 July, 2010 will remove a cap provision applied to Farmland rates that limited any yearly increase to properties within this category to 20%.

Had the provisions of Clause 84 of Schedule 8 of the Act continued (i.e. increases capped at 20%) in respect of the coming 2010/2011 rating year, of the 633 assessments in the Farmland Category (as at 1 July 2009), approximately 244 properties would have been affected with an increase of over 20%, which would have been limited to 20% by the cap. On this basis, the average increase over 20% would have been 64%.

With the removal of the cap provisions, these properties will be required to pay rates based upon their assessed land values, without the benefit of a cap, in line with the remaining 23,682 (as at 1 July 2009) properties in the Council's Local Government Area. It is anticipated that without the benefit of a cap, these properties will have an average increase of 84%, in addition to any rate pegging or catch up increases.

In line with the adopted resolution from the meeting of 9 March 2010, Council has made representations to the Minister for Local Government, seeking the extension of the provisions of Clause 84 of Schedule 8 of the Local Government Act, 1993, in respect to limits placed upon the annual increases in rates for

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

Farmland properties. Council has also requested local State Members of Parliament to support Council's representations to the Minister in this matter.

Council also resolved to investigate "avenues" of addressing the issue, subject to the result of any representations, to attempt to lessen the effects on Farmland properties.

A number of "avenues" to reduce the impact on the Farmland Category have been investigated and some comparative data for each respective scenario is summarised in the tables below.

For the purpose of comparing the impact and the number of properties affected, the results below are based on the notional income being increased by the rate pegging of 2.6%. The effect of any "catch up" amount, applicable to the 2010/2011 rating year, has been excluded from the figures below. The effect of catch up amounts would be minimal when spread over all categories. The information below is limited to the Farmland Category, and is based on the number of properties that fall in this Category as at 17 March 2010. These figures will vary from those as at 1 July 2009 due to the number of properties falling into the Farmland Category varying and valuations for other properties being amended (lowered) by the Valuer General following appeals by the property owners.

The comparative figures in Table 1, assume that the revenue raised based on the 80% *ad valorem* ratio highlighted in Option 1, is maintained for all other options produced in the table.

Table 1

<b>Options</b>	<b>Option 1 Farmland Category 80% <i>ad valorem</i> only</b>	<b>Option 2 Farmland Category Base Rate \$300</b>	<b>Option 3 Farmland Category Base Rate \$400</b>	<b>Option 4 Farmland Category Base Rate \$500</b>	<b>Option 5 Farmland Category Base Rate \$750</b>	<b>Option 6 Farmland Category Base Rate \$900</b>
Decrease / Increase	No of Properties	No of Properties	No of Properties	No of Properties	No of Properties	No of Properties
Dec > -20%	0	0	0	0	10	16
Dec > -10% to -20%	0	1	8	15	22	23
Dec 0% to -10%	0	47	52	48	44	42
Inc 0% to 10%	421	220	155	121	76	62
Inc >10% to 20%	20	104	130	141	120	90
Inc >20%	176	245	272	292	345	384

**Option 1 – Farmland 80% of Residential and Business**

Option 1 is based on maintaining the status quo. Under this option, the *ad valorem* ratio of Farmland Category to Residential and Business Categories is maintained at 80%. Rates are levied on an *ad valorem* basis, with a minimum rate of \$443 being applicable. Under this option, out of the 617 Farmland properties currently in this category, no properties would benefit from a decrease in their rates. 176 properties will have an increase in excess of 20%, 20 properties would have an increase of between 10% and 20%, while the majority, 421 rateable properties would have an increase of up to 10%.

**Option 2 –Base Rate of \$300**

Option 2 is based on the introduction of a Base Rate of \$300. Under a Base Rate approach, the total revenue raised from the Farmland Category would be comprised of a flat amount charged to each

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

rateable property in the category (Base Rate), with the balance of the revenue being raised through applying the required rate in the \$(*ad valorem*) to the land value of each respective rateable property. The total revenue from the category would be the same as under Option 1. This approach would merely result in a different distribution of the rates levy across the rateable properties within the category. As can be seen from the table above, the introduction of a Base Rate of \$300, would result in 48 properties having a decrease in rates, 220 properties having an increase of up to 10%, 104 properties having increases of between 10% and 20%, with the remaining 245 properties being impacted with an increase in excess of 20%.

**Option 3 – 6 Base Rate of \$400 / \$500/ \$750 / \$900**

Options 3 to 6 are based on the same approach detailed for Option 2. As can be seen from the figures in the Table 1, the higher the Base Rate, the more properties are impacted with an increase in excess of 20%.

**The effects of altering the *ad valorem* ratio**

Another “avenue” investigated is the reduction of the *ad valorem* ratio of Farmland Rates to the Residential and Business Rates from the current 80% level to 67.5%. The impact of introducing a Base Rate under this scenario has also been investigated and the resulting effect on rateable properties is shown in the Table 2 below.

The comparative figures in Table 2, assume that the revenue raised based on the 67.5% *ad valorem* ratio highlighted in Option 7, is maintained for all other options produced in the table.

Table 2

<b>Options</b>	<b>Option 7 Farmland Category 67.5% <i>ad valorem</i> only</b>	<b>Option 8 Farmland Category Base Rate \$300</b>	<b>Option 9 Farmland Category Base Rate \$400</b>	<b>Option 10 Farmland Category Base Rate \$500</b>	<b>Option 11 Farmland Category Base Rate \$750</b>	<b>Option 12 Farmland Category Base Rate \$900</b>
Decrease / Increase	No of Properties	No of Properties	No of Properties	No of Properties	No of Properties	No of Properties
Dec > -20%	0	13	23	32	47	54
Dec >-10% to -20%	382	110	96	82	63	56
Dec 0% to -10%	36	211	184	155	88	74
Inc 0% to 10%	43	59	73	82	114	103
Inc >10% to 20%	35	32	32	45	49	54
Inc >20%	121	192	209	221	256	276

**Option 7 – Farmland 67.5% of Residential and Business**

Option 7 would entail levying the rates on an *ad valorem* basis for each rateable property in the category. The applicable rate in the \$ would be determined on the basis of the *ad valorem* amount in the Farmland Category being 67.5% of the Residential and Business Rates. This approach would result in effectively attempting to continue the cap, previously limiting the increases in rates payable on a number of properties to 20%, by achieving an average increase of 0% above 20% for properties in the Farmland Category.

**Option 8 –Base Rate of \$300**

Option 8 is based on the introduction of a Base Rate of \$300. Under a Base Rate approach, the total revenue raised from the Farmland Category would be comprised of a flat amount charged to each rateable property in the category (Base Rate), with the balance of the revenue being raised through applying the required rate in the \$ (*ad valorem*) to the land value of each respective rateable property. The total revenue from the category would be the same as under Option 7. This approach would merely result in a different distribution of the rates levy across the rateable properties in the categories. As can be seen from the Table 2 above, the introduction of a Base Rate of \$300, would result in 334 properties having a decrease in rates, 59 properties having an increase of up to 10%, 32 properties having increases of between 10% and 20%, with the remaining 192 properties being impacted with an increase in excess of 20%.

**Option 9 – 12 Base Rate of \$400 / \$500/ \$750 / \$900**

Options 9 to 12 are based on the same approach detailed for Option 8. As can be seen from the figures in the Table 2, the higher the Base Rate, the more properties are impacted with an increase in excess of 20%.

Under all scenarios in Table 2, the amount raised from the Farmland Category is reduced by approximately \$195,000, and this would be collected as part of Council’s total rate revenue from the remaining rateable properties. This would equate to an approximate, on average, increase of \$8.20 per property to compensate for the reduction in revenue raised from the Farmland Category.

As can be seen from the above scenarios, the introduction of a Base Rate results in an increasing number of properties being impacted with an increase of above 20%.

**Option 13 - Farmland 70% of Residential and Business**

Another option submitted for consideration is the reduction of the 80% *ad valorem* ratio to 70%, with minimum rate approach. As can be seen from Table 3 below, this approach would result in 412 properties in the Farmland Category benefiting from a decrease in their rates between 0% and 10%. Under this scenario, the revenue raised from the Farmland Category would be reduced by approximately \$163,000, which would be spread across all rateable properties in the other categories. This would equate to an approximate, on average, increase of \$6.90 per property.

