



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 28 April 2009

location: council chambers

time: 5:00 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 5:00pm with a break from 7:00pm to 7:30pm 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 7:00pm. 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.

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.

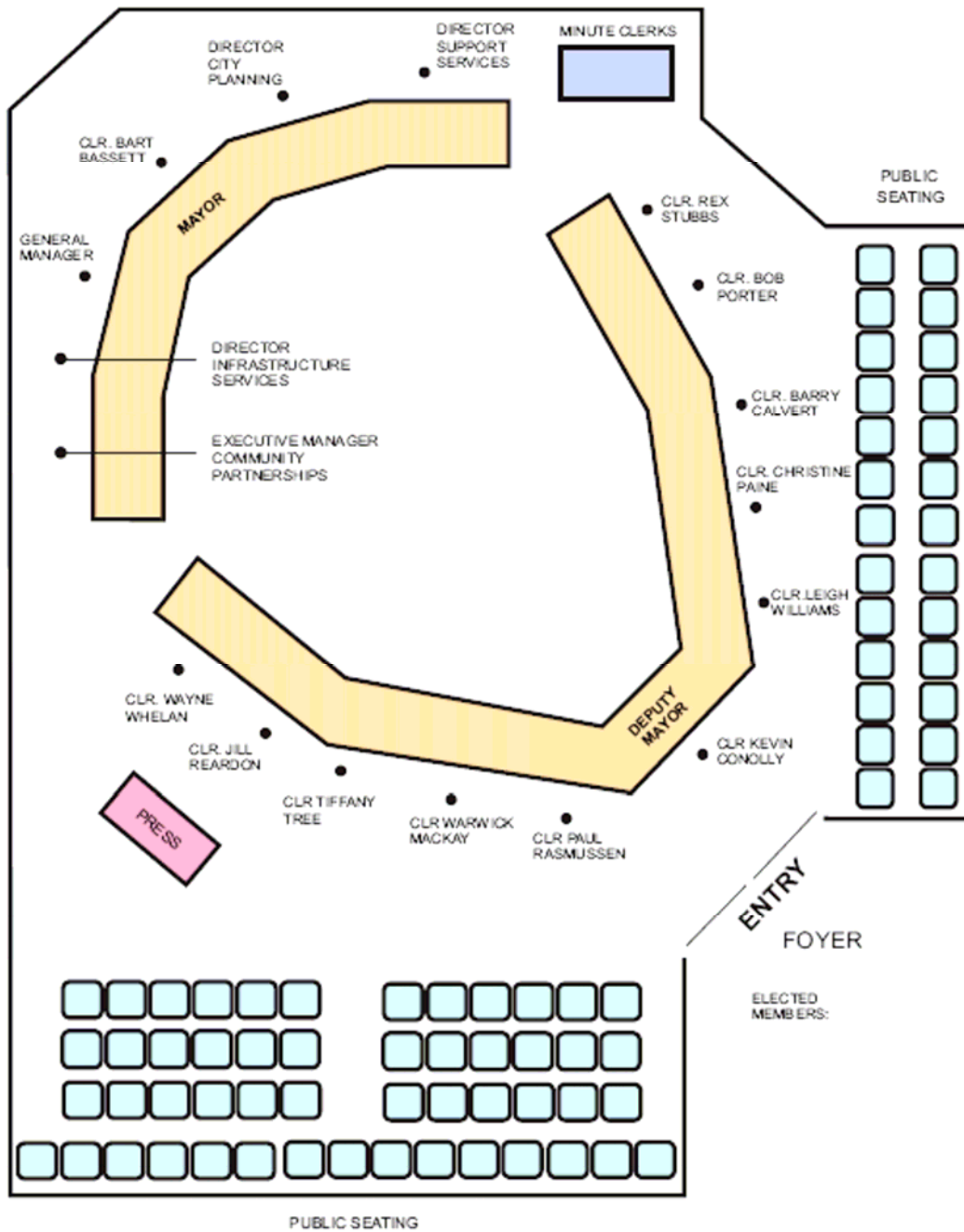
Website

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.

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.

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SECTION 1 - Confirmation of Minutes

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CITY PLANNING

Item: 74 **CP - Section 82 A Review of Determination of Development Application - 131
Coromandel Road, Ebenezer - (DA0622/02B, 95498, 109976)**

Previous Item: 29, Ordinary (24 February 2009)

Development Information

Applicant: Mr Mark Taylor
Applicants Rep: Falson and Associates Pty Ltd
Owner: Mr Mark Taylor
Zone: Rural Village under Hawkesbury Local Environmental Plan 1989
Advertising: Not required
Date Received: 10 March 2009

Key Issues: ♦ Request for review of determination

Recommendation: Approval

REPORT:

Council has received a request, under the provisions of Section 82A of the Environmental Planning and Assessment Act 1979, to review the determination of a Section 96 Modification Application that was refused at the Ordinary Meeting held on 24 February 2009. A copy of the report to Council on 24 February 2009 is attached.

The applicant has engaged consultants to provide a submission in support of the Section 82A Review. The submission comments on the modification application and the nature of the works for which consent is being sought and also addresses the reasons given for refusal of the modification application.

These are further considered below.

Statutory Provisions of Section 82A of the Environmental Planning and Assessment Act 1979

Section 82A allows an applicant to request Council to review a determination. As a consequence of its review, Council may confirm or change the determination.

The review of determination requests the reconsideration of the refusal of the original modification application to approve the application.

Original Approval

The original approval showed a patch glazed balustrade to three sides of the upper balcony. The section of the balustrade where the glazing has been replaced with rendered brickwork is approximately 2.8 metres long and 1 metre high. It is the applicant's representative view that "if the original plans had shown the brick section where it has now been constructed, then approval would have been forthcoming"

Comment: There is nothing in Hawkesbury Local Environmental Plan or Hawkesbury Development Control Plan which specifies or otherwise controls the form or appearance of balustrades. The Building Code of Australia (BCA) requires that the balustrade prevents people from falling from raised levels. The balustrade as approved and also as constructed, complies with the BCA. It is

agreed that it is likely that if the original application had indicated that the balustrade was proposed to be solid masonry, as it is now constructed, the balustrade would have been approved.

Section 96 Application

The applicant's representative identifies that the Section 96 modification application (the subject of this review) involved the replacement of a small section of glass balustrade with masonry and a timber privacy screen on top of the masonry wall. The brickwork is considered necessary due to a BBQ being provided in this same section of balcony. Had glazing remained, there would have been difficulty in cleaning the glazing and the glazing would have been superfluous. The privacy screen was intended to protect the privacy of both the applicant and the neighbour. The applicant's representative suggests that the timber privacy screen may be deleted from the plans at Council's discretion, as the privacy screen is not of primary importance. Of primary importance is for the masonry section of balustrade to remain.

Comment: It is considered that the masonry wall would provide a more aesthetically pleasing result than the rear of a BBQ and other outdoor furniture. The timber privacy screen would serve a purpose particularly when a gathering of people occupied the subject balcony.

Officers Report

The applicant's representative offers the view that the staff report to Council was fair and reasonable in that the issues for consideration were properly addressed.

Comment: Council staff have not altered in their view that the proposal is worthy of Council support.

Reasons for Refusal

The applicant's representative addresses the reasons for refusal which were:

1. The enclosed balustrade is not in keeping with the character of the surrounding residences.
2. The enclosed balustrade and privacy screen increases the bulk of the structure which will have an adverse impact on the adjoining properties.
3. The modification is not in the public interest.

The applicant's representative makes a point that 'loss of views' was not a reason given for refusal.

In addressing each of the reasons for refusal, the applicant's representative has stated that with respect to reason number 1:

1. Surrounding residences have a variety of materials used in balustrades including glass, timber, masonry, hardiplank, etc. It cannot be sustained that the proposed balcony is out of character with the neighbourhood.

Further, the applicant's representative agrees with Council staff that there is no legislative or code requirement that would prevent a balustrade of the type proposed/existing.

With respect to reason number 2:

2. The applicant's representative believes that the claim "the enclosed balustrade and privacy screen increases the bulk of the structure" cannot be sustained. The bulk of the building is set by its extremities (i.e. height, length, width). The materials of balustrade construction have no effect upon the bulk of the building.

With regard to reason number 3:

3. The applicant's representative claims that where a matter is said to be or not be in the public interest, that matter should be defined. The point is made that Council gives no indication as

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to what the public interest is and what has not been satisfied. They state "The private interest of an objector should not be confused with the public interest."

The applicant's representative further states that the enforcement of permissible planning controls and not stifling design matters is in the public interest, whereas the limited view loss of an adjoining owner is a private interest matter. In addition, the neighbour has a large balcony from which he can enjoy panoramic views. To keep an unfettered view from the kitchen window is an unrealistic requirement.

It is the applicant's representative concluding views that:

- (a) The Section 96 Modification is minor in nature and would have received development consent if initially applied for.
- (b) The balustrade as constructed does not cause any substantial dis-benefit to the adjoining owner.
- (c) Whatever view the neighbour would have enjoyed across the subject property is limited from the kitchen window.
- (d) The neighbour has a balcony and other openings in the building from which sweeping views can be had.
- (e) The proposed modification is a small length of masonry balustrade instead of glazing which does not compromise any planning provisions of Council.
- (f) The proposal does not offend any established character elements in the locality.
- (g) Council's reasons for refusal of the application cannot be properly sustained.

Conclusion

It is considered that no material benefit would be achieved by the removal of the masonry balustrade and replacing it with glazing. As such, it is recommended that the review of the Section 96 application change the determination from a refusal to an approval so that the balustrade, as constructed, can remain.

