



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 11 May 2010

location: council chambers

time: 6:30 p.m.



mission statement

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

How Council Operates

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

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

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

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

Meeting Procedure

The Mayor is Chairperson of the meeting.

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

Public Participation

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

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.

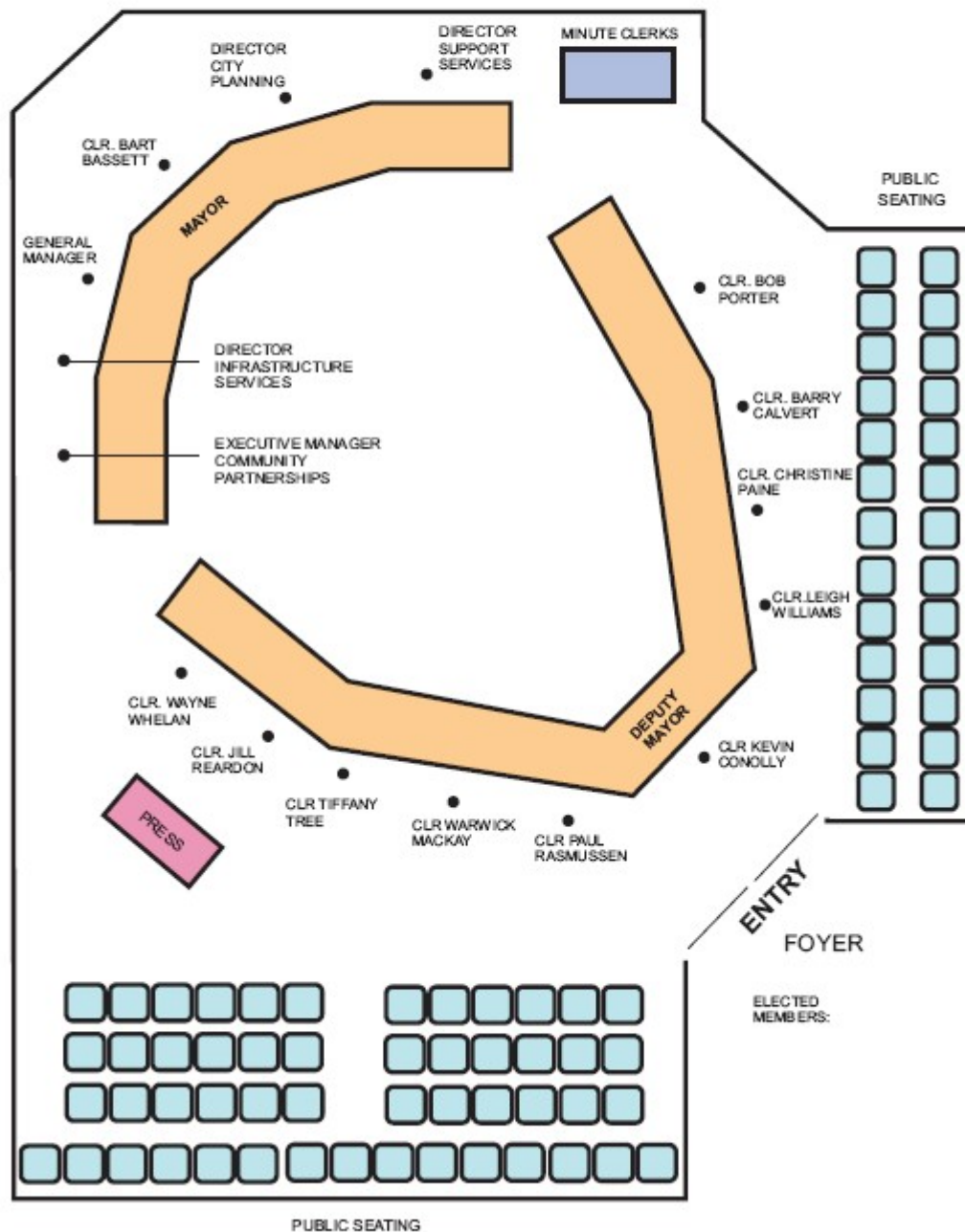
Website

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.

hawkesbury city council council chambers



ORDINARY MEETING

Table of Contents

Meeting Date: 11 May 2010

AGENDA

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

General Manager

City Planning

Infrastructure Services

Support Services

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

ORDINARY MEETING

Table of Contents

Meeting Date: 11 May 2010

ORDINARY MEETING**Table of Contents****Meeting Date:** 11 May 2010**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
SECTION 1 - Confirmation of Minutes		3
SECTION 2 - Mayoral Minutes		7
MM - Passing of Councillor (Dr) Rex Stubbs OAM - (79351)		7
SECTION 4 - Reports for Determination		13
GENERAL MANAGER		13
Item: 83	GM - Co-Generation Plant - (79351, 95495)	13
CITY PLANNING		41
Item: 84	CP - Development Application - 10 Bed Extension to Existing Nursing Home - Lot 100 DP793048 and Lot 5 DP596107, 116 March Street, Richmond - (DA0781/09, 91720, 3996, 95498)	41
Item: 85	CP - Packaged Liquor Licence Application - Rachael Marks Unit 21 / 5B Curtis Road, Mulgrave - (95498)	66
Item: 86	CP - Hawkesbury Hotel Extended Trading Authorisation - 339 George Street Windsor - (4331, 95498)	76
Item: 87	CP - Management of Community Centres and Halls - Revised Manual - (96328, 95498)	80
Item: 88	CP - Final Draft Hawkesbury Mobility Plan - (96328, 98212)	85
Item: 89	CP - Waste Management Advisory Committee - 28 April 2010 - Draft Strategic Waste Action Plan - (95249, 95498)	92
INFRASTRUCTURE SERVICES		102
Item: 90	IS - Closed Circuit Television (CCTV) Cameras for Bowen Mountain Park - (95495, 79354)	102
Item: 91	IS - Naming of a un-named Road at Pitt Town within proposed subdivision of Lot 4 DP 711815, No.10 Eldon Street, Pitt Town - (95495)	105
Item: 92	IS - Provision of a Septic Tank and Collection Well Effluent Removal Service - (95495, 112179)	109
SUPPORT SERVICES		111
Item: 93	SS - Goods and Services Tax Compliance Certificate 2010 - (96332, 95496)	111
Item: 94	SS - Monthly Investments Report - March 2010 - (96332, 95496)	114
Item: 95	SS - Banking Services - (96332, 95496)	119

ORDINARY MEETING**Table of Contents****Meeting Date: 11 May 2010**

ITEM	SUBJECT	PAGE
	CONFIDENTIAL REPORTS	121
	INFRASTRUCTURE SERVICES	121
Item: 96	IS - Tender No. 01610 - Construction of A Roundabout At The Intersection of George & Drummond Streets. South Windsor - (79344, 95495)	121
Item: 97	IS - Tender No.01010 - Sewer CCTV Inspections 2010 - (95495, 112179)	122
	SUPPORT SERVICES	123
Item: 98	SS - Property Matter - Assignment of Lease from Abbas Dirani to Saghir Ahmed Khan and Riffat Khan - Shop 7 Glossodia Shopping Centre, Glossodia - (112106,113751, 33836)	123
	SECTION 5 - Reports of Committees	127
	ROC - Hawkesbury Macquarie 2010 Committee - 8 April 2010 - (114013, 95498)	127
	ROC - Local Traffic Committee - 21 April 2010 - (80245, 95495)	131
	ROC - Waste Management Advisory Committee Meeting Minutes - 28 April 2010 - (95249, 95498)	157

ordinary

section 1

confirmation of minutes

ORDINARY MEETING
Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

SECTION 1 - Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

ordinary

section 2

mayoral minutes

ORDINARY MEETING

Mayoral Minutes

SECTION 2 - Mayoral Minutes

MM - Passing of Councillor (Dr) Rex Stubbs OAM - (79351)

REPORT:

It is with sincere regret that I present this Mayoral Minute to place on Council's official record our sincere and deepest regrets on the passing of one of our most esteemed colleagues and highly valued member of our community, Emeritus Mayor Councillor (Dr) Rex Stubbs OAM on the morning of Saturday, 24 April 2010.

Both during his lifetime and following the diagnosis of his illness, his capacity for work and determination were an inspiration to all who knew him. I had the privilege of working alongside Rex for the past six years and in that time I have developed a great admiration for his dedication and work for the Hawkesbury community.

Councillor (Dr) Rex Stubbs was our longest serving Councillor. He was first elected in 1983 and gave over 26 years of service including ten terms as Mayor, one term as Deputy Mayor and fulfilling roles as a Council delegate on 154 Committees, quite a number of which he also chaired. This is an extremely outstanding record and is also enhanced by the many other community activities he undertook and supported.

For his many contributions and achievements he was awarded an Order of Australia Medal in 2001, in the General Division, for service to local government and the Hawkesbury community.

In 2008 he was awarded, by the Local Government and Shires Association of New South Wales, for his outstanding service and importantly was also given the title of Emeritus Mayor in recognition of his ten terms as Mayor of the City and one year as Deputy Mayor.

Rex was a very active member of Council. During his years of service he played a role in a wide range of projects including the establishment of the Hawkesbury Oasis and Indoor Stadium, the new Hawkesbury Hospital and the University of Western Sydney as well as the upgrade of Windsor Road, flood evacuation routes and flood mitigation at Warragamba Dam. He was particularly interested in preventing the establishment of a second airport in the area which he felt would be detrimental even though he has a strong interest in aviation all his life and was a great supporter of the RAAF presence in Richmond.

Councillor Stubbs had an abiding interest in art, history and culture. He was one of the champions of the development of the Hawkesbury Regional Gallery and the Hawkesbury Regional Museum and we count the provision of these facilities as one of his many great achievements for this community. His vision for the improvement of the cultural life of the Hawkesbury and the creation of a cultural hub in Windsor has well and truly come to fruition.

As most of you are aware by now one of Rex's final gestures was to donate 121 works of his personal art collection to the people of the Hawkesbury.

Rex was always keen to see that there were appropriate celebrations for important historic occasions and he had roles on the Hawkesbury 1988 Australian Bicentenary Committee, The Centenary of Federation Committee and most recently the Hawkesbury Macquarie 2010 Committee. In his early years on Council he was a committed member of the Macquarie Towns Festival Committee.

Rex's interest in health was reflected in his devotion to programs over the years such as Healthy Cities, the Hawkesbury Food Program and the Sustainable Agricultural Development Strategy. He also had a strong interest in youth affairs taking part in youth steering committees and having a role in Hawkesbury Youth Interagency.

ORDINARY MEETING

Mayoral Minutes

The acknowledgment of the work of volunteers was very important to Councillor Stubbs. He served for many years on Council's Awards Committees.

Not only was Rex a devoted Councillor he also gave very generously of his time to many other community organisations. He was always willing to support a good cause when asked. I have received many emails and had many conversations over the past couple of months where the many contributions made by Councillor Stubbs have been highlighted.

Rex's community work reflected his interests in heritage and culture and he was very passionate about history and art. He was a member of Hawkesbury Historical Society for nearly 30 years holding the position of President since 1992. Rex was a member of the committee of management of the former Museum and Tourist Centre in Thompson Square, only relinquishing this role when the new Regional Museum became operational. He was also Chairman of the Friends of the Hawkesbury Art Collection, until 2004 when he became Patron of the organisation which has since become FOHACARAG.

Born in 1950 in Pitt Town he was always a strong supporter of the area that he grew up in and was a member and Patron of the Pitt Town Progress Association. Rex was a descendant of 6 generations of Hawkesbury families (including the Stubbs and Wilbow families) and had a keen interest in family history.

Rex was determined that the history of the Hawkesbury, in particular Pitt Town, would be recorded and wrote many books on a range of subjects including:

- A History of Early Pitt Town Vol. 1 & Vol. 2
- Ghosts, Myths & Legends of the Hawkesbury
- A History of Scheyville
- History of Pitt Town Sport
- Gravestones of the Hawkesbury

Rex was also Patron and life member of Hawkesbury District Agricultural Association and it was both poignant and appropriate that his passing was publicly announced at one of our community's largest public events, the opening of the annual show on Saturday, 24 April 2010.

With seemingly limitless capacity Rex served his many patients as a local GP developing close ties as family doctor to many in our community.

As well as all this Rex was a devoted husband to Linda and a great role model to his children Alicia and Phillip. I would like to record my appreciation to his family for their support to Rex in his role as a Councillor, especially during the period of his ill health when they assisted greatly in ensuring that he was able to continue to perform his duties as he wished.

To say that Rex will be greatly missed is an understatement. He gave and achieved so much for the Hawkesbury Community and his influence will be sorely missed. People who contribute to the community in a huge variety of roles as much as Rex did in his lifetime are few and far between. Rex had a life well lived and we offer our sincere condolences to his family and all those who have been touched by his passing. His loss will be keenly felt by his Councillor colleagues, especially myself, staff at Hawkesbury City Council and by the community.

I feel that it is befitting that Council acknowledge the contribution that Councillor (Dr) Rex Stubbs OAM made to our community during his lifetime. Following recent discussions, I propose to recommend that reports be requested regarding the procedures and/or processes required to name the open space garden area on the George Street frontage of the Deerubbin Centre and to establish an annual art prize or scholarship in honour of former Councillor (Dr) Rex Stubbs OAM.

ORDINARY MEETING

Mayoral Minutes

RECOMMENDATION:

That:

1. Council, following the adoption of this recommendation, observe a minutes silence in recognition of the passing of former Councillor (Dr) Rex Stubbs OAM.
2. Council place on record its sincere and deepest regret and sense of loss to both the Council and the community on the passing of Councillor (Dr) Rex Stubbs OAM on Saturday, 24 April 2010 and convey its condolences to Linda, Alicia and Phillip Stubbs, his mother Nancy and the extended family.
3. A report be submitted to Council regarding the procedures and/or processes required to name the open space garden area on the George Street frontage of the Deerubbin Centre and to establish an annual art prize or scholarship in honour of former Councillor (Dr) Rex Stubbs OAM and to recognise his support of and dedication to the Hawkesbury and its community.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF MAYORAL MINUTE Oooo

ORDINARY MEETING

Mayoral Minutes

ordinary

section 4

reports
for determination

ORDINARY MEETING

Meeting Date: 11 May 2010

ORDINARY MEETING

Meeting Date: 11 May 2010

SECTION 4 - Reports for Determination

GENERAL MANAGER

Item: 83 **GM - Co-Generation Plant - (79351, 95495)**

Previous Item: 53, Ordinary (30 March 2010)
 24, Ordinary (23 February 2010)
 10, Ordinary (2 February 2010)
 184, Ordinary (8 September 2009)
 32, Ordinary (26 February 2008)

REPORT:

Executive Summary

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

"That:

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

A report was then submitted to the Council meeting held on 30 March 2010. At that meeting, Council indicated that further information was required and resolved:

"That consideration of this matter be deferred until the Council meeting on 11 May 2010 pending the provision of additional information as referred to by Council and a Special Councillor Briefing Session be held prior to the Council meeting."

A Special Councillor Briefing Session was held on 29 April 2010 and this report now attempts to provide additional information and address issues raised at the previous meeting at which this matter was considered.

Comments regarding the difficulty to understand the previous report have been noted. In preparing this report I have attempted to expand the information provided as requested and present it in a fashion that is explicit. However, it must be acknowledged, that much of the material requested (both financial and background information), and in the depth sought, is by its very nature somewhat complex.

In further addressing this issue it is proposed to again deal with the matters under the following general areas:

- **Co-Generation Plant Construction** - Being costs associated with the Co-Generation Plant to the point of its commissioning in mid 2005. (This is specifically requested in Council's resolution of 23 February 2010 by way of the *"purchase, installation"* reference.)
- **Co-Generation Plant Maintenance** – Being costs associated with the maintenance of the Co-Generation Plant since its commissioning in mid 2005. (This is specifically requested in Council's resolution of 23 February 2010 by way of the *"maintenance"* reference.)

ORDINARY MEETING

Meeting Date: 11 May 2010

- **Co-Generation Plant Operational Details** – Being general operational costs and income of the Co-Generation Plant since its commissioning in mid 2005. (This was not requested as part of Council's resolution of 23 February 2010.)
- **Other Matters.** – (Generally, a number of other matters raised at the Council meeting on 30 March 2010.)

Background

As indicated in the previous report, during 2002 and 2003 Council considered much information placed before it by consultants in connection with the Co-Generation Plant. As a result, Council made certain decisions in relation to the incorporation of a Co-Generation Plant within its Cultural Precinct Project. These generally related to the financial aspects of the Plant, how it should be constructed, owned, operated, etc.

On 14 October 2003 Council accepted the tender of MPI for the "Design, Construction Management and Commissioning" of the Co-Generation Plant. MPI then developed specifications for a number of "packages" to provide for the construction and commissioning of the Plant in accordance with their appointment. Council then called for and accepted a number of tenders for those "packages" for the construction of the Plant which, as previously reported, were novated to MPI, with the Plant proceeding and being commissioned in mid 2005.

Co-Generation Plant Construction

The previous report provided details of the costs associated with the Co-Generation Plant to the point of its commissioning in mid 2005. It was indicated at the meeting that the description of the various components were difficult to understand and/or did not provide sufficient information.

Design of the Plant was initially undertaken by MPI following an earlier appointment for this purpose at a cost of \$89,000. The payment to MPI for the contract management of the project as a result of the tender accepted by Council on 14 October 2003 was \$161,740.

The construction of the Plant, which was managed by MPI, was undertaken by way of a number of tender "packages". Each of these specific "packages" were referred to in the specifications as follows:

- Package 101 – Supply and Installation of the Generator Set & Ancillaries
- Package 102 – Supply and Delivery of the Reciprocating Chiller
- Package 103 – Supply and Delivery of the Absorption Chiller
- Package 104 – Supply and Delivery of the Hot Water Generator & Ancillaries
- Package 105 – Supply and Delivery of the Cooling Towers and Ancillaries
- Package 106 – Supply and Delivery of the Pumps
- Package 107 – Supply and Delivery of the Fans & Ancillaries
- Package 108 – Supply and Delivery of the Valves & Pipe Fittings
- Package 109 – Supply and Delivery of the Pipework Materials & Ancillaries
- Package 110 – Supply and Delivery of the Heat Exchangers
- Package 111 – Supply and Delivery of the PLC Hardware, Software & Ancillaries
- Package 112 – Supply and Delivery of the Instrumentation
- Package 113 – Supply and Delivery of the Air Compressor & Ancillaries
- Package 114 – Site Facilities Hire
- Package 115 – Control Room Furniture – No tender accepted, included in furniture supplied for library

ORDINARY MEETING**Meeting Date:** 11 May 2010

- Package 201 – Water Treatment Works
- Package 202 – Ventilation System Works
- Package 203 – Insulation Works
- Package 204 – Electrical Works
- Package 205 – Pipework & Ancillaries installation works
- Package 206 – Concrete Plinths – No tender received, to be undertaken by Grant Constructions as part of building.
- Package 207 – Cranage Services

Other Associated Costs:

- Temporary chillers
- Temporary chiller recondition
- Rigging

Each of the tender specifications for the specific “packages” included a “scope of works” required. To provide Council with additional detailed information on the various components of the Plant, included as **Attachment 1** to this report are details of the “Scope of Works” extracted from each of the tender specifications. If required, the complete tender specification for each of the “packages” can be made available for perusal by any interested Councillor.

The following table provides a summary of all of the above costs associated with the Co-Generation Plant to the point of its commissioning in mid 2005. These include design costs; contract management costs; tender package costs (original tender amount and variations); other associated costs not covered by the tender packages; and the construction cost of the actual plant room that was undertaken by the builder, Grant Constructions.

Table 1 – Co-generation Plant Design, Management, Construction and Commissioning Costs

Item			Total
Design of Plant (MPI)			\$89,000
Contract Management (MPI)			\$161,740
Plant Construction:			
Tender Package	Tender Amount	Variations	Total
101 - Generator Set & Ancillaries	\$619,845	\$6,600	\$626,445
102 - Reciprocating Chiller	\$167,630	Nil	\$167,630
103 - Absorption Chiller	\$201,860	Nil	\$201,860
104 - Hot Water Generator & Ancillaries	\$101,450	Nil	\$101,450
105 - Cooling Towers	\$205,969	Nil	\$205,969
106 - Pumps	\$45,902	\$2,963	\$48,865
107 - Fans & Ancillaries	\$23,746	Nil	\$23,746
108 - Valves & Pipe Fittings	\$179,393	\$16,857	\$196,250
109 - Pipework Materials & Ancillaries	\$147,868	\$17,960	\$165,828

ORDINARY MEETING

Meeting Date: 11 May 2010

Item				Total
110 - Heat Exchangers	\$27,877	Nil	\$27,877	
111 - PLC Hardware, Software & Ancillaries	\$57,380	\$4,374	\$61,754	
112 - Instrumentation	\$22,708	\$14,695	\$37,403	
113 - Air Compressor & Ancillaries	\$7,460	Nil	\$7,460	
114 - Site Facilities Hire	\$7,383	Nil	\$7,383	
201 - Water Treatment Works	\$23,518	Nil	\$23,518	
202 - Ventilation System Works	\$69,700	Nil	\$69,700	
203 – Insulation Works	\$138,000	\$33,200	\$171,200	
204 - Electrical Works	\$272,000	\$41,500	\$313,500	
205 – Pipe & Ancillary Installation works	\$394,250	\$43,055	\$437,305	
207 - Cranage	\$22,960	Nil	\$22,960	
Other Associated Costs:				
* Temp chillers	N/A	N/A	\$4,000	
* Temp Chiller Reconditioning	N/A	N/A	\$14,510	
* Rigging of Temp Boiler	N/A	N/A	<u>\$1,080</u>	
Plant Construction Total				\$2,937,693
Co-Generation Plant Room				\$417,658
Total				\$3,606,091

It will be noted that the total of variations to the original tender amount was in the order of \$181,204 or approximately 6.2% of the original tender amounts for the actual plant construction costs. Of this, an amount of \$85,299 was related to the early temporary connection and supply of power to the former Hospital Building following its renovation. This was undertaken to meet the requirements of the incoming tenant who required occupation of the premises prior to the actual completion of the Co-Generation Plant.

Co-Generation Plant Maintenance

In relation to this aspect, the previous report contained a table providing details of costs associated with the maintenance of the Co-Generation Plant and Building since its commissioning in mid 2005 summarised into areas of wages/on-costs/internal plant hire; supplies/materials; and maintenance.