Table 3

<b>Options</b>	<b>Option 2 Farmland Category 70%</b>
Decrease / Increase	No of Properties
Dec > -20%	0
Dec >-10% to -20%	0
Dec 0% to -10%	412
Inc 0% to 10%	38
Inc >10% to 20%	33
Inc >20%	134

After consideration of the various options available, it is suggested that Council should now indicate which rating approach is to be pursued in respect of the Farmland Category.

## ORDINARY MEETING

Meeting Date: 30 March 2010

In line with part 3 of the resolution of the 9 March 2010, it is suggested that Council provides direction regarding the utilisation of the “catch up” amount in the 2010/2011 rating year, to enable the Draft Budget 2010/2011 to be finalised.

### Conformance to 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 decision made on the structure of the rating levy applicable to the Farmland Category and the resulting impact on the Residential and Business Categories will have a nil effect on the overall rating income for 2010/2011. The decision on the utilisation of the “catch up” amount will have an impact on the 2010/2011 Budget, currently being drafted and the 2011/2012 Budget.

### RECOMMENDATION:

That:

1. In respect of the “catch up” amount available to Council as referred to and detailed in the report presented to Council on 9 March 2010, 50% of that amount be incorporated into the 2010/2011 Draft Budget, for Council’s further consideration on the basis of the remaining 50%, and any other available “catch up” amount being incorporated into the subsequent 2011/2012 Draft Budget.
2. In respect of the rating structure for Farmland Category, the ratio be reduced to 70% of Residential and Business Rates and the basis of the rate levy to remain “*ad valorem*”, with an appropriate minimum rate to be utilised for the purposes of the 2010/2011 Draft Budget.

### ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

**ORDINARY MEETING**

**Meeting Date: 30 March 2010**

**CONFIDENTIAL REPORTS**

**INFRASTRUCTURE SERVICES**

**Item: 67**            **IS - Tender No. 00610 - Concrete Works - Restoration of Footpaths, Kerb and Guttering and Construction of New Dish Drains within the City of Hawkesbury- (95495, 79344) CONFIDENTIAL**

**Previous Item:**        16, Ordinary (2 February 2010)

---

**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 March 2010**

**SUPPORT SERVICES**

**Item: 68            SS - Property Matter - Assignment of Lease from Daniel Naethuys and Rebecca Gee to Leanne and Wayne Gerahty - Shop 6 Glossodia Shopping Centre, Glossodia - (112106, 8999, 77895,113095) CONFIDENTIAL**

---

**Reason for Confidentiality**

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to 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 March 2010**

**Item: 69                    SS - Property Matter - Lease to Datanetwork Services Australasia Holdings P/L,  
Trading as Wilberforce Post Office - Shop 7 Wilberforce Shopping Centre,  
Wilberforce - (112106, 20367) CONFIDENTIAL**

---

**Reason for Confidentiality**

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to 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 March 2010

**Item: 70**            **SS - Property Matter - Lease to Sharon Bell, Trading as Bojangles Beauty Basix - Shop 8 Glossodia Shopping Centre, Glossodia - (112106, 109695)**  
**CONFIDENTIAL**

---

**Reason for Confidentiality**

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to 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 March 2010**

**Item: 71                    SS - Property Matter - Lease to Sarah Turner - Shop 11 Glossodia Shopping Centre, Glossodia - (112106. 95496) CONFIDENTIAL**

---

**Reason for Confidentiality**

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to 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 - Hawkesbury Bicycle and Access Mobility Committee Minutes - 18 February 2010 - (98212)**

The meeting commenced at 4.00 pm in the Large Committee Room, Hawkesbury City Council

---

<b>Present:</b>	Councillor Leigh Williams Alan Aldrich Doug Bathersby Chris Cameron	Chair, Councillor Representative Community Representative Community Representative Community Representative
<b>Apologies:</b>	Peter McKenzie Councillor Christine Paine	Community Representative Councillor Representative
<b>In Attendance:</b>	Denise Oakes Joseph Litwin Meagan Ang	Hawkesbury City Council Hawkesbury City Council Hawkesbury City Council

---

**REPORT:**

Councillor Williams welcomed everyone to the meeting, and welcomed Ms Ang who is currently acting in the position of Community Programs Co-ordinator at Council.

**CONFIRMATION OF MINUTES:**

**1. Matters arising from Previous Minutes**

Mr Bathersby requested an update on status of repairs to raised pavement on Macquarie Street.  
Mr. Cameron requested an update on progress on request for work to be undertaken on Wilberforce Rd at Buttsworth Creek.

**2. Confirmation of Minutes**

RESOLVED on the motion of Doug Bathersby and seconded by Alan Aldrich that the Minutes of the Hawkesbury Bicycle and Access Mobility Committee held on 11 November 2009 be confirmed.

**SECTION 2 - REPORTS FOR DETERMINATION**

**Item 14: Draft Hawkesbury Mobility Plan**

---

**DISCUSSION:**

- Ms Oakes advised that two submissions had now been received.
- Mr Litwin asked the committee to support a revised process for the final stage of the project as an alternative to that outlined in the report in Item 14.

## ORDINARY MEETING

### Reports of Committees

- Mr Litwin advised that for several reasons he proposed that the final consultation meeting with GTA consultants would best be used to address a councillor briefing session and present the outcome of the public exhibition of the draft Plan. Firstly, this would provide an opportunity for all Councillors to ask any remaining questions on the recommendations in the draft Plan and hear community feedback at the same time. Secondly, he advised that funds for the project had now been almost fully expended, and that this revised process would more efficiently use the remaining budget allocation.

#### RECOMMENDATION TO COMMITTEE:

1. The information be received
2. The community consultation to proceed on 11 March, with feedback to be considered and reviewed by GTA and incorporated into the final report.

#### MOTION:

**RESOLVED** on the motion of Doug Bathersby and seconded by Chris Cameron.

#### Refer to COMMITTEE RECOMMENDATION

#### COMMITTEE RECOMMENDATION

1. That information be received.
2. The Committee endorse the revised recommendation for GTA to present the submissions received in response to the Mobility Plan to the Councillor Briefing Session in March, with the request that members of the BAMC be permitted to attend as observers.

#### Item 15: Windsor Mobility Map

---

- Ms Oakes and Mr Aldrich tabled and presented a new draft design format for the map which has clearer, cleaner fonts and layout and which it is hoped will make the map easy to use.
- Ms Oakes advised that there are still some issues to be finalised regarding symbols and labels used on the map. Examples of several other similar maps were displayed for the committee's information.
- The issue of labelling kerb ramps as easy/difficult to access was discussed further - this was felt to be the most important one to resolve. Ms Oakes advised that further advice would be sought from other council staff before finalising the map.
- Mr Aldrich requested that he commence audits of Richmond CBD as soon as the Windsor one is finalised. He suggested that instead of letters to business owners, that an advertisement be placed in the local newspaper advising owners of the process. Mr Litwin advised that funding has been allocated for the Windsor maps in this year's budget, but at present there is no budget allocation for production of a map for Richmond, but audits could proceed if Mr Aldrich was willing to continue undertaking this task.
- Ms Oakes advised she would follow up with Ms Mann regarding new database of businesses in Richmond and also possible placement of an advertisement or item in council notices.
- Mr Aldrich requested that a process of updating the maps be considered - and that the Planning department could advise staff in community services department on changes to building access in the area covered by the maps to allow the maps to be updated every 6-12 months. Mr Litwin to discuss with the Manager of Planning the feasibility of this suggestion.



**RECOMMENDATION TO COMMITTEE:**

That the information be received

**MOTION:**

**RESOLVED** on the motion of Doug Bathersby and seconded by Chris Cameron.

**Refer to COMMITTEE RECOMMENDATION**

**COMMITTEE RECOMMENDATION**

That:

1. The information be received.
2. The next stage of audits for the Richmond CBD map proceed.
3. Mr. Litwin to liaise with Council staff regarding a possible process for regular update of Mobility Plans

**Section 3 - GENERAL BUSINESS**

- Mr Aldrich wanted noted his thanks to Richard Vaby for organising the repairs at Bosworth and March Sts as raised previously.
- Mr Aldrich that he has been working on a project to promote the use of the Commonwealth Carelink number for people needing services for respite and aged care issues.

***NEXT MEETING*** – to be held at 4.00 pm on Thursday 15 April 2010, at the Meeting Room Peppercorn Place, 320 George St. WINDSOR.