Planning Decision

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

RECOMMENDATION:

That the determination of the Section 96 modification application relating to DA0622/02B at Lot 32 DP 231320, 131 Coromandel Road Ebenezer, dated 24 February 2009 and reviewed under the provisions of Section 82A of the Environmental Planning and Assessment Act 1979, be amended from refusal for alterations to the first floor balcony to unconditional approval.

ATTACHMENTS:

AT - 1 Council report dated 24 February 2009

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AT - 1 Council report dated 24 February 2009

ITEM: 29 CP - Development Application - Section 96 Application - Retrospective Alteration for First Floor Balcony - 131 Coromandel Road, Ebenezer - (DA0622/02B, 109976, 95498)

Development Information

Applicant: Mark Taylor
Owner: Mark Taylor
Zone: Rural Village under Hawkesbury Local Environmental Plan 1989
Advertising: 2 October 2008 to 16 October 2008
Date Received: 4 September 2008

Key Issues:

- ◆ Work constructed without prior consent.
- ◆ Objection – Loss of views to Hawkesbury River.

Recommendation: Approval

REPORT:

Description of Proposal

Alteration to balustrade (facing north eastern side boundary) on first floor rear balcony.

This matter is being reported to Council at the request of Councillor Williams.

The application involves a Section 96 Modification Application to an approved and constructed first floor balcony to the rear of the dwelling on the subject land. The modification involves the deletion of the one metre high patch glazed balustrade to the north eastern elevation (approximately 2.8 metres in length) and replacing that with a solid masonry wall one metre in height.

Recommendation

Approval.

History

The dwelling was approved on 18 July 2002.

A Section 96 Modification application was approved on 12 June 2008 to extend the building by one metre toward the rear and other minor internal alterations and minor external variations to materials, doors and windows.

Issues Relevant to the Decision - In Point Form

- Work constructed without prior consent.
- Objection – Loss of views to Hawkesbury River.

Council Policies, Procedures and Codes to Which the Matter Relates

Hawkesbury Local Environmental Plan 1989
Hawkesbury Development Control Plan

Section 79C Matters for Consideration

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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 (where applicable) of any:

i. Environmental Planning Instrument:

The proposal is consistent with all relevant Environmental Planning Instruments as applicable to the land and development.

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

There are no draft Environmental Planning Instruments that affect the proposal.

iii. Development Control Plan applying to the land:

The proposal is consistent with Hawkesbury Development Control Plan.

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

Not Applicable.

v. Matters prescribed by the Regulations:

There are no matters discernable that are prescribed by the Regulations for this development.

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:

Context & Setting

The proposal involves a privacy screen wall one metre high and 2.8m long on a first floor deck. The wall will have no greater impact upon loss of views than would a collection of household items stored or located on this area of the deck, e.g. a BBQ, outdoor furniture, day bed, etc.

c. Suitability of the site for the development:

The site is suitable for the development as the proposed modification involves work to an approved structure.

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

One submission was received from the owners of the adjacent premises to the north.

The points of concern relate to:

- i) A precedent for the type of balustrades has already been set – being glass or timber.

Comment:

Nothing in any Environmental Planning Instrument or the Building Code of Australia prevents a balustrade of the type proposed.

- ii) Upon approval of the previous Section 96 Modification, Council staff gave justification that “the kitchen window is considered to be subject to little impact”.

Comment:

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This situation has not demonstrably altered. If the wall were to be replaced with glazing, there is nothing preventing the placement of outdoor furniture or a Bar-B-Que in this location, which would have the same result on the adjoining dwelling.

- iii) The proposal has not considered the principle of View Sharing

Comment:

The objector has provided an extract from a case heard in the NSW Land and Environment Court – *Tenacity Consulting v Warringah* [2004] NSWLEC 140. That case involved a specific clause from Warringah Local Environmental Plan (LEP) which expressly states that “development is to allow for the reasonable sharing of views”. Hawkesbury Local Environmental Plan 1989 contains no such clause.

The quoted case set principles for the assessment of view impacts. The Senior Commissioner of the Land and Environment Court – Dr John Roseth – in his judgement set four steps for assessment of views:

1. The first is the assessment of views affected (water and iconic views are more highly valued than land views and whole views are more highly valued than partial views);
2. The second is to consider from what part of the property the views are obtained (“The impact on views from living areas is more significant than from bedrooms or service areas”);
3. The third is to assess the extent of the impact (“assess the view loss qualitatively as negligible, minor, sever or devastating”);
4. The fourth is to assess the reasonableness of the proposal that is causing the impact.

Senior Commissioner Dr Roseth goes on to mention in paragraph 27 of the judgement that “...the protection of views across side boundaries is more difficult than the protection of views from front and rear boundaries....The expectation to retain side views...is often unrealistic.”

The objectors have existing views of the Hawkesbury River over their own property. It is acknowledged that the development that has occurred on the adjoining land has very marginally reduced the objectors previously enjoyed view. However, it should be noted that this view is over the adjoining property, not owned by the objectors, and noted by Commissioner Dr Roseth in the above judgement as “unrealistic” to keep. The objectors do not own the view they previously enjoyed. It is unreasonable to require the owners of the subject land to maintain a corridor over their land for the views of adjoining neighbours, particularly when that view does not involve any iconic feature. Further, the solid balustrade the subject of this report, does not demonstrably contribute to the reduction of that view.

- iv) Work was undertaken without prior development consent.

Comment:

The legality or otherwise of the work is not, in itself, reason to refuse consent. The application must be assessed on the individual merits of the case. The issue of unauthorised building works will be considered in line with Council’s Enforcement Policy.

e. The Public Interest:

The proposal is not considered to be contrary to the public interest.

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.

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RECOMMENDATION:

That the Section 96 application to vary the consent for development application DA0622/02B at Lot 32 DP 231320, 131 Coromandel Road, Ebenezer for alterations to the first floor balcony be approved subject to the addition of the following condition:

20. A solid balustrade is permitted on the north eastern side of the first floor rear balcony only.

ATTACHMENTS:

AT - 1 Locality Map

AT - 2 Elevation Plan

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AT - 1 Locality Map

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AT - 2 Elevation Plan

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Item: 75 CP - Companion Card Program in NSW - (79342, 103069, 106576)

REPORT:

This report has been prepared to seek Council's support to become an 'Affiliate' for the NSW Companion Card Program.

Background

Council has received correspondence from the NSW Department of the Arts, Sport and Recreation inviting Council to participate in the NSW Companion Card Program (Attachment 1).

The NSW Department of Ageing Disability & Home Care (DADHC) provides support and services to older people, people with a disability and their carers in NSW. The Department in conjunction with the National Disability Service is implementing the NSW Companion Card Program to increase community participation of people with a profound disability.

The Companion Card is issued to people with a significant lifelong disability who require attendant care (support from a companion) for the rest of their life. Only people with a profound lifelong disability are eligible for a Companion Card.

The Companion Card has been designed with a range of security features that can be used by affiliate organisations to check the validity of Companion Cards. A Companion Card is issued following a rigorous application and audit process, which ensures that the Card reaches its intended audience. Each person applying for a Companion Card is assessed by their doctor or their current service provider who is required to sign a statutory declaration that the applicant has a profound life long disability and needs an attendant carer to assist them. The doctor or service provider must also sign that the photo shown on the application form is the person with a disability.

Anti-discrimination legislation prohibits discrimination against people with a disability. It has been suggested that the practice of charging two admission fees to enable a person, who because of their need for attendant care requires a carer to accompany them, breaches the spirit and intent of anti-discrimination legislation. Under these circumstances the charging of two admission fees to a companion card holder could be viewed as a discriminatory ticketing practice. Recognising the Companion Card and providing a second ticket for the cardholder's companion free of charge, would enable Council to clearly comply with anti-discrimination legislation. However, the primary intent of the Companion Card Program is to enable people with a profound disability to more easily participate in community activities and events.

Implications

The Companion Card has been implemented in other states and a recent survey showed that card holders had more than doubled the number of times they go out, from an average of 16 to 37 outings per year. Companion Card holders also reported increased feelings of social inclusion, confidence and dignity.

Based on the latest Australian Bureau of Statistics, 6.3% of the population has a profound or severe core-activity limitation suggesting that approximately 950 people with a profound disability live in the Hawkesbury Local Government Area.

By recognising the Companion Card and becoming an 'affiliate', Council agrees to issue a second ticket or venue entry at no charge to the Companion Card holder. In practical terms, there are only a few venues or activities for which Council charges a fee, which are likely to be accessed by a Companion Card Holder. The majority of Council's 'public' venues, such as the Regional Museum, Gallery, Library, parks and recreation areas can be entered free of charge. In addition, existing Council funded programs - such as community transport services managed by Peppercorn Services Inc – which are likely to be accessed by Companion Card holders, already provide free access to services for attendant carers. For obvious

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reasons, the provisions of the Companion Card program would not apply to Council's waste management facility.

The implementation of the Companion Card Program will mostly impact on the Richmond Pool, which Council directly operates, and the Oasis Aquatic Centre and Hawkesbury Indoor Sports Stadium which are managed by the YMCA (but whose operating costs Council subsidises). Given that the Oasis Aquatic Centre is heated and has a disability support chair or lift to assist people into and out of the pool, it is more likely that people with a disability will access this facility.

The implementation of the Companion Card Program would require Council (and the YMCA) to allow a second person, accompanying a companion care holder free entry into these venues. While theoretically this may mean that Council is forgoing revenue, it is more likely that participation in the Companion Card program will generate additional revenue as the cardholder may not have otherwise been able to access these venues.