It was indicated that the previous format was difficult to understand and did not provide sufficient detail. Accordingly, only the total of these costs for each year since the commissioning of the Plant is shown in the following table. A detailed breakdown of these costs for each year based on the categorisation mentioned in the previous paragraph is included as **Attachments 2 and 3** to this report.

ORDINARY MEETING

Meeting Date: 11 May 2010

Table 2 – Summary of Plant and Building Maintenance Costs – Co-generation Plant

Year	Plant Maintenance (Attachment 2)		Building Maintenance (Attachment 3)
2005/2006	\$5,534.81		\$4,669.98
2006/2007	\$35,751.33		\$12,493.44
2007/2008	\$125,921.93 ^{1,2}		\$14,393.47
2008/2009	\$77,843.84 ¹		\$247.25
2009/2010	\$104,681.73 ³		\$638.28

Notes:

1. These amounts include amounts of \$115,728.64 for repairs to the generator and \$19,885.04 to isolate the generator from the cooling towers (install heat exchanger) as referred to in the previous report. Specific details of these costs are included as **Attachment 4** to this report. The cost of these repairs were incorporated in the December, 2007 Quarterly Review which was submitted to Council on 26 February, 2008.
2. Includes an amount of \$7,568 to replace faulty electricity meters.
3. Includes \$58,730 for hot and cold water metering. These costs were initially included in March, 2009 Quarterly Review which was submitted to Council 26 May, 2009 and were revoted into 2009/2010 as part of the June, 2009 Quarterly Review submitted to Council on 25 August, 2009.

Co-Generation Plant Operational Details

Whilst the Council's resolution did not call for this, the previous report on this matter attempted to provide Council with details of operational costs of the plant, including the costs in the previous section, and its income. It was indicated that this was difficult to understand and did not reflect the "true cost" of the plant.

As such, I have requested the Acting Chief Financial Officer (A/CFO) to provide a summary "income and expenditure" statement, based on the Council's accounting records, from the commissioning of the plant in mid 2005. Also included in the table are details of the 2010/2011 Draft Budget for the Plant. Specific details of plant and building maintenance have been covered by the previous section of this report.

ORDINARY MEETING

Meeting Date: 11 May 2010

Table 3 – Co-generation Plant Summary Income & Expenditure Statement

Year	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010 (YTD March 2010)	Draft Budget 2010/2011
	\$	\$	\$	\$	\$	\$
Income						
Electricity	(159,226)	(24,801)	(166,098)	(142,376)	(95,913)	(136,100)
Electrical Network	-	-	-	(30,196)	-	(30,000)
Gas	-	-	(957)	(1,567)	(437)	(800)
Hot & Cold Water	-	-	-	(30,251)	(264,588)	(333,200)
Total Income	(159,226)	(24,801)	(167,055)	(204,390)	(360,938)	(500,100)
Expenditure						
Gas	76,415	26,418	131,993	135,318	71,445	95,000
Electricity	124,809	182,634	156,838	147,487	92,349	160,000
Insurance	4,112	4,552	4,550	4,566	3,687	3,724
Building Maintenance	4,667	12,493	14,394	247	638	22,581
Plant & Equipment Maintenance	5,535	35,751	118,354	77,844	45,952	68,000
Purchase / Replacement of meters			7,568		58,730	-
Total Expenditure	215,538	261,848	433,697	365,462	272,801	349,305
(Surplus) / Deficit prior to Corporate Overheads	<u>56,312</u>	<u>237,047</u>	<u>266,642</u>	<u>161,072</u>	<u>(88,137)</u>	<u>(150,795)</u>
Corporate Overheads						
Depreciation	-	-	-	113,044	95,084	148,320
Overheads	-	-	-	-	-	10,000
Net (surplus)/ Deficit	<u>56,312</u>	<u>237,047</u>	<u>266,642</u>	<u>274,116</u>	<u>6,947</u>	<u>7,525</u>

With regard to hot and cold water income for the period 2005/2006 to 2007/2008 being nil, Council is aware that problems were encountered with metering issues and the determination of an appropriate basis

ORDINARY MEETING

Meeting Date: 11 May 2010

for metering in this period. However, this should not be seen as a total “loss” of income as a majority of this would have been derived from the library, gallery and common areas. As these were not “charged” (income for the Co-generation Plant) there was a corresponding reduction in the operational costs for these areas. Based on current figures, these areas account for approximately 86% of the usage of both chilled water and hot water generated by the Co-Generation Plant.

The A/CFO was also requested to comment upon the treatment of depreciation as applied to all aspects of the Council’s operations, including the Co-Generation Plant:

“Depreciation is a non-cash expense representing the depletion of the value of an asset arising from wear and tear, age or obsolescence, throughout the asset’s useful life.

The current method of accounting for depreciation at Council is to allocate, on a straight line basis the appropriate amount of depreciation, based on the asset’s useful life, as an operating expense against the relevant program. These costs are shown in Council’s Income Statement under the depreciation total under the operating expenditure heading. The depreciation cost, therefore, has a direct impact on Council’s operating result. An offsetting, corresponding amount is shown in Council’s Balance Sheet as Accumulated Depreciation.

The above accounting entries result in an annual cost being reflected in the income statement, and an accumulated depreciation amount reducing the value of the assets as shown in the Balance Sheet from year to year.

As Council is aware, the Co-Generation Plant is part of the Deerubbin Centre building. Consequently, depreciation of the plant was, up to 2007/08, included in the depreciation amounts for the Deerubbin Centre as a whole, and not identified separately. From 2008/09 onwards, following a building revaluation in line with accounting standards requirements, it has been possible to identify and account for separately, the depreciation attributable to the Co-Generation Plant.

The annual depreciation cost attributable to the Co-Generation Plant is shown above in the Income and Expenditure Statement as a corporate overhead.”

Other Matters

At the last Council meeting a number of other matters were raised and this section of the report will attempt to address those matters.

Internal Borrowings

It was indicated that the cost of “internal borrowings” had not been included in previous figures. This cost was not incorporated as the “foregone interest” due to the “internal borrowings” not being allocated to the Co-Generation Plant in isolation in Council’s accounting records as is the case in other situations.

Council would be aware that the Property Reserve was the source of funding for a significant proportion of the Cultural Precinct. Since the 2003/2004 financial year \$12.4m was utilised from the Property Reserve towards the Cultural Precinct project of which \$3,104,191 was allocated to the Co-generation Plant. Therefore, any negative balance of the Property Reserve above this amount could not be attributed to the Co-Generation Plant.

However, the negative balance of the Property Reserve, being the source of the “internal borrowings” since the commissioning of the plant and the “foregone interest” on an annual average basis is shown in the following table.

ORDINARY MEETING

Meeting Date: 11 May 2010

Table 4 – Property Reserve Balance and Interest “Foregone”

Year	Average (negative) Balance of Property Reserve \$	Average Interest Rate on Investments %	“Foregone Interest” \$	“Foregone Interest” attributable to Co- generation Plant portion of “Internal Borrowings” \$
2005/2006	(3,714,656)	5.8	215,450	180,043
2006/2007	(2,572,221)	6.35	163,336	163,336
2007/2008	(1,893,709)	4.24	80,293	80,293
2008/2009	(2,112,135)	5.89	124,404	124,404
2009/2010	(2,101,325)	4.84	101,704	101,704

It should be noted that the Property Reserve was to be reimbursed by way of the sale of a number of properties, including a significant property in Bligh Park. The sale of the significant Bligh Park property was delayed for some considerable time whilst Council determined the nature of the development it wished to encourage on the site in the future. Since this decision, action has been proceeding to prepare the property for sale (a subdivision was required together with complex legal documents to cover all issues of the sale). It is now anticipated that the property will proceed to auction in the near future.

What is Internal/External Income

As Council is aware, the Co-Generation Plant serves the Deerubbin Centre (Library, Gallery, DOCS, Curves and common areas), Cafe, Peppercorn Services, the Old Hospital Building and the Johnson Building.

For accounting purposes these are categorised into the following internal or external sources of income:

Internal

Library
Gallery
(including common areas)

External

DOCS
Curves
Café
Peppercorn Services
Old Hospital
Johnson Building

All of these occupants of the Cultural Precinct utilise energy and/or hot and cold water provided by the Co-Generation Plant.

Internal sources of income for the Co-Generation Plant are also accounted for as operational costs for the facilities, i.e. the Library, Gallery and common areas. A proportion of electricity charges for common areas are also charged to external customers.

External sources of income received from tenants are income for the Co-Generation Plant.

Power Returned to the Grid

The issue of power returned to the grid was raised and reference was made to comments from the previous report in this regard. Details of Council's attempts to receive payment for the power returned to the grid were provided in the previous report. For Council's information the relevant section of the previous report is reproduced hereunder:

“The co-generation plant was initially commissioned in mid 2005, however, a full power load for the building and operation of the plant was not achieved until the first quarter of 2006 when all tenancies were operational. At that time Council's contract for the supply of power was due

ORDINARY MEETING

Meeting Date: 11 May 2010

for renewal on 1 July 2006. Prior to this, in December 2005 discussions were held with representatives from Energy Action, a widely utilised Energy Brokerage firm, as part of the renewal of Council's large sites energy contract. It was indicated that Council's co-generation plant did not, at the time, have a large enough energy export to warrant consideration. Subsequently, Council renewed its large sites energy contract with Energy Australia for a two year period, with a one year option under the State Contracts Control Board Contract and discussions with the Board confirmed that, as a "standard contract", this did not include buy back provisions.

In July 2008, prior to the expiry of the above contract, Council officers met with representatives of Integral Energy to further discuss the issue of the purchase of electricity from the co-generation plant. Whilst this meeting did not achieve positive results in relation to the purchase of power put back into the grid Council was offered a Load Curtailment Payment Agreement for running the co-generation plant. This agreement provided for the plant to run between 1300 hours and 1800 hours on working days in the summer period for the years 2008/09, 2009/10 and 2010/11 when temperatures exceed 35 degrees. In return Integral Energy undertook to pay Council \$30,196 per year. A penalty of \$1,900 per day or part thereof would be reduced from the payment if the plant fails to run on days where the temperature exceeds 35 degrees. Council has been receiving these payments from Integral Energy representing a total possible income of \$90,588 over the term of the agreement.

In addition, from this meeting an Incentive Demand Reduction Program was offered with Council accepting this for the installation of power factor correction equipment at the Deerubbin Centre, Oasis Swimming Centre and South Windsor Treatment Works. The incentive payment from Integral Energy was \$13,614 and the cost of installation on the three sites was \$30,990. Council's costs were \$17,376 and savings per year are expected to be \$11,609 with a simple payback period of 1.5 years

In September 2008 further discussions were held with senior executives of Integral Energy regarding this issue. At this time Integral Energy indicated that they were not in a position to offer any payments for the exported energy.

With the pending expiry of the existing contract in 2009 TTEG (an Energy Brokerage firm) who was conducting a tender for the supply of electricity for large sites on behalf of WSROC, as a "regional" tender, was requested to include in the tender provision for the purchase of electricity exported from the co-generation plant and also the gas purchase for the site. Subsequently, no offer was received for that part of the tender as the electrical generation in kWh was considered too small. In relation to this TTEG commented as follows:

"Electricity sales to the grid

- 1 Renewable Energy Certificates (RECs). Unfortunately electricity generated from natural gas does not enable you to sell the REC.
- 2 The purchase by a Retailer of generated electricity. You generate ~ 120 MWh p.a. which is well below a "marketable" parcel based on advice we have from retailers, including TRUenergy, Simply Energy, Country Energy and Energy Australia.
- 3 We have also investigated the potential for incorporating in the "NSW solar bonus scheme" which came in to effect 1 January 2010 but this cannot be done.

Just to let you know, even if we conservatively allowed a maximum of \$40 to \$50 /MWh for the generated electricity we are looking at a maximum of ~ \$4,800 to \$6,000 p.a."

It would appear, from discussion with relevant energy sources, that the significant issue in Council not being able to achieve a return for the power returned to the grid is that the amount of power involved is insufficient to enable a contract to be formulated. As indicated previously, due to lower than anticipated demand factors in the complexes" gas consumption (in order to

ORDINARY MEETING**Meeting Date: 11 May 2010**

achieve lower rates) and energy production has not achieved anticipated levels. This aspect will be further reviewed in association with action in respect of parts 1 and 3 of Council's resolution of 8 September 2009 which could ultimately result in an improvement to this situation in the event of further facilities being connected."

The previous report also detailed power returned to the grid and the "potential revenue" from this based upon an MPI suggested purchase rate of 3.0c/kWh. As the previous table had an incorrect figure in respect of 2007/2008, details of the power returned to the grid are again provided:

Table 5 – Co-generation Plant – Power Exported to Grid

Year	kWh Exported	3.0c/kWh
Prior to August 2006	85,920	\$2,577.60
2006/2007	32,627	\$978.81
2007/2008	89,786	\$2,693.58
2008/2009	146,127	\$4,383.81
2009/2010 (31/12/09)	40,406	\$1,212.18
Totals	394,866	\$11,845.98

As also stated in the previous report:

"Having regard to the above figures it would appear that the significant issue is not the possible revenue from exporting power back to the grid, which does not appear to be major having regard to the resources that have been involved in attempting to achieve a "buy back" result, but rather increasing the Council's use of the power produced by the co-generation plant which at the correct levels of production would be more economical than the purchase of power from the grid. The ultimate implementation of parts 1 to 3 of Council's resolution of 8 September 2009 may allow the plant to achieve more positive results."

To put these figures in context, the following table shows the total electrical power generated by the Co-Generation Plant in each financial year in comparison to the power exported to the grid, namely not utilised by Council's buildings:

Table 6 – Co-generation Plant – Power Produced and Exported to Grid

Year	kWh Produced	kWh Exported
Prior to August 2006	469,613	85,920
2006/2007	156,538	32,627
2007/2008	419,650	89,786
2008/2009	648,200	146,127
2009/2010 (31/12/09)	182,280	40,406

Payment Received from Integral

At the last meeting, details regarding the payment received from Integral were requested.

As indicated in the previous section, in 2008, in association with discussions concerning power returned to the grid, Council was offered a Load Curtailment Payment Agreement by Integral for running the Co-Generation Plant.

This agreement provided for the plant to run between 1300 hours and 1800 hours on working days in the summer period for the years 2008/09, 2009/10 and 2010/11 when temperatures exceed 35 degrees. In return Integral Energy undertook to pay Council \$30,196 per year. A penalty of \$1,900 per day or part thereof would be reduced from the payment if the plant fails to run on days where the temperature exceeds 35 degrees.

Council has been receiving these payments from Integral Energy representing a total possible income of \$90,588 over the term of the agreement.

ORDINARY MEETING

Meeting Date: 11 May 2010

December 2007 Quarterly Review – Plant Replacement Program Budget Variation

Reference was made to the Quarterly Review report submitted to the Council Meeting on 26 February 2008 which incorporated the engine rebuild costs with a suggestion that an amount was also taken from the Plant Reserve for the plant.

The entry in respect of the Plant Replacement Program from that report was as follows:

“Plant Replacement Program – Extra Funds required \$356K

Due to a combination of increased purchase costs of major plant combined with plant income not matching funds required for replacement, some major plant replacement has been deferred from previous programs.

Following a review of plant, it has been determined that various items need to be replaced to minimise overall cost to council due to increased plant maintenance costs. The revised plant replacement program is in line with Councils’ plant replacement policy. Replacements have been prioritised taking into consideration the current balance of the plant replacement reserve and other possible funding sources. A review of internal plant hire rates is underway to bolster the plant replacement reserve.”

Details of the various adjustments in this program were detailed in the quarterly adjustments schedules. As indicated above, these adjustments were considered necessary following a detailed review of Council's Plant Replacement Program. These adjustments did not relate to the Co-generation Plant. When this particular question was raised at the meeting it was advised that *“in reference to [the] reference to the Plant Replacement Program no that does not have anything to do with the Co-generation Plant”*.

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

RECOMMENDATION:

That the information regarding Council's Co-Generation Plant be received.

ATTACHMENTS:

- AT - 1** Co-Generation Plant Construction – Details of “Scope of works” extracted from various tender specifications.
- AT - 2** Co-Generation Plant – Maintenance Costs – Plant and Equipment.
- AT - 3** Co-Generation Plant – Maintenance Costs – Buildings.
- AT - 4** Details of cost for repairs to the generator and costs to isolate the generator from the cooling towers (Install Heat Exchanger).

**AT - 1 Co-Generation Plant Construction –
Details of “Scope of Works” extracted from various tender specifications.**

WORKS PACKAGE 101:

SUPPLY AND INSTALLATION OF GENERATOR SET & ANCILLARIES

Scope of Work:

The Scope of Work consists of:

1. The supply, delivery, unloading and placing in position of one Gas Fuelled, Spark Ignition Engine, Electric Generator Set with performance as specified, in accordance with this Specification and any and all annexed drawings and complete with all ancillaries and all flexible services connectors, safeties, controls and interlocks. Note that the Plantroom is located within an underground chamber. All equipment will need to be craned into the Plantroom from above, through a 2500mm x 4800mm floor hatch and skated into position.
2. The supply, delivery, unloading and Installation, of one Acoustic Canopy, custom built to the requirements of the Generator, including service access, internal lighting and ventilation system comprising inlet and exhaust ductwork, silencers and fans and all services penetrations and sealing.
3. The supply, delivery, unloading, installation and insulation of one Exhaust Gas Heat Exchanger, with performance as specified and in accordance with this Specification and any and all annexed drawings.
4. The supply, delivery, unloading and installation of one Exhaust Gas Silencer, with performance as required to achieve the specified Sound Pressure Levels.
5. The supply, delivery, unloading and installation of one Exhaust Gas Flue System from the genset to the exhaust gas heat exchanger, complete with expansion bellows, drainage provisions (for rain ingress and start-up condensate loading), matched to the Generator requirements and as specified and in accordance with this Specification and any and all annexed drawings. The Flue shall be 316 Stainless Steel, 2.00mm thick. The flue from the exhaust gas heat exchanger to the roof shall be run by others.
6. The provision of one Generator Control Panel, comprising Electrical Power System, Load and Synchronisation Controls, all wiring, safeties, protection, signals etc. for all plant under the Contract. The systems include all synchronisation systems, all required safeties, protections and interfaces, etc. necessary to conform to the requirements of the supply authority for both "parallel" and "island" modes of operation. Include wiring tails to the Cogeneration MSB. Connection to Cogeneration MSB is by others.
7. Mechanical and Electrical Installation of all supplied equipment.
8. Complete Testing, Commissioning and setting to work of all systems.
9. Provision of Operator Training, including Documentation and provision of "face to face instructions".
10. Acceptance testing of the completed system for the period nominated in the Specification.
11. The Provision of all Construction and Co-ordination information, including dimensioned drawings, connection details etc.
12. The Provision of "Work As Executed" drawings and Operation and Maintenance Manuals for the whole installation.
13. System Certification.
14. 12 months maintenance of the equipment, including 12 site visits at monthly intervals, the provision of Maintenance Reports with each visit and all consumables.
15. 12 months warranty on all parts and required labour for replacement of failed components.
16. All ancillaries, minor items of plant, equipment and fittings and all other components necessary for the complete installation and safe, efficient and effective operation of the above systems.
17. Calibration and tuning of combustion system at completion of Defects Liability Period.

* * * * *

WORKS PACKAGE 102:**SUPPLY AND INSTALLATION OF RECIPROCATING CHILLER****Scope of Work:**

The Scope of Work consists of the supply and deliver to site of one reciprocating chiller with performance as scheduled, including the following:

1. Supply and installation of anti-vibration isolators.
2. Supply and installation of chiller controls, instrumentation, switchgear and on-board protection/safety system.
3. Complete commissioning and setting to work of all equipment and systems.
4. Provide interface with PLC system.
5. Certified Drawings when scheduled in the Project Programme.
6. All Construction and Co-ordination information, including dimensioned drawings, connection details etc. necessary for all other Concurrent Contracts to be executed without delay to the programme.
7. "Work As Executed" drawings, Technical Data and Operation and Maintenance details for all equipment.
8. Certification as specified.
9. Commissioning of chillers.
10. Twelve months warranty and defects liability on all equipment.
11. Twelve months maintenance on all equipment, including consumables.

* * * * *

WORKS PACKAGE 103:**SUPPLY AND INSTALLATION OF ABSORPTION CHILLER****Scope of Work:**

The Scope of Work consists of the supply and deliver to site of one absorption chiller with performance as scheduled, including the following:

1. Supply and installation of anti-vibration isolators.
2. Supply and installation of chiller controls, instrumentation, switchgear and on-board protection/safety system.
3. Supply and installation of any cross-connection pipe as required.
4. Complete commissioning and setting to work of all equipment and systems.
5. Provide interface with PLC system.
6. Certified Drawings when scheduled in the Project Programme.
7. All Construction and Co-ordination information, including dimensioned drawings, connection details etc. necessary for all other Concurrent Contracts to be executed without delay to the programme.
8. "Work As Executed" drawings, Technical Data and Operation and Maintenance details for all equipment.
9. Certification as specified.
10. Commissioning of chillers.
11. Twelve months warranty and defects liability on all equipment.
12. Twelve months maintenance on all equipment, including consumables.

* * * * *

ORDINARY MEETING

Meeting Date: 11 May 2010

WORKS PACKAGE 104:

SUPPLY OF HOT WATER GENERATOR & ANCILLARIES

Scope of Work:

The Scope of Work consists of the following:

- Supply and delivery to site of one Hot Water Generator with performance as scheduled.
- Supply and delivery to site of one Hot Water Pressurisation Unit with performance as scheduled.
- Certified Drawings when scheduled in the Project Programme.
- All Construction and Co-ordination information, including dimensioned drawings, connection details etc. necessary for all other Concurrent Contracts to be executed without delay to the programme.
- "Work As Executed" drawings, Technical Data and Operation and Maintenance details for all equipment.
- Certification as specified.
- Commissioning of boiler.
- Twelve months warranty and defects liability on all equipment.
- 12 months maintenance of the equipment, including 12 site visits at monthly intervals, the provision of Maintenance Reports with each visit and all consumables.