Meeting Closed at 5.03pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
Reports of Committees

**ROC - Audit Committee Meeting Minutes - 3 March 2010 - (95496)**

The meeting commenced at 3.00pm in the Council Chambers.

<b>Present:</b>	Mike Barry Harry Khouri David Gregory Nisha Maheshwari Councillor Leigh Williams (Alternate)	External Member External Member External Member External Member Hawkesbury City Council
<b>Apologies:</b>	Councillor Bob Porter Councillor Paul Rasmussen	Hawkesbury City Council Hawkesbury City Council
<b>In Attendance:</b>	Peter Jackson - General Manager Laurie Mifsud - Director Support Services Emma Galea - Acting Chief Financial Officer Dennis Banicevic - Council's External Auditor Jan Readford - Minute Secretary	Hawkesbury City Council Hawkesbury City Council Hawkesbury City Council PricewaterhouseCoopers Hawkesbury City Council

**REPORT:**

**RESOLVED** on the motion of Councillor Leigh Williams and seconded by Mr David Gregory that the apologies be accepted.

**Attendance Register of Audit Committee**

Member	3.03.2010			
Councillor Bob Porter	A			
Councillor Paul Rasmussen	A			
Councillor Leigh Williams (Alternate)	✓			
Mr Mike Barry	✓			
Mr David Gregory (Chair)	✓			
Mr Harry Khouri	✓			
Ms Nisha Maheshwari	✓			

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

**SECTION 2 - Reports for Determination**

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

---

**DISCUSSION:**

- Mr Jackson called for nominations for the position of Audit Committee Chairperson.
- Mr David Gregory was the only nominee for this position.
- Mr Mifsud advised that the positions of Chairperson and Deputy Chairperson would be held until September 2010, after which the term for these positions on the Audit Committee would be brought in line with Council's Mayoral Election term.

**RECOMMENDATION TO COMMITTEE:**

That a Chairperson of the Audit Committee be determined.

**MOTION:**

RESOLVED on the motion of Councillor Leigh Williams, seconded by Mr Mike Barry.

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That Mr David Gregory be elected as the Chairperson of the Audit Committee.

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

---

**DISCUSSION:**

- Mr Jackson called for nominations for the position of Audit Committee Deputy Chairperson.
- Mr Mike Barry was the only nominee for this position.

**RECOMMENDATION TO COMMITTEE:**

That a Deputy Chairperson of the Audit Committee be determined.

**MOTION:**

RESOLVED on the motion of Mr David Gregory, seconded by Councillor Leigh Williams.

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That Mr Mike Barry be elected as the Deputy Chairperson of the Audit Committee.

**ORDINARY MEETING**  
Reports of Committees

*Mr Gregory resumed the Chair for the remainder of the Audit Committee Meeting.*

**Item: 3 AC - Meeting Dates for 2010 - (95496, 91369, 79351)**

---

**DISCUSSION:**

- Mr Jackson advised that as the first meeting of the Audit Committee is being held in March 2010, the four meeting dates for 2010 have been compressed to ensure they are conducted within Council's meeting calendar year.
- Councillor Williams suggested that the time of the meeting be moved to 4.00pm. However, the General Manager confirmed that the timing of the meeting had been established by the external Audit Committee members at the informal welcome meeting held in December 2009.

**RECOMMENDATION TO COMMITTEE:**

That the proposed meeting dates for 2010 for the Audit Committee, as outlined in the report, be approved.

**MOTION:**

RESOLVED on the motion of Councillor Leigh Williams, seconded by Mr David Gregory.

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That the proposed meeting dates for 2010 for the Audit Committee, as outlined in the report, be approved.

**Item: 4 AC - Code of Conduct - (91369, 95496, 79351)**

---

**DISCUSSION:**

- Mr Gregory enquired if there was any interaction between Council's Code of Conduct and Code of Meeting Practice. Mr Jackson advised that both Codes were independent of each other, however explained that if there was a breach of the Code of Conduct during an Audit Committee meeting, the relevant provisions in the Code of Meeting Practice would also apply. Mr Mifsud suggested that the Manager Corporate Service and Governance be requested to provide training on the Code of Conduct to the Audit Committee at its next meeting.
- Mr Gregory confirmed that all members of the Audit Committee had received and read Council's Code of Conduct. Mr Jackson advised the Audit Committee members to familiarise themselves in particular with the item relating to pecuniary interests.

**RECOMMENDATION TO COMMITTEE:**

That it be noted that the Independent External Audit Committee Members have previously received Council's Code of Conduct, as adopted at Council's Ordinary Meeting held 8 September 2009, and will acknowledge receipt of the Code at the initial meeting of the Committee.

**MOTION:**

RESOLVED on the motion of Councillor Leigh Williams, seconded by Mr David Gregory.

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That

1. It be noted that the Independent External Audit Committee Members have previously received Council's Code of Conduct, as adopted at Council's Ordinary Meeting held 8 September 2009, and acknowledge receipt of the Code at the initial meeting of the Committee.
2. The Manager Corporate Service and Governance be invited to the next Audit Committee Meeting to clarify the content of Council's Code of Conduct.

**Item: 5 AC - Code of Meeting Practice - (91369, 95496, 79351)**

---

**DISCUSSION:**

- Mr Jackson advised that Council's Code of Meeting Practice, circulated with the Agenda, reflects the statutory provisions of the Local Government Act, 1993, and the Local Government (General) Regulation 2005. Councils can include other items that do not conflict with the Act and Regulation.
- Mr Jackson also advised that whilst the Code of Meeting Practice relates predominately to meetings of Council, the Code also provides guidance for Council's Committees. Audit Committee members were advised to read the Code of Meeting Practice.
- Mr Mifsud advised that the Audit Committee Charter also provides guidance on many of the requirements contained under the Code of Meeting Practice.
- In response to Councillor Williams, Mr Jackson advised that Audit Committee meetings are not open to the public. The Audit Committee can however at any time invite a member of the public or member of Council staff to attend a meeting.

**RECOMMENDATION TO COMMITTEE:**

That it be noted that a copy of Council's Code of Meeting Practice adopted on 29 September 2009 and effective from 10 November 2009 has been provided to members of the Audit Committee.

**MOTION:**

RESOLVED on the motion of Councillor Leigh Williams, seconded by Mr David Gregory.

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That it be noted that a copy of Council's Code of Meeting Practice adopted on 29 September 2009 and effective from 10 November 2009 has been provided to members of the Audit Committee.

**ORDINARY MEETING**  
Reports of Committees

**Item: 6 AC - Council Budget - Audit Work - (91369, 95496, 79351)**

---

**DISCUSSION:**

- Mr Jackson explained that as Council does not currently employ an Internal Auditor, however a provision for audit work of \$60,000 has been included in the Council's adopted 2009/2010 Budget. The allocation for audit work is independent of the annual fees paid to Council's External Auditor, PricewaterhouseCoopers.
- Currently IAB Services (IAB) is conducting an audit of Council's Waste Management Facility operation and IAB's report will be submitted to a future meeting of the Audit Committee. IAB Services (IAB) conducted an audit of Council's Payroll Procedures approximately two to three years ago, and made a number of recommendations that have since been implemented.
- Mr Jackson advised that an allocation has been included in Council's Draft 2010/2011 Budget for the employment of an Internal Auditor and that the Draft 2010/2011 Budget would need to be endorsed by Council before the position can be advertised.
- Mr Banicevic noted that some smaller councils group together and appoint an Internal Auditor to undertake audit work for the group. However it was noted there is enough work in any council to provide fulltime work for an Internal Auditor. The General Manager advised that Hawkesbury Council is surrounded by larger councils who already have internal auditors.
- Mr Banicevic indicated that the scope of work conducted by PricewaterhouseCoopers differs entirely from that of an internal audit function, advising that PricewaterhouseCoopers reviews Council's controls, whereas an Internal Auditor will review Council's processes and practices.
- Mr Gregory indicated that potential cost savings across the organisation would support the appointment of an internal audit function.
- General discussions were held on the merits of the employment of an Internal Auditor. Following these discussions, the Audit Committee indicated that it supported the appointment of an Internal Auditor.
- Mr Jackson confirmed that under the Local Government Act, 1993, the General Manager is responsible for all staff appointments, however a member of the Audit Committee may be invited to be involved in any selection panel.
- It was noted that if Council did not approve funding for an Internal Auditor, then funding will be provided for audits to be conducted by an external organisation, such as IAB Services.