Residents of the Hawkesbury will not readily distinguish between the Richmond Pool and the Oasis Aquatic Centre as both are Council owned properties. Should Council become a Companion Card Affiliate, it is likely that there will be an expectation that a Companion Card would be accepted at both the Richmond Pool and the Oasis Aquatic Centre. It is proposed therefore that discussions be held with the YMCA, to determine the most appropriate way of designating the Oasis Aquatic Centre as a venue which accepts the Companion Card. It may also be appropriate to initiate discussions with the Hawkesbury Show Committee in regard to them participating in the NSW Companion Card Program, given that the Hawkesbury Show is a key community event.

As an Affiliate to the Companion Card Program, Council would be agreeing to:

- issue a Companion Ticket, at no charge, to cardholders who require attendant care support from a companion to participate at their venue/event ;
- display the companion card logo in a prominent position and/or on promotional material;
- abide by the Companion Card Affiliate Terms and Conditions (as appended in Attachment 2).

Affiliation to the Companion Card Program will allow Council, to project a positive corporate image in the community and contribute to the enrichment of peoples' lives. In addition, affiliation will help Council to meet the requirements of the disability discrimination legislation.

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"An informed community working together through strong local and regional connections."

Funding

There are no significant funding implications arising from this report. There may be a requirement for Council to forgo some minimal income generated through entry fees but it is likely that any lost revenue will be offset by increased patronage.

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RECOMMENDATION:

That:

1. Hawkesbury City Council become an affiliate of the NSW Companion Card Program.
2. Council staff initiate discussions with the YMCA with regard to identifying an appropriate strategy for designating the Oasis Aquatic Centre and Hawkesbury Indoor Sports Stadium as venues which accept the Companion Card (including the option of the YMCA becoming an affiliate of the NSW Companion Card Program).
3. Council staff initiate discussions with the Hawkesbury Show Committee in relation to the NSW Companion Card Program.

ATTACHMENTS:

- AT - 1** Letter from NSW Dept of the Arts, Sport & Recreation re the NSW Companion Card Program.
- AT - 2** Companion Care Affiliate Terms and Conditions.

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**AT - 1 Letter from NSW Dept of the Arts, Sport & Recreation re the
NSW Companion Card Program**

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AT - 2 Companion Care Affiliate Terms and Conditions

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Item: 76 **CP - Hawkesbury Youth Careers Initiatives - (79342, 78340)**

Previous Item: NM1, Ordinary (9 September 2008)

REPORT:

This report has been prepared to provide Council with information regarding careers advice opportunities currently available to young people in the Hawkesbury. The report also suggests options, for Council's consideration, as to how Council can add value to existing strategies to increase the chances of young people in the City of the Hawkesbury obtaining career opportunities in the current labour market.

Background

On 9 September 2008, in considering a Notice of Motion put forward by the Deputy Mayor, Councillor Kevin Connolly, Council resolved:

"That Council investigate the possibility of hosting, in partnership with UWS Hawkesbury and local business groups, a "careers market" focussing on employers and education providers located in the Hawkesbury LGA or within approximately 15km of the LGA boundaries".

In response to this resolution, Council's Community and Customer Services Branch commissioned Peppercorn Service Inc., in conjunction with the Hawkesbury Youth Interagency, to research available options and identify possible strategies to most effectively achieve Council's intent given available resources.

Current Careers Advice Opportunities

Young people in the Hawkesbury LGA are currently engaged in high quality further education, training and employment strategies through local high schools and youth service providers. All local high schools have careers advisors. Many high schools offer training opportunities in partnership with TAFE for senior students.

The Schools Industry Partnership (SIP) program, based in Penrith, is an initiative which provides career advice to students in the Blue Mountains, Hawkesbury and Penrith regions. This program is funded by the Federal Government to support young people aged 13 to 19 in their transition through school and onto further education, training and employment.

The SIP Program facilitates more than four expo/markets a year, for students across the Nepean region, including careers and trades markets, apprenticeship/trainee expos and family information evenings. Currently, Hawkesbury high schools transport students to these major career events, as part of their curriculum.

Schools Industry Partnership is a regular participant of Hawkesbury Youth Interagency offering information and access to a range of career, mentoring and trainee/apprenticeship programs. SIP has also discussed potential partnership opportunities with schools, businesses and youth service providers in the Hawkesbury LGA.

In 2009 Schools Industry Partnerships will offer programs such as Try a Trade day, Health Wise (careers in Health), Penrith Valley apprenticeship and Trainee Expo, Nepean Careers Market, schools, business, youth service breakfast/forum and a number of smaller initiatives such as parent/family information sessions, mini expos and training evenings in conjunction with other federally funded initiatives like BREED (Blacktown Regional Economic and Employment Development Task Force Inc.).

Discussion

Discussions with SIP and BREED determined that facilitating a larger scale careers market event would require the substantial commitment of staff resources to liaise with schools, potential employers, education and training institutions; as well as the usual event management requirements to ensure the success of an event of this type. SIP advised this is a specialist role, requiring the full time commitment of a least one staff over a period of several weeks.

Smaller programs like Try-a-Trade Day and mini expo/information evenings were seen by SIP and BREED to be just as effective and less resource intensive. It was advised that young people take a more active role and are able to try out options first hand in smaller more relaxed environments.

As previously reported to Council, in 2007 the Hawkesbury Youth Interagency established the WYSH Coalition to build the capacity of the local youth sector to improve services for young people. The WYSH Coalition is a consortium of local youth agencies with Hawkesbury City Council as the lead agency (a function which has been delegated to Peppercorn Services Inc). Membership of the Coalition includes Bligh Park Youth Services, Forgotten Valley Youth Development Project, Hawkesbury Community Outreach, North Richmond Youth Services, Peppercorn Services Inc, ted noffs Foundation, and The Women's Cottage Young Women's Project.

The WYSH Coalition successfully submitted an application under the Western Sydney Area Assistance Scheme to fund a youth capacity building and participation project to improve access and service provision for young people. This project has commenced and a Youth Development Officer has been appointed. The Project is being managed through the Community and Youth Services Branch of Peppercorn Services Inc. which also operates the Hawkesbury Youth Transport Options Project. In preparing advice for Council, the Community and Youth Services Branch investigated options as to how these projects could add value to Council's intent to support local youth careers advice opportunities, and how existing partnerships with Council and the Hawkesbury Youth Interagency could enhance these opportunities.

The Hawkesbury Youth Interagency has established strong working relationships with funded careers advice and education agencies operating within the Hawkesbury LGA. Given these existing relationships, and the resource issues identified above, it is considered that the most effective strategy for strengthening youth careers advice in the Hawkesbury would be to direct resources into partnering services like SIP and BREED to enhance targeting of their programs to Hawkesbury students, particularly in the more geographically isolated areas of the city.

To this end it is proposed that Council request the Community and Youth Services Branch of Peppercorn Services Inc. in conjunction with the Hawkesbury Youth Interagency, work with the SIP Program, to undertake a smaller scale Youth Careers advice activity based in the Hawkesbury. To facilitate a smaller-scale careers expo, Council has been requested to provide funding for the hire of a suitable, centrally located venue such as the South Windsor Family Centre and fund bus transport linkages (through the Youth Transport Project) between schools, employment services, refuges and careers advice to maximise attendance of young people, particularly unemployed, geographically and socially isolated young people. The funding required would be in the order of \$600 and can be met through the existing youth development budget and through Council's Community Sponsorship Program.

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"A prosperous community sustained by a diverse local economy that encourages innovation and enterprise to attract people to live, work and invest in the City."

Funding

The report recommends that Council provide sponsorship of \$600 for a Youth careers expo. These funds can be provided from existing budget allocations.

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RECOMMENDATION:

That Council:

1. Request the Community and Youth Services Branch of Peppercorn Services Inc (in conjunction with the Hawkesbury Youth Interagency) to liaise with School Industry Partnerships, to undertake a youth careers advice activity based in the Hawkesbury.
2. Provide funding of up to \$600 to support the hosting of a Youth careers expo in the Hawkesbury.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 28 April 2009

INFRASTRUCTURE SERVICES

Item: 77 **IS - Proposing Naming of Cycleway/Pedestrian Bridge over South Creek, Windsor - (95494)**

Previous Item: 62, Ordinary (31 March 2009)

REPORT:

Council at its meeting of 31 March 2009 considered a report in relation to the proposed naming of the Cycleway/Pedestrian Bridge over South Creek, Windsor as the Andrew Thompson Bridge. A submission had been made on behalf of the Hawkesbury Historical Society and the RTA in assessing the proposal sought Council's support.

At the meeting a suggestion was put forward by Mr Doug Bathersby to consider the naming of the bridge after David Morris, in honour of the late cyclist who was killed whilst cycling on the M7 on 24 January 2009. It was subsequently resolved that the matter be deferred for a further report to Council, to enable background information to be provided in relation to Mr Morris. Mr Bathersby indicated he would provide information in relation to Mr Morris, which he has done and this information is an attachment to this report.

In general terms the RTA protocols for naming of structures on main roads are based on the principles recommended by the Geographic Names Board, which are:

- Avoid duplications
- Retention of euphonious names
- Preference for names of aboriginal origin, names with a historical background or thematic names such as flora, fauna or ships
- Preference for retention of long established place names appropriate to the physical, historical or cultural character of the area concerned
- Avoid naming places after living persons
- Perpetuating of names of eminent persons now deceased, i.e. explorers, settlers, etc.
- Avoid attempts to restore the original form of place names changed or corrupted by long established general usage

Discussions with RTA representatives indicated that in general the naming of structures after road accident victims was avoided wherever possible. The reasons behind this principal is that there may have been victims of previous accidents at a location whose families may feel aggrieved that a similar honour has not been bestowed upon that person, or indeed if there were to be future victims in the vicinity of a site there would not be an opportunity to give a similar consideration. There has in recent years been three fatalities in this immediate vicinity, one in 2004 and a double fatality in 2008. Council has previously resolved that the naming of road structures after road accident victims be avoided.