* * * * *

WORKS PACKAGE 105:

SUPPLY AND INSTALLATION OF COOLING TOWERS & ANCILARIES

Scope of Work:

The Scope of Work consists of the supply and delivery to site of two cooling towers with performance as scheduled, including the following:

1. Complete commissioning and setting to work of all equipment and systems.
2. Certified Drawings when scheduled in the Project Programme.
3. All Construction and Co-ordination information, including dimensioned drawings, connection details etc. necessary for all other Concurrent Contracts to be executed without delay to the programme.
4. "Work As Executed" drawings, Technical Data and Operation and Maintenance details for all equipment.
5. Certification as specified.
6. Twelve months warranty and defects liability on all equipment.

* * * * *

WORKS PACKAGE 106:

SUPPLY AND DELIVERY OF PUMPS

Scope of Work:

The Scope of Work consists of the supply, delivery and alignment of 13 pumps as specified in detail in the specifications.

* * * * *

ORDINARY MEETING

Meeting Date: 11 May 2010

WORKS PACKAGE 107:

SUPPLY AND DELIVERY OF FANS & ANCILLARIES

Scope of Work:

The Scope of Work consists of the supply and delivery of equipment and materials specified in detail in the specifications and related to 4 noise attenuators and 2 fans.

* * * * *

WORKS PACKAGE 108:

SUPPLY AND DELIVERY OF VALVES AND PIPE FITTINGS

Scope of Work:

The Scope of Work consists of the supply and delivery of equipment and materials specified in detail in the specifications involving some 2,973 items including valves, connections, flanges, bolts, nuts, washers, gaskets, cables, etc.

* * * * *

WORKS PACKAGE 109:

SUPPLY AND DELIVERY OF PIPEWORK MATERIAL AND ANCILLARIES

Scope of Work:

The Scope of Work consists of the supply and delivery of equipment and materials as specified in detail in the specifications involving some 651 meters of various types of copper and steel piping and some 1,884 other associated items such as bends, tee sections, reducers, flanges, clamp, nuts, bolts, washers, etc.

* * * * *

WORKS PACKAGE 110:

SUPPLY AND DELIVERY OF HEAT EXCHANGERS

Scope of Work:

The Scope of Work consists of the supply and delivery of a "Plate Heat Exchanger" as specified in detail in the specifications.

* * * * *

WORKS PACKAGE 111:

SUPPLY AND DELIVERY OF PLC HARDWARE, SOFTWARE AND ANCILLARIES

Scope of Work:

The Scope of Work consists of the supply and delivery of P.C. related hardware and software, a laserjet printer and fax machine.

* * * * *

ORDINARY MEETING

Meeting Date: 11 May 2010

WORKS PACKAGE 112:

SUPPLY AND DELIVERY OF INSTRUMENTATION

Scope of Work:

The Scope of Works consists of the supply and delivery of some 110 items including water temperature transmitters, exhaust temperature transmitters, flow transmitters, sensors, threadolets, etc.

* * * * *

WORKS PACKAGE 113:

SUPPLY AND DELIVERY OF AIR COMPRESSOR AND ANCILLARIES

Scope of Work:

The Scope of Works consists of the supply and delivery of 9 items being a compressor, receiver, main line filter, refrigerated dryer and regulators.

* * * * *

WORKS PACKAGE 114:

SITE FACILITIES HIRE

Scope of Work:

The Scope of Works consists of the supply and delivery of a lunchroom, lockable container and first aid shed.

* * * * *

WORKS PACKAGE 115:

SUPPLY AND DELIVERY OF CONTROL ROOM FURNITURE

Scope of Work:

The Scope or Work consists of the supply and delivery of 7 items of furniture for the Plant Control Room.

* * * * *

WORKS PACKAGE 201:

WATER TREATMENT SYSTEM WORKS

Scope of Work:

The Scope of Work consists of:

1. The supply, delivery, installation of one water treatment system for a chilled water system, including initial pipe flushing and charging system with anti-corrosion treatment.
2. The supply, delivery, installation of one water treatment system for a heating hot water system, including initial pipe flushing and charging system with anti-corrosion treatment.
3. The supply, delivery, installation of one water treatment system for a process water system, including initial pipe flushing and charging system with anti-corrosion treatment.

ORDINARY MEETING

Meeting Date: 11 May 2010

4. The Supply, delivery, installation of one fully automated water treatment system for a condenser water system, including initial pipe flushing, charging system with anti-corrosion treatment and biocide treatment.
5. Mechanical and Electrical Installation of all supplied equipment.
6. Complete Testing, Commissioning and setting to work of all systems.
7. Provision of Operator Training, including Documentation and provision of "face to face Instructions".
8. Acceptance testing of the completed system for the period nominated in the Specification.
9. The Provision of Operation and Maintenance Manuals for the whole installation.
10. System Certification.
11. 12 months maintenance of the equipment, including 12 site visits at monthly intervals and provision of Maintenance Reports with each visit.
12. 12 months warranty on all parts and required labour for replacement of failed components.
13. All ancillaries, minor items of plant, equipment and fittings and all other components necessary for the complete installation and safe, efficient and effective operation of the above systems.

* * * * *

WORKS PACKAGE 202:

VENTILATION SYSTEM WORKS

Scope of Work:

The Scope of Work consists of:

1. The supply, delivery and installation of two supply air systems generally as shown on the drawings.
2. The Supply, delivery and installation of two relief air systems generally as shown on drawings.
3. The supply and installation of 50mm internal insulation to ductwork.
4. The installation of four silencers which shall be supplied by others.
5. The installation of two fans which shall be supplied by others.
6. All wiring and controls for the fans shall be provided by others.
7. Provide a flanged joint in duct runs close to the generator enclosure and leave the last piece of ductwork until after the generator and enclosure is installed.
8. Complete Testing, Commissioning and setting to work of all systems.
9. System Certification.
10. 12 months maintenance of the equipment, including 12 site visits at monthly intervals and the provision of Maintenance Reports with each visit.
11. 12 months warranty on all parts and required labour for replacement of failed components.
12. All ancillaries, minor items of plant, equipment and fittings and all other components necessary for the complete installation and safe, efficient and effective operation of the above systems.

* * * * *

WORKS PACKAGE 203:

INSULATION WORKS

Scope of Work:

The Scope of Work consists of:

1. The supply, delivery and installation of insulation and sheathing for pipework generally as shown on drawings and as scheduled.
2. Provision of all scaffolding as required to complete insulation and painting in a safe manner.
3. The Painting of condenser water pipework which is visible.

* * * * *

WORKS PACKAGE 204:**ELECTRICAL WORKS****Scope of Work:**

The Scope of Work is for a complete system.

This includes, but is not limited to the following:

1. Detail Design of Electrical System, including electrical protection.
2. Electrical System, including the new COGENERATION SWITCHBOARD, THERMAL PLANT MCC, all wiring, safeties, protection, signals etc. for all plant under the Contract. The systems including all synchronisation systems, all required safeties, protections and interfaces, etc. necessary to conform to the requirements of the supply authority for both "parallel" and "island" modes of operation.
3. Electrical interconnection to the new Main Switchboard in Plant Area and all protection and control equipment and analysis for connection to Sub-station 1447.
4. Cogeneration Control System to permit full un-attended operation including all required safeties, protections and interfaces.
5. Full Painting and Marking of the installation.
6. Complete Testing, Commissioning and setting to work of all systems.
7. Provision of Operator Training, including Documentation and provision of "face to face instructions".
8. Acceptance testing of the completed system for the period nominated in the Specification.
9. The Provision of all Construction and Co-ordination information, including dimensioned drawings, connection details etc.
10. The Provision of "Work As Executed" drawings and Operation and Maintenance Manuals for the whole installation.
11. System Certification.
12. Twelve months warranty and defects liability on all new plant and equipment and installation.
13. Twelve months Maintenance and Servicing of all new plant and equipment and all systems provided under the contract.
14. All ancillaries, minor items of plant, equipment and fittings and all other components necessary for the complete installation and safe, efficient and effective operation of the above systems.
15. Automatic change to Parallel Mode Operation upon return of external power supply.
16. Refer to ELECTRICAL AND CONTROL SYSTEM for further details.

Electrical System

17. Design and Construct Electrical Systems as follows:
18. Electrical Sub-mains and connections between the new Generator and the New Cogeneration Switchboard.
19. Generator Control Panel for all generator auxiliaries, generator protection, indications and mains synchronisation system.
20. New Thermal Plant MCC and the cogeneration control system.
21. Wiring of all Auxiliaries.
22. Metering System as indicated on drawings.
23. Cogeneration Control System, including the automatic mechanical cogeneration plant control, multiply supply feeder interconnection control, interface to electrical protection systems, master generator control, equipment indications & data acquisition. The PLC hardware, software and programming shall be provided by others.
24. All Electrical Sub-mains including Connection to Library MSB.
25. High and Low Voltage Electrical Protection for equipment and sub-mains, including all protection relays, interface to control systems, interface to existing protection equipment, modifications to existing protection settings and all required CT's and VT's.
26. Screened Multi-core signal cable between sub-station and Cogeneration Switchboard.
27. All cable support system.
28. All required analysis and report for supply authority.
29. All required protection and monitoring devices required by supply authority.

* * * * *

ORDINARY MEETING

Meeting Date: 11 May 2010

WORKS PACKAGE 205:

PIPEWORK AND ANCILLARIES INSTALLATION WORKS

Scope of Work:

The Scope of Work consists of:

1. The installation of pipework generally as shown on drawings.
2. The installation of valves and pipe fittings generally as shown on drawings.
3. The supply of all tools required to complete the installation.
4. The supply of all scaffold and lifting gear as required to complete the installation in a safe manner.
5. The supply of all consumables required such as welding rods, oxygen/acetylene, cutting disks etc.

Note that all pipework, valves, fittings, supports, bolts and other materials shall be provided by others.

* * * * *

WORKS PACKAGE 206:

CONCRETE PLINTHS

Scope of Work:

The Scope of Work consists of:

1. The construction of 125mm high concrete plinths generally as shown on drawings.
2. Supply of all formwork and tools as required.
3. Allow for a concrete pump truck to pump concrete from a concrete truck outside to the plinth locations. Access to the underground Plantroom shall be via a 2500x4800 flood hatch shown to the left of gridline V on the drawing.
4. Plinth Edging shall consist of 1.6mm "Galvabond" form edge or approved equal edging to all exposed sides of the plinths and be securely bolted to the floor.
5. The forms shall be continuous and provide a finished concrete height of 125mm. The profile of the form shall consist of;
 - a 100mm wide base flange for bolting to the floor on the inside of the plinth, followed by,
 - a 75mm vertical segment followed by,
 - a 50mm high, 45° segment with 4mm diameter vent holes at 600mm centres, followed by,
 - a 25mm deep down-turn to finish in a tooled joint all round the perimeter of the plinth.

* * * * *

WORKS PACKAGE 207:

CRANAGE AND RIGGING SERVICES

Scope of Work:

The Scope of Work consists of:

1. The provision of cranes with driver and dogman as scheduled.
2. The provision of riggers and skates etc as required to move equipment into position as scheduled.
3. Allow for each item scheduled to be a separate visit to site.

* * * * *

ORDINARY MEETING**Meeting Date:** 11 May 2010**AT - 2 Co-Generation Plant – Maintenance Costs – Plant and Equipment.**

Note: Where a number of invoices/costings are for a similar matter, i.e. regular maintenance by a contractor, they have been combined for the purposes of the following information

2005/2006

Description	Amount \$	Total \$
Wages/On costs/Internal plant on-costs		
Normal Hours/Overtime Payments	2,264.22	
Plant on-cost	<u>12.16</u>	2,276.38
Supplies/Materials		
Internal Requisition - Absorbent Floorsweep ERT20 (x2)	62.92	
Internal Requisition - Bins - 75Ltr Garbage	12.83	
Internal Requisition - Tape P.V.C. Electrical	1.23	
Internal Requisition - Disposable Overalls	22.64	
Internal Requisition - Shirt – Lightweight	30.72	
Internal Requisition - Shirt – Lightweight	29.95	
Internal Requisition - Disposable Overalls	22.59	
Internal Requisition - Teflon Thread	0.59	
Internal Requisition - Tape - Cloth PVC 352	6.77	
Internal Requisition - Tape Duct 2"	2.62	
Bin 120ltr	66.49	
Cordless phone	27.53	
Temperature sensors & transmitters	865.20	
Printer cartridges	27.18	
Flow switch	154.77	
Stepladder	134.50	
Tools	355.95	
Pressure valves	235.00	
Computer Ext. Cable	<u>10.45</u>	2,069.93
Maintenance		
Electrical Storm damage repairs	432.00	
Maintenance to Chiller No 2	422.50	
Repairs to sensors	<u>334.00</u>	1,188.50
Total		<u>5,534.81</u>

ORDINARY MEETING

Meeting Date: 11 May 2010

2006/2007

Description	Amount \$	Total \$
Wages/On costs/Internal plant on-costs		
Normal Hours/Overtime Payments	3,570.25	
Plant on-cost	72.86	3,643.11
Supplies/Materials		
Paper	10.90	
Inkjet cartridges printer	24.00	
Internal Requisition - Castrol DWF	4.51	
Internal Requisition - Cable Ties	22.07	
Internal Requisition - Safety Tape 100mx7	6.01	
Standard Issue - Corflute 1800x1200	26.88	
Petty Cash	53.50	
Converter RS232	89.00	
Sensor Cogen unit	297.65	
Silicone	13.05	
UPS unit	90.90	
Battery	138.00	
Battery for UPS	90.82	
3 phase meter	220.00	
Broom	23.59	
Electro Chemical	735.00	
Bore pump	172.73	
Clean Powerpax Chiller tubes	750.00	
Clean Powerpax Chiller tubes	200.00	
Monaghans Mitre Ten	42.68	
Cable ties & padlock	33.60	3,044.89
Maintenance		
Repairs to Compressor	411.00	
Inspect and repair submersible pumps	1,087.27	
UPS & switch mode	292.00	
Regular services to TNAR2144 boiler (x3)	1,125.00	
Service call - Air-conditioning problem	210.00	
Monthly operation and maintenance review (x6)	10,500.00	
Install pump in air-conditioning plant room	1,050.45	
Pressure Vessel inspections - Various	183.31	
Diagnostic test of engine re engine turbo failure	14,204.30	<u>29,063.33</u>
Total		<u>35,751.33</u>

ORDINARY MEETING

Meeting Date: 11 May 2010

2007/2008

Description	Amount \$	Total \$
Wages/On costs/Internal plant on-costs		
Normal Hours/Overtime Payments	5,113.41	
Plant on-cost	220.76	5,334.17
Supplies/Materials		
Internal Requisition - Ply 17mm x 2400	468.00	
Internal Requisition - Concrete Mix 20kg	67.98	
Internal Requisition - Cut-off Metal Wheel	18.60	
Co-generation signs - Corflute 1800x1200	26.88	
Co-generation signs - PR/Application Tape	4.49	
Co-generation signs - White MPI2	14.50	
Internal Requisition - Earplugs - Disposable	29.63	
PVC couplings, glue.	24.97	
Hole saw, masking tape, foam	74.65	
Sikaflex, gun ,foam.	176.00	
Knee pads, knife.	82.82	
Screws	5.32	
Screws	10.80	
Tek screws	11.41	
Timber, screws, nails	334.81	
Eye bolts, bolts.	27.51	
Eye bolts, dyna bolts	7.45	
Turps, discs, cold gal	37.64	
Masonry anchors	5.42	
Tank	290.91	
Framing gun hire	89.09	
Plinth Formwork	70.00	
Generator Concrete Covers	680.00	
Generator Concrete Covers	2,080.00	
Veolia Water So Inhibitor	259.48	
August Waste Disposal Fees	9.09	
Diesel fuel for Hydrant pump	64.00	
Insulation tape	16.59	
Brochure Holder A4 Outdoor Holder	120.00	
Heads & sensors	720.00	
Service + Oil Change	<u>1,368.44</u>	7,196.48
Maintenance		
14 Plate Heat Exchanger	2,512.00	
Electrical Disconnect & Reconnect Generator	1,835.00	
Electrical Disconnect & Reconnect Generator	123.00	
Regular Air-conditioning maintenance for 3 months (x4)	2,400.00	
Disconnect & reconnect pipes	2,850.00	
Install additional heat exchanger	2,929.00	
Chiller Serving the Library Controls upgrade	2,500.00	
Regular 1/4ly services to TNAR boiler (x4)	1,420.00	
Investigate & repair fault to Co-Gen	1,600.00	
Inspect & service 2x submersible pumps	100.00	

ORDINARY MEETING

Meeting Date: 11 May 2010

Description	Amount \$	Total \$
Generator repairs	79,870.52	
Engine reconditioning	3,186.57	
Engine reconditioning	1,413.43	
Re-position Lights in Cogen Plant Room	226.24	
Inspect & Repair Hot water process water pump	689.09	
Computer monitor	235.45	
Annual Inspection & Service of Hot Water Boiler	375.00	
Installed relays to Data Logger	540.00	
Investigate fault with Cogen circuit breaker	445.00	
Air-conditioning repairs & maintenance – Faulty flow switch	563.00	
Engineers report	85.90	
Service - Co-generation plant	2,008.43	
Plumbing maintenance – Backflow test	95.00	
Disconnect and reconnect generator	1,958.00	
Repairs/maintenance Powerpax chiller	433.00	
Annual service to TNAR 930 Boiler	400.00	
Replace faulty electricity meters	7,568.00	
Generator repairs-Deerubbin Centre Credit taken	-4,970.35	113,391.28
Total		125,921.93

2008/2009

Description	Amount \$	Total \$
Wages/On costs/Internal plant on-costs		
Normal Hours/Overtime Payments	6,133.36	
Plant on-cost	<u>271.20</u>	6,404.56
Supplies/Materials		
Replace start batteries on Cat 3412	710.00	
GRIDX Power Pty Desktop Feasibility Fees- Tri Generation Project	16,000.00	
Checked charger for Co-gen-Deerubbin	390.00	
Service materials	20.00	
Mop & Bucket, sand, cement.	30.85	
Tyco Flow Contr Replacement Positioner Inc freight	2,675.50	
Computer Accessories	43.59	
Engine Gasket Ren Regulator - Co-gen	24.28	
Parts for co-gen	155.87	
Cable ties	13.78	
PSS Distributor XCELL Line Interactive UPS	1,287.00	
Supply-Mobil Pegasus Oil	<u>2,342.88</u>	23,693.75
Maintenance		
Repair water pumps HWP2 & CHWP1	1,730.00	
Engineers report – Co-monitoring System	85.90	
Water Tower Service Monthly Service (x12)	7,418.52	
Repair Oil leaks & Test Coolant	1,285.43	
Inspect & service submersible pit pumps	100.00	
Generator service works, repairs & testing	2,914.00	

ORDINARY MEETING**Meeting Date:** 11 May 2010

Description	Amount \$	Total \$
Repair leaking pipe in plant room	120.00	
Air-conditioning maintenance 1/4ly (x4)	2,865.00	
Diagnose & repair failed after cooler pump & parts (x2)	4,659.32	
Inspection & maintenance of absorption chiller	480.00	
Reset generator CB and test on load	277.50	
Regular 1/4ly services to TNAR boiler (x3)	1,080.00	
Repair after cooler pump	105.00	
Find fault on Co-gen plant – CB not closing	275.00	
Install alternate elect feed & time light	7,244.44	
Engineers Report Deerubbin Carpark	85.90	
Maintenance & repairs -Cat engine failed spark plugs	1,394.84	
Co- Gen Compressor – ½ yearly service	1,248.59	
Repairs to Generator engine fault	770.00	
Generator service	2,088.43	
Service to Thermax Chiller	245.00	
Engineers Report Co-monitoring System	85.90	
Repairs to Heat pump	1,390.00	
Repairs to front structure cover oil leaks	230.77	
Service to compressors & breakdown of compressor (x2)	3,735.29	
Repairs to noisy pump	1,662.50	
Change over load switch board	2,617.40	
Check Co-generation plant for hot spots	817.58	
Refund of duplicate payment	-24.28	
Co-generation Chiller maintenance	350.00	
Electrical service – Fault on generator	277.50	
Replace Exhaust Fan	<u>130.00</u>	<u>47,745.53</u>
Total		<u>77,843.84</u>

ORDINARY MEETING

Meeting Date: 11 May 2010

2009/2010

Description	Amount \$	Total \$
Wages/On costs/Internal plant on-costs		
Normal Hours/Overtime Payments	4,094.29	
Plant on-cost	<u>42.00</u>	4,136.29
Supplies/Materials		
Internal Requisition - Earplugs - Disposable	33.84	
Mobile dispensing Store-Safe	1,005.00	
Loctite 50ml Gasket	31.82	
O'ring casing and seal	124.00	
Mechanical seal	64.00	
Mechanical seal - Generator	911.50	
Coolant	225.05	
Refurbish Ezi-Cal positioner	235.00	
Correct allocate Rec# 185880 Refund of overpayment	<u>-1,867.64</u>	762.57
Maintenance		
Repair and Labour – Tap assembly	101.97	
Annual Service to Boiler	400.00	
Install Exhaust Fan On A/C	961.00	
Maintenance – Air-conditioning – July, Aug & Sep.	641.00	
Diagnose & repair overheat on Cat engine	1,667.19	
Repair Hot Water Pump & parts	975.00	
Regular 1/4ly services to TNAR boiler (x2)	720.00	
Inspection & test – Submersible pumps	120.00	
Water Tower Service Monthly Service (x6)	3,709.26	
Compressor repairs	869.12	
Service to generator	2,791.96	
Remove, replace & repair exhaust manifold	14,532.49	
Annual tube clean & service to absorption chiller	2,670.00	
Air-conditioning maintenance Oct-Dec 09	1,015.00	
Diagnose and replace failed starter motor	1,559.36	
Cooling system maintenance, oil & filter change	1,135.88	
Repair oil leaks – Cracked rocker box	125.00	
Repair lights	79.00	
Service to compressor	1,531.25	
Remove damaged diode & replace faulty heat shrink assembly	2,312.28	
Service call to repair compressor	567.50	
Electrical repair	232.00	
750 hour service to generator	2,336.61	
Energy metering works (hot & cold water)	<u>58,730.00</u>	99,782.87
Totals		<u>104,681.73</u>

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 3 Co-Generation Plant – Maintenance Costs – Buildings.