**RECOMMENDATION TO COMMITTEE:**

That the information regarding Council's budget allocation for auditing be received and noted.

**MOTION:**

RESOLVED on the motion of Mr David Gregory, seconded by Mr Mike Barry.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That

1. The information regarding Council's budget allocation for auditing be noted.
2. Council be advised that the Audit Committee supports the proposal to employ an Internal Auditor as part of Council's Draft 2010/2011 Budget.

**Item: 7 AC - Proposal for Risk Assessment and the Development of Strategic Audit Plan - IAB Services - (91369, 95496, 79351)**

---

**DISCUSSION:**

- Mr Jackson advised that, pending approval by Council, the Internal Auditor would continue to work with IAB Services (IAB).
- Mr Mifsud advised that IAB have a good reputation, and they are specialists in the field. Mr Banicevic advised that IAB have had a long term relationship with various councils.
- Mr Mifsud advised that IAB conducted a review of Council's Payroll Section two to three years ago, and have recently been engaged to conduct an audit of Council's Waste Management Facility.
- Mr Banicevic stated that it is unusual that an Internal Auditor would not have developed the Strategic Audit Plan. Mr Barry indicated that the Internal Auditor would want to develop the Strategic Audit Plan themselves, and that this could be done in conjunction with the Audit Committee.
- Mr Jackson expressed concern about likely impacts if the Proposal for Risk Assessment and the development of the Strategic Audit Plan were to be delayed until after the appointment of the Internal Auditor, expected to be around September 2010 at the earliest subject to approval by Council of the appropriate funding.
- In view of the potential implications, Mr Jackson suggested that IAB undertake the risk assessment only at this stage, however Ms Maheshwari indicated that the cost would not substantially reduce if the Strategic Audit Plan was taken out of the proposal.
- In response to a concern regarding the allocation of funds in the event that the proposal for the employment of an Internal Auditor not be approved by Council, Mr Mifsud indicated that Council has already demonstrated its commitment to the audit function with the establishment of the Audit Committee.
- Following the appointment of the Internal Auditor, Mr Jackson will discuss the content of the Strategic Audit Plan prepared by IAB, and the views of the Internal Auditor will be taken into consideration and the Strategic Audit Plan reviewed on that basis.
- Mr Mifsud advised that the Strategic Audit Plan will be a 3 Year Plan.
- Mr Barry suggested that the word "Draft" be added to the recommendation.
- Councillor Williams queried if an Internal Auditor would have had the ability to identify the problems associated with the Co-generation Plant. Mr Jackson advised that there was a design issue and the Internal Auditor could not have picked up on that aspect, but could have been involved with and assisted other aspects of the decision making process. Mr Banicevic stated that power demand was incorrect and could have been tested. In future, the Internal Auditor will be able to put in place controls that will ensure that areas of risk are identified and monitored.

**ORDINARY MEETING**  
Reports of Committees

**RECOMMENDATION TO COMMITTEE:**

That the proposal dated 19 January 2010 from IAB Services for a Risk Assessment and the development of a Strategic Audit Plan be accepted.

**MOTION:**

RESOLVED on the motion of Councillor Leigh Williams, seconded by Mr David Gregory.

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That the proposal dated 19 January 2010 from IAB Services for a Risk Assessment and the development of a Draft Strategic Audit Plan, be accepted.

**SECTION 3 - General Business**

- Mr Jackson advised, in response to Mr Gregory's enquiry regarding the selection of an appropriate service provider, that IAB Services is a government contractor that has been used by Council in the past and at an acceptable cost.
- Ms Maheshwari requested Mr Banicevic to provide the annual financial statements at a future Audit Committee meeting.

The meeting terminated at 4.20pm.

**oooO END OF REPORT Oooo**



**ORDINARY MEETING**  
Reports of Committees

**ROC - Local Traffic Committee - 17 March 2010 - (80245)**

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Wednesday, 17 March 2010 commencing at 3pm.

---

**ATTENDANCE**

**Present:** Councillor B Bassett (Chairman)  
Mr J Suprain, Roads and Traffic Authority  
Mr J Christie, Officers of Messrs A Shearan, MP, (Londonderry) and J Aquilina, MP, (Riverstone)  
Snr Constable B Phillips, NSW Police Service

**Apologies:** Mr R Williams, MP, (Hawkesbury)

**In Attendance:** Mr C Amit, Manager, Design & Mapping Services  
Ms D Oakes, Community Safety Co-ordinator

---

**SECTION 1 - Minutes**

**Item 1.1 Minutes of Previous Meeting**

RESOLVED on the motion of Mr J Christie and seconded by Mr J Christie, that the Minutes of the Meeting of the Local Traffic Committee held on 13 January 2010 at 3.00pm, be confirmed.

**Item 1.2 Business Arising**

**Item 1.2.1 LTC - 17 March 2010 - Item 1.2.1 - Childrens Crossing in Bells Line of Road, Kurmond, adjacent to Kurmond Public School - (80245)**

Previous Item: 4.1, Local Traffic Committee (10 February 2010)

**REPORT:**

Mr J Suprain advised that the RTA are aware of the situation relating to the Childrens Crossing in Bells Line or Road, Kurmond, adjacent to Kurmond Public School and provided the following information:

- Interim improvements have/are being done to increase driver awareness
- Trimming of vegetation is being undertaken as required.
- Linemarking is being reviewed with the "Dragons Teeth" linemarking to be undertaken.
- The scheduling for flashing lights is on the list and is to be elevated on the current list due to site issues such as the area being subject to inclement and variable weather patterns.
- High visibility signs are to be installed.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor B Bassett, seconded by Mr J Christie.

That:

1. The information be received.
2. Correspondence be forwarded to the Speed Management Section of the RTA requesting that they prioritise the installation of flashing lights for the school zone in Bells Line of Road, Kurmond, adjacent to Kurmond Public School and also increase the visibility of the site.

**Item 1.2.2 LTC - 17 March 2010 - Item 1.2.2 - Request for Update from RTA in relation to Traffic Audit - Richmond to North Richmond - (80245)**

Previous Item: 4.2, Local Traffic Committee (10 February 2010)

**REPORT:**

Mr J Suprain advised that the RTA are currently undertaking the following:

- Traffic analysis along Kurrajong Road between Bosworth Street and North Richmond Bridge
- The analysis includes modelling, accidents statistics, traffic flows etc.
- Options will be investigated for the stretch of road leading to a favourable concept.
- Once the concept is developed, it will be costed with a view to undertaking public consultation, public notification and applying for funding.
- The development of a concept is expected within 6 months.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor B Bassett, seconded by Mr J Christie.

That the information be received.

**SECTION 2 - Reports for Determination**

**Item 2.1**      **LTC - 17 March 2010 - Item 2.1 - Application for Final Approval: Collectors' Plant Fair at Bilpin - 2010 (Hawkesbury) - (80245, 74282, 74000, 95450)**

**Previous Item:**      Item 2.1, Local Traffic Committee (16 September 2009)

---

**REPORT:**

**Introduction**

An application to undertake the Collectors' Plant Fair within the grounds of 27 Powells Road, Bilpin on 17 and 18 April 2010 (between the hours of 8.00am and 4.00pm) was reported to the Local Traffic Committee on 16 September 2009. The recommendation of the Local Traffic Committee as part of the Initial Approval, was adopted by Council on 29 September 2009 as follows:

*"That:*

1. *The event "Collectors' Plant Fair at Bilpin - 2010", planned for 17 and 18 April 2010, be classified as a "Class 2" special event under the "Traffic and Transport Management for Special Events" guidelines issued by the RTA.*
2. *The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.*
3. *It is strongly recommended that the event organiser becomes familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package that explains the responsibilities of the event organiser in detail.*
4. *No objection be held to this event subject to compliance with the following conditions:*

**Prior to the event:**

- 4a. *the event organiser is to obtain approval to conduct the event, from the NSW Police Service; a **copy of the Police Service approval to be submitted to Council;***
- 4b. *the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than \$10,000,000 **noting Council and the Roads and Traffic Authority as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;***
- 4c. *the event organiser is to advertise the event in the local press stating the entire extent of the event 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);*
- 4d. *the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses which may be affected by the event for at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a **copy of the correspondence to be submitted to Council;***

**ORDINARY MEETING**  
Reports of Committees

- 4e. *the event organiser is to submit the completed " Special Event - Traffic - Final Approval Application Form" to Council;*

**During the event:**

- 4f. *maintain the event access, only via the existing driveway on Powells Road;*
- 4g. *access is to be maintained for businesses, residents and their visitors;*
- 4h. *a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;*
- 4i. *all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;*
- 4j. *in accordance with the submitted TMP, appropriate advisory signs and traffic control devices are to be placed for the event, under the direction of a traffic controller holding appropriate certification as required by the RTA;*
- 4k. *the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,*
- 4l. *all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity.*

**Discussion**

The event organiser has provided information in order to obtain **Final Approval** for the event. *Refer to Appendix 1.*

Condition 4 (a): Compliant.