The alternate proposal to name the Cycleway Bridge over South Creek is outside the principles recommended by the Geographic Names Board and the RTA, and not supported by a previous resolution of Council. As such it would appear that Council could support the naming of the bridge as suggested by the Hawkesbury Historical Society; however it has been pointed out that Thompson Square in Windsor and Andrew Thompson Drive at McGraths Hill have both been named in honour of Andrew Thompson, or alternatively advise the RTA that Council recommends that the cycleway bridge over South Creek remain unnamed at this stage.

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Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"Objective: Strategic Direction: Establish a framework to define and equitably manage the infrastructure demands of the City. "

Funding

Nil impact on the current budget should the proposal proceed.

RECOMMENDATION:

That the RTA be advised that Council does not support the naming of the Cycleway Bridge over South Creek at this stage.

ATTACHMENTS:

AT - 1 Background Information provided on the Late David Morris

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AT - 1 Background Information provided on the Late David Morris

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

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Please Refer to the Separate
Attachments Document (Maps)**

oooO END OF REPORT Oooo

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Item: 78 **IS - Maintenance of Windsor Road - Verge Area between Boundary Road and South Creek, within the Hawkesbury LGA - (80761)**

REPORT:

The Roads and Traffic Authority (RTA), as a result of completing the upgrade of Windsor Road, have forwarded correspondence requesting that Council take over the maintenance of assets outside of the trafficable area. This includes the maintenance of the landscaped verge areas and concrete cycleway. The landscaping works undertaken along Windsor Road were in accordance with the Urban Design Framework set up by the RTA. The objectives of the Framework were accepted in principle by Council in 2002. The extent of works on Windsor Road is from Boundary Road to South Creek on the Northern side and from Bandon Road to South Creek on the Southern side.

Legal opinion received from Marsdens Law Group as to who has responsibility to maintain the area outside the main traffic lanes on roads dedicated as "main roads" under the Roads Act 1993 indicates that Council is responsible for the care, control and management of the verge area.

In accepting the assets within the verge area, negotiations have taken place with the RTA, requesting that funding be provided to undertake rectification works to enable Council to maintain these assets into the future. The RTA is willing to provide funding to the value of \$ 588,300 (Excluding GST) for landscaping and engineering rectification and upgrading works. Capital and operational funding has been identified within the 2009/2010 Budget for the purchase of necessary equipment required, and to undertake the works.

The funding offer made by the RTA should be accepted given the outcome of the legal opinion.

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"Objective: Strategic Direction: Establish a framework to define and equitably manage the infrastructure demands of the City."

Funding

Rectification and upgrading funding provided by the RTA. Maintenance funding to be provided by Council.

RECOMMENDATION:

That the funding offer of \$588,300 (Excluding GST) be accepted from the RTA for Landscaping and Engineering rectification and upgrading works within the verge area of Windsor Road between Boundary Road and South Creek, within the Hawkesbury LGA.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 79 IS - Tennyson Rural Fire Brigade - New Station - (95494, 73598)

REPORT:

A request has been received from the Tennyson Rural Fire Brigade, through the Fire Control Officer, for consideration to be given to allow the Brigade to construct a new station within an unused section of road reserve at the intersection of Murrays and Tennyson Roads at Tennyson.

The current Brigade Station is located on a very small block of land (173m²) immediately adjacent to Tennyson Road and the Brigade have a number of issues relating to that location including:

- Safety concerns relating to pedestrian and vehicular traffic due to the Station's proximity to Tennyson Road;
- Limited amount of available parking for volunteers and visitors;
- Toilet, kitchen and training facilities not being to an acceptable standard;
- Inadequate storage space for essential equipment.

The Brigade has undertaken to fund the relocation of the Station in its entirety and the Fire Control Officer has advised that the proposal is supported in principle. Should Council agree to the Brigade's request in principle, it would be necessary to proceed with a formal development application process, including notification of adjoining property owners.

Both Tennyson and Murrays Roads are sealed roads and as shown on the attached plan, access to the proposed Station is via Murrays Road. This proposal would provide improved safety in relation to access to the current site and traffic conditions generally within the area.

The Fire Control Officer has suggested that should Council support the proposal, the existing site be sold to augment funding for future station upgrades. As previously identified, the lot is small and would not support individual development. It would appear that the lot was originally subdivided off the adjoining parcel of land in 1975 to provide a separate lot for the Brigade Station. It would most likely only be of interest to the adjoining owner.

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"Objective: Implement processes to identify and respond to the infrastructure requirements (information, access and mobility) of groups with special needs."

Funding

Funding will be provided by the Tennyson Fire Brigade.

RECOMMENDATION:

That the proposal by the Tennyson Bush Fire Brigade to relocate the existing Brigade Station to a location adjacent to Murrays/Tennyson Roads at the entire cost of the Brigade be supported in principal.

ATTACHMENTS:

AT - 1 Proposed Tennyson Brigade Station, Tennyson Road, Tennyson.

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AT - 1 Proposed Tennyson Brigade Station, Tennyson Road, Tennyson

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

oooO END OF REPORT Oooo

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SUPPORT SERVICES**Item: 80 SS - Monthly Investments Report - March 2009 - (96332, 95496)****Previous Item:** 17, Ordinary (3 February 2009)**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 Regulations and the Council's Investment Policy.

The following table lists the investment portfolio held by Council at 31 March 2009, in a form compliant with legislative and policy requirements.

All investments 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.

March 2009

The following table indicates that Council held \$38.3 million in investments as at 31 March 2009. 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 and the credit rating of the investments, are provided below.

| Investment Type | Lodgement Date | Maturity Date | Interest Rate % | Principal \$ | Rating | Total \$ |
|---------------------------|----------------|---------------|-----------------|--------------|--------|------------|
| On Call | | | | | | |
| CBA | 31-Mar-09 | | 3.20% | 10,270,000 | A1+ | 10,270,000 |
| Term Investments | | | | | | |
| ANZ | 23-Feb-09 | 25-May-09 | 4.00% | 3,000,000 | A1+ | |
| ANZ | 24-Mar-09 | 24-Jun-09 | 4.00% | 1,000,000 | A1+ | |
| ANZ | 25-Mar-09 | 24-Jun-09 | 4.00% | 2,000,000 | A1+ | |
| Bank of Queensland | 20-Jan-09 | 20-Jul-09 | 5.05% | 1,000,000 | A-2 | |
| Bankwest | 25-Mar-09 | 23-Jul-09 | 4.25% | 1,000,000 | A1+ | |
| Bendigo and Adelaide Bank | 20-Jan-09 | 22-Apr-09 | 5.30% | 1,000,000 | A-2 | |
| CBA – Equity Linked Note | 05-Dec-07 | 05-Jun-09 | 0.00% | 2,000,000 | A1+ | |
| Citibank | 20-Jan-09 | 20-Jul-09 | 5.08% | 1,000,000 | A-1 | |
| Macquarie Bank | 24-Feb-09 | 29-May-09 | 4.30% | 1,000,000 | A-1 | |
| NAB | 29-May-08 | 29-May-09 | 8.39% | 3,500,000 | A1+ | |

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| Investment Type | Lodgement Date | Maturity Date | Interest Rate % | Principal \$ | Rating | Total \$ |
|---|----------------|---------------|-----------------|--------------|--------|-------------------|
| St George | 25-Mar-09 | 23-Jun-09 | 4.30% | 1,000,000 | A1+ | |
| Westpac | 20-Feb-09 | 18-Jun-09 | 4.20% | 3,000,000 | A1+ | |
| Westpac | 26-Feb-09 | 24-Jun-09 | 4.20% | 2,000,000 | A1+ | |
| Westpac | 02-Mar-09 | 24-Jun-09 | 4.20% | 2,500,000 | A1+ | |
| Westpac | 24-Mar-09 | 20-Jul-09 | 4.20% | 3,000,000 | A1+ | 28,000,000 |
| TOTAL INVESTMENT AS AT 31 MARCH 2009 | | | | | | 38,270,000 |

Bench Mark - March 2009 - Cash Rate 3.25%

Actual - March 2009 4.18%

Performance by Type

| Category | Balance | Average Interest | Difference to Benchmark |
|--------------|-------------------|------------------|-------------------------|
| Cash at Call | 10,270,000 | 3.20% | -0.05% |
| Term Deposit | 28,000,000 | 4.54% | 1.29% |
| | | | |
| | | | |
| | 38,270,000 | 4.18% | 0.93% |

| Restriction Type | Amount |
|-------------------------------|-------------------|
| External Restrictions -S94 | 7,245,617 |
| External Restrictions - Other | 9,616,425 |
| Internal Restrictions | 13,940,590 |
| Unrestricted | 7,467,368 |
| Total | 38,270,000 |

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
- 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 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

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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 \$1.19 million for the month. The increase was due to additional income over expenditure for the March period. During March, various income was received totalling \$5.2 million, including rate payments amounting to \$2.5 million, while payments to suppliers and staff costs amounted to \$4.6 million.

The investment portfolio is diversified across various investment types. This includes 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."*

In February 2009, action was taken to comply with the above resolution, 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.

As at 31 March 2009, Council has invested \$6 million with 2nd tier financial institutions. The investment of \$1 million with six 2nd tier banks is entirely covered by the free Government Guarantee Scheme, and is in accordance with the revised Ministerial Investment Order, Council’s existing Investment Policy, and Council’s resolution at its meeting on 3 February 2009.