Note: Where a number of invoices/costings are for a similar matter, i.e. regular maintenance by a contractor, they have been combined for the purposes of the following information

2005/2006

Description	Amount \$	Total \$
Wages/On costs/Internal plant on-costs		
Normal Hours/Overtime Payments	1,019.16	
Plant on-cost	<u>46.32</u>	1,065.48
Supplies/Materials		
Purchase of software- PC Anywhere 11.5 7 licences (x2)	1,011.85	
Internal Requisition – Masking tape, turps & plastic (x3)	8.17	
900kg Ute crane	177.27	
500kgx6m chain block	181.82	
Alum angle 25x25x3 (x2)	26.65	
Screws/white wrap 42x18x3.6m	54.59	
Washers	5.18	
Melamine shelving for workstation	130.00	
Drillbit/screws/cable duct	18.50	
Bracket stay	29.73	
Drill 8x160mm	22.45	
2x drills(hammer)	28.18	
Screws/castors/plugs	<u>60.13</u>	1,754.50
Maintenance		
Plumbing works around access hole – Gutter & drain	<u>1,850.00</u>	1,850.00
Totals		<u>4,669.98</u>

2006/2007

Description	Amount \$	Total \$
Wages/On costs/Internal plant on-costs		
Normal Hours/Overtime Payments	493.48	
Plant on-cost	<u>11.20</u>	504.68
Supplies/Materials		
Calibration bottle	100.00	
Tape & ties	<u>20.36</u>	120.36
Maintenance		
Metering (x2)	974.23	
Electrical services	1,094.00	
Install conduit-cabling on ceiling Plant Room	1,692.99	
Repair starter contactor for water pump	2,420.34	
Powerpoint-Connect UPS	476.84	
Hire Riggers & equipment, craneage	5,150.00	
Repair door cylinder	<u>60.00</u>	11,868.40
Totals		<u>12,493.44</u>

ORDINARY MEETING

Meeting Date: 11 May 2010

2007/2008

Description	Amount \$	Total \$
Wages/On costs/Internal plant on-costs		
Normal Hours/Overtime Payments	1,862.97	
Plant on-cost	<u>129.48</u>	1,992.45
Supplies/Materials		
Flat steel, 150 mm	37.58	
Prepwash	16.68	
Ramset adhesive & bolts	79.73	
SDS drill	22.09	
Patching cement	85.45	
Steel shims, scribe clamp	21.21	
Exhaust plates	77.27	
2 alarms	180.00	
Sensors & parts (x2)	520.60	
Lock & remaster cylinder	<u>90.00</u>	1,130.61
Maintenance		
Crane Hire	510.00	
Riggers & Equipment, craneage, transport (x2)	4,825.00	
Investigate for presence of coolant	5,295.41	
Structural engineering site inspection report	<u>640.00</u>	11,270.41
Totals		<u>14,393.47</u>

2008/2009

Description	Amount \$	Total \$
Wages/On costs/Internal plant on-costs		
Normal Hours/Overtime Payments	58.25	
Plant on-cost	<u>24.00</u>	82.25
Maintenance		
Thermal Image & check switchboards	<u>165.00</u>	165.00
Totals		<u>247.25</u>

2009/2010

Description	Amount \$	Total \$
Wages/On costs/Internal plant on-costs		
Normal Hours/Overtime Payments	121.14	
Plant on-cost	<u>110.64</u>	231.78
Supplies/Materials		
Lock & services call	80.00	
Compressed air dryer	<u>109.50</u>	189.50
Maintenance		
Relocate fluorescent light	<u>217.00</u>	217.00
Totals		<u>638.28</u>

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 4 Details of cost for repairs to the generator and costs to isolate the generator from the cooling towers (Install Heat Exchanger).

Description	Amount \$	Total \$
<u>Generator Repairs</u>		
Crane hire, cartage to Westrac and removal of generator to under equipment hatch		5,150.00
Disconnection of genset and reconnection,		
* Diagnostic Test Engine prior to removal	14,204.30	
* Disconnect & Reconnect Generator - Electrical	1,958.00	
* Disconnect & reconnect pipes - Plumbing	2,850.00	
* Check and adjust generator after install	1,600.00	
* Westrac Equipment - Generator repairs	<u>84,470.47</u>	105,082.77
Signs for removal and replacement		45.87
Staff time preparation for removal and replacement including temporary cover of equipment hatch during preparation of joints for resealing, supervision & OH&S.		6,307.50
Total cost repairs to Generator Motor		\$115,728.64
<u>Design and installation of heat exchanger</u>		
Wages/On costs/Internal plant on-costs		
* Normal Hours/Overtime Payments	3,044.89	
* Plant on-cost	<u>260.20</u>	3,305.09
Supplies/Materials		540.04
Works		
* Install pump at cooling tower	1,050.45	
* Pressure Vessel inspections - Various	183.31	
* AH14-IG-14 Plate Heat Exchanger	2,512.00	
* Plinth Formwork Heat exchanger	70.00	
* Preparation and sealing of concrete covers	2,760.00	
* Install heat exchange	2,929.00	
* Re-Position Lights Plant Room	226.24	
* Header tank for after cooler	290.91	
* Temporary hatch cover	<u>468.00</u>	10,489.91
Supervision, design & OH&S		5,550.00
Total cost for Heat Exchanger		<u>19,885.04</u>

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 11 May 2010

CITY PLANNING

Item: 84 **CP - Development Application - 10 Bed Extension to Existing Nursing Home - Lot 100 DP793048 and Lot 5 DP596107, 116 March Street, Richmond - (DA0781/09, 91720, 3996, 95498)**

Development Information

File Number: DA0781/09
Property Address: 116 March Street, RICHMOND NSW 2753
Applicant: Paynter Dixon
Owner: Richmond Club Limited
Proposal Details: Ten bed extension to existing nursing home
Estimated Cost: \$1,388,000
Zone: 5 (a) Special Uses
Advertising: 18/01/2010 - 1/02/2010
Date Received: 21/12/2009

Key Issues:

- ◆ Number of parking spaces available
- ◆ Impacts on the locality in terms of traffic access and visitor parking
- ◆ Landscaping

Recommendation: Conditional approval

REPORT:

Introduction

The application seeks approval for a 10 bed extension to the existing Richmond Community Nursing Home at Lot 100 in DP793048 and Lot 5 in DP596107 No. 116 March Street Richmond.

The proposed extension will result in a total of 96 approved beds for the Richmond Community Nursing Home.

This application is being reported to Council for the determination of the use of Council owned land for car parking at Lot 101 DP793048, Lot 2 DP 575929, Lot 6 DP560899, Lot 4 DP561147 and Lot 2 DP560898 at No.114, 110, 110A, 110B and 110C March Street Richmond.

Description of Proposal

The extension will be of single storey construction, total 371m² in area and consist of five new rooms each containing two beds and an ensuite. A lounge room, dining room, courtyard and a utility room will also be constructed as a result of the proposed additions.

The proposal will result in the loss of three parking spaces and a portion of an existing driveway located on the subject site.

The proposed additions will use similar colours and materials to match the existing building on site.

The following documents support the subject application:

- A Statement of Environmental Effects prepared by Mike George Planning Pty Ltd dated December 2009;

ORDINARY MEETING

Meeting Date: 11 May 2010

- Building Code of Australia compliance assessment report prepared by Trevor R Howse & Associates Pty Ltd; and,
- A Parking Impact Assessment report prepared by Thompson Stanbury Pty Ltd

History

Previous Applications that apply to the land include:

- DA127/89 Construction for a 65 bed nursing home; and
- DA0098/96 Construction of additional building for the use as therapy room & stores to existing nursing home
- DA0476/07 – 12 bed extension to Richmond Community Nursing Home

Issues Relevant to the Decision

- Number of parking spaces available
- Impacts on the locality in terms of traffic access and visitor parking
- Landscaping

Council Policies, Procedures and Codes to Which the Matter Relates

State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004
Hawkesbury Local Environmental Plan 1989
Sydney Regional Environmental Plan No 20 – Hawkesbury Nepean River
Hawkesbury Development Control Plan (HDCP) 2002
Hawkesbury Section 94A Development Contributions Plan 2006

Matters for Consideration under Section 79C of the Environmental Planning and Assessment Act 1979

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

- a. **The provisions of any:**
- i.
 - ii. **Environmental Planning Instrument:**

State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004

The application has been submitted pursuant to the provisions of State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004.

If this Policy is inconsistent with any other environmental planning instrument (including HLEP 1989), made before or after this Policy, this Policy prevails to the extent of the inconsistency.

This policy aims to encourage the provision of housing that will:

- Increase the supply and diversity of housing that meets the needs of seniors or people with a disability; and
- Make efficient use of existing infrastructure and services; and
- Be of good design.

ORDINARY MEETING

Meeting Date: 11 May 2010

The Policy seeks to achieve these aims by:

- Setting aside local planning controls that would prevent the development of such housing where it meets the development criteria and standards specified in the Policy.
- Setting out design principles to be followed to achieve a built form that responds to the characteristics of its site and form.
- Ensuring that applicants provide support services for development on land adjoining land zoned primarily for urban purposes.

Comment: The proposal fits the overall aims of this policy as the proposal seeks to use land for the purposes that would otherwise be prohibited under local planning controls (i.e. HLEP 1989), increase the supply of seniors housing within an urban area and the proposed extensions will allow for the use of the existing services and infrastructure available on the subject site.

The extension of the existing nursing home proposed by this application is best defined as a '*residential care facility*'. The definitions within this policy relevant to this proposal are:

- '*residential care facility*', being:

residential accommodation for seniors or people with a disability that includes:

- (a) *meals and cleaning services, and*
- (b) *personal care or nursing care, or both, and*
- (c) *appropriate staffing, furniture, furnishings and equipment for the provision of that accommodation and care,*

not being a dwelling, hostel, hospital or psychiatric facility: and,

- '*Seniors housing*' being defined as:

residential accommodation that is, or is intended to be, used permanently for seniors or people with a disability consisting of:

- (a) *a residential care facility, or*
- (b) *a hostel, or*
- (c) *a group of self-contained dwellings, or*
- (d) *a combination of these, but does not include a hospital: and,*

This proposal's compliance with the various relevant controls within SEPP (Housing for Seniors or People with a Disability) 2004 have been summarised in the following tables:

General Controls

<i>Provision</i>	<i>Requirements</i>	<i>Comment</i>	<i>Complies</i>
Clause 15 What Chapter does	This chapter allows for seniors housing development on land zoned primarily for urban purposes for the purpose of any form of seniors housing.	The subject site is zoned 5(a) Special uses being identified as retirement village and community purposes on the HLEP 1989 map. The objectives of this zone under HLEP 1989 allow for the continued identified use of premises within the 5a zonings. Given that the existing property is currently occupied by an existing nursing home and used for the residential accommodation for the aged it is considered that the land is zoned primarily for urban purposes.	Yes

ORDINARY MEETING

Meeting Date: 11 May 2010

<i>Provision</i>	<i>Requirements</i>	<i>Comment</i>	<i>Complies</i>
<p>Clause 16</p> <p>Development consent required</p>	<p>Development may be carried out only with the consent of the relevant authority unless another environmental planning instrument allows that development without consent.</p>	<p>Consent is required. Council is the relevant authority.</p>	<p>Yes</p>
<p>Clause 18</p> <p>Restrictions on occupation of seniors housing allowed under this Chapter</p>	<p>Development allowed by this Chapter may be carried out for the accommodation of the following only:</p> <ul style="list-style-type: none"> (a) seniors or people who have a disability, (b) people who live within the same household with seniors or people who have a disability, (c) staff employed to assist in the administration of and provision of services to housing provided under this Policy. <p>Clause 18 also requires that any consent granted to this application must include conditions which restrict occupation of the buildings, including registration of 'Restriction as to User' against the title of the property, in accordance with section 88E of the Conveyancing Act 1919.</p>	<p>Suitable conditions recommending that the development comply with Clause 18 have been included as part of the recommended conditions of consent in this report.</p>	<p>Yes</p>

Site Related Requirements

<i>Provision</i>	<i>Requirements</i>	<i>Comment</i>	<i>Complies</i>
<p>Clause 26</p> <p>Location and access to facilities</p>	<p>Consent is not be granted unless Council is satisfied, by written evidence, that residents of the proposal will have access to shops, banks, retail, community, recreation, medical and commercial services that residents may reasonably require.</p> <p>Access to these services is to comply with nominated criteria.</p>	<p>Satisfactory written evidence is provided in the statement of environmental effects lodged with the application. Access to these services complies with the nominated criteria.</p>	<p>Yes</p>
<p>Clause 28</p> <p>Water and sewer</p>	<p>A consent authority must not consent to a development application made pursuant to this Chapter unless the consent authority is satisfied, by written evidence, that the housing will be connected to a reticulated water system and have adequate facilities for the removal or disposal of sewage.</p>	<p>The existing site has access to reticulated water and sewer.</p> <p>Suitable conditions requiring the applicant to obtain the necessary certificates to demonstrate that these services are available to the site for the proposed extensions have been included as part of the recommended consent.</p>	<p>Yes</p>

ORDINARY MEETING

Meeting Date: 11 May 2010

<i>Provision</i>	<i>Requirements</i>	<i>Comment</i>	<i>Complies</i>
29 Consent authority to consider certain site compatibility criteria for development applications to which clause 24 does not apply	<p>This clause requires a consent authority, in determining a development application to which this clause applies, to take into consideration the criteria referred to in clause 25 (5) (b) (i), (iii) and (v), which are as follows:</p> <p>(i) the natural environment (including known significant environmental values, resources or hazards) and the existing uses and approved uses of land in the vicinity of the proposed development,</p> <p>(iii) the services and infrastructure that are or will be available to meet the demands arising from the proposed development (particularly, retail, community, medical and transport services having regard to the location and access requirements set out in clause 26) and any proposed financial arrangements for infrastructure provision,</p> <p>(V) without limiting any other criteria, the impact that the bulk, scale, built form and character of the proposed development is likely to have on the existing uses, approved uses and future uses of land in the vicinity of the development,</p>	<p>This clause applies as a site compatibility certificate is not required to be provided under clause 24 (1).</p> <p>The development is consistent with 25 (5) (b) (i), (iii) and (v), as the development:</p> <ul style="list-style-type: none"> - will not have an impact on the natural environment, - will unlikely result in the need for the extensions of services or infrastructure within Richmond, and - will fit within the built form and character of the locality. 	Yes

Design requirements - General

<i>Provision</i>	<i>Requirements</i>	<i>Comment</i>	<i>Complies</i>
Clause 30 Site analysis	Consent must not be granted unless Council is satisfied that the applicant has prepared and taken into account a site analysis in accordance with this clause.	<p>The applicant has stated that a detailed site analysis is not required given the minor infill nature of the development and that the information provided in the report and on the drawings should be sufficient.</p> <p>A review of the plans and documents submitted has revealed that the applicant has adequately taken into account what would be required to be addressed under the site analysis component of this clause.</p>	Yes
Clause 32 Design of residential development	Consent must not be granted unless Council is satisfied the proposal demonstrates that adequate regard has been given to the principles set out in Division 2.	See assessment of clauses 33 to 39 below.	Yes

ORDINARY MEETING

Meeting Date: 11 May 2010

Design requirements - Design principles

Provision	Requirements	Comment	Complies
Clause 33 Neighbourhood amenity and streetscape	<p>The proposed development should:</p> <ul style="list-style-type: none"> a) recognise the desirable elements of the location's current or future character so that new buildings contribute to the quality and identity of the area, and b) retain, complement and sensitively harmonise with any heritage conservation areas in the vicinity and any relevant heritage items that are identified in a local environmental plan, and c) maintain reasonable neighbourhood amenity and appropriate residential character d) be designed so that the front building of the development is set back in sympathy with, but not necessarily the same as, the existing building line, and e) embody planting that is in sympathy with, but not necessarily the same as, other planting in the streetscape, and f) retain, wherever reasonable, major existing trees, and g) be designed so that no building is constructed in a riparian zone. 	<p>All new construction has been designed to match with the existing building and is considered appropriate.</p> <p>The proposal is not within a heritage conservation area and it is expected that the proposed extensions will not have a negative impact on any heritage items within the locality.</p> <p>Yes</p> <p>Yes</p> <p>N/A</p> <p>No trees proposed to be removed.</p> <p>Yes</p>	Yes
Clause 34 Visual and acoustic privacy	<p>The proposed development should consider the visual and acoustic privacy of neighbours in the vicinity and residents by:</p> <ul style="list-style-type: none"> a) appropriate site planning, the location and design of windows and balconies, the use of screening devices and landscaping, and b) ensuring acceptable noise levels in bedrooms by locating them away from driveways, parking areas and paths 	<p>Windows located a suitable distance from neighbouring properties, driveways, parking areas and pathways</p>	Yes
Clause 35 Solar access and design for climate	<p>The proposed development should:</p> <ul style="list-style-type: none"> a) ensure adequate daylight to the main living areas of neighbours in the vicinity and residents and adequate sunlight to substantial areas of private open space, and b) involve site planning, dwelling design and landscaping that reduces energy use and makes the best practicable use of natural ventilation solar heating and lighting by locating the windows of 		Yes

ORDINARY MEETING

Meeting Date: 11 May 2010

<i>Provision</i>	<i>Requirements</i>	<i>Comment</i>	<i>Complies</i>
	living and dining areas in a northerly direction		
Clause 36 Stormwater	The proposed development should: a) control and minimise the disturbance and impacts of stormwater runoff on adjoining properties and receiving waters b) include, where practical, on-site stormwater detention or re-use for second quality water uses.	The proposal will not result in the increase of any hardstand surfaces. Conditions recommending the extensions to be suitably connected to the existing stormwater system have been included as part of the recommended conditions of consent.	Yes
Clause 37 Crime Prevention	The proposed development should provide personal property for residents and visitors and encourage crime prevention.	Proposed extension is not expected to compromise site security as it will be connected to existing nursing home.	Yes
Clause 38 Accessibility	The proposed development should: <ul style="list-style-type: none"> • have obvious and safe pedestrian links, and • safe & convenient access to parking for residents and visitors. 	Proposal will not have an impact on existing site access to transport services, carparking areas or local facilities.	Yes
Clause 39 Waste Management	The proposed development should be provided with waste facilities to maximise recycling	Existing waste facility suitable	Yes

Development Standards - General

<i>Provision</i>	<i>Requirements</i>	<i>Comment</i>	<i>Complies</i>
Clause 40 Development standards—minimum sizes and building height	- Site size must be at least 1,000m ² .	Approx 5331m ² provided.	Yes
	- Site frontage must be at least 20m measured at the building line.	N/A Internal allotment	Yes
	- Height of all buildings must be 8m or less; and	5.4m building height proposed	Yes
	- Buildings adjacent to a boundary of the site must be not more than 2 storey's in height; and	One storey construction proposed	Yes
	- A building located in the rear 25% area of the site must not exceed 1 storey in height.	One storey construction proposed	Yes

ORDINARY MEETING**Meeting Date:** 11 May 2010**Development standards that cannot be used as grounds to refuse consent - Residential care facilities**

<i>Provision</i>	<i>Requirements</i>	<i>Comment</i>	<i>Complies</i>
Clause 48 Standards that cannot be used to refuse development consent for residential care facilities	<p>Council must not refuse consent to development for a residential care facility on any of the following grounds:</p> <p>a) building height: if all proposed buildings are 8 metres or less in height (and regardless of any other standard specified by another environmental planning instrument limiting development to 2 storeys), or</p> <p>b) density and scale: if the density and scale of the buildings when expressed as a floor space ratio is 1:1 or less,</p> <p>c) landscaped area: if a minimum of 25 square metres of landscaped area per residential care facility bed is provided,</p> <p>d) parking for residents and visitors: if at least the following is provided:</p> <p>(i) 1 parking space for each 10 beds in the residential care facility and</p> <p>(ii) 1 parking space for each 2 employees on site at any one time</p> <p>(iii) 1 ambulance parking space.</p>	<p>Single storey development</p> <p>Complies</p> <p>Not provided, see comments in report below</p> <p>Not provided, see comments in report below</p>	Yes

Parking

The applicant advises that the proposal is unable to provide all of the required parking onsite in accordance with Clause 48 of the SEPP (Housing for Seniors or People with a Disability) 2004 which requires:

- 1 parking space for each 10 beds in the residential care facility and
- 1 parking space for each 2 employees on site at any one time, and
- 1 ambulance parking space.

Parking for an ambulance is currently available via the loading dock of the existing nursing home and the applicant has indicated no additional employees will be required to be hired to service the existing facility.

Applying the above calculation the proposed additions to the residential care facility will only generate an additional car parking requirement of 1 space under the policy. However, three spaces will be lost by the expansion of the building footprint. Given that the existing nursing home is required to provide 24 spaces the proposed additions will result in a total 25 spaces to be provided for the nursing home.

ORDINARY MEETING

Meeting Date: 11 May 2010

The application proposes five onsite parking spaces with the remaining 20 spaces to be accommodated within the adjoining Council owned car park.

If support is given by Council for the use of 20 parking spaces within the Council owned car park then the development would be able to comply with the requirements as set out by the SEPP (Housing for Seniors or People with a Disability) 2004.

Matters regarding the use of the Council owned car park are discussed under the Access, Transport and Traffic section of this report.

Landscaping

The Statement of Environmental Effects submitted with the application has stated that the non compliance with Clause 48 is justifiable in the circumstances because;

- high care nursing home beds do not generate demand for landscaped space at the same rate as low care beds,
- adequate space is provided around the proposal to satisfy the needs for a landscaped setting and outdoor space for seats and similar use,
- the nature of the use involves greater emphasis on secure indoor recreation spaces, rather than outdoor space, compared to a use with more active residents,
- the proposal has the effect of providing additional enclosed internal courtyard spaces that meet requirements, particularly for security.

The SEPP (Housing for Seniors or People with a Disability) 2004 does not specify landscaping requirements for high care nursing home beds. The proposed development will not involve the reduction of any existing landscaped areas as the extensions will be constructed on existing hardstand areas.

Given that the nursing home is existing, the proposal will not result in the loss of landscaping and as the development will add a new courtyard for the residents it is considered that non compliance with this clause is reasonable.

Sydney Regional Environmental Plan No. 20 - Hawkesbury-Nepean River

The subject land falls within the boundary of SREP 20. This Policy aims "to protect the environment of the Hawkesbury-Nepean River system by ensuring that the impacts of future land uses are considered in a regional context." SREP 20 requires Council to assess development applications with regard to the general and specific considerations, policies and strategies set out in the Policy.

The application is for alterations and additions to an existing facility. It is considered that the proposed development will not significantly impact on the environment of the Hawkesbury-Nepean River, either in a local or regional context and that the development is not inconsistent with the general or specific aims, planning considerations, planning policies, recommended strategies and development controls.