Condition 4 (b): Compliant.

Condition 4 (c): Compliant – copy of advertisement provided.

Condition 4 (d): Not yet Compliant

Condition 4 (e): Compliant.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor B Bassett, seconded by Mr J Christie.

That no objection be held to the Collectors' Plant Fair at Bilpin - 2010", planned for 17 and 18 April 2010, classified as a "**Class 2**" special event under the "Traffic and Transport Management for Special Events" guidelines issued by the RTA.

Final Approval be granted subject to compliance with the following conditions:

**Prior to the event:**

- a) the event organiser is to advertise the event in the local press stating the entire extent of the event and the traffic impact/delays expected due to the event, two weeks prior to the event; **a copy of the proposed advertisement has been submitted to Council;**
- b) the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses which may be affected by

**ORDINARY MEETING**  
Reports of Committees

the event for at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event;

**During the event:**

- c) maintain the event access, only via the existing driveway on Powells Road;
- d) access is to be maintained for businesses, residents and their visitors;
- e) a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- f) all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- g) in accordance with the submitted TMP, appropriate advisory signs and traffic control devices are to be placed for the event, under the direction of a traffic controller holding appropriate certification as required by the RTA;
- h) the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- i) all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity.

**APPENDICES:**

**AT - 1** Special Event Application for Final Approval- (Dataworks Document No. 3307801) - see *attached*.

**Item 2.2** LTC - 17 March 2010 - Item 2.2 - Zone One Q60 Endurance Horse Ride - May 2010 - Upper Colo Reserve (Hawkesbury)- (80245, 85005)

---

**REPORT:**

**Introduction**

An application has been received from Zone One of The NSW Endurance Riders' Association seeking approval to conduct the Zone One Q60 Endurance Horse Ride on Sunday, 16 May 2010, utilising Upper Colo Reserve as a base area. The event organiser has advised the following:

Event Schedule: (Zone One Q60 Endurance Horse Ride on 16 May 2010): The riders will be undertaking either a single Leg or a combination of the Legs 1, 2 and 3.

- Leg 1 = 45 Kilometres
- Leg 2 = 35 Kilometres
- Leg 3 = 20 Kilometres
- Duration: between 4.00am and 4.00pm.
- 60-80 Riders and 30-50 Support/Helpers.

## ORDINARY MEETING

### Reports of Committees

- Riders travel as Single or small groups of 2 and 3.
- This is a timed event and not a race.

#### Route for the Rides:

##### Leg/Phase 1 - 45 Kilometres

- Start Upper Colo Reserve (Ride Base) turn right out of the Reserve into Hulbert Road,
- Travel along Hulbert Road and turn right into Colo Heights Road,
- Travel along Colo Heights Road, crossing the timber bridge over the Colo River, and turn right into Upper Colo Road,
- Travel along Upper Colo Road, and turn left into Comleroy Road,
- Travel along Comleroy Road, and turn left into the Wollemi National Park (Gees Arm South Trail),
- Travel along Gees Arm South Trail and through private property,
- Travel onto Upper Colo Road and along Upper Colo Road, crossing Wheeny Creek Bridge to Eternity Trail,
- Travel along Eternity Trail – Males Trail, through private property to Greenswamp,
- Travel along Greenswamp to Gees Arm South Trail,
- Travel back along Gees Arm Trail, Comleroy Road, Upper Colo Road, Colo Heights Road and Hulbert Road into the Upper Colo Reserve (Ride Base).

##### Leg/Phase 2 - 35 Kilometres

- Start Upper Colo Reserve (Ride Base) turn right out of the Reserve into Hulbert Road,
- Travel along Hulbert Road and turn right into Colo Heights Road,
- Travel along Colo Heights Road, crossing the timber bridge over the Colo River, and turn right into Upper Colo Road,
- Travel along Upper Colo Road, and turn left into Comleroy Road,
- Travel along Comleroy Road and turn right into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road, and turn right into Sams Way,
- Travel along Sams Way to Gosper Ridge Trail and through the Wollemi National Park,
- Travel back along the Wollemi National Park down to Upper Colo Road and turn right into Upper Colo Road,
- Travel back along Upper Colo Road, Colo Heights Road and Hulbert Road into the Upper Colo Reserve (Ride Base).

##### Leg/Phase 3 - 20 Kilometres

- Start Upper Colo Reserve (Ride Base) turn right out of the Reserve into Hulbert Road,
- Travel along Hulbert Road and turn right into Colo Heights Road,
- Travel along Colo Heights Road, crossing the timber bridge over the Colo River, and turn right into Upper Colo Road,
- Travel along Upper Colo Road to the end of Upper Colo Road and turn around at the public gate,
- Travel back along Upper Colo Road, Colo Heights Road and Hulbert Road into the Upper Colo Reserve (Ride Base).

Refer to attached drawing "Event Route Plan - Zone One Q60 Endurance Horse Ride – May 2010": Appendix 1.

Where the course covers trafficable roads, the following will be in place:

- A Marshall is to be in place to stop horses crossing whilst vehicles pass,
- At any junction where horses cross or access roads that are main access gates, the Marshall is to notify Traffic of the conditions ahead,
- Signage shall be in place stating the following: Horses on Road, Horses crossing. In areas where the road narrows or is windy; Drive Slowly Horses on Road is to be provided.

Road Inventory

Hulbert Road – Unsealed  
Colo Heights Road - Unsealed  
Upper Colo Road - Unsealed  
Comleroy Road - Unsealed  
Mountain Lagoon Road - Unsealed  
Sams Way - Unsealed  
Roads on private property and within the National Park

The event organiser advises that the Colo River will not be crossed as part of the route and instead, riders will use the Timber Bridge along Colo Heights Road to cross the Colo River.

**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 & Traffic Authority as the event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser has provided the following information in relation to the event: Appendix 2 (Dataworks Document No. 3304545)

1. Special Event – Traffic – Initial Approval Application Form - HCC; Details of Special Event – Traffic;
2. Transport Management Plan (TMP) - Referred to in the application as Traffic Management Plan Risk Assessment with amended dates for 2010 -, and associated TCP;
3. The Public Liability Insurance to the value of \$20,000,000, which expired on 01 January 2010.
4. Copy of correspondence forwarded to the NSW Police Service, NSW Ambulance Service, Hawkesbury Rural Fire District, SES and the National Parks and Wildlife Service;
5. Event Route Plan.

Reserve Matters:

The event organiser has made application with Councils Parks and Recreation Section to utilise Upper Colo Reserve as the Base Area as well as for Camping purposes.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor B Bassett, seconded by Snr Constable B Phillips.