Effective from 8 April 2009, the Reserve Bank cut official interest rates by one quarter of one percent to a cash rate of 3.00%, taking interest rates to their lowest levels since 1960. The Reserve Bank has reduced

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official interest rates six times since September 2008, with the interest rate reducing overall by 4.25% in this time. This follows 12 consecutive official interest rate rises between May 2002 and March 2008. Despite the Reserve Bank possibly taking a more cautious approach to monetary policy in the coming months, the forecast is for further interest rate reductions in the near future.

The Governor of the Reserve Bank of Australia released the following statement on monetary policy on 7 April 2009:

"At its meeting today, the Board decided to lower the cash rate by 25 basis points to 3.0 per cent, effective 8 April 2009.

Recent information from abroad indicates that the contraction in the global economy continued during the first few months of this year, and most assessments of the near-term outlook have been further marked down. Considerable economic policy stimulus is in train in most countries, the full effects of which are not yet discernible, but which should help contain the downturn over the rest of the year. There are tentative signs of stabilisation in several countries, including China, though it is too early yet to judge how durable these will prove to be.

Conditions in global financial markets have continued to improve gradually, helped by progress towards a resolution of banking system difficulties in the United States and other major countries. Sentiment remains fragile, however, and the contraction in economic activity is affecting asset quality of financial institutions.

The Australian economy is contracting, though by less than those of its trading partners. Capacity utilisation has fallen from its peak, and will decline further over the rest of the year. With demand for labour weakening, growth in labour costs will probably also fall. Hence inflation over the medium term is likely to be lower than it has been over the past two years. Demand for credit is weak overall, though credit for owner-occupied housing is picking up.

There has already been a major change in both monetary and fiscal policy in Australia. Market and mortgage rates are at very low levels by historical standards and business loan rates are below recent averages, reducing debt-servicing burdens considerably. Nonetheless, the Board judged that there was scope for a further modest adjustment to the cash rate. The stance of monetary policy, together with the substantial fiscal initiatives, will provide significant support to domestic demand over the period ahead."

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"Objective: Maximise return on Council's investment portfolio"

Funding

Funds have been invested with the aim of achieving budgeted income in 2008/2009.

RECOMMENDATION:

That the information be received and noted.

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ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 81 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) Returns have been lodged:

| Position | Return Date | Date Lodged |
|----------------------------------|--------------------|--------------------|
| Planning Manager | 19/01/2009 | 16/02/2009 |
| Building and Development Officer | 19/01/2009 | 29/01/2009 |

The Returns have been lodged prior to the due dates for the receipt of the Returns, being three months after the return dates.

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

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"Objective: An informed community working together through strong local and regional connections"

Funding

Not applicable.

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RECOMMENDATION:

That the information be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 82 **SS - Review of Council's Investment Policy - (96332, 95496)**

Previous Item: 270, Ordinary (27 November 2007)

REPORT:

The purpose of this report is to present an updated Investment Policy for adoption by Council. Council had previously adopted the current policy in November 2007. Since this time, a number of events have occurred as follows:

- In September 2007, Michael Cole was commissioned to undertake a review of NSW Councils' investments to clarify the exposure of NSW Councils to any losses from investments in collateralised debt obligations (CDOs) and similar products. Michael Cole produced a report (the Cole Report) in April 2008 that contained a number of recommendations.
- In August 2008, the Department of Local Government (DLG) issued a revised Ministerial Investment Order as part of the adoption of all of the recommendations of "the Cole Report".
- In August 2008, the DLG issued Circular number 08-48. The DLG stated in this circular that revised Investment Guidelines were being prepared. To date no Guidelines have been issued to councils. The Investment Policy attached to this report has been prepared using the draft Guidelines that have been reviewed by the NSW Finance Professionals Executive.

With regard to the third point above regarding revised Investment Guidelines, it is noted that Council at its meeting on 3 February 2009 considered a report regarding the Federal Government's "Guarantee Scheme" and Council's investment funds and resolved, in part, as follows:

"That:

4. *Council receive a further report updating Council's Investment Policy following the release of new investment guidelines by the Department of Local Government."*

As indicated above Investment Guidelines have not been issued to date by the Department of Local Government. However, the abovementioned events have occurred since Council adopted the current Investment Policy and therefore, an updated policy has been prepared which is attached to this report as Attachment 1. If the Department of Local Government Investment Guidelines are received in the future and the revised policy requires further updating to reflect the Guidelines the policy will be updated and if necessary submitted to Council.

The purpose of the Investment Policy is to establish the guidelines that Hawkesbury City Council adopts in investing its surplus funds. The objectives of this policy are:

1. To maximise returns to Council consistent with all requirements of the policy;
2. To comply with the legislative requirements and regulations relevant to the management of Council's investments;
3. To preserve the capital of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters;
4. To ensure the investment portfolio has sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment;

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5. To establish a framework for monitoring the investments. The investment portfolio is expected to achieve a predetermined market average rate of return that takes into account Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles; and
6. To confirm delegations and other relevant governance matters in relation to Council's investments.

Under Council's Investment Policy all investments are made in accordance with:

- The Local Government Act 1993 - Section 625
- The Local Government (General) Regulation 2005 – Clause 212
- The Local Government Act 1993 - Order (of the Minister) dated 31 July 2008 and gazetted 15 August 2008
- The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) & (2)
- Recommendations from the review of NSW Local Government Investments – Final Report. Michael Cole, April 2008
- The Local Government Code of Accounting Practice and Financial Reporting
- Department of Local Government Circulars
- Australian Accounting Standards
- Council resolutions

The amendments to the policy include reference to the latest legislative requirements and also outline Council's investment strategy to optimise interest income within acceptable risk parameters whilst ensuring the security of these funds. The policy gives specific direction as to the diversification strategy to be implemented and the operational and reporting procedures to be followed.

Council's Independent Investment Advisor, Spectra Financial Services has reviewed and endorsed the attached Investment Policy.

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"Objective: Compliance with all relevant legislation and to maximise return on Council's investment portfolio."

Funding

There are no funding implications arising from this report.

RECOMMENDATION:

That the revised Investment Policy, attached as Attachment 1 to the report, be adopted by Council.

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ATTACHMENTS:

AT - 1 Investment Policy - (*Distributed Under Separate Cover*)

oooO END OF REPORT Oooo

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CONFIDENTIAL REPORTS

Item: 83 **IS - Tender No. 012/09 - DeepLift Asphalt Overlay On Freemans Reach Road - (95494, 79344) 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 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.

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Item: 84 **IS - Tender No. 007/FY09 - Provision Mechanical Services (Air Conditioning) for Richmond Senior Citizens Centre - (95495, 79340) 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 tenders for the supply of goods and/or services to Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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

ORDINARY MEETING

Meeting Date: 28 April 2009

Item: 85 **IS - Tender No.010/FY08 - Reconstruction of Hermitage Road Bridge - (95495, 79344) CONFIDENTIAL**

Previous Item: 66, Ordinary (31 March 2009)

Reason for Confidentiality

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

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

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

ORDINARY MEETING

Meeting Date: 28 April 2009

Item: 86 **SS - Property Matter – Lease to Michael and Marian Haber trading as "Glossodia Hair Flair" - Shop 11 Glossodia Shopping Centre - (19858, 19859, 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 Macquarie 2010 Committee - 9 April 2009 - (95498, 96328)

The meeting commenced at 9:00am in the Council Chambers, Hawkesbury City Council.

| | | |
|-----------------------|---|---|
| Present: | Clr. Rex Stubbs Anthony Miller Colin Mitchell Danielle Wheeler Frank Holland Gai Timmerman Jan Barkley Jack John Miller Joyce Edwards Judy Newland Kerry Gannell Jean Stephens Esther Perry Keri Whiteley Pat Salgado Alan Eagle Hamilton Frail Damian Tomlinson | Chair, Councillor Representative Community Representative Community Representative Community Representative Community Representative Community Representative Community Representative Community Representative Community Representative Community Representative Community Representative Community Representative Community Representative Hawkesbury City Council Hawkesbury City Council Community Representative Community Representative (Observer) Community Representative (Observer) Hawkesbury Gazette (Observer) |
| Apologies: | Max Jarman Lesley George Sonia Porter | Community Representative Community Representative Hawkesbury City Council |
| In Attendance: | Joseph Litwin | Hawkesbury City Council |

REPORT:

RESOLVED on the motion of Judy Newland and seconded by Jan Barkley Jack that the apologies be accepted.

SECTION 1 - CONFIRMATION OF MINUTES.

1. Confirmation of Minutes

RESOLVED on the motion of John Miller seconded by Colin Mitchell that the Minutes of the Hawkesbury Macquarie 2010 Committee held on 12th March 2009 be confirmed

2. Matters arising from Previous Minutes

There were no matters arising.

SECTION 2 - REPORTS FOR DETERMINATION

Item 9 - Distribution of Code of Conduct to Committee Members.

DISCUSSION:

- Mr. Litwin advised Committee members of requirement for committee members to receive and sign for a copy of Council's Code of Conduct. Following discussion the committee determined that a briefing from the Manager Corporate Services and Governance would not be required.

MOTION:

RESOLVED on the motion of Frank Holland and seconded by Judy Newland.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION.

1. Committee members to receive and acknowledge receipt of the Council Code of Conduct by signing and dating the distribution list tabled at the meeting.

Item 10 - Representations from Mr. John Miller – various matters Macquarie 2010 Celebrations.

DISCUSSION:

- Mr. Litwin advised the Committee of written representations received from Mr. Miller regarding various aspects of the committees operations and functions. Mr. Miller spoke to these matters and responded to questions from committee members.

MOTION:

RESOLVED on the motion of John Miller and seconded by Frank Holland.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION.