Hawkesbury Local Environmental Plan 1989 (HLEP 1989)

Clause 2 - Aims, objectives etc,

The aims and objectives of this plan are to:

- Provide the mechanism for the management, orderly and economic development and conservation of land within the City of Hawkesbury,*
- Provide appropriate land in area, location and quality for living, working and recreational activities and agricultural production,*
- Protect attractive landscapes and preserve places of natural beauty, including wetlands and waterways,*

ORDINARY MEETING

Meeting Date: 11 May 2010

- (d) *Conserve and enhance buildings, structures and sites of recognised significance which are part of the heritage of the City of Hawkesbury for future generations, and*
- (e) *Provide opportunities for the provision of secure, appropriate and affordable housing in a variety of types and tenures for all income groups within the City*

Hawkesbury Local Environmental Plan 1989 does not provide a specific definition for a Nursing Home and it is therefore a prohibited form of development under this plan. An assessment against the aims and objectives listed above are not relevant in this instance given that the provisions of the SEPP (Housing for Seniors or People with a Disability) 2004 prevail and enable the development application to be considered.

Clauses 8 and 9 - Zones and Permissibility

The subject property is zoned 5(a) (Special uses "a") under Hawkesbury Local Environmental Plan 1989. As detailed above HLEP 1989 prohibits this proposal. However, the development is able to be considered under SEPP (Housing for Seniors or People with a Disability) 2004.

Clause 9A – Zone objectives

HLEP 1989 map identifies the 5(a) Special uses on the subject property as retirement village and community purposes. The objectives of this zone are:

- (a) *to recognise existing public and private land uses and to enable their continued operation, growth and expansion to accommodate associated, ancillary or otherwise related uses;*
- (b) *to set aside certain lands (being lands that the Council or public authority proposes to acquire) for a variety of purposes, as indicated on the map, for which development is to be carried out by the Council or public authority; and*
- (c) *to restrict development on land which will be required for future community facilities.*

Comment: The development will allow for the expansion of this facility to benefit the community. It is therefore considered that the proposal complies with the objectives of the zone.

Clause 18 – Provision of water, sewerage etc. services

There are existing services connected to the site. The proposal is not expected to create an increase on demands for sewer, water or electricity.

Clause 22 – Development fronting a main or arterial road

The proposed additions are consistent with the principles highlighted under subclause (1) as the additions have been designed to match with the existing building, will not be visible from the March Street frontage, are located a safe distance from the road and is not expected to result in the generation of any significant additional traffic.

Subclause (2) and (3) do not apply to the proposal as the property is in an urban area and access to the subject site will remain unchanged as a result of the proposal.

Clause 25 - Development on flood liable land

The site is situated above the predicted 1-in-100 year flood level.

Clause 27 - Heritage items

The site does not contain any items listed as a heritage item as described in Schedule 1 of HLEP 1989 nor is the land the subject of an Interim Heritage Order.

Clause 28 - Development in the vicinity of heritage items

The subject land is located within the vicinity number 118 & 120 March Street Richmond, which are identified under HLEP 1989 as heritage item Number 66 and 67 respectively. The heritage items are located towards the Northeast portion of the site.

Councils Heritage Advisor has reviewed the proposal and concluded that the proposed development would not cause any adverse impact on heritage values of neighbouring items.

Furthermore it is considered that the additions proposed have been designed to fit within the existing built form character of the site.

Clause 37 - Land Affected by Aircraft Noise

Council must not grant consent to the carrying out of development on this land unless it has taken into consideration the requirements of AS2021.

The land is partially affected by the 20-25 Australian Noise Exposure Forecast (ANEF) contours. The proposed additions are within a portion of the site that has been identified as being affected by the 20-25 ANEF contours.

Nursing homes have been identified under AS2021 as development that is considered conditionally acceptable within land affected by the 20-25 ANEF noise contours. Suitable conditions requiring compliance with AS2021 have been included as part of the recommended conditions of consent.

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

The subject site is situated on Class 5 Land as identified on Council's Acid Sulfate Soils Planning Map. It is noted that the area of the site subject to the proposal is situated approximately 490 metres from adjoining Class 4 Land. Given the nature of proposed works it is considered that the proposal will not result in the lowering of the water table below 1 metre on the adjacent Class 4 Land.

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

DRAFT Hawkesbury Local Environmental Plan 2009 applies to the subject land.

This draft plan was publicly exhibited between 5 February 2010 and 12 April 2010. Under this Plan the subject land is proposed to be zoned R2 Low Density Residential. DRAFT Hawkesbury Local Environmental Plan 2009 will introduce the definition of "*residential care facility*" which would best describe the proposed development.

This draft plan has not identified '*residential care facilities*' as permitted forms of development within the R2 Low Density Residential zone, however it is noted that should this draft plan be adopted SEPP (Housing for Seniors or People with a Disability) 2004 will prevail over any inconsistencies between these policies and enable Council to consider this proposal.

iv. Development Control Plan applying to the land:

Hawkesbury Development Control Plan 2002

Part A Chapter 2 - General Information Chapter

The subject application provides adequate information for the assessment of the proposal and therefore is consistent with the requirements of this Chapter.

Part A Chapter 3 - Notification Chapter

The adjoining neighbours were notified and a site sign was provided as per the requirements of this chapter. No submissions were received in respect to the proposed development.

Part C Chapter 1 - Landscaping Chapter

Landscaping has been discussed in the report above under the assessment of SEPP (Housing for Seniors or People with a Disability) 2004. It is considered that the proposal is generally consistent with the overall objectives of the chapter as the development will not involve the reduction of existing landscaped areas.

Part C Chapter 2 - Carparking and Access

The on-site car parking requirements contained in the DCP are superseded by controls contained in Seniors Housing Policy. An assessment relating to access and car parking arrangements associated with the proposal are discussed under the Access, Transport and Traffic component of this report.

Part C Chapter 4 - Soil Erosion and Sediment Control Chapter

It is a requirement of this plan that any proposal which will or may involve the disturbance of the existing surface of the earth or placement of fill or changes in the rate and/or volume of run-off entering a watercourse, or flowing over land, shall be subject to the provisions of this chapter. No plan has been submitted with the application. Erosion and sediment control will also be enforced through conditions of consent.

Part D Chapter 1 - Residential development

The DCP is applicable however the design standards and controls contained in SEPP (Housing for Seniors or People with a Disability) 2004 override any similar DCP provisions.

v. 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:

There has been no planning agreement or draft planning agreement entered into under Section 93F of the Environmental planning and Assessment Act, 1979.

vi. Matters prescribed by the Regulations:

Conditions of consent have been imposed requiring the development to comply with the Building Code of Australia.

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:

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

Context and setting

It is considered that the proposed development will not unreasonably impact on adjoining properties in terms of overshadowing, loss of visual or acoustic privacy, or loss of views and vistas.

It is considered that the bulk and scale of the proposed works are generally consistent with the scenic quality of the surrounding area and would not result in a change to the local context and setting.

Access, Transport and Traffic

The subject site is landlocked with access to March Street via a Right of Way over Lot 101 DP793048. It is considered that this access is suitable for the proposed development as it is unlikely that the proposed additions will result in significant traffic generation along March Street.

Offsite parking

As a result of the proposed extension 25 parking spaces will be required. The application provides for five on site parking spaces with the remaining 20 spaces are proposed to be accommodated off site within the adjacent Council owned carpark.

Richmond Community Nursing home has been using the carparking spaces located on 114 March Street for car parking for several years as approved under DA0127/89. Subsequently DA0476/07 required that the use of parking spaces on Council owned land be formalised legally. It should be noted that the use of the Council owned carpark has not yet been legally formalised.

ORDINARY MEETING**Meeting Date:** 11 May 2010

Given that the proposal will increase the car parking demand of the existing Council owned carpark it is considered appropriate that the number of parking spaces to be dedicated to the nursing home be established prior to the determination of this application.

The site plan submitted with the application identifies a total of 55 parking spaces located on Council owned land, consisting of 34 spaces at the front of the site near the existing Senior Citizens Centre and 24 spaces to the rear of the site towards the existing Pre-School. (See attachment 3).

A search of Council records has revealed that the parking areas identified on Council owned land have not been specifically allocated to either the existing seniors citizens centre, Pre-School or nursing home which all rely on the use of Council owned land for parking.

In determining the number of available parking spaces required for the above developments Hawkesbury Development Control Plan 2002 sets out standards for parking rates based on type of development.

Development	Hawkesbury Development Control Plan 2002 Parking rate	Generated parking requirements	Required Number of spaces to be provided on Council Land
Pre-School	Schools 1 space per each staff plus one space for delivery vehicles and busses, plus 1 space per 5 seats or one space per 7m ² of floor area in assembly hall, whichever is greater.	Approx 25 children with up to 8 employees at one time.	13
Proposed nursing home extension	Addition requires one (1) additional space under SEPP (Housing for Seniors or People with a Disability) 2004, plus the previously required 24 spaces approved under DA0476/07.	5 spaces provided onsite with the reminder to be provided off site.	20
Senior citizens centre	No specific requirement, closest standard may be a reception centre which requires 1 space per 20m ²	Building approx 400m ² in area	20

Total number of spaces generated on Council land	53 spaces
Number of spaces available on Council land	55 Spaces

Based on the figures above it is considered that there is suitable space available within the existing Council owned carpark for both the developments which currently rely on the existing parking spaces and the increased demand of parking as required by the proposed additions to the existing nursing home.

It should also be noted that the applicant has mentioned the further expansion of the nursing home. The Richmond Club has previously approached Council regarding the expansion of the existing nursing home onto the Council owned land currently occupied by the parking spaces behind the senior citizens centre. At the Ordinary Meeting held on 25 November 2008, Council resolved to support the expansion "in principle". It should be noted that if this application is approved any future development may be influenced by the available parking spaces.

ORDINARY MEETING

Meeting Date: 11 May 2010

The suitability of the use of the parking spaces located behind the existing seniors citizen centre has been assessed and it is recommended the upgrade of the car park. A condition recommending the upgrading works has been included as part of the recommended conditions of consent.

Utilities

It is considered that the proposed development will not place unreasonable demands on the provision of services.

Heritage

The site is not a registered heritage item under any local or state registry.

The subject land is located within the vicinity number 118 & 120 March Street Richmond, which are identified as heritage item Numbers 66 and 67 respectively under HLEP 1989. It is also opposite the recently State listed Richmond Park. This development should not affect these heritage items.

Water

Water is supplied to the site.

Soils

Erosion and sedimentation controls will be enforced through conditions of consent

Flora & Fauna

The proposed development is located within an established residential area with domestic gardens. The proposal does not involve the disturbance or removal of native vegetation. The proposed development will have no significant impact on threatened species, populations, ecological communities or their habitats.

Waste

The site is to be kept tidy and maintained to the satisfaction of Council during the construction period.

Natural Hazards

The subject land is not defined as bushfire prone land, and is located above the 1 in 100 year flood level for the locality.

Social Impact in the Locality

It is considered that the proposal will not have any significant social or economic impacts on the locality. The development will provide for the continued use of the existing nursing home and provide additional accommodation and facilities for the elderly.

Site Design and Internal Design

It is considered that the design and layout of the proposal is satisfactory having regard to the immediate area, existing and future level of amenity to adjoining properties.

Construction

Construction is not expected to unreasonably impact upon surrounding neighbours.

Cumulative Impacts

The proposed development is compatible with surrounding land uses and no negative cumulative impact is foreseen.

c. Suitability of the site for development:

The site is considered able to support the proposed development for the following reasons;

- There are no constraints from surrounding landuses that would make this development prohibitive.

ORDINARY MEETING

Meeting Date: 11 May 2010

- The proposed development will not lead to unmanageable transport demands or traffic generation.
- Access to the site is satisfactory for the intended use.
- Adequate services and utilities are available to the site.
- There are no known hazardous landuses/activities nearby.
- Ambient noise levels are suitable for the development.
- The site is not critical to the water cycle of the catchment.
- The development will not impact upon critical habitats and threatened species, populations, ecological communities and habitats.

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

No submissions were received within accordance with the Act or the Regulations in respect to the proposed development.

e. The Public Interest:

Public interest will be served, as the proposed development will be able to provide additional aged care for the community in a location of high amenity and accessibility.

The proposal is consistent with the relevant planning controls affecting the site as identified in the report above and it is therefore considered that the proposal is not contrary to public interest.

Conclusion

Based upon the assessment of the application as described in this report it is considered that the site is suitable to accommodate the proposed development for the following reasons:

- The proposed addition will enable the existing nursing home to provide a continued service to the community.
- The proposal will be able to provide a suitable degree of amenity for future occupants
- The proposal is not expected to adversely impact on adjoining properties.
- The site contains appropriate area free from significant environmental constraint to support the proposed development.
- The site is located within close proximity to the commercial centre of Richmond which is capable of providing adequate support infrastructure to cater for both the existing nursing home and future residents.
- The proposal is consistent with the provisions contained in the State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004.
- Adequate service infrastructure is available to the subject site.
- The built form of the development is capable of being accommodated upon the site without significant adverse impact associated with bulk, scale, overshadowing, privacy, density, visual impact and landscape treatment.

ORDINARY MEETING

Meeting Date: 11 May 2010

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

Hawkesbury Section 94A Development Contributions Plan 2006

The Hawkesbury Section 94A Development Contributions Plan 2006 commenced on 10 May 2006. The Plan applies to all land in the Hawkesbury City Local Government Area with the exception of Pitt Town and applications for development and complying development received by Council prior to 10 May 2006.

The Contribution Plan applies a levy at the rate of 1% of the estimated development cost for this specific development. Accordingly an appropriate condition requiring developer contributions of \$13,880.00 to be paid to Council has been included in the recommendation.

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:

1. Council enter into legal arrangements with the developer in order to formalise the use of 20 parking spaces on Council owned land located on Lot 101 DP793048, Lot 2 DP 575929, Lot 6 DP560899, Lot 4 DP561147 and Lot 2 DP560898 at No.114, 110, 110A, 110B and 110C March Street Richmond; and,
2. Development application DA0781/09 at Lot 100 DP 793048, 116 March Street RICHMOND NSW 2753 for a Ten bed extension to the existing nursing home be approved subject to the following conditions:

General Conditions

1. The development shall take place in accordance with the stamped plans, specifications and accompanying documentation submitted with the application except as modified by these further conditions.
2. No excavation, site works or building works shall be commenced prior to the issue of an appropriate Construction Certificate.
3. The approved use shall not commence until all conditions of this Development Consent have been complied with.
4. The extension shall not be used or occupied prior to the issue of an Occupation Certificate.
5. The development shall comply with the provisions of the Building Code of Australia at all times.
6. Occupation of the accommodation in this development is restricted to those people identified within Clause 18 (1) - Restrictions on occupation of seniors housing allowed under this Chapter of State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004.

ORDINARY MEETING

Meeting Date: 11 May 2010

Prior To Issue Of Construction Certificate

7. Pursuant to section 80A(1) of the Environmental Planning and Assessment Act 1979 and Hawkesbury City Council's Section 94A Development Contributions Plan 2006 (as amended from time to time), a contribution of \$13,880.00 shall be paid to Hawkesbury City Council.

The amount to be paid is to be adjusted at the time of the actual payment, in accordance with the provisions of Hawkesbury City Council's Section 94A Development Contributions Plan 2006 (as amended from time to time).

The contribution is to be paid prior to the issue of the construction certificate and copies of receipts(s) confirming that the contribution has been fully paid are to be provided to the Principal Certifying Authority.

8. A report is to be prepared by an appropriately qualified Acoustic Engineer with the Construction Certificate, certifying that noise levels within the proposed building will not exceed the requirements contained in AS2021-2000 Acoustics - Aircraft Noise Intrusion: Building Siting and Construction having regard to aircraft noise as the site is situated in the 20 - 25 ANEF Contour and satisfy the NSW Environment Protection Authority's guidelines "Environmental Criteria for Road Traffic Noise".

This report is to recommend appropriate materials to be utilized within the building so as to ensure that the acceptable internal noise level criteria are provided.

9. The location of the proposed and existing essential services to the new and existing building shall be provided to the Principle Certifying Authority for assessment and approval.
10. Prior to the issue of the Construction Certificate submission of evidence, to the Principle Certifying Authority, that legal arrangements have been made between Hawkesbury City Council and the owners of 116 March Street, Richmond in respect to the continued use of twenty (20) carparking spaces located on adjoining Council owned Land at Lot 101 DP793048, Lot 2 DP 575929, Lot 6 DP560899, Lot 4 DP561147 and Lot 2 DP560898 at 114, 110, 110A, 110B and 110C March Street, Richmond.

Prior To Commencement Of Works

11. Erosion and sediment control devices are to be installed and maintained at all times during site works and construction. The enclosed warning sign shall be affixed to the sediment fence/erosion control device.
12. The building shall be set out by a Registered Surveyor. The Survey Certificate of the building showing the position of the external walls under construction and in compliance with the approved plans shall be lodged with the principal certifying authority. Any easements must be shown on the Survey Certificate.
13. A certificate issued by an approved insurer under Part 6 of the Home Building Act 1989 shall be supplied to the principal certifying authority prior to commencement of works.
14. A copy of receipt of payment of Long Service Levy shall be provided to the Principal Certifying Authority prior to any works commencing on site. Payments can be made at Long Service Corporation offices or most Councils.
15. At least two days prior to commencement of works, notice is to be given to Hawkesbury City Council, in accordance with the Environmental Planning and Assessment Regulation.
16. Toilet facilities (to the satisfaction of Council) shall be provided for workmen throughout the course of building operations. Such facility shall be located wholly within the property boundary.

ORDINARY MEETING

Meeting Date: 11 May 2010

17. A sign displaying the following information is to be erected adjacent to each access point and to be easily seen from the public road. The sign is to be maintained for the duration of works:
 - (a) Unauthorised access to the site is prohibited.
 - (b) The owner of the site.
 - (c) The person/company carrying out the site works and telephone number (including 24 hour 7 days emergency numbers).
 - (d) The name and contact number of the Principal Certifying Authority.
18. A qualified Structural Engineer's design for all reinforced concrete and structural steel shall be provided to the Principal Certifying Authority prior to any works commencing on site.
19. The approved plans must be submitted to a Sydney Water Quick Check agent or customer Centre to determine whether the development will affect Sydney Water's sewer and water mains, stormwater drains and/or easements, and if further requirements need to be met. Plans will be appropriately stamped. For quick Check agent details, please refer to the web site www.sydneywater.com.au, see Building Developing and Plumbing then Quick Check or telephone 13 20 92.

The consent authority or a private accredited certifier must either:

- Ensure that Quick Check agent/Sydney Water has appropriately stamped the plans before the issue of any Construction Certificate; or
- If there is a combine Development/Construction Certificate application or Complying Development, include the above condition as one to be met prior to works commencing on site.

During Construction

20. Dust control measures, eg vegetative cover, mulches, irrigation, barriers and stone shall be applied to reduce surface and airborne movement of sediment blown from exposed areas.
21. Measures shall be implemented to prevent vehicles tracking sediment, debris, soil and other pollutants onto any road.
22. All necessary works being carried out to ensure that any natural water flow from adjoining properties is not impeded or diverted.
23. All natural and subsurface water-flow shall not be re-directed or concentrated to adjoining properties. Water flows shall follow the original flow direction without increased velocity.
24. External colours and material of the new work are to match the existing.
25. Site and building works (including the delivery of materials to and from the property) shall be carried out only on Monday to Friday between 7am – 6pm and on Saturdays between 8am – 4pm.
26. During the demolition and construction period, the person responsible for the site is to retain records of waste disposal (waste receipts or dockets, recycling processor receipts etc.) in a Waste Data File. The Waste Data File must be provided to Council officers on request to demonstrate that the approved Waste Management Plan is being implemented.

ORDINARY MEETING

Meeting Date: 11 May 2010

27. The site shall be kept clean and tidy during the construction period and all unused building materials and rubbish shall be removed from the site upon completion of the project. The following restrictions apply during construction:
- (a) Stockpiles of topsoil, sand, aggregate, spoil or other material shall be stored clear of any drainage path or easement, natural watercourse, footpath, kerb or road surface and shall have measures in place to prevent the movement of such material off site.
 - (b) Building operations such as brick cutting, washing tools, concreting and bricklaying shall be undertaken only within the site.
 - (c) Builders waste must not be burnt or buried on site. All waste (including felled trees) must be contained and removed to a Waste Disposal Depot.
28. Erosion and sediment control devices are to be installed and maintained until the site is fully stabilised in accordance with the approved plan and Hawkesbury Development Control Plan chapter on Soil Erosion and Sedimentation.
29. Mandatory inspections shall be carried out and Compliance Certificates issued only by Council or an accredited certifier for the following components of construction:

Note: Structural Engineer's Certificates, Drainage Diagrams and Wet Area Installation Certificates are NOT acceptable unless they are from an accredited person.

- (a) Piers;
 - (b) Internal stormwater lines prior to covering;
 - (c) Steel reinforcement prior to pouring concrete;
 - (d) External stormwater lines, prior to backfilling;
 - (e) Framework, after installation of all plumbing, drainage and electrical fixtures, and after the external cladding and roof covering has been fixed prior to fixing of internal linings and insulation;
 - (f) Wet area flashing, after the installation of bath and shower fixtures;
 - (g) Prior to occupation of the building;
 - (h) On completion of the works.
30. All materials and components used in the building shall comply with the early fire hazard indices stipulated in Specification C1.10 of the BCA. A separate schedule detailing such materials and their respective indices and approved in writing prior to the acquisition, installation or fitting of such materials.
31. Portable fire extinguisher/s containing an extinguishing agent suitable for the risk being protected shall be installed in accordance with AS 2444 E1.6.
32. All civil construction works required by this consent shall be in accordance with Hawkesbury Development Control Plan appendix E Civil Works Specification.
33. Appropriate legal arrangements are to be made for the provision of common drainage and the disposal of storm water from the site.
34. The existing adjacent carpark at the north east of the nursing home shall be upgraded to provide 24 off-street carparking spaces.

ORDINARY MEETING

Meeting Date: 11 May 2010

The works shall include provision for two (2) disabled parking spaces, line marking and vehicle wheel stops. Access manoeuvring and turning areas are to comply with the requirements of AS2890.1:2004.

Prior To Issue Of interim Occupation Certificate

35. A Fire Safety Certificate shall be issued addressing the requirements of the Fire Safety Schedule.
36. A Certificate from a telecommunications carrier confirming that provision has been made for services to the development shall be submitted to the Principal Certifying Authority.
37. A Section 73 Compliance Certificate under the Sydney Water Act 1994 must be obtained from Sydney Water Corporation.