That:

1. The Zone One Q60 Endurance Horse Ride event based at Upper Colo Reserve, planned for 16 May 2010 be classified as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the RTA.
2. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
3. It is strongly recommended that the event organiser becomes familiar with the contents of the RTA publication “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package that explains the responsibilities of the event organiser in detail.
4. No objection be held to this event subject to compliance with the following conditions:

**Prior to the event:**

- 4a. the event organiser is to obtain approval to conduct the event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than \$10,000,000 **noting Council as an interested party on the Policy** and that Policy is to cover **both on-road and off-road activities;**
- 4c. 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 writing and added to the TMP;
- 4d. should the Colo River be utilised as the crossing point instead of the Timber Bridge along Colo Heights Road, the event organiser is to obtain the relevant approval to conduct the event from NSW Maritime; **A copy of this approval to be submitted to Council;**
- 4e. should the Colo River be utilised as the crossing point instead of the Timber Bridge along Colo Heights Road, the event organiser is to obtain the relevant approval from the Department of Environment, Climate Change and Water to cross the Colo River; **A copy of this approval to be submitted to Council;**
- 4f. the event organiser is to advertise the event in the local press stating the entire route/extent of the event 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);
- 4g. the event organiser is to notify the details of the event to the NSW Fire Brigade at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4h. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses which may be affected by the event for at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**
- 4i. the event organiser is to obtain approval from the National Parks and Wildlife Service (Department of Environment, Climate Change and Water) for the use of Wollemi National Park;
- 4j. the event organiser is to obtain approval from the NSW Land and Property Management Authority for the use of any Crown road or Crown Land;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event;
- 4l. the event organiser is to carry out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and design and implement a risk elimination or reduction plan in accordance with the Occupational Health and Safety Act 2000; (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>);
- 4m. the event organiser is to submit the completed "Special Event - Traffic - Final Approval Application Form" to Council;



**During the event:**

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4p. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 4q. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed along the route during the event, under the direction of a traffic controller holding appropriate certification as required by the RTA;
- 4s. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4t. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity, and,
- 4u. the Event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

**APPENDICES:**

- AT - 1** Event Route Plan - Zone One Q60 Endurance Horse Ride – May 2010.
- AT - 2** Special Event Application - (Dataworks Document No.3304545) - *see attached.*

AT - 1 Event Route Plan - Zone One Q60 Endurance Horse Ride – May 2010

**To View This Image,  
Please Refer to the Separate  
Attachments Document (Maps)**

**Item 2.3**      **LTC - 17 March 2010 - Item 2.3 - Application for Final Approval: Hawkesbury Show 2010- Hawkesbury Showground, Clarendon - (Londonderry) - (80245, 74207, 80761, 74282)**

**Previous Item:**      Item 2.3, Local Traffic Committee (18 November 2009)

---

**REPORT:**

**Introduction**

An application to undertake the Hawkesbury Show on 23, 24, and 25 April 2010 within the Hawkesbury Showground, Clarendon, was reported to the Local Traffic Committee on 18 November 2009. The recommendation of the Local Traffic Committee, as part of the Initial Approval, was adopted by Council on 08 December 2009 as follows:

*"That:*

1. *The Hawkesbury Show 2010 planned for 23, 24 and 25 April 2010, within the Hawkesbury Showground, Clarendon, be classified as a "Class 1" special event under the "Traffic and Transport Management for Special Events" guidelines issued by the RTA.*
2. *The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.*
3. *It is strongly recommended that the event organiser becomes familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package that explains the responsibilities of the event organiser in detail.*
4. *No objection be held to this event subject to compliance with the following conditions:*

**Prior to the event:**

- 4a. *the application including the **TMP and the associated TCP is to be submitted to the RTA** for authorisation as this is a "**Class 1**" event and due to the traffic impact on Hawkesbury Valley Way and Blacktown Road as well as the proposed temporary speed restriction required for Blacktown Road; **a copy of the RTA approval to be submitted to Council;***
- 4b. *the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than \$10,000,000 **noting Council and the Roads and Traffic Authority as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;***
- 4c. *the event organiser is to advertise the event in the local press stating the entire extent of the event 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);*
- 4d. *the event organiser is to notify the details of the event to the NSW Ambulance Service, NSW Fire Brigade / Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;***
- 4e. *the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses which may be affected by the event for at least two weeks prior to the event; The event organiser is to*

**ORDINARY MEETING**  
Reports of Committees

- 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;*
- 4f. *the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event;*
- 4g. *the event organiser is to carry out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and design and implement a risk elimination or reduction plan in accordance with the Occupational Health and Safety Act 2000; (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>);*
- 4h. *the event organiser is to submit the completed "Special Event - Traffic - Final Approval Application Form" to Council;*

**During the event:**

- 4i. *access is to be maintained for businesses, residents and their visitors;*
- 4j. *a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;*
- 4k. *all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;*
- 4l. *in accordance with the submitted TMP and associated TCP, appropriate advisory signs, including temporary speed restriction signs (subject to RTA requirements), shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities, and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by the RTA, and;*
- 4m. *all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity."*

**Discussion**

The event organiser has provided information in order to obtain **Final Approval** for the event. *Refer to Appendix 1.*

- Condition 4 (a): Compliant.  
Condition 4 (b): Compliant.  
Condition 4 (c): Compliant.  
Condition 4 (d): Compliant.  
Condition 4 (e): Compliant.  
Condition 4 (f): Not yet Compliant  
Condition 4 (g): Not yet Compliant  
Condition 4 (e): Compliant

Delays are likely to occur when vehicles are leaving the site during peak times, as vehicles queue to enter Hawkesbury Valley Way from Racecourse Road. The majority of traffic will be directed from the main internal dedicated parking area within the showground, exiting onto Blacktown Road through the University of Western Sydney, Hawkesbury Campus property.

To enable the exit into Blacktown Road to work effectively, an application was made to the Roads and Traffic Authority (RTA) by the event organiser for the speed limit in Blacktown Road to be reduced from 80Kph to 60Kph between Bourke Street and Racecourse Road during the event. The RTA has approved

**ORDINARY MEETING**  
Reports of Committees

the temporary reduction in speed limit in Blacktown Road by was of issuing a Special Event Road Occupancy Licence and Speed Zone Authorisation.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr J Christie, seconded by Mr J Suprain.

That no objection be held to the Hawkesbury Show on 23, 24, and 25 April 2010 within the Hawkesbury Showground, Clarendon, classified as a “**Class 1**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the RTA.

Final Approval be granted subject to compliance with the following conditions:

**Prior to the event:**

- a) the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event;
- b) the event organiser is to carry out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and design and implement a risk elimination or reduction plan in accordance with the Occupational Health and Safety Act 2000; (information for event organisers about managing risk is available on the NSW Sport and Recreation’s web site at <http://www.dsr.nsw.gov.au>);

**During the event:**

- c) access is to be maintained for businesses, residents and their visitors;
- d) a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- e) all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- f) in accordance with the submitted TMP and associated TCP, appropriate advisory signs, including temporary speed restriction signs (subject to RTA requirements), shall be placed at the event organiser’s expense after all the required approvals are obtained from the relevant authorities, and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by the RTA, and;
- g) all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity;

**APPENDICES:**

- AT - 1 Special Event Application for Final Approval- (Dataworks Document No. 3338722) - see *attached*.

## ORDINARY MEETING

### Reports of Committees

#### Item 2.4 LTC - 17 March 2010 - Item 2.4 - Proposed Roundabout at the Intersection of George Street and Drummond Street, South Windsor - (Riverstone) - (80245, 73625)

**Previous Item:** 3.1, LTC (19 August 2009)

---

#### REPORT:

At the Local Traffic Committee meeting on 19 August 2009, it was reported that funding of \$439,500 has been approved by the RTA under the 2009-2010 Auslink Black Spot Programme, for the proposed roundabout at the intersection of George Street and Drummond Street, South Windsor.

The Design Plans (George & Drummond Streets South Windsor – Roundabout Design - Plan No. 8767/CC – Sheets 1 to 10) have been completed. The intersection improvement works include;

- the installation of a roundabout with approach islands,
- pavement reconstruction,
- upgrading of line marking at the intersection, at all 4 approaches, including the installation of new Barrier Lines (BB) and Edge Lines (E1),
- Relocation of associated services including Telstra and Integral,
- Upgrading of lighting,
- Provision of Regulatory and Warning signs as outlined in Plan No. 8767/CC8 – Sheet No. 8 – Issue C.

Adjustment of Services involving Telstra assets has been commissioned with the civil construction works expected to be completed by June 2010.

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr J Christie, seconded by Mr J Suprain.

That the installation of a roundabout at the intersection of George Street and Drummond Street, South Windsor be undertaken in accordance with Plan No. 8767/CC – Sheets No. 1 to 10, which includes the provision of regulatory signs and line marking as outlined in Sheet No. 8. The provision of line marking be extended along Drummond Street (Church Street to Macquarie Street) and George Street (Bell Street to Macquarie Street) beyond the extent of the roundabout, subject to available funding.

#### APPENDICES:

**AT – 1** Roundabout Construction; George Street and Drummond Street, South Windsor - Plan No. 8767/CC8 – Sheet 8 – Issue C.