That in considering Mr. Millers representations the Committee notes:

1. Local schools have been advised of the Macquarie 2010 Celebrations
2. The development of curricula is the responsibility of the NSW Department of Education and Training, and as such the inclusion of a 'Macquarie studies' stream within local school curricula is beyond the capacity and resources of the Hawkesbury Macquarie 2010 Committee. This issue to be referred to the NSW Government Macquarie 2010 Bicentenary Celebration Committee in Sydney for action.
3. The development of a brand and logo for the Hawkesbury Macquarie 2010 Celebrations is a task that the committee has delegated to the Branding + Marketing Working Party. Consideration to be given by the Working Party to use the Winsor Courthouse Portrait or Council's Community Crest on Circulars and Letterheads jointly with the state logo.
4. The name of the Hawkesbury Macquarie 2010 Committee has been conferred by Council following a resolution of Council made at a Council meeting where provision was made for the public to address Council in relation to the naming and objectives of the Committee.

5. The request to screen a DVD movie of the 2005 Proclamation Day Event and arrangements for its screening at the conclusion of the meeting.

SECTION 3 – REPORTS OF WORKING PARTY MEETINGS

ROWP – Hawkesbury Macquarie 2010 Programming Working Party.

MOTION:

RESOLVED on the motion of Anthony Miller and seconded by Judy Newland.

Refer to **COMMITTEE RECOMMENDATION**

COMMITTEE RECOMMENDATION

That

1. The Minutes be received.
2. Joyce Edwards and Jan Barkley Jack be appointed to the Working Party

ROWP – Hawkesbury Macquarie 2010 Branding and Marketing Working Party .

- Mr. Colin Mitchell tabled the minutes of the Working Party and advised the Committee that Mr. Damian Tomlinson from the Hawkesbury Gazette was in attendance and would like to address the Committee in relation to the support to be provided by the Gazette in promoting the Macquarie 2010 Celebrations. Mr. Tomlinson addressed the Committee and was thanked for his interest and offer of support..

MOTION:

RESOLVED on the motion of Anthony Miller and seconded by Joyce Edwards.

Refer to **COMMITTEE RECOMMENDATION**

COMMITTEE RECOMMENDATION

That the Minutes be received.

ROWP – Hawkesbury Macquarie 2010 Event Support Working Party.

- Ms Esther Perry spoke to the minutes and noted that Mr. Mercer was present at the meeting but his name had not been recorded.

MOTION:

RESOLVED on the motion of Colin Mitchell and seconded by Jan Barkley Jack.

Refer to **COMMITTEE RECOMMENDATION**

COMMITTEE RECOMMENDATION

That the Minutes be received.

ORDINARY MEETING
Reports of Committees

ROWP – Hawkesbury Macquarie 2010 Sponsorship and Grants Working Party.

- Ms. Danielle Wheeler advised the committee that the working party had not met as it was awaiting the confirmation of the proposed Macquarie 2010 Program.

GENERAL BUSINESS.

- Ms. Perry advised the committee of planning underway for Councils pavilion at the Hawkesbury Show which would feature the Macquarie 2010 Celebrations. Ms. Perry requested that committee members consider volunteering to staff the pavilion for the purpose of providing information about the Macquarie 2010 Celebrations to show-goers. Interested committee members should contact Ms. Perry
- John Miller introduced Mr Hamilton Frail representing the Bede Polding Parents and Friends. Mr Frail advised the Committee of the interest of Bede Polding in the proposed Macquarie 2010 Celebrations and was awaiting confirmation of the 2010 Calendar of Events to determine opportunities for Bede Polding's participation.
- Jean Stephens updated the Committee of actions being undertaken by Penrith Council with regard to the participation of the township of Castlereagh in the Macquarie 2010 Celebrations.
- Colin Mitchell sought information of the advertising budget available to groups wishing to stage events in conjunction with the Macquarie 2010 Celebrations.

NEXT MEETING - to be held at 9:00 am on Thursday, 14 May 2009, in the Council Chambers Hawkesbury City Council, 366 George Street, WINDSOR.

Meeting Closed at 10:35 am.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Local Traffic Committee - 15 April 2009 - (80245)

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Wednesday, 15 April 2009, commencing at 3.00pm.

ATTENDANCE

- Present:** Councillor B Bassett (Chairman)
Mr J Suprain, Roads and Traffic Authority
Mr R Williams, MP (Hawkesbury)
Mr J Christie, Officer of Messrs A Shearan, MP and J Aquilina, MP
- Apologies:** Sgt A Palmowski, NSW Police Service
Snr Constable M Simmons, NSW Police Service
- In Attendance:** Mr C Amit, Manager, Design & Mapping Services
Ms B James, Administrative Officer, Infrastructure Services
-

SECTION 1 - Minutes

Item 1.1 Minutes of Previous Meeting

The Minutes of the meeting held on 18 March 2009 were confirmed.

Item 1.2 Business Arising

Item 1.2.1 LTC - 15 April 2009 - Item 1.2.1 - Traffic Safety - Intersection of Duke and Macquarie Roads, Wilberforce - (80245)

Previous Item: Item 4.2 – Local Traffic Committee (18 March 2009)

REPORT:

- Chris Amit undertook a site inspection on 8/4/09 in conjunction with meeting Mr Cserhlami (No.33 Macquarie Road).
- Mr Cserhlami was advised that the vegetation along the nature strip adjacent to No. 33 Macquarie Road was hindering site distance at the intersection and compromising safety. (Dataworks Doc: 3065979)
- Vegetation clearing is required at the NE corner adjacent to No. 33 Macquarie Road. The hedge extends from the property boundary to the kerb line affecting the site line at this point.
- The available Accident history from the RTA database, at this intersection, from 2004 to 2007 indicates 3 accidents.
- Additional Give Way sign required at the NE corner.

RECOMMENDATION:

The following measures be undertaken at the intersection of Duke Road and Macquarie Road, Wilberforce;

ORDINARY MEETING
Reports of Committees

- Vegetation clearing along the nature strip be undertaken to improve site distance on the North East corner adjacent to No.33 Macquarie Road. The extent of clearing is along the property boundary of No.33 Macquarie Road.
- An additional Give Way sign be installed at the North East corner to provide 2 Give Way signs for this approach.

The property owner at No. 33 Macquarie Road, Wilberforce be advised of the proposed measures.

APPENDICES:

AT - 1 Photographs of Intersection – Duke and Macquarie Roads - (Dataworks Doc. No.3065979).

AT - 1 Photographs of Intersection – Duke and Macquarie Roads - (Dataworks Doc. No..3065979).

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

Photograph – view along Duke Road towards Macquarie Road

Photograph – view along Duke Road

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

Photograph – view along Macquarie Road

Item 1.2.2 LTC - 15 April 2009 - Item .1.2.2 - Traffic Safety - Intersection of Old Pitt Town and Schofield Road Pitt Town - (80245)

Previous Item: Item - 4.4 - Local Traffic Committee (18 March 2009)

REPORT:

- Vegetation clearing is required at the North West corner adjacent to No.240 Old Pitt Town Road. The vegetation clearing needs to be undertaken along both road frontages adjacent to the property fence. At the time of clearing the property owner will be approached regarding clearing some of the vegetation with their property. This matter is to be actioned by Council's Parks and Recreation Section.
- Additional Warning signage – "Watch for Entering Traffic" be provided along Old Pitt Town Road at its approaches to Schofield Road. This matter is to be actioned by Council's Construction & Maintenance Section.
- The available accident history from the RTA database, at this intersection, from 2004 to 2007 indicates no accidents.
- The intersection be reviewed after these actions have been completed.

RECOMMENDATION:

That the information be received.

APPENDICES:

There are no supporting documents for this report.

Item 1.2.3 LTC - 15 April 2009 - Item 1.2.3 - Intersection of George Street and Hawkesbury Valley Way, Windsor - Traffic Conflict (80245)

Previous Item: Item 1.2.1 – Local Traffic Committee (18 March 2009)
 Item 4.6 – Local Traffic Committee (18 February 2009)

REPORT:

Councillor Bassett requested an update on the RTA approval for the right turn arrow from George Street onto Hawkesbury Valley Way.

Mr Suprain advised that the existing light phase for the intersection has been changed to accommodate the existing traffic to improve the efficiency of the intersection.

Mr Suprain advised that he has requested the RTA to expedite the approval of the right turn arrow.

RECOMMENDATION:

That the information be received.

APPENDICES:

There are no supporting documents for this report.

SECTION 2 - Reports for Determination

Item 2.1 LTC - 15 April 2009 - Item 2.1 - 24 Hour Multisport Endurance Event 2009 - (Hawkesbury) - (80245, 85193)

REPORT:

An application has been received from Maximum Adventure Pty Ltd seeking approval to conduct the 24 Hour Multisport Endurance Event, on Saturday 19, and Sunday 20, September 2009. This event is a Multisport Endurance Event (navigation, mountain biking, trekking, tubing and kayaking) in the Colo River area and extending over areas such as Webbs Creek, Leets Vale, Colo Heights, Upper Colo, Central Colo, Colo and Lower Portland.