Application must be made through an authorised Water Servicing Coordinator. Please refer to the Building Developing and Plumbing section of the web site www.sydneywater.com.au then refer to "Water Servicing Coordinator" under "Developing Your Land" or telephone 13 20 92 for assistance.

Following application a "Notice of Requirements" will advise of water and sewer infrastructure to be built and charges to be paid. Please make early contact with the Coordinator, since building of water/sewer infrastructure can be time consuming and may impact on other services and building, driveway or landscape design.

38. Written clearance from Integral Energy shall be submitted to the Principal Certifying Authority.
39. A 'Restriction as to User' against the title of the property, in accordance with section 88E of the Conveyancing Act 1919, limiting accommodation to those people identified within Clause 18 (1) - Restrictions on occupation of seniors housing allowed under this Chapter of State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004, is to be registered. Evidence of this registration is to be submitted to the Principle Certifying Authority prior to the issue of any Occupation Certificate.

Prior To Issue Of Final Occupation Certificate

40. Compliance with all conditions of this consent.
41. A Surveyor's Certificate stating that all existing buildings on the lots are contained within the subject property shall be submitted to Hawkesbury City Council.

Use Of The Development

42. No internal or external alterations shall be carried out without prior approval of Council.
43. All waste materials shall be regularly removed from the property.
44. The subject development, including landscaping, is to be maintained in a clean and tidy manner.
45. No advertising signs or structures shall be erected, displayed or affixed on any building or land without prior approval.
46. No advertising signs or structures shall be displayed on the footpaths, pedestrian ways, roadways or on any land other than the approved development site.
47. All fire safety equipment and fixtures shall be regularly serviced and maintained. The owner or their agent shall certify annually that each of the fire safety measures specified in this statement has:

ORDINARY MEETING

Meeting Date: 11 May 2010

- (a) been assessed by a properly qualified person, and
- (b) found, when it was assessed, to be capable of performing to at least the standard required by the current Fire Safety Schedule for the building for which the certificate is issued.

Advisory Notes

*** The applicant shall make themselves aware of the Discrimination Against People with Disabilities Act (DDA) and assess their responsibilities and liabilities with regards to the provision of access for all people.

*** The applicant is advised to consult with:

- (a) Sydney Water Corporation Limited
- (b) Integral Energy
- (c) Natural Gas Company
- (d) a local telecommunications carrier

regarding their requirements for the provision of services to the development and the location of existing services that may be affected by proposed works, either on site or on the adjacent public roads.

*** The developer is responsible for all costs associated with any alteration, relocation or enlargement to public utilities whether caused directly or indirectly by this proposed subdivision. Such utilities include water, sewerage, drainage, power, communication, footways, kerb and gutter.

*** Should any aboriginal site or relic be disturbed or uncovered during the construction of this development, all work should cease and the National Parks and Wildlife Service consulted. Any person who knowingly disturbs an aboriginal site or relic is liable to prosecution under the National Parks and Wildlife Act 1974.

*** The applicant shall make themselves aware of any User Restriction, Easements and Covenants to this property and shall comply with the requirements of any Section 88B Instrument relevant to the property in order to prevent the possibility of legal proceedings against them.

*** Non-compliance with any condition of this development consent may result in a penalty notice being issued by Council.

ATTACHMENTS:

AT - 1 Locality Plan

AT - 2 Aerial Photograph

AT - 3 Parking layout of Council owned land

AT - 4 Site Plan

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 1 Locality Plan

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

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 2 Aerial Photograph

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

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 3 Parking layout of Council owned land

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

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 4 Site Plan

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

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 11 May 2010

Item: 85 **CP - Packaged Liquor Licence Application - Rachael Marks Unit 21 / 5B Curtis Road, Mulgrave - (95498)**

Previous Item: NM1 - Ordinary (30 June 2009)

REPORT:

Executive Summary

This report involves an application for a Packaged Liquor Licence (Bottle Shop) received by the NSW Casino, Liquor and Gaming Control Authority. The applicant is required to advise Council of the lodgement of that application. Council may make representations to the Casino, Liquor and Gaming Control Authority in respect of the application.

Development Consent has been granted under delegated authority for the use of the premises as a bottle shop and no objections are raised to the Liquor Licence being granted by the Casino, Liquor and Gaming Control Authority.

Development consent (DA0058/10) was granted on 6 April 2010. The Casino, Liquor and Gaming Control Authority and the Liquor Licensing Police are responsible for controlling the hours of operation and the conditions imposed upon a Liquor Licence. As such, it is recommended that a response be provided that no objection is raised to the issue of a Liquor Licence for the bottle shop premises.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. Council is being asked to provide its views to the NSW Casino, Liquor and Gaming Control Authority as part of the Liquor Licence Application process. The development application was not required to be notified under the provisions of the Hawkesbury DCP.

Background

At the Ordinary Meeting of 30 June 2009 Council resolved to have all liquor licence applications reported to Council that required the preparation of a Community Impact Statement (CIS) until such time as a policy for dealing with liquor licence applications is adopted by Council. A policy is being formulated and will be reported to Council in July.

Packaged Liquor Licence Application

Council has received correspondence dated 9 April 2010 that an application for a Packaged Liquor Licence (Bottle Shop) has been lodged by Grant Cusack and Associates with the NSW Casino, Liquor and Gaming Control Authority. The licence (if granted) will allow the sale of take-away liquor. Council may make representations to the Casino, Liquor and Gaming Control Authority in respect of the application.

Development Consent has been granted under delegated authority for the use of the premises as a bottle shop.

The hours of operation as proposed by the applicant are Sunday to Wednesday 10.00am - 8.00pm and Thursday to Saturday 10.00am - 10.00pm.

The premises are located adjacent to the new ALDI supermarket in Mulgrave within the industrial area. The NSW Police did not raise any concerns with the proposal and their comments were incorporated into the development consent conditions as attached.

ORDINARY MEETING

Meeting Date: 11 May 2010

Accordingly, no objections are raised to the Liquor Licence being granted by the Casino, Liquor and Gaming Control Authority.

Conformance to Community Strategic Plan

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

- Plan for a range of industries that build on the strengths of the Hawkesbury to stimulate investment and employment in the region.

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

- Encourage stronger relationships between the business and community sectors to increase local career options.

The provision of a liquor licence is consistent with the development approval for a business that provides for the needs of the community as well as provides jobs for local people.

Financial Implications

There are no financial implications applicable to this report.

RECOMMENDATION:

That a response be provided to the Casino, Liquor and Gaming Control Authority advising that no objection is raised to the issue of a Liquor Licence for the bottle shop premises at Unit 21, Shop 5B Curtis Road, Mulgrave.

ATTACHMENTS:

AT - 1 Location Plan

AT - 2 Development Consent 0058/10

AT - 3 Approved Plan 0058/10

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 1 Location Plan

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

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 2 Development Consent 0058/10

DA0058/10

Consent date: 6 May 2010

Applicant

Mrs R Marks
126 Threlkeld Drive
CATTAL NSW 2756

Notice of Determination of a Development Application

Environmental Planning and Assessment Act 1979

in respect of **Development Application No.:** DA0058/10

Pursuant to Section 81(1)(a) of the EPA Act notice is hereby given of the determination of the Development Application relating to the land described as follows:

Lot 8 S/P 73477, 8/5B Curtis Road VINEYARD NSW 2765

Council's Property Number: 46645

Building Code of Australia Building Classification: Class 6

Determination:

Decision Date: 6/04/2010

The HAWKESBURY CITY COUNCIL, hereby consents to:

Use of premises - Bottle Shop and equipment hire - Shop 21

Conditions attaching to this consent:

General

1. The development shall take place in accordance with the stamped plans, specifications and accompanying documentation submitted with the application except as modified by these further conditions.
2. No building works shall be commenced prior to the issue of an appropriate Construction Certificate.
3. The approved use shall not commence until all conditions of this Development Consent have been complied with.
4. The building shall not be used or occupied prior to the issue of an Occupation Certificate.

ORDINARY MEETING

Meeting Date: 11 May 2010

5. The development shall comply with the provisions of the Building Code of Australia at all times.
6. The accredited certifier shall provide copies of all Part 4 certificates issued under the Environmental Planning and Assessment Act, 1979 relevant to this development to Hawkesbury City Council within 7 (seven) days of issuing the certificate. A registration fee applies.

Prior to Issue of Construction Certificate

The following conditions in this section of the consent must be complied with or addressed prior to the issue of any Construction Certificate relating to the approved development, whether by Council or an appropriately accredited certifier. In many cases the conditions require certain details to be included with or incorporated in the detailed plans and specifications which accompany the Construction Certificate. **The Construction Certificate shall be obtained prior to the commencement of any earth works or building works.**

7. A waste management plan shall be submitted to and approved by Council. The plan shall address any builder's waste and waste generated during the day to day operation of the development. Particular attention shall be paid to type and quantity of waste, recycling, reuse, storage and disposal.

Prior to Commencement of Works

8. The applicant shall advise Council of the name, address and contact number of the principal certifier, in accordance with Section 81A 2(b) of the Environmental Planning and Assessment Act, 1979.
9. At least two days prior to commencement of works, notice is to be given to Hawkesbury City Council, in accordance with the Environmental Planning and Assessment Regulation.
10. Toilet facilities (to the satisfaction of Council) shall be provided for workmen throughout the course of building operations. Such facility shall be located wholly within the property boundary.
11. A sign displaying the following information is to be erected adjacent to each access point and to be easily seen from the public road. The sign is to be maintained for the duration of works:
 - (a) Unauthorised access to the site is prohibited.
 - (b) The owner of the site.
 - (c) The person/company carrying out the site works and telephone number (including 24 hour 7 days emergency numbers).
 - (d) The name and contact number of the Principal Certifying Authority.

During Construction

12. The site shall be secured to prevent the depositing of any unauthorised material.

ORDINARY MEETING

Meeting Date: 11 May 2010

13. Site and building works (including the delivery of materials to and from the property) shall be carried out only on Monday to Friday between 7am – 6pm and on Saturdays between 8am – 4pm.
14. The site shall be kept clean and tidy during the construction period and all unused building materials and rubbish shall be removed from the site upon completion of the project. The following restrictions apply during construction:
 - (a) Stockpiles of topsoil, sand, aggregate, spoil or other material shall be stored clear of any drainage path or easement, natural watercourse, footpath, kerb or road surface and shall have measures in place to prevent the movement of such material off site.
 - (b) Building operations such as brick cutting, washing tools, concreting and bricklaying shall be undertaken only within the site.
 - (c) Builders waste must not be burnt or buried on site. All waste (including felled trees) must be contained and removed to a Waste Disposal Depot.
15. Glass within windows shall be reinforced by either having a shatter-resistant film adhered internally to the existing glass, or by replacing the existing glass with laminated glass, or by having quality metal security grilles or shutters installed.
16. An internal and external CCTV (Closed circuit television) security system shall be installed and all staff shall be trained to retrieve footage. All footage is to be retained for 30 days, and is to be made available to Police or Council upon request.
17. External lighting shall be provided to the premises. Lighting on the site shall be designed so as not to cause nuisance to other residences in the area or to motorists on nearby public roads and to ensure no adverse impact on the amenity of the surrounding area by light overspill. All lighting shall comply with AS4282-1997 The Control of the Obtrusive Effects of Outdoor Lighting.

Prior to Issue of the Occupation Certificate

18. A liquor licence for the retail of liquor from the premises shall be obtained from the NSW Office of Liquor, Gaming and Racing prior to the occupation of the premises.
19. A plan of management shall be prepared for the premises with consideration to crime prevention through environmental design (but which is not limited to) as referenced within Appendix 1. The operation and management of the premises shall comply at all times with the plan of management.

The Use of the Site

20. No internal or external alterations shall be carried out without prior approval of Council.
21. All fire safety equipment and fixtures shall be regularly serviced and maintained. The owner or their agent shall certify annually that each of the fire safety measures specified in this statement has:
 - (a) been assessed by a properly qualified person, and
 - (b) found, when it was assessed, to be capable of performing to at least the standard

ORDINARY MEETING

Meeting Date: 11 May 2010

required by the current Fire Safety Schedule for the building for which the certificate is issued.

22. Management of the store shall be undertaken in accordance with the requirements of the Liquor Act 2007 and Liquor Regulation 2008.
23. The development shall be conducted in such a manner that the LA(eq) noise levels, measured at any point in accordance with the NSW EPA's Industrial Noise Policy (2000), do not exceed 5dB(A) LA(eq) above background noise levels with respect to noise amenity of residential dwellings.
24. No advertising signs or structures shall be displayed on the footpaths, pedestrian ways, roadways or on any land other than the approved development site.
25. No advertising signs or structures shall be erected, displayed or affixed on any building or land without prior approval.
26. The development shall be limited to the area shown on the submitted plans.
27. All work and the storage of goods or materials shall be confined within the building or approved areas at all times.
28. All vehicles being loaded or unloaded shall stand entirely within the property.
29. All waste materials shall be regularly removed from the property.
30. Only pre-packaged food shall be sold from the premises.
31. Equipment hire shall be limited to those items listed within the Statement of Environmental Effects dated February 2010, prepared by Grant Cusack & Associates.

The reasons for the imposition of these conditions are those matters in 79(c)(1) of the Environmental Planning and Assessment Act, 1979 as are relevant to the subject development.

Notes:

- i. This consent operates from the *consent date* shown on the top of this notice and will lapse unless the development, is commenced, within five (5) years from the date endorsed on this consent.
- ii. If you are dissatisfied with this decision section 97 of the *Environmental Planning and Assessment Act 1979* gives you the right to appeal to the Land and Environment Court within 12 months after the date on which you receive this notice.
- iii. Non-compliance with any condition of this development consent may result in a penalty notice being issued by Council.

For any enquiries please contact Adam Sampson on (02) 4560 4549.

for General Manager

ORDINARY MEETING

Meeting Date: 11 May 2010

Advisory Notes:

- *** The applicant is advised to make detailed inquiries as to whether approval by the Australian Government Minister for the Environment and Heritage is necessary under the Environment Protection and Biodiversity Conservation Act 1999.
- *** The applicant shall make themselves aware of the Discrimination Against People with Disabilities Act (DDA) and assess their responsibilities and liabilities with regards to the provision of access for all people.
- *** The applicant shall make themselves aware of any User Restriction, Easements and Covenants to this property and shall comply with the requirements of any Section 88B Instrument relevant to the property in order to prevent the possibility of legal proceedings against them.

Appendix 1 -

- The counter should be designed to reduce the opportunity for assaults upon staff and unauthorised public access behind counters. Consideration should be given to the width, height and location of the counter areas.
- Shelving within the business should be limited in height, or transparent, to increase natural visibility of the premises.
- Warning signs should be strategically posted around the business to warn intruders of what security treatments have been implemented to reduce opportunities for crime.
- Shelves should be positioned to maximise supervision from both inside the store and outside.
- Display windows should be covered by no more than 15% of promotional materials.
- A robbery prevention program shall be established to ensure that management and staff are aware of their responsibilities in the event of such an event taking place.
- A clear cash-handling procedure shall be established, with staff training in such a procedure to reduce opportunities for crime.
- Where possible, the amount of cash stored upon the premises shall be limited by installing electronic payment systems such as EFTPOS.
- Limit the amount of money carried in the cash drawer at any time (\$200.00 float). Lock cash drawers when not in use, and clear money from the cash drawer on a regular basis, e.g. to a safe.
- Avoid counting cash in view of the public.
- Use a minimum of two staff, or security services, when transferring money to financial institutions, or consider using a reputable security company especially when transferring large amounts of money.
- Avoid wearing uniform or identification when transferring money.

ORDINARY MEETING

Meeting Date: 11 May 2010

- Don't use conspicuous bank-bags when transferring money.
- The surveillance system should be manufactured and installed by a qualified and reputable company and regularly function tested.
- Ensure that the requirements of the Surveillance and Privacy Act are adhered to.
- The CCTV camera views are not be obscured by temporary or permanent structures, signage or other impediments. Recording equipment should be installed away from the counter area to avoid tampering.
- Digital or video technology should be used to record images from CCTV cameras.
- Staff shall be trained in the correct use of the system and be able to provide footage on request.
- Display minimum amount of goods that are often targeted in robberies and shoplifting incidents. Keep high value items in a locked cabinet or behind the counter.
- Maintain a well lit interior and exterior to minimise hiding places.
- Use drop safes and time delay safes. Install security devices to monitor people in high risk areas of the store (e.g. mirrors in corners or ceiling to monitor hidden corners).
- Keep counters clear of heavy or sharp items that could be used as weapons.
- Roster more staff and more experienced staff at high risk times (e.g night).

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 3 Approved Plan 0058/10

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

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 11 May 2010

Item: 86 **CP - Hawkesbury Hotel Extended Trading Authorisation - 339 George Street Windsor - (4331, 95498)**

Previous Item: NM1 - Ordinary (30 June 2009)

REPORT:

Executive Summary

This report involves an application for an extended trading authorisation relating to the Hawkesbury Hotel received by the NSW Casino, Liquor and Gaming Control Authority. The applicant is required to advise Council of the lodgement of that application. Council may make representations to the NSW Casino, Liquor and Gaming Control Authority in respect of the application.

The existing development approvals relating to the existing hotel premises situated on the subject site do not include restrictions relating to hours of operation and accordingly trading hours have been governed by the NSW Casino, Liquor and Gaming Control Authority and the Liquor Licensing Police through the conditions imposed upon the applicable Liquor Licence.

The applicant had originally applied for an extended trading authorisation for an additional three (3) hours on Mondays to Saturdays until 3.00am on the following day and an additional two (2) hours on Sundays until 12.00 midnight. Following consultation with the community, NSW Police Service and Hawkesbury City Council, the NSW Casino, Liquor and Gaming Control Authority subsequently approved a three month trial period providing for additional trading of one and a half (1.5) hours on Mondays to Saturdays until 1.30am on the following day and for an additional trading of two (2) hours on Sundays until 12.00 midnight.

The trial period commenced on 29 January 2010 and subsequently concluded on 29 April 2010.

The applicant has made application to the NSW Casino, Liquor and Gaming Control Authority to enable continuation of the trial extended hours on a permanent basis. In this regard Council's position is sought having regard to the proposed extension in trading hours.

It is noted that no submissions from surrounding property owners were received by Council during the trial period.

Given that the applicant has reduced the additional trading hours sought following the initial consultation period and that Council did not receive any submissions from surrounding property owners during the trial period it is recommended that a response be provided to the NSW Casino, Liquor and Gaming Control Authority advising that no objection is raised to the extension of trading hours.

Consultation

In conjunction with the original public consultation associated with the proposed variation to trading hours for an additional three hours on Mondays to Saturdays until 3.00am on the following day and an additional two hours on Sundays until 12.00 midnight Council received copies of seven submissions from adjoining property owners raising objection to the proposal.

The matters raised in the submissions made to the NSW Casino, Liquor and Gaming Control Authority are summarised as follows:

- Extended hours appear to be at odds with restrictions imposed by other Local Government areas.
- Increased incidence of vandalism and graffiti.
- Noise impact associated with amplified music on nearby residents.
- Additional lawless behaviour by intoxicated persons.

ORDINARY MEETING

Meeting Date: 11 May 2010

- Potential increase in traffic accidents.
- Oversupply of late night licensed premises within area.
- Location too close to residential area
- Additional drunken behaviour.
- Increase in incidence of broken glass.

Following the consultation period with the community and the NSW Police the applicant proposed to reduce the extension sought to the approved trading hours for an additional one and a half hours to 1.30am the following day Monday to Saturday and an additional period of trading of two hours on Sundays until 12.00 midnight.

Background

The existing trading hours associated with the Hawkesbury Hotel are detailed as follows:

Monday to Saturday: 5.00am to midnight
Sunday: 10.00am to 10.00pm

These hours are currently governed by the NSW Casino, Liquor and Gaming Control Authority as the existing development approvals applying to the site do not provide specific restrictions relating to hours of operation.

On 11 March 2008 the proprietor of the Hawkesbury Hotel notified Council advising of the intention to vary the trading hours of the Hotel on Monday to Saturday to permit trade to 3.00am on the following day and to permit trade until Sundays until 12.00 midnight. A three month trial period was sought to gauge potential impact upon the community.

On 6 May 2008 a response was forwarded to the proprietor of the Hawkesbury Hotel advising that Council did not raise objections to the increased hours on a three month trial basis only subject to the following requirements being satisfied:

- *All amplified music is to cease from the premises at 12 midnight.*
- *Activities associated with the hotel shall be conducted in such a manner that the LA(eq) noise levels, measured at any point in accordance with the NSW EPA's Industrial Noise Policy (2000), do not exceed 5dB(A) LA(eq) above background noise levels with respect to noise amenity of residential dwellings.*
- *Increase in licensed hours to 3am is only for a 3 month trial period and you are to advise Council in writing when this trial period commences. It is important that you comply with the above requirement so Council can monitor any noise complaints and avoid any potential action against you by Council in respect to the noise complaint.*

On 24 March 2009 Council received a notice from Grant Cusack & Associates advising that a Community Impact Statement was required to be prepared and that in conjunction with this process a Notice of Intention for an Extended Trading Authorisation was lodged in respect of the premises.

In response to this Notice of Intention seven submissions were received from adjoining property owners raising objection to the proposal. The matters raised in submissions were summarised earlier in this report.

Following the consultation period advice was received from Grant Cusack & Associates on 1 June 2009 detailing that an amendment to the extension of trading hours was being sought to 1.30am the following day Monday to Saturday and until 12.00 midnight on Sunday. This extension was initially to be on the basis of a three month trial period.

ORDINARY MEETING

Meeting Date: 11 May 2010

At its Ordinary Meeting held on 30 June 2009 Council resolved to have all liquor licence applications reported to Council that required the preparation of a Community Impact Statement (CIS) until such time as a policy for dealing with liquor licence applications was adopted by Council.

The trial period was undertaken during the period 29 January 2010 to 29 April 2010.

There are no conditions restricting hours of operation issued under any development consent relating to the Hotel. As such, the control of hours of operation is subject to the limitations contained within the Liquor Licence applying to the premises. Given that Council did not receive any objections from adjoining property owners during the trial period it is reasonable that no objections are raised to an Extended Trading Authorisation being granted by the NSW Casino, Liquor and Gaming Control Authority.