**ORDINARY MEETING**  
Reports of Committees

AT 1 - Roundabout Construction: George Street and Drummond Street, South Windsor - Plan No. 8767/CC8 – Sheet 8 – Issue C

**To View This Image,  
Please Refer to the Separate  
Attachments Document (Maps)**

**Item 2.5 LTC - 17 March 2010 - Item 2.5 - Ride 2 Riverstone Festival Bicycle Event - 2010 (Hawkesbury & Riverstone) - (80245, 116328)****REPORT:****Introduction:**

An application has been received from the Riverstone & District Lions Club seeking approval to conduct the 'Ride 2 Riverstone Festival' Bicycle Event\_2010 within the Oakville/Maraylya/Vineyard area on Saturday 15 May 2010 (from 6.30am to 12.30pm). The overall event is a family oriented bicycle ride over several routes which will extend across The Hills, Blacktown and Hawkesbury Local Government Areas (LGA's).

The event organiser has provided the following information regarding the event:

- This is a first time event in the Hawkesbury. The event is proposed to be held once a year in conjunction with the Riverstone Festival;
- The event is Bicycle Ride and Not a Race;
- The start site is within the area controlled by a Traffic Management Plan for the Riverstone Festival;
- Traffic control signs will be distributed the previous day and left at secure locations along the route. The start site will be set up from 5.00am. Marshalls will put traffic control signs in place just prior to the commencement of event.
- Sectors will be cleared as the event passes and it is proposed to have the route clear by 12.30pm. Marshalls will remove & store signage prior to leaving their point. Finish site will be cleared in conjunction with the Riverstone Festival
- Approximately 300 riders are expected to participate;
- Riders will be able to nominate distances of 10, 29, 53, 79 & 102 Kilometres;
- The event will commence and finish in Market Street, Riverstone and will traverse a series of Roads within The Hills, Blacktown & Hawkesbury LGA's;
- The main route is approximately 53 Kilometres in length and that route will form the basis of the 102 Kilometre ride (2 laps);
- Two shorter sections within The Hills & Blacktown LGA's will comprise the 10, 29, 53 & 79 Kilometre rides.

The Bicycle Ride will be conducted along the following route within the Hawkesbury LGA:

- Enter Bandon Road from O'Connell Street located within the Blacktown Council Area (turn right from O'Connell Street into Bandon Road),
- Travel north along Bandon Road, across the signalised intersection of Windsor Road into Chapman Road,
- Travel along Chapman Road to Commercial Road and across into Bocks Road,
- Travel along Bocks Road and turn left into Hanckel Road for the 79 and 102 Kilometre riders, (the riders for the other routes will turn right at this point and proceed along Old Pitt Town Road and across Boundary Road into The Hills LGA),
- Travel along Hanckel Road, and then into Ogden Road and turn right into Smith Road,
- Travel along Smith Road and turn left into Saunders Road,
- Travel along Saunders Road and turn right into Old Stock Route Road,
- Travel along Old Stock Route Road, turn left at the intersection of Scheyville Road (continuation of Old Stock Route Road), and turn left into Old Pitt Town Road,
- Travel along Old Pitt Town Road and turn right into Airstrip Road,
- Travel along Airstrip Road and turn right into Pitt Town Dural Road,
- Travel along Pitt Town Dural Road, turn right at the intersection with Pebbly Hill Road (continuation of Pitt Town Dural Road), and turn right into Scheyville Road,
- Travel along Scheyville Road, and turn left into Neich Road,
- Travel along Neich Road, across the intersection of Boundary Road into The Hills LGA.



## ORDINARY MEETING

### Reports of Committees

- The route distance is approximately 15.5 kilometres.  
(Refer to Appendix 1: 'Ride 2 Riverstone Festival' - Bicycle Ride 2010 – Route Map).

#### 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 & Traffic Authority as the event may disrupt minor traffic and transport systems along the specified route. Traffic volume and road width details are as provided in the following table:

Route - Oakville/Maralyia/Vineyard		
Road Name	ADT (Year)	Sealed Carriageway Width (m)
Bandon Road	3324 (1996)	7.1 – 10.0
Chapman Road	1743 (1998)	6.1 – 14.0
Bocks Road	549 (1996)	6.1 – 6.6
Hanckel Road	1498 (2002)	5.7
Ogden Road	190 (1999)	7.5
Smith Road	342 (1999)	6.1
Saunders Road	729 (1996)	5.5
Old Stock Route Road	2335 (1996)	5.9 – 6.7
Old Pitt Town Road	908 (2003)	5.2
Airstrip Road	Not Available	6.4
Pitt Town Dural Road	1782 (2001)	6.3 – 6.4
Scheyville Road	2254 (2001)	5.9
Neich Road	882 (1996)	6.5

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

The event organiser has provided the following information in relation to the event: Appendix 2 (Dataworks Document No: 3344582 & 3344604):

- Special Event – Traffic – Initial Approval Application Form - HCC; Details of Special Event – Traffic,
- Special Event Transport Management Plan Template – RTA,
- Draft Transport Management Plan – referred to in the application as Draft Traffic Management Plan (TMP), and
- Route Map.

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr J Christie, seconded by Snr Constable B Phillips.

That:

1. The 'Ride 2 Riverstone Festival' Bicycle Event\_2010 within the Oakville/Maralyia/Vineyard area planned for Saturday 15 May 2010 (from 6.30am to 12.30pm) be classified as a “**Class 2**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the RTA.
2. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

## ORDINARY MEETING

### Reports of Committees

3. It is strongly recommended that the event organiser becomes familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package that explains the responsibilities of the event organiser in detail.

4. No objection be held to this event subject to compliance with the following conditions:

#### **Prior to the event:**

4a. the event organiser is to obtain approval to conduct the event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**

4b. 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 RTA** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the RTA to satisfy the requirements of the relevant Work Cover legislation;

4c. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than \$10,000,000 **noting Council and the Roads and Traffic Authority as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**

4d. the event organiser is to advertise the event in the local press stating the entire route/extent of the event 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);

4e. the event organiser is to notify the details of the event to the NSW Ambulance Service, NSW Fire Brigade / Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**

4f. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses which may be affected by the event for at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**

4g. the event organiser is to obtain approval from The Hills Council and Blacktown Council for the use of their roads and obtain any necessary approvals from these Councils;

4h. the event organiser is to assess the risk and address the suitability of the entire route as part of the risk assessment considering the possible risks for all; 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;

4i. the event organiser is to carry out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and design and implement a risk elimination or reduction plan in accordance with the Occupational Health and Safety Act 2000; (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>);

4j. the event organiser is to submit the completed "Special Event - Traffic - Final Approval Application Form" to Council;

#### **During the event:**

4k. access is to be maintained for businesses, residents and their visitors;

**ORDINARY MEETING**  
Reports of Committees

- 4l. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4m. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 4n. the cyclist are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4o. 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 RTA;
- 4p. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4q. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity.

**APPENDICES:**

**AT - 1** 'Ride 2 Riverstone Festival' - Bicycle Ride 2010 – Route Map.

**AT - 2** Special Event Application - (Dataworks Document No. 3344582 & 3344604) - *see attached*.

**AT - 1 Ride 2 Riverstone Festival- Bicycle Ride 2010 – Route Map**

**To View This Image,  
Please Refer to the Separate  
Attachments Document (Maps)**

**Item 2.6 LTC - 17 March 2010 - Item 2.6 - Alteration to the existing No Stopping Zone in Johnston Street, Windsor, adjacent to the rear of Fitzgerald Motors (Riverstone) - (80245, 79762)**

---

**REPORT:**

Representation has been received from the management of Fitzgerald Motors Pty Ltd, requesting an alteration to the existing No Stopping zone along the north eastern side of Johnston Street, Windsor, adjacent to their access driveway.

The existing No Stopping zone was established along Johnston Street as part of the development of the Windsor Riverview Shopping Centre to allow a free flow of delivery vehicles to their Loading Dock and access to No 17 Johnston Street. The access driveway to the Loading Dock is directly opposite the access driveway to Fitzgerald Motors. Prior to the development, the traffic flow in Johnston Street was one-way from George Street to The Terrace which allowed vehicles to park along the north eastern side. As a result of the development, the traffic flow along a section of Johnston Street was converted to 2-way for approximately half its distance from a point adjacent to the access driveway to No. 17 Johnston Street (south east of the access to the Loading Dock) to The Terrace. This resulted in changes to the parking restrictions along Johnston Street, and in particular along the new section of 2-way traffic flow where both sides of the road (road width approximately 6.0 metres and variable) do not allow for any street parking – currently sign posted No Stopping.