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

- This is the first year this event has been hosted in the Hawkesbury area;
- The start and finish of the race will be at the Del Rio Riverside Resort at Webbs Creek;
- The event extends from 6.00am on Saturday, 19 to 9.00am Sunday, 20 September 2009;
- The participants have up to 24 hours to complete the course;
- The course is approximately 80 kilometres;

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- Approximately 120 competitors are expected for the event. They will ride individually and in teams of 2;
- No spectators are expected;
- The start of the event will involve some navigation in and around the Del Rio Riverside Resort to split the field up and reduce the amount of traffic on the roads and trails at any one time. As the event progresses, the participants will spread out further;
- The event involves navigation, mountain biking, trekking, tubing and kayaking;
- During various legs of the event, participants will be mountain biking on public roads and various trails through the Parr State Recreational Area and Wollemi National Park;
- The competitors will need to cross the Putty Road north of Colo Heights as well as cross under the Putty Road Bridge at Upper Colo Road/Lower Colo Road;
- Some of the roads will be navigated at night with the participants wearing high visibility clothing and using front and rear lights;
- The participants will obey the rules of the road at all times;
- Marshals with high visibility vests and radios will be positioned at strategic points on the course to warn other users of the course area. Signs will also be positioned throughout the course;

Route for the Event:

Refer to attached drawing "Event Route Plan - 24 Hour Multisport Endurance Event – September 2009": Appendix 1

- Start at the Del Rio Riverside Resort, Webbs Creek,
- Travel along Chaseling Road and turn left into Bicentenary Road,
- Travel along Bicentenary Road, and turn right into Wheelbarrow Ridge Trail,
- Travel along Wheelbarrow Ridge Trail, and turn right into Wheelbarrow Ridge Road,
- Travel along Wheelbarrow Ridge Road, and turn right into Grono South Trail,
- Travel along Grono South Trail into Grono North Trail, and turn left into Pierces Valley Trail and follow the trail and turn left onto Putty Road (RTA Road) – the trails are contained within the Parr State Recreational Area,
- Travel along Putty Road for approximately 3.1 kilometres and cross the Putty Road to access Bob Turner's Fire Trail,
- There are various other navigation legs taking place within the Wollemi National Park and crossing the Colo River,
- Participants pick up their bikes at Mountain Lagoon and travel east along Mountain Lagoon Road and turn left into Comleroy Road,
- Travel along Comleroy Road and turn right into Upper Colo Road
- Travel along Upper Colo Road, crossing under the Putty Road Bridge and into Lower Colo Road,
- Travel along Lower Colo Road, and turn left into West Portland Road,
- Travel along West Portland Road, over the Colo River Bridge and into Greens Road and access the boat ramp to the north of Colo River,
- Participants then make their way back to Del Rio Riverside Resort via Kayak.

Road Inventory:

- Chaseling Road - Unsealed Road,
- Bicentenary Road - Unsealed Road,
- Wheelbarrow Ridge Road - Sealed and Unsealed Road,
- Putty Road (RTA Road) - Sealed Road,
- Mountain Lagoon Road - Unsealed Road,
- Comleroy Road - Unsealed Road,
- Upper Colo Road - Sealed and Unsealed Road,
- Lower Colo Road - Sealed and Unsealed Road,
- West Portland Road - Sealed Road,
- Greens Road - Sealed and Unsealed Road
- Trails: Grono South, Grono North, Pierces Valley, Bob Turners and Mountain Lagoon.

Discussion:

It would be appropriate to classify this event as a "Class 1" special event under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads & Traffic Authority (RTA) as it may impact on major traffic and transport systems, in particular along Putty Road, and there may be disruption to the non-event community.

RTA approval is to be sought directly by the event organiser as participants of the event need to travel along and cross the Putty Road, Colo Heights. The speed limit for Putty Road at this location is 100kph.

The event organiser has submitted the following items in relation to the event: Appendix 2 (Dataworks Doc. Nos: 3026687 and 3026708):

- i) Details of the Special Event - Traffic template;
- ii) RTA - Special Event Transport Management Plan Template;
- iii) Event Route Plan;
- iv) Transport Management Plan (TMP) – Hazard and Risk Assessment - Emergency Management Plan and Traffic Control Plan (TCP) – however this does not cover the event traversing and crossing Putty Road (RTA Road);
- v) Public Liability Insurance Policy to the value of \$10,000,000.

RECOMMENDATION:

That:

1. The 24 Hour Multisport Endurance Event , planned for Saturday 19, and Sunday 20, September 2009, 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 which 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 this event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. the event organiser is to obtain approval from the RTA as this is a "Class 1" event and the event traverses and crosses Putty Road; **a copy of the RTA approval to be submitted to Council;**
- 4c. the event organiser **is to submit a Transport Management Plan (TMP) incorporating a Traffic Control Plan (TCP) to the RTA** for acknowledgement due to the event traversing and crossing Putty Road. 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;
- 4d. the Event organiser is to ensure that dust along the unsealed sections of road utilised by the

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- 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;
- 4e. the event organiser is to obtain the relevant approval to conduct this event from NSW Maritime; **A copy of this approval to be submitted to Council;**
 - 4f. the event organiser is to obtain the relevant approval from the Department of Natural Resources to cross the Colo River; **A copy of this approval to be submitted to Council;**
 - 4g. 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);
 - 4h. 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;**
 - 4i. 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;**
 - 4j. the event organiser is to obtain approval from the National Parks and Wildlife Service (Department of Environment and Climate Change) for the use of Parr State Recreational Area and Wollemi National Park. If the use of a Council Park/Reserve is required, written approval is required from Councils' Parks and Recreation section;
 - 4k. the event organiser is to obtain approval from the NSW Department of Lands for the use of any Crown road or Crown Land;
 - 4l. the event organiser is to assess the risk and address the suitability of the use of Putty Road as part of the risk assessment considering the possible risks for all participants negotiating this road; 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;
 - 4m. the event organiser is to submit the completed "Special Event - Traffic Final Approval" 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 participants are to be made aware of and are to follow all the general road user rules whilst travelling on public roads;
- 4r. 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 along the route, during the event,

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- 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 - 24 Hour Multisport Endurance Event – September 2009.

AT – 2 Special Event Application - 24 Hour Multisport Endurance Event – September 2009 (Dataworks Document Nos. 3026687 and 3026708) - *see attached.*

AT - 1 Event Route Plan - 24 Hour Multisport Endurance Event – September 2009

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

Item 2.2 LTC - 15 April 2009 - Item 2.2 - Richmond Marketplace Santa's Arrival 2009 - Various Roads, Richmond CBD - (Londonderry) - (80245, 77088)

REPORT:

Introduction

An application has been received from the Richmond Marketplace Centre Management seeking approval to conduct Santa's Arrival at the Richmond Marketplace on Sunday, 8 November 2009 from 1.00pm to 1.10pm.

Event Description

Santa will be seated in a sleigh that will be led by reindeer. A handler will walk beside the sleigh. The sleigh will take the proposed route as shown on the attached Plan No: TR003/09. The event will start at the Woolworths Petrol Plus on Lennox Street and finish at the March Street entrance to the Richmond Marketplace. The proposed route consists of the following roads within the Richmond CBD.

State Roads

Lennox Street (between Paget Street and East Market Street), East Market Street (between Windsor Street and Lennox Street) and March Street (between East Market Street and West Market Street).

Local Roads

West Market Street (between March Street and Windsor Street), Windsor Street (between West Market Street and East Market Street) and March Street (between East Market Street and Paget Street).

The event organiser has provided the following information in relation to the event:

- It is anticipated that it will take approximately 10 minutes for the sleigh to travel along the proposed route.
- No changes to the existing traffic conditions are required.
- The event was conducted in a similar manner last year. It proved to be both an attraction for the Marketplace, as well as for the Richmond Main Street retailers, with customers lining up along the roads to see Santa and his reindeer.

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 it may impact on minor traffic and transport systems along the specified route and there may be a low scale disruption to the non-event community. Even though the event will traverse along classified roads, the event classification is based on the level of impact on traffic. This is a low speed, moving event and no road closures are involved.

The RSPCA has advised that reindeers are not classified as domestic animals. Therefore, a reindeer is not permitted to travel on public roads, unlike other road user vehicles, without approval.

The event organiser has submitted the following items in relation to this event: Appendix 2 (Dataworks Document No: 3041862):

- i) Details of the Special Event - Traffic template;

- ii) RTA - Special Event Transport Management Plan Template;
- iii) Public Liability Insurance to the value of \$300,000,000, which expires on 1 July 2009.

RECOMMENDATION:

That:

1. The Richmond Marketplace Santa's Arrival event planned for 8 November 2009 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 this 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 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 obtain the relevant approval from the RSPCA for the Reindeer to travel on the public road and pull the sleigh; **A copy of this approval to be submitted to Council;**
- 4e. 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);
- 4f. 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;**
- 4g. 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;**

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- 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 participants; This assessment should be carried out by visual inspection of the route / site by the event organiser prior to preparing the TMP and prior to the event;
- 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" form to Council;

During the event:

- 4k. access is to be maintained for businesses, residents and their visitors;
- 4l. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 4m. the reindeer handler is to be made aware of and is to follow all the general road user rules whilst travelling on public roads;
- 4n. 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;
- 4o. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4p. 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** Drawing No. Plan No: TR003/09 - Richmond Marketplace - Santa's Arrival - 2009
- AT - 2** Special Event Application - (Dataworks Document No. 3041862) - see attached

APPENDIX 1 - Drawing No. Plan No: TR003/09 - Richmond Marketplace - Santa's Arrival - 2009

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

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Item 2.3 LTC - 15 April 2009 - Item 2.3 - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2009 - (Hawkesbury) - (80245, 86185)

REPORT:

An application has been received from Shahzada Memorial Endurance Test Inc. seeking approval to conduct its annual Shahzada 400 Kilometre Horse Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held from 17 to 21 August 2009.

The event organiser has provided the following information in relation to the event:

- The event has been held over the last 28 years.
- Start and end point for the event will be within the St Albans village.
- St Albans Bridge, which is under the care and control of the Roads and Traffic Authority, will only be used in the event of flooding of the Macdonald River. All riders will be instructed to walk over the bridge.
- There will be approximately 150 horse riders participating.
- There will be approximately 30 spectators
- Parking of vehicles will be predominantly on private land,
- All riders will be instructed to keep to the left hand side of the road and obey road rules,
- When riding in the dark on public roads all riders are required to either wear head lights on their helmets or carry torches.