Accordingly, it is recommended that Council respond to the Casino, Liquor and Gaming Control Authority advising that it raises no objections to the Extended Trading Authorisation subject to the following conditions:

- *All amplified music is to cease from the premises at 12 midnight.*
- *Activities associated with the hotel shall be conducted in such a manner that the LA(eq) noise levels, measured at any point in accordance with the NSW EPA's Industrial Noise Policy (2000), do not exceed 5dB(A) LA(eq) above background noise levels with respect to noise amenity of residential dwellings.*

Alternatively, Council has the option to raise an objection to the proposed changes to the hours or to propose different extended hours. However, given that there has been a trial period where Council received no objections to the extended hours and that the development consent does not contain any restriction on the hours of operation of the hotel, it may be difficult to justify the reasons for raising such an objection.

Conformance to Community Strategic Plan

The proposal is consistent with the following Directions Statements contained in the Community Strategic Plan:

Looking After People and Place

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

Supporting Business and Local Jobs

- Plan for a range of industries that build on the strengths of the Hawkesbury to stimulate investment and employment in the region.
- Help create thriving town centres, each with its own character that attracts residents, visitors and businesses.

Financial Implications

There are no financial implications applicable to this report.

ORDINARY MEETING

Meeting Date: 11 May 2010

RECOMMENDATION:

That a response be provided to the NSW Casino, Liquor and Gaming Control Authority advising that no objections are raised to the Extended Trading Authorisation for the Hawkesbury Hotel subject to the following conditions:

1. All amplified music is to cease from the premises at 12 midnight.
2. Activities associated with the hotel shall be conducted in such a manner that the LA(eq) noise levels, measured at any point in accordance with the NSW EPA's Industrial Noise Policy (2000), do not exceed 5dB(A) LA(eq) above background noise levels with respect to noise amenity of residential dwellings.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 87 CP - Management of Community Centres and Halls - Revised Manual - (96328, 95498)

REPORT:

This report has been prepared to seek Council's approval to distribute a (revised) draft *Community Facilities Manual* which has been prepared to assist community committees who have been delegated responsibility for the care, control and management of community centres, community halls, child-care centres and other community facilities. The report also provides raw data that has been collected from community committees on the utilisation of community facilities and outlines a proposed strategy to assist community committees to increase the utilisation of community facilities.

The report proposes that draft copies of the revised manual be forwarded to the respective community committees for comment and feedback and that the matter be further reported to Council prior to the adoption of the revised manual.

Consultation

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

Background

Council operates 33 Community Centres and Childcare facilities within the Hawkesbury, the majority of which are managed by community committees who have been delegated responsibility for the day-to-day care, control and management of these facilities under Section 377 of the Local Government Act, 1993. This partnership arrangement has been established to ensure that, as far as possible, the communities for whom these facilities have been constructed are directly involved in their day to day management and operation.

Under this arrangement, community committees retain the income derived from the hire or lease of these facilities to meet the day-to-day operating costs of the facility. Alternatively, in the case of exclusive use of community facilities (such as child care centres) Council does not levy rental charges on committees and the funds 'saved' by a community committee are used to fund building outgoings. In both examples, Council's forgone income represents a community service obligation. In return, community committees are required to use Council's forgone income to meet utility charges, cleaning, repairs resulting from wear and tear through daily use, ground maintenance and insurances (over and above those held by Council). Council provides additional financial support to community committees by way of the payment of rates, building and public liability insurance, and through regular maintenance programs which provides for external and internal painting, re-flooring, repairs to plumbing, electrical systems and brickwork, and vandalism repairs. Council may also fund extensions and improvement to community facilities where these have been requested by community committees (subject to budget appropriations).

While Council staff are available to assist community committees in the task of managing community facilities, Council has traditionally prepared a manual to provide a 'ready reference' guide to assist committees. The current manual '*Manual for Management Committees*' was issued in December 1993, and not unexpectedly, some of the information in the manual is out of date. Council has received requests from committees for a more current manual.

ORDINARY MEETING**Meeting Date:** 11 May 2010**Current Situation**

Committees with delegation under Section 377 of the Local Government Act, 1993 currently include:

Committee	Building
Bilpin District Hall Management Committee	Bilpin District Hall
Bowen Mountain Park Committee	Bowen Mountain Hall
Blaxlands Ridge Community Centre Management Committee	Blaxlands Ridge Community Centre
Bligh Park Community Services Inc	Bligh Park Community Centre Tiningi Neighbourhood Centre Tiningi Youth Centre
Bligh Park Childrens Centre	Bligh Park Childrens Centre Tenants Committee
Colo Heights Park and Hall Committee	Horrie Eley Memorial Hall
Elizabeth Street Extended Hours Preschool Inc	Elizabeth Street Preschool
Glossodia Community Information & Neighbourhood Centre Inc	Glossodia Community Centre
Golden Valley Children's Learning Centre Inc	Golden Valley Preschool
Hobartville Long Day Care Preschool Inc	Hobartville Preschool
Maraylya Hall Committee	Maraylya Hall
McGraths Hill Childrens Centre Inc	McGraths Hill Preschool
McMahon Park Hall and Park Committee	Kurrajong Community Centre
North Richmond Community Services Inc	North Richmond Community Centre North Richmond Youth Centre Chas Perry Hall
Peppercorn Services Inc	The Band Room The Dungeon Hawkesbury Seniors Leisure & Learning Centre McGraths Hill Community Centre Peppercorn Place Richmond Family Centre South Windsor Family Centre Stewart Street Early Intervention Centre
Richmond Preschool Kindergarten Association Inc	Richmond Preschool
St Albans School of Arts Inc	St Albans School of Arts
Wilberforce Early Learning Centre Inc	Wilberforce Childcare Centre
Wilberforce Preschool Kindergarten Inc	Wilberforce Preschool
Wilberforce School of Arts Committee	Wilberforce School of Arts
Windsor Preschool Association Inc	Windsor Preschool
(to be determined)	Yarramundi Community Centre

The 1993 manual has been reviewed and updated. The revised draft *Community Facilities Manual* is made up of two parts. Part 1 of the manual outlines the framework for the day-to-day management of community facilities and includes information on:

- the respective council and community committee responsibilities for facility management;
- risk management;
- copyright license fees for the performance of music;
- garbage disposal;
- liquor licences and the serving of liquor; and
- financial management and reporting.

Part 2 of the Manual covers matters of policy in the managing of a community facility including:

- Council's Community Services Policy,
- a brief summary of how and why Council may elect to establish a management committee,
- the duties of the committee and its executive members,
- staffing matters,

ORDINARY MEETING

Meeting Date: 11 May 2010

- anti-discrimination guidelines, and
- an outline of the minimum requirements of an organisation's constitution.

Appendices within the manual provide committees with example facility hire conditions of use forms, application forms and constitutions.

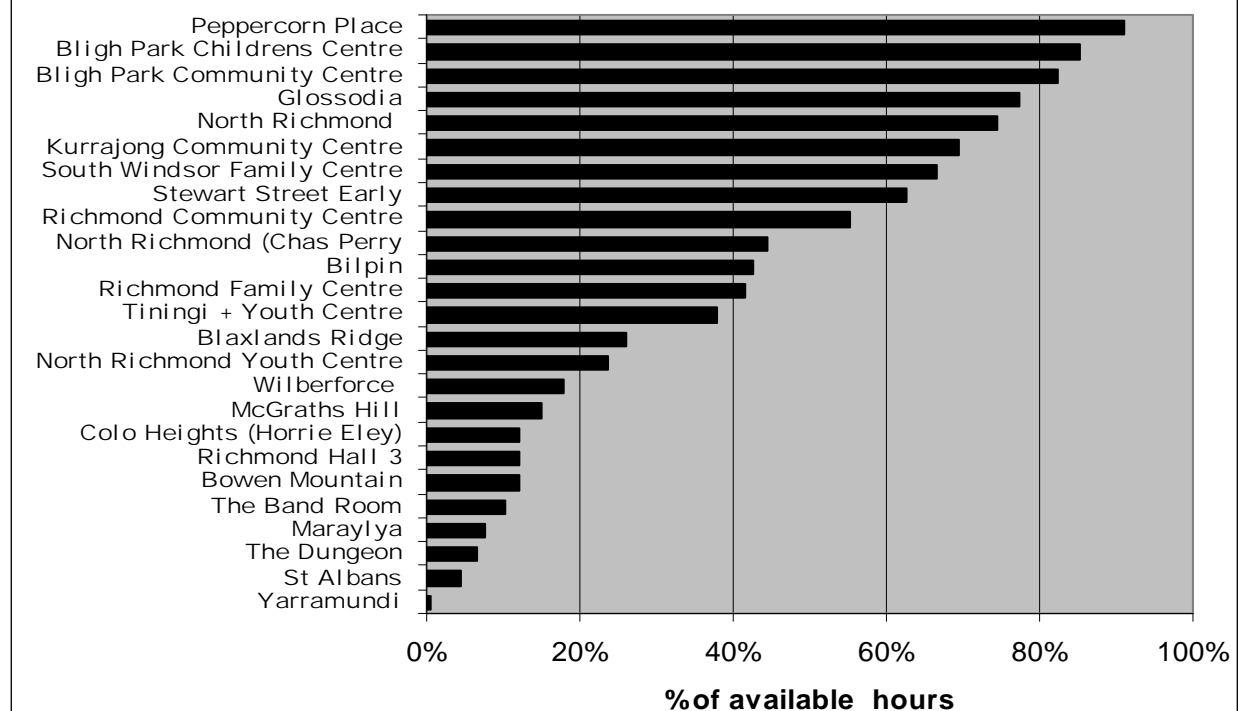
The draft revised manual was distributed to several community committees for initial comment and feedback and was well received with some changes subsequently made to the text of the manual. However, prior to its formal adoption, it is proposed that the draft revised manual be distributed to all community committees for comment and feedback.

Utilisation of Community Facilities

Over the past few years, some community committees have been experiencing increased difficulty in raising the funds required to meet the day-to-day operating expenses of community facilities due primarily to a decline in facility usage and hire. Council will be aware that over the past few years Council has been asked to resume the direct management of a number of centres including Hall 3 at Richmond Community Centre, McGraths Hill Community Centre and, most recently, Yarramundi Community Centre.

To explore this issue, a survey of community facility use has been undertaken to establish some baseline data on the usage of Council's halls and community centres. Community committees were required to provide usage data for a sample month (November 2009). The survey did not include child care centres as they are not available for community hire and generally operate in accordance with their licensed hours (and therefore theoretically enjoy 100% utilisation). For the purposes of the survey, it was assumed that community facilities were open to the public for 12 hours a day six days a week (72 hours per week). The estimated utilisation figure is therefore based on records of hire expressed as a percentage of the nominal 72 hour total. It should be noted that some facilities provide office accommodation for paid staff (funded by other government departments) who were generally present on site for up to 8 hours a day five days per week. The results have been collated, and are shown in Table 1.

Table 1 - usage of community facilities - November 2009



The raw data suggests that a number of community facilities are not well utilised. Those facilities with higher usage rates (above 50%) are those with a paid staff presence who have been employed to deliver a range of community services funded by other government departments (as such the staff of these funded projects can be viewed as permanent tenants). The highest utilisation data is generally achieved by 'purpose built' facilities such as a Peppercorn Place and the Bligh Park Children's Centre.

The Centres with the lowest levels of use are generally smaller facilities or facilities located in the rural periphery of the City which are only able to attract 'one-off' bookings for functions such as birthday parties and other family functions (such as the Yarramundi Community Centre) and/or facilities such as the Band Room and the Dungeon which are used as rehearsals spaces but generally provide full-time storage for groups who utilise them.

Based on this data, it is proposed that Council sponsor a promotional campaign to increase public awareness of community centres and halls and what they have to offer. Strategies to be undertaken include;

- an on-line community facilities directory (with links to information about individual facilities showing location, photographs, amenities and contact details);
- media releases, including Council Notices, raising awareness of the availability of community centres and halls;
- the printing of a hard-copy community directory to be distributed to the Library, community centres and other venues.

For some facilities (like the Yarramundi Community Centre) it is probably the case that utilisation can only realistically be increased through the identification of a permanent tenant who may be able to use a facility as a base for the provision of a funded service or program. It is intended that utilisation data will be regularly collected to monitor usage trends.

Conformance to Community Strategic Plan

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

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

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

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

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

- Support community initiatives and volunteers.

And assist Council to achieve the following CSP measure:

- Level of support to community organisations.

Financial Implications

There are direct financial implications arising from this report. Funds are available to implement the promotional campaign as outlined in the report. The report does however point to the financial implications which may arise from the continued under-utilisation of Council assets i.e. the costs of maintaining community facilities with low levels of usage as measured against their demonstrable community benefit.

ORDINARY MEETING

Meeting Date: 11 May 2010

RECOMMENDATION:

That Council:

1. Approve the distribution of a draft (revised) *Community Facilities Manual* to community committees who have been delegated responsibility under Section 377 of the Local Government Act, 1993 for the care, control and management of community facilities.
2. The respective community committees be requested to consider the text of the draft (revised) *Community Facilities Manual* and to provide comments to Council within 28 days. Any comments received to be further reported to Council prior to the formal adoption of the revised manual.
3. Implement the community facilities promotional campaign as outlined in this report.

ATTACHMENTS:

AT - 1 Draft Community Facilities Manual - (*Distributed under Separate Cover*).

oooO END OF REPORT Oooo

Item: 88 CP - Final Draft Hawkesbury Mobility Plan - (96328, 98212)

Previous Item: 106, Ordinary (30 May 2006)
275, Ordinary (8 December 2009)

REPORT:**Executive Summary**

This report has been prepared to advise Council of the outcome of the public exhibition of the Hawkesbury Mobility Plan. The report outlines the costings and scope of the bicycle and pedestrian networks proposed in the Plan, and identifies a strategy for the funding and implementation of the Plan. The report recommends that the Plan be adopted and that Council establish a Hawkesbury Mobility Plan Implementation Committee to assist in the implementation of the Plan. The report also proposes that copies of the plan be forwarded to the Roads and Traffic Authority (RTA) and local State and Federal Members of Parliament to seek their assistance and support in its implementation.

Consultation

The Draft Hawkesbury Mobility Plan was placed on public exhibition between 8 December 2009 and 23 February 2010. Six public submissions were received and referred to GTA Traffic Consultants. Actions taken in response to the comments and issues raised in the public submissions have been documented in Appendix C of the final draft of the Hawkesbury Mobility Plan. Where required, the Draft Plan has been amended in response to these comments and issues. The consultation process undertaken with respect to the preparation of the Draft Hawkesbury Mobility Plan has complied with Council's Community Engagement Policy.

Background

In May 2006, Council endorsed terms of reference for a planning process to draft a city-wide mobility plan. The Hawkesbury Bicycle and Access Mobility Committee (HBAMC) were delegated responsibility for the implementation of the approved planning process. During 2006/2007 the HBAMC completed 4 of the 7 elements within the adopted planning process.

In June 2008, Council approved an amount of \$60,000 to facilitate the appointment of consultants to undertake the extensive research, technical assessments and additional consultations required to finalise the draft plan. GTA Traffic Consultants were subsequently engaged by the HBAMC Committee and a Mobility Plan Steering Committee made up of Council staff and members of the HBAMC was established to assist GTA consultants in the preparation of the draft plan.

The Draft Hawkesbury Mobility Plan was considered by the HBAMC at its November 2009 meeting. The Committee resolved to ratify the Draft Plan and to forward it to Council for public exhibition. At its 8 December 2009 Ordinary Meeting, Council subsequently resolved to place the Draft Plan on public exhibition for a period of 60 days.

Hawkesbury Mobility Plan

The Hawkesbury Mobility Plan incorporates:

- a bike plan identifying on road and off road cycleways across the region with a primary focus on 13 regional routes that would have maximum benefit in increasing the uptake of cycling as a transport mode. The Draft Plan includes indicative costings and works schedules for the regional routes which focus on improving linkages between Windsor and South Windsor/Bligh Park, Richmond and Windsor; and Richmond and North Richmond through to Kurrajong. The Regional Routes also address connections with the regional centres of Parramatta, Blacktown, and Penrith.

ORDINARY MEETING

Meeting Date: 11 May 2010

- pedestrian and access mobility plans (PAMPS) for Windsor (Sth Windsor), Richmond and North Richmond. The PAMPS were developed in conformance with footpath design principles which suggest that footpaths should generally be provided on both sides of all streets within a 400m catchment of accessible centres and major trip attractors such as schools. The Draft Plan includes indicative costings and work schedules for the proposed pedestrian facilities.

The Draft Plan proposes the development of high quality infrastructure in line with contemporary community aspirations and industry standards. The works schedules within the Plan are comprehensive. For this reason, the draft Plan proposes a 10 year time frame for the works and utilises a 'priority evaluation matrix' to assess the cost, benefit and feasibility of the proposed works to establish high, medium and low priority works.

Proposed Bicycle Network

Costings. The indicative cost for the proposed bicycle network (based on the 13 regional routes) is calculated at \$2,938,590. Priority 1 works total \$1,423,120; Priority 2 works total \$471,070 and Priority 3 works total \$1,044,400. The costs of upgrades to sub-regional routes and local routes are not incorporated in these costs.

Scope. The proposed bicycle network identifies 13 regional routes located on RTA state roads - (Windsor Rd, Macquarie St, Hawkesbury Valley Way, March St - Kurrajong Rd - Bells Line of Road, and Blacktown Rd). The Draft Plan identifies a series of works that would be required to upgrade these routes to provide safe bicycle transport in accordance with relevant guidelines. The scope and costs of these categories of works are outlined in the table below.

Category of Work	Length (m) or number	Estimated Cost (\$)
Construct off-road shared pathway	6,321m	1,700,740
Widen existing footpath/pathway	1,915 m	268,160
Road shoulder widening	2,890 m	257,760
Install kerb ramps	35	28,180
Install crossings (pedestrian, refuge + signalised)	8	262,400
Signs	18	6,800
Line marking (including logos and signs)	27,679 m	378,550
Install bicycle lanterns	16	36,000
Total		2,938,590

The costings in the Draft Plan indicate that of the 13 regional routes, 9 could be upgraded to a satisfactory standard with an investment of less than \$100,000 for each route, with six of these routes requiring an estimated investment of less than \$25,000. The routes where significant investment of more than \$650,000 is required include Windsor to Richmond, Kurmond to Kurrajong and Windsor to South Windsor (with the Richmond to North Richmond link costed at just over \$200,000). Although the regional routes are located on RTA state roads, the RTA only accepts responsibility for that portion of the roadway from gutter to gutter (or table drain to table drain where there are no gutters) with Council responsible for road verges. As many of the required works in the Draft Plan are off-road - and presumably outside of the RTA's responsibility - improvements to the regional routes will require close liaison and co-ordination between Council and the RTA.

The proposed bicycle network also identifies 3 sub-regional routes - Windsor to Wilberforce, McGrath's Hill to Pitt Town, and North Richmond to Glossodia. These sub-regional routes are predominantly on-road bicycle shoulder lanes. Similarly, the proposed bicycle network identifies a network of local on-road bicycle shoulder lanes (Pitt Town Bottoms, Richmond Lowlands, Freemans Reach - Kurmond - Terrace Rds, The Driftway, and various roads in North Richmond, Windsor, Richmond and Hobartville). Costings for these routes have not been included in the Draft Plan and will primarily be reliant on 'opportunistic' bicycle shoulder lane improvements occurring in conjunction with planned road maintenance and pavement rehabilitation works.

ORDINARY MEETING

Meeting Date: 11 May 2010

In total, the Draft Mobility Plan includes proposals for the construction of 6.3km of off-road shared pathways and the widening of a further 1.9km of existing footpaths - a total of 8.2km. Council currently maintains an off-road cycleway/shared pathway network of 21 km - the proposed bicycle network in the Draft Plan would extend the length of this network by 40% (a figure which does not include proposals for shared pathways on sub-regional or local routes). Any extension of the existing bicycle network will require ongoing maintenance and this expense will need to be factored into Council's future operating budgets. A summary of the works schedule within the Draft Plan for the proposed bicycle network is appended to this report (Attachment 1).

Funding. Council's draft budget estimates for 2010/2011 includes dedicated funding of \$100,000 a year (over the next ten years) for cycleway construction and improvement. The draft budget estimates also include provision for road rehabilitation, road shoulder renewal, kerb & gutter and other roadworks. These funds may be able to be utilised to implement elements of the Draft Mobility Plan where planned pavement rehabilitation works coincide with works identified in the proposed bicycle network. The Draft Plan also identifies possible sources of external funding for the projects identified in the proposed bicycle network. As noted above, Council will need to be mindful of the additional operating costs which will flow from the construction of any new capital infrastructure.

Other considerations. The proposed bicycle network identifies a number of 'pinch points' which would need to be resolved to achieve the goal of an integrated bicycle network linking the major population centres in the Hawkesbury with each other and then to the surrounding local government areas. Council has previously identified the 'missing link' between Windsor and Richmond (along Hawkesbury Valley Way) as a priority route - this route would require the construction of 1,741m of shared pathway and the widening of 940m of existing pathways at an estimated costs just over \$800,480. However, the primary obstacle to achieving this link is the bridge over Rickaby's Creek. The current bridge does not provide for a safe pedestrian/bicycle crossing point and the Plan recommends the construction of a pedestrian (shared pathway) bridge and raised pathways on either side of the bridge (which has not been costed in the Draft Plan). Given the likely cost of a bridge, it is unlikely that Council would be able to fund this work and would be reliant on securing RTA or other government funding to deliver this element of the Plan. As noted above, Hawkesbury Valley Way is an RTA state road. The recent construction of the flood evacuation route has directed traffic (including cyclists) along Hawkesbury Valley Way, and given that Hawkesbury Valley Way is one of two roads linking Sydney with the Central West of NSW, Council would be in strong position to lobby the RTA and local state government representatives to contribute funds for the construction of an off-road shared cycleway and bridge to improve the safety of Hawkesbury Valley Way for cyclists.

Proposed Pedestrian Network

Costings. The indicative cost for the proposed pedestrian network is calculated at \$6,184,850. Priority 1 works total \$1,433,020, Priority 2 works total \$3,691,580 and Priority 3 works total \$1,060,250.