The reasoning behind the request from Fitzgerald Motors to alter a section of the No Stopping zone is to enable their customers to drop off and pick up their mowers as there is insufficient space within their premises for vehicles to turn around. Prior to the change in traffic flow along Johnston Street, Fitzgerald Motors utilised their rear access to enable customers to pick up and drop off their mowers due to the availability of street parking. The provision of a No Parking zone will allow for this activity to be undertaken and will not impeded the access to the Loading Dock as the allowable time for a No Parking zone is 2 minutes.

It is proposed to provide a 31.0 metre no Parking zone along the north eastern side of Johnston Street, replacing a section of the existing No Stopping zone, from a point 2.0 metres north west of the drive access to the rear of Fitzgerald Motors (9 Fitzgerald Street), across the drive access and extending past the traffic kerb island (to a point south east of the traffic kerb island), with an intermediate sign to be placed on the same pole as the existing "All Traffic" – R2-14(L) sign. The proposed No Parking zone will be directly opposite the access driveways to the Windsor Riverview Shopping centre Loading dock and No.17 Johnston Street.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr J Christie, seconded by Councillor B Bassett.

That a 31.0 metre No Parking zone be provided along the north eastern side of Johnston Street, replacing a section of the existing No Stopping zone, from a point 2.0 metres north west of the drive access to the rear of Fitzgerald Motors (9 Fitzgerald Street), across the drive access and extending to a point south east of the traffic kerb island, with an intermediate sign to be placed on the same pole as the existing "All Traffic" – R2-14(L) sign.

**APPENDICES:**

There are no supporting documents for this report.

**SECTION 3 - Reports for Information**

Nil Reports for Information.

**SECTION 4 - General Business**

**Item 4.1      LTC - 17 March 2010 - QWN 4.1 - Update on Local Government Road Safety Program for 2009/10 - (80245)**

**REPORT:**

Ms Oakes provided the following update on the progress of the Local Government Road Safety Program (LGRSP):

- The Local speed project was conducted under the LGRSP in November – December 2009, with the results showing a 5% reduction in the 4 sites during the campaign.
- Funding will be sought for a similar project in the next financial year.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Snr Constable B Philips, seconded by Mr J Suprain.

That the information be received.

**SUPPLEMENTARY REPORTS**

**Item 2.7      LTC - 17 March 2010 - Late Item 2.7 - Alterations to Parking Zones to accommodate the new Windsor Police Station (Riverstone) - (80245, 1506)**

---

**REPORT:**

Advice has been received from the Hawkesbury Local Area Command (LAC) that the first operational shift will commence at the new Windsor Police Station at 6.00am, Monday 29 March 2010. The new Police station will be located at No.13 Mileham Street, Windsor.

In conjunction with the establishment of the new Police Station in Mileham Street, the Hawkesbury LAC has requested that its frontage be provided with the following parking restrictions commencing from its south western corner:

- 18.0m "No Parking" zone (6.0m either side of and including the main access driveway),
- 38.0m "No Parking Police Vehicles Excepted" zone (kerb side parking),
- 6.0m "No Stopping" zone (across the access to the front door), and,
- 18.0m "½ Hour Parking" zone (kerb side parking) – replacing the existing 18.0m "No Parking" zone. The ½ Hour parking zone to be limited to (8.30am to 6.00pm Mon-Fri and 8.30am to 12.30pm Saturday).

Windsor Police Station is currently located at the intersection of Bridge Street and Court Street, Windsor. Parking restrictions to assist the Police exist along the Court Street frontage which includes a 22.0m "½ Hour Parking" zone and a 20.0m "No Parking Police Vehicles Excepted" zone. With the relocation of Windsor Police Station to Mileham Street, the parking restrictions along the Court Street frontage will no longer be required and can be converted to unrestricted parking. The Hawkesbury LAC has requested that the "No Parking Police Vehicles Excepted" zone be relocated to Pitt Street – outside the Windsor Local Court, and the zone to accommodate 4 vehicles. This parking zone will enable Police and the Police prosecutor to attend court, whereas in the past parking within the Old Police Station was available. Having the parking zone within close proximity to the court will also assist the Police in handling unruly persons and prisoners.

Windsor Local Court is located at the intersection of Pitt Street and Court Street, Windsor. Kerb side parking along the frontage in Pitt Street is available for a length of 19.0m which will cater for 3 vehicles. To accommodate the 4<sup>th</sup> vehicle, kerb side parking along Court Street along the frontage to the Court will need to be utilised. It is proposed to provide the following parking restriction in the vicinity of the Court Street and Pitt Street intersection, which will include "No Stopping" zones at the intersecting arms to enable the effective signposting of the new parking zones:

1. "No Stopping" zones for a length of 10.0metres be provided at the following locations:
  - Court Street at its intersection with Bridge Street (southern side),
  - Court Street (southern side) at its intersection with Pitt Street (either side of Pitt Street),
  - Pitt Street at its intersection with Court Street (both sides)
2. "No Parking Police Vehicles Excepted" zones be provided at the following locations:
  - Court Street (southern side), east of Pitt Street, adjoining the new 10.0m "No Stopping" zone for a length of 6.5m,
  - Pitt Street (eastern side), south of Court Street, between the new 10.0m "No Stopping" zone and the existing "Disabled parking" zone, for a length of 19.0m.

**ORDINARY MEETING**  
Reports of Committees

The Hawkesbury LAC has requested that the parking restrictions in Mileham Street at the New Windsor Police Station be available prior to the first operational shift on Monday 29 March 2010, with the changes at the Court Street site to be undertaken after Monday 29 March 2010.

The provision of the parking restrictions at both locations is not considered to have any adverse effect.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Snr Constable B Phillips, seconded by Mr J Christie.

That:

1. The following parking restrictions be provided along the frontage to No. 13 Mileham Street adjacent to the new Windsor Police Station, commencing from its south western corner:
  - 18.0m "No Parking" zone (6.0m either side of and including the main access driveway),
  - 38.0m "No Parking Police Vehicles Excepted" zone (kerb side parking),
  - 6.0m "No Stopping" zone (across the access to the front door), and,
  - 18.0m "½ Hour Parking" zone (kerb side parking) – replacing the existing 18.0m "No Parking" zone. The ½ Hour parking zone to be limited to (8.30am to 6.00pm Mon-Fri and 8.30am to 12.30pm Saturday).
2. The following parking restrictions along the Court Street frontage (northern side) to the existing Windsor Police be removed:
  - 22.0m "½ Hour Parking" zone,
  - 20.0m "No Parking Police Vehicles Excepted" zone.
3. "No Stopping" zones for a length of 10.0metres be provided at the following locations:
  - Court Street at its intersection with Bridge Street (southern side),
  - Court Street (southern side) at its intersection with Pitt Street (either side of Pitt Street),
  - Pitt Street at its intersection with Court Street (both sides)
4. "No Parking Police Vehicles Excepted" zones be provided at the following locations:
  - Court Street (southern side), east of Pitt Street, adjoining the new 10.0m "No Stopping" zone for a length of 6.5m,
  - Pitt Street (eastern side), south of Court Street, between the new 10.0m "No Stopping" zone and the existing "Disabled parking" zone, for a length of 19.0m.
5. The parking restrictions in Mileham Street at the New Windsor Police Station be available prior to the first operational shift on Monday 29 March 2010, with the changes at the Court Street site to be undertaken after Monday 29 March 2010.
6. The adjoining property owners in Mileham Street between Hawkesbury Valley Way and Day Street be notified of the changes to the parking restrictions in Mileham Street due to the new Windsor Police Station.

**APPENDICES:**

There are no supporting documents for this report.



**ORDINARY MEETING**  
Reports of Committees

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting will be held on Wednesday, 21 April 2010 at 3.00pm in the Large Committee Rooms.

The meeting terminated at 4.00pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
Reports of Committees



ordinary  
meeting

end of  
business  
paper

This business paper has been produced electronically to reduce costs, improve efficiency and reduce the use of paper. Internal control systems ensure it is an accurate reproduction of Council's official copy of the business paper.