Refer to - Appendix 1(Dataworks Document No: 3041443) for the Event Route details

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

- Upper Macdonald Road – Unsealed Road
- Wollombi Road – Sealed and Unsealed Road
- Settlers Road – Sealed and Unsealed Road
- Bulga Street – Sealed section
- Wrights Creek Road - Unsealed Road
- St Albans Road - Sealed Road
- Wharf Street – Sealed Road
- Webbs Creek Road - Unsealed Road
- Webbs Creek Mountain Road - Unsealed Road
- Crossing of the Macdonald River at various locations.

The event is also traversing along the Great Northern Road, which is under the care and control of the National Parks and Wildlife Service (Department of Environment and Climate Change).

Discussion

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

The event organiser has submitted the following items in relation to this event: Appendix 1 (Dataworks Document No: 3031083 & 3041443):

- i) Details of the Special Event - Traffic template,
- ii) RTA - Special Event Transport Management Plan Template,
- iii) Transport Management Plan (TMP) and Traffic Control Plan (TCP),

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- iv) Public Liability Insurance Policy to the value of \$20,000,000,
- v) Copy of advertisement about the event but it does not indicate the route for the event,
- vi) Copies of correspondence forwarded to the NSW Police Service, NSW Ambulance Services, Waterway Authority (NSW Maritime), Department of Natural Resources and SES.

Authorisation for the use of St Albans Bridge is required from the RTA.

RECOMMENDATION:

That:

1. The Shahzada 400 Kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from 17 to 21 August 2009 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 which 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 this event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. the event organiser is to obtain approval from the RTA as the event may traverse across the St Albans Bridge; **a copy of the RTA approval to be submitted to Council;**
- 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. the event organiser is to obtain the relevant approval to conduct this event from NSW Maritime; **A copy of this approval to be submitted to Council;**
- 4e. the event organiser is to obtain the relevant approval from the Department of Water and Energy to cross the Macdonald 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 / Rural Fire Service 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

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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 and Climate Change) for the use of the Parr State Recreational Area, Yengo National Park and the Great Northern Road. If the use of a Council Park/Reserve is required, written approval is required from Councils' Parks and Recreation section;
- 4j. the event organiser is to obtain approval from the NSW Department of Lands 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 obtain any necessary approvals from adjoining Councils;
- 4m. the event organiser is to submit the completed "Special Event - Traffic Final Approval" 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 Special Event Application - (Dataworks Document No. 3031083 & 3041443) - *see attached.*

Item 2.4 LTC - 15 April 2009 - Item 2.4 - St Albans Endurance Ride 2009 - (Hawkesbury) - (80245, 99601)

REPORT:

An application has been received from Rosemont Endurance Riders Association seeking approval to conduct the St Albans Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held from 7 to 8 June 2009.

The event organiser has provided the following information in relation to the event:

- The event has been held over the last 30 years.
- The is an endurance ride consisting of various legs: 20, 40, 80 and 160 kilometres.
- The event commences at 2.00am on 7 June 2009 and concludes at 2.00am on 8 June 2009.
- Start and end point for the event will be within the St Albans village.
- St Albans Bridge, which is under the care and control of the Roads and Traffic Authority, will only be used in the event of flooding of the Macdonald River. All riders will be instructed to walk over the bridge.
- There will be approximately 120 horse riders participating.
- There will be approximately 20 spectators.
- Parking of vehicles will be predominantly on private land,
- All riders will be instructed to keep to the left hand side of the road and obey road rules,
- When riding in the dark on public roads all riders are required to either wear head lights on their helmets or carry torches.

Refer to - Appendix 1(Dataworks Document No: 3041442) for the Event Route details.

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

- Upper Macdonald Road – Unsealed Road
- Wollombi Road – Sealed and Unsealed Road
- Settlers Road – Sealed and Unsealed Road
- Bulga Street – Sealed section
- Wrights Creek Road - Unsealed Road
- St Albans Road - Sealed Road
- Wharf Street – Sealed Road
- Webbs Creek Road - Unsealed Road
- Crossing of the Macdonald River at various locations.

The event is also traversing along the Great Northern Road, which is under the care and control of the National Parks and Wildlife Service (Department of Environment and Climate Change).

Discussion

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

The event organiser has submitted the following items in relation to this event: Appendix 1 (Dataworks Document No: 3031083 & 3041442):

- i) Details of the Special Event - Traffic template,
- ii) RTA - Special Event Transport Management Plan Template,

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- iii) Transport Management Plan (TMP) and Traffic Control Plan (TCP),
- iv) Public Liability Insurance Policy to the value of \$20,000,000,
- v) Copy of advertisement about the event but it does not indicate the route for the event,
- vi) Copies of correspondence forwarded to the NSW Police Service, NSW Ambulance Services, Waterway Authority (NSW Maritime), Department of Natural Resources and SES.

Authorisation for the use of St Albans Bridge is required from the RTA.

RECOMMENDATION:

That:

1. The St Albans Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from 7 to 8 June 2009 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 which 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 this event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. the event organiser is to obtain approval from the RTA as the event may traverse across the St Albans Bridge; **a copy of the RTA approval to be submitted to Council;**
- 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. the event organiser is to obtain the relevant approval to conduct this event from NSW Maritime; **A copy of this approval to be submitted to Council;**
- 4e. the event organiser is to obtain the relevant approval from the Department of Water and Energy to cross the Macdonald 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 / Rural Fire Service 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

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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 and Climate Change) for the use of the Parr State Recreational Area, Yengo National Park and the Great Northern Road. If the use of a Council Park/Reserve is required, written approval is required from Councils' Parks and Recreation section;
- 4j. the event organiser is to obtain approval from the NSW Department of Lands 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 obtain any necessary approvals from adjoining Councils;
- 4m. the event organiser is to submit the completed "Special Event - Traffic Final Approval" 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 Special Event Application - (Dataworks Document No. 3031083 & 3041442) - *see attached.*

SECTION 3 - Reports for Information

ORDINARY MEETING

Reports of Committees

Item 3.1 LTC - 15 April 2009 - Item 3.1 - Advice on Traffic Issues in Richmond and North Richmond - Minister for Roads response to Member for Hawkesbury - (Hawkesbury, Riverstone and Londonderry) - (80245, 74282, 79958)

REPORT:

The Member for Hawkesbury has forwarded correspondence containing a response from the Office for the Minister for Roads relating to traffic issues in Richmond and North Richmond. The information provided by the Office for the Minister for Roads is listed below (Dataworks Document No. 3041754)

"Thank you for your letter to the Minister for Roads on behalf of Hawkesbury City Council about traffic conditions in Richmond and North Richmond. The Minister has asked me to respond on his behalf.

In 2007 the former Minister for Roads announced an important improvement program for Richmond Road. I am advised that works have now commenced at the intersections of Richmond Road/St Marys Road and Richmond Road/Quakers Hill Parkway/Knox Road.

The Roads and Traffic Authority (RTA) is planning to provide at least two lanes of traffic in each direction and the installation of traffic signals at all major intersections on Richmond Road from the M7 Motorway to Garfield Road. The timing of these works is linked to the take-up rate of the North-West Growth centre and the release of the Colebee precinct.

I am further advised the RTA has a long-term proposal to connect The Northern Road with the existing roundabout at George Street to provide a four-way traffic signalised intersection.

The proposed solution for the short to medium-term is to upgrade the existing roundabout to accommodate additional turning lanes and reconstruct the intersection with The Northern Road to provide a new set of traffic signals. The capital cost of this work would be significant. Given other statewide priorities, a timeframe for this work cannot be provided at this stage.

The RTA also advises me it is currently assessing the intersection of Kurrajong Road and Old Kurrajong Road and will undertake traffic flow counts and modeling to determine an appropriate treatment for this intersection.

As part of the assessment, the impacts that may result at the signalised intersections of Kurrajong Road, Bosworth Street and March Street and Bells Line of Road, Grose Vale Road and Terrace Roads will be taken into consideration."

RECOMMENDATION:

That the information be received.

APPENDICES:

There are no supporting documents for this report.

SECTION 4 - General Business

ORDINARY MEETING
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Item 4.1 LTC - 14 April 2009 - Item 4.1 QWN - Black Spot Funding Approval - Roundabout at Boundary Road and Old Pitt Town Road - (80245)

Councillor B Bassett

REPORT:

Advised that funding of \$500,000 has been approved for the proposed Roundabout at the intersection of Boundary Road and Old Pitt Town Road Oakville.

Although a joint project with The Hills Shire Council, this project was submitted and is being managed by The Hills Shire Council. Both Councils will be involved in the co-ordination of design and construction.

RECOMMENDATION:

That the information be received

APPENDICES:

There are no supporting documents for this report.

Item 4.2 LTC - 15 April 2009 - Item 4.2 QWN - Intersection - March and East Market Street, Richmond - Traffic Improvement - (80245)

Councillor B Bassett

REPORT:

Requested an update on the intersection in relation to the left turn lane in March Street adjacent to Richmond Park.

Mr Suprain advised the RTA are currently investigating various options and have had discussions with the Minister Of Transport in relation to bus movements at the intersection. The RTA is investigating the possible option to acquire land from Richmond Park for a slip lane.

RECOMMENDATION:

That the information be received

APPENDICES:

There are no supporting documents for this report.

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SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Wednesday, 20 May 2009 at 4.00pm in the Large Committee Room.

The meeting terminated at 3.45pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees



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meeting

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business
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