Scope. The proposed pedestrian network identifies almost 31 km of new footpaths, 187 kerb ramps and 13 other works (such as bollards and pedestrian crossings). The proposed footpath network incorporates provision for 3km of new footpaths in Windsor, 10.8km in South Windsor, 5km in Richmond, 6km in Hobartville, and 6.1km in North Richmond. The Draft Plan proposes these works to achieve the goal of providing footpaths on both sides of all streets within a 400m catchment of accessible centres and major trip attractors such as schools.

The total length of new footpaths proposed in the Draft Mobility Plan of 31 km represents a 40 % increase in Council's existing paved pedestrian footpath network of 78 km. As for the proposed bicycle network, the extension of the existing pedestrian network will require ongoing maintenance and this expense will need to be factored into Council's future operating budgets. A summary of the works schedule within the Draft Plan for the proposed pedestrian network is appended to this report (Attachment 2).

Funding. Council's draft budget estimates for 2010-2011 includes an amount of \$200,000 for footpath maintenance (\$1.28M over the next ten years) and less than \$50,000 for the construction of new footpaths (with no additional provision in the forward estimates). Given the scope of the works outlined in the Draft Plan for the pedestrian networks, and the relatively limited funding allocated for footpath construction and

rehabilitation, there will be a challenge in funding the proposed pedestrian network. It will be crucial for Council to establish clear priorities and parameters for the proposed construction of new footpaths and to satisfy itself that their construction will not adversely impact on Council's capacity to maintain the safety and accessibility of its existing footpath network. In this respect Council will need to 'drill down' into the proposed pedestrian network and identify reasonable guidelines for the selection of new footpath works. For example Council may determine that at this time the provision of a footpath on one side of a nominated street may be a more achievable goal (except where pedestrian traffic supports footpaths on both sides of a street such as in a commercial precinct) and that priorities for footpaths should be dictated by existing 'unmet' pedestrian flows - i.e where an unpaved portion of the footpath is clearly heavily trafficked creating an informal (worn) pathway.

In the long term, funding the construction of new footpaths may be reliant on other sources of funding and/or provision for pedestrian and cycling requirements in Council's planning instruments. It should be noted that Council's adopted Sec 94A Developer Contributions Plan includes provision for 'accessibility walkways' - the plan is scheduled for imminent review and will provide the opportunity to identify pedestrian network projects within the Draft Mobility Plan which would be consistent with the kinds of accessible walkway infrastructure provided for in the current plan.

Implementation

It seems clear that Council will face financial and co-ordination challenges in implementing the Draft Hawkesbury Mobility Plan. Council is not in a position to fund the entire proposed works schedule from within its current footpath and bicycle construction and maintenance budgets - however the Draft Plan does provide scope for improving bicycle and pedestrian networks by implementing some of the more affordable elements within the plan. The draft Plan identifies comprehensive work schedules which will assist Council not only to establish internal priorities, but will enable Council to lobby for grants and/or works (particularly on RTA state and regional roads) and to undertake 'opportunistic' improvements in conjunction with planned road maintenance and pavement rehabilitation works.

To begin the task of implementing the Draft Mobility Plan, it is proposed that Council review the terms of reference and membership of the exiting Hawkesbury Bicycle and Access Mobility Committee. With the completion of the Draft Hawkesbury Mobility Plan, the Committee has achieved its major objective and it would be reasonable to reassess its role with a view to identifying a role for the Committee to assist the implementation and review of the Hawkesbury Mobility Plan. As the implementation of the Plan will require increased co-ordination between the City Planning and Infrastructure Service Divisions of Council, the revised 'Hawkesbury Mobility Plan Implementation Committee' should broaden its membership to include the Managers (and/or delegates) from Construction and Maintenance, Design and Mapping Services and Planning. The Executive Manager Community Partnerships will continue to maintain the executive support services to the Committee. It is also proposed that Council formally write to the RTA to request a nomination from the RTA for a representative to sit on the Committee. It is envisaged that the current status of the Councillor and community representatives who sit on the Committee would remain unchanged. Given its revised brief it is envisaged that the Committee would probably be required to meet on a quarterly basis.

The role of the revised Committee would be to provide advice in relation to Council's proposed works program for cycleway and pedestrian improvements - based on the priorities and routes within the Draft Hawkesbury Mobility Plan. The works program would also take into account the scope of any planned pavement rehabilitation, road shoulder widening and footpath construction and maintenance works to ensure that, as far as possible, these works complement the objectives of the Hawkesbury Mobility Plan. The Committee would assist Council in establishing reasonable cycleway and/or footpath infrastructure requirements that might be associated with future urban developments within the City. The Committee's brief would also include identifying other sources of internal and external investments to fund the Draft Hawkesbury Mobility Plan (while also having due regard to the recurrent lifecycle costs of any new infrastructure).

Conformance to Community Strategic Plan

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

ORDINARY MEETING

Meeting Date: 11 May 2010

- Be linked by accessible, viable public transport, cycleways and pathways to the major growth and commercial centres within and beyond the Hawkesbury.

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

- Implement bike and pedestrian mobility plan.

The proposed implementation timeframe for this matter, as specified in the CSP Milestones is 2009-2012.

Financial Implications

As outlined in the report, the Implementation of the Hawkesbury Mobility Plan will require significant capital and recurrent investment. The report proposes the establishment of an implementation process to co-ordinate the planning and allocation of existing resources in Council's forward budget estimates to deliver on the elements in the Draft Plan. The report also identifies a range of other internal (Sec 94A) and external (grants) funding sources to be investigated in conjunction with the implementation of the Draft Hawkesbury Mobility Plan.

RECOMMENDATION:

That:

1. Council adopt the Draft Hawkesbury Mobility Plan.
2. Council endorse the works schedules and priorities within the Plan on the basis that their implementation will take into account Council's financial capacity having particular regard to the life-cycle costs of any new capital projects and noting that any proposed future works on the City's bicycle and pedestrian networks will be reported to Council in conjunction with the adoption of Council's annual financial estimates.
3. Council write to those persons and agencies who have lodged submissions during the public exhibition of the Draft Mobility Plan to thank them for their comments and to advise them of the actions taken in response to these comments.
4. Council request that the Hawkesbury Bicycle and Access Mobility Committee review its objectives and membership having regard to the matters raised in this report and that a further report be provided for Council's consideration in relation to the revised objectives and membership of the proposed Hawkesbury Mobility Plan Implementation Committee.
5. Council write to the RTA to request that the RTA nominate a representative to sit on the Hawkesbury Mobility Plan Implementation Committee.
6. Council forward copies of the Hawkesbury Mobility Plan to the RTA and local state and federal members of parliament seeking their assistance in its implementation and noting the joint-responsibility of all levels of government in working together for the safety and health of residents, pedestrians and cyclists who use the NSW roads network.

ATTACHMENTS:

- AT - 1** Summary of Proposed Bicycle Network - Hawkesbury Mobility Plan
- AT - 2** Summary of Proposed Pedestrian Network - Hawkesbury Mobility Plan
- AT - 3** Draft Hawkesbury Mobility Plan 2010 (*distributed under separate cover*)

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 1 Summary of Proposed Bicycle Network - Hawkesbury Mobility Plan

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

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 2 Summary of Proposed Pedestrian Network - Hawkesbury Mobility Plan

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

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 11 May 2010

Item: 89 CP - Waste Management Advisory Committee - 28 April 2010 - Draft Strategic Waste Action Plan - (95249, 95498)

REPORT:

Executive Summary

A meeting of the Waste Management Advisory Committee was held on 28 April 2010. The Committee has made recommendations in relation to a report which now require Council's consideration to enable action to be taken in relation to those specific matters.

Consultation

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

Background

At the Ordinary meeting of Council held on 13 April 2010, Council resolved the following:

"That the recommendations of the Waste Management Advisory Committee meeting of 31 March 2010 be adopted."

One of the recommendations from the Waste Management Advisory Committee included a list of actions and commitments that related to the acceptance of the Waste and Sustainability Improvement Payments to Council from the Department of Environment Climate Change and Water (DECCW). One of the matters involved in this program is that Council prepare a Strategic Waste Action Plan.

At the meeting of 28 April 2010, the Waste Management Advisory Committee considered a further report on the Draft Strategic Waste Action Plan that outlined in more detail what the Strategic Waste Action Plan involved. A copy of that report and the Committee's recommendation is attached.

The Committee has made recommendations in relation to the report which now require Council's consideration to enable action to be taken in relation to those specific matters. The minutes of the Waste Management Advisory Committee are included as a separate agenda item to this meeting.

The attached report outlines a proposal to employ a Waste Education Officer for a period of twelve months to ensure the implementation of selected actions and programs contained in the draft Strategic Waste Action Plan. Funding for that position would be obtained via the Waste and Sustainability Improvement Payment (WaSIP) Program from the Department of Environment Climate Change and Water.

These actions are to include but not limited to the following:

- Upgrade dry recyclables collection service.
- Increase rates of recycling to Multi-Unit Dwellings.
- Enhance communication and community outreach program.
- Improve construction and demolition diversion program.
- Education for Urban Single Unit Dwelling dry recycling.
- Public place recycling.
- Corporate Waste Recycling.

ORDINARY MEETING

Meeting Date: 11 May 2010

These actions could be funded by an external source under 2010/2011 Department of Environment, Climate Change and Water (DECCW), Waste and Sustainability Improvement Payment Program. However, ongoing funding is not guaranteed.

Currently funded, by (DECCW) 2009/2010 Improvement Payment Program, is a feasibility study looking at different options available for the collection and treatment of municipal waste. The Committee also recommended including the feasibility of the kerbside collection of green waste/ organic material in the proposed study.

As part of Council's acceptance of the Waste and Sustainability Improvement Payments, the Draft Strategic Waste Action Plan, incorporating Council's commitment to increasing the diversion rate of waste from landfill, is to be received by the DECCW by 31 May 2010 for their approval.

Conformance to Community Strategic Plan

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

- Take active steps to encourage lifestyle choices that minimise our ecological footprint.

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

- Develop and implement waste and recycling strategies

The proposed implementation timeframe for this matter, as specified in the CSP Milestones is 2012.

Financial Implications

The actions contained in the Strategic Waste Action Plan (SWAP) will have ongoing funding implications. Some of the preliminary work for these actions is currently funded under the WaSIP program as mentioned above.

The employment of a Waste Education Officer for a period of twelve months to ensure the implementation of Selected Actions and Programs, could be funded by an external source under 2010/2011 Waste and Sustainability Improvement Payment (WaSIP) Program. However, ongoing funding is not guaranteed. Should the funding for this position not be successful alternate options would be reported back to Council.

RECOMMENDATION:

That Council:

1. Submit the Draft Strategic Waste Action Plan as identified in Appendix 2 - "Employ Waste Education Officer", (Item 2 in Waste Management Advisory Committee Agenda 28 April 2010) to the Department Environment Climate Change and Water by 31 May 2010 for their approval.
2. Apply for funding in the 2010/2011 Waste and Sustainability Improvement Payment Program to employ a Waste Education Officer for a minimum of twelve months as part of the program to implement the selected Actions and Programs. If this funding is not successful alternate funding options to be reported back to Council.
3. Commit to, in the already funded feasibility study, investigating both separated organic kerbside collection service and the different options available for the collection and treatment of municipal waste both supported by an appropriate business plan to achieve the State Governments target of 66% landfill diversion by 2014.

ORDINARY MEETING

Meeting Date: 11 May 2010

ATTACHMENTS:

- AT - 1** Report for Item 2 - Draft Strategic Waste Action Plan, and Appendix, from Waste Management Advisory Committee Agenda - 28 April 2010

**AT - 1 Report for Item 2 - Draft Strategic Waste Action Plan, and Appendix, from
Waste Management Advisory Committee Agenda - 28 April 2010**

REPORT:

Executive Summary

Hawkesbury City Council currently diverts 20% (5,428 tonnes/year) of waste from landfill. In an attempt to reach the State Governments target of 66% diversion of waste from landfill by 2014, analysis of various options have been developed using the Strategic Waste Action Plan tool provided by the Department of Environment, Climate Change and Water (DECCW).

This report outlines various potential and selected Actions and Programs that may be implemented to achieve this target and extend the life of the Hawkesbury City Waste Management Facility.

These options include the potential addition of a Waste Education Officer to educate and enhance community participation rates for recycling and to investigate the feasibility of implementing a green waste and organic collection service that has the potential to divert 57% (11,760 tonnes/year) of waste from the landfill. Further investigation is also required on the feasibility for collection and treatment of municipal waste utilising an alternate waste treatment system other than landfill for a potential additional diversion of 62% (16,491 tonnes/year).

As part of Council's acceptance of the Waste and Sustainability Improvement Payments, the Draft Strategic Waste Action Plan, incorporating Council's commitment to increasing the diversion rate of waste from landfill, is to be received by the DECCW by 31 May 2010 for their approval.

Consultation

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

Consultation has been undertaken internally at meetings with the Waste Management Officer, Director of Infrastructure Services and Director of City Planning. Information was provided to the Waste Advisory Committee in General Business at their meeting on 31 March 2010, with this report provided to the special meeting held on 28 April 2010. This report will also be sent to a full Council meeting prior to forwarding to DECCW by 31 May 2010.

Background

In August 2009 Council received the Waste and Sustainability Improvement Payments Program and Standards from the DECCW. The Delivery of an adopted Strategic Waste Action Plan (SWAP) was one of the requirements for accepting the payments. The SWAP must contain performance milestones that will contribute to Council reaching the 2014 waste target of reducing waste to landfill by 66%.

In addition the DECCW provided Council with a "Local Government Strategic Waste Action Plan Tool" (the Tool). This Tool is MS Excel based and has been developed to assist in evaluating current waste diversion performance and to investigate the impacts on future waste diversion rates. The Tool allows councils to create a strategic list of system changes, activities and programs tailored to the local waste stream that will achieve a kerbside diversion of 66% by 2014. Alternatively those councils with existing Waste Action Plans can use the Tool to quickly and easily check waste diversion assumptions against published regional and state averages.

It is important to note that the 66% waste diversion target for 2014 is not mandatory and only a guide for Local Government to achieve. However, in order to receive a Waste and Sustainability Improvement Payment (WASIP) councils need to demonstrate that they are meeting all of the Standards applicable in their area and to provide the DECCW with a certificate, signed by the General Manager. This certificate

ORDINARY MEETING

Meeting Date: 11 May 2010

has been provided to DECCW based on the existing works that Council is undertaking and the ability to fully fund, via the WASIP, the additional actions proposed. These certificates will also commit council to the actions required by the Guidelines including the allocation of payments to waste and sustainability outcomes for their community. Staff will attend the Waste and Sustainability Improvement Payment Information Session, held on the 27 April 2010, to obtain an explanation of the future waste standards for the 2010-2011 WASIP program.

Council is required to submit their completed SWAP to the DECCW by 30 April 2010 along with relevant council meeting minutes which adopted the waste actions to be implemented. An extension of time was granted until the 31 May 2010.

Potential Landfill Diversion Options

The Local Government Waste and Resource Recovery Data Return for 2007-2008 data were entered into the Tool.

The results identified that council currently diverts 20% (5,428 tonnes) of waste from landfill and the Tool indicates that a further potential for the diversion of 57% (11,760 tonnes/year) waste from landfill could be obtained by the implementation of a garden and food organics recycling. Refer to Appendix 1.

Secondly the selected Actions and Programs were entered into the Tool, with the aim of simulating the employment of a Waste Education Officer and the completion of programs listed in Appendix 2. This position could be funded as part of the 2010-2011 Waste and Sustainability Improvement Payment Program. This action alone has the potential to lift the current landfill diversion rate from 20% to 44%.

Thirdly, actions and programs were entered into the Tool, which simulated both the employment of a Waste Education Officer and kerbside collection of food waste and garden waste. Material would then be processed by an alternative waste treatment organic system. This alternative could be implemented by the end of 2011 and achieve a 73% (19,415 tonnes/year) diversion rate. Refer to Appendix 3.

Finally, Appendix 4 shows the results of the data simulating both the employment of a Waste Education Officer and the processing of residual municipal waste by an alternative waste treatment system. This data is calculated on being able to process 70% of the municipal waste, thus achieving 83% (21,919 tonnes/year) total diversion of waste from landfill.

In addition a feasibility study will soon be commissioned, as resolved by Council on 13 April 2010, to look at different options available for the collection and treatment of municipal waste supported by an appropriate business plan. This recommendation was supported by the DECCW on 4 March 2010 and is being funded by the 2009-2010 Waste and Sustainability Improvement Payment Program at a cost of \$65,000.00. This study could include the option of a separate organics collection and processing by an alternative waste treatment system. The business plan would identify real time frames and economic solutions for both municipal waste and the organic separation options.

Conformance to Community Strategic Plan

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

- Take active steps to encourage lifestyle choices that minimise our ecological footprint.

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

- Develop and implement waste and recycling strategies.

The proposed actions that are nominated in this report are directly applicable to the Directions, Strategies, Goals and Measures contained in the Community Strategic Plan as adopted by Council in October 2009.

The proposed implementation timeframe for this matter, as specified in the CSP Milestones is 2010-2012.

ORDINARY MEETING

Meeting Date: 11 May 2010

Financial Implications

Selected Actions and Programs "User defined Action 2-3", contained in Appendix 2, will be funded from Component 43 - Strategic Planning- Environment with the approved grant allocation from the 2009- 2010 Waste and Sustainability Improvement Payment Program from the Department of Environment, Climate Change and Water.

The actions contained in the Strategic Waste Action Plan (SWAP) have ongoing funding implications such as:

1. The employment of a Waste Education Officer for a period of twelve months to ensure the implementation of Selected Actions and Programs, " Action 4,8,11 and 12" (Appendix 2 & 3) contained in the SWAP, could be funded by an external source under 2010-2011 Waste and Sustainability Improvement Payment Program. However, ongoing funding is not guaranteed. One option for external funding could be sourced or allocated from Component 81 - Domestic Waste Management or Component 89- Waste Management Facility.
2. The Feasibility Study (previously mentioned in this report) should look at additional options namely organic kerbside collection service contained in Appendix 3 "Action 2, 3" as well as the identified collection and treatment of municipal waste referred to in Appendix 4 "Action 1" is to be funded by Component 43- Strategic Planning- Environment with approved grant allocation (\$65,000) from the 2009-2010 Waste and Sustainability Improvement Payment Program from the Department of Environment, Climate Change and Water. Ongoing funding and economic impacts on the community will be addressed by an appropriate business plan prepared for the feasible options recommended by the study.

RECOMMENDATION:

That Council:

1. Submit the Draft Strategic Waste Action Plan as identified in Appendix 2- "Employ Waste Education Officer" to the Department Environment Climate Change and Water by 31 May 2010 for their approval.
2. Apply for funding in the 2010-2011 Waste and Sustainability Improvement Payment Program to employ a Waste Education Officer for a minimum of twelve months to implement the selected Actions and Programs to achieve a waste diversion of 44% in accordance with the Plan. If this funding is not successful alternate funding options to be reported back to Council.
3. Commit to, in the already funded feasibility study, investigating both separated organic kerbside collection service and the different options available for the collection and treatment of municipal waste both supported by an appropriate business plan to achieve the State Governments target of 66% landfill diversion by 2014.

ATTACHMENTS:

- AT - 1** Appendix 1 - Current Waste Diversion - Performance Evaluation Hawkesbury City Council.
- AT - 2** Appendix 2 - Employ Waste Education Officer.
- AT – 3** Appendix 3 - Employ Waste Education Officer and source separate organic waste.
- AT – 4** Appendix 4 - Employ Waste Education Officer and Process residual waste with AWT.

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 1 Appendix 1 - Current Waste Diversion -Performance Evaluation
Hawkesbury City Council

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

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 2 Appendix 2 - Employ Waste Education Officer

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

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 3 Appendix 3 - Employ Waste Education Officer and source separate organic waste

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

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 4 Appendix 4 - Employ Waste Education Officer and Process Residual Waste with AWT

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

oooO END OF REPORT Oooo

INFRASTRUCTURE SERVICES

Item: 90 **IS - Closed Circuit Television (CCTV) Cameras for Bowen Mountain Park - (95495, 79354)**

Previous Item: 8, Ordinary (2 February 2010)

REPORT:

Executive Summary

The report outlines the findings of the survey carried out within the Bowen Mountain area to ascertain the support/objection of the local community for the placement of CCTV cameras in Bowen Mountain Park. There has been an overwhelming response in support of the cameras, and it is recommended that approval be given for the installation of the cameras on a 6 month trial period.

Consultation

Over 500 surveys were sent to property owners within the Bowen Mountain area. Advertisements were placed within the Gazette and Courier newspapers, as well as a survey form being available on Council's website.

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

Background

The Bowen Mountain Park Committee have requested consideration be given to the installation of CCTV cameras within Bowen Mountain Park. A new member of the Committee runs a security firm and upon becoming aware of some of the minor infractions at the park, made an offer to provide CCTV cameras at no cost to the Committee.

Following consideration of a report in relation to the matter, Council at its meeting of 2 February 2010 resolved:

"That:

- 1. An appropriate policy be developed in relation to the usage of CCTV cameras on Council properties and managed public spaces.*
- 2. Council ask the Bowen Mountain Park Committee, in conjunction with Council, to undertake a survey of residents in the area regarding the installation of CCTV cameras.*

An overwhelming response of 174 submissions was received, being 167 in support of the cameras and 7 submissions objecting.

Comments from those supporting the cameras ranged from: people thinking it was a great idea; it would catch those doing the wrong thing; supported the cameras but wanted to ensure that the cameras do not intrude on the privacy of residences; to wanting them elsewhere such as the Rural Fire Station. Many felt that this could reduce the issues they have experienced within the area. Some supported the cameras but wished they did not have to. Both positive and negative submissions indicated the necessity for greater police presence within the Bowen Mountain area, as well as wanting to know what would happen at the end of the trial.

ORDINARY MEETING

Meeting Date: 11 May 2010

The comments from those objecting were:

- “CCTV by putting this into Bowen Mountain is like turning it into like Parramatta or suburbia which is why we moved here to get away from that sort of thing. There must be another way to police the park. Thinking caps on.”
- “Thank you for sending this survey. We appreciate the opportunity to respond in this way. The cameras represent an approach that is inappropriate to the amenity of the park. This park is the least vandalised in the Hawkesbury, and as such, should not be one of the first to be compromised in this way.”
- “I am not against the CCTV cameras, however I do not see any reason that they should be installed in the park. Bowen Mountain Park is a small park used every day and does not need this intrusion. The amount of vandalism and anti-social behaviour is minimal in relation to the other parks in the area. The alleged occurrences of vandalism etc. are not recent but have happened over a period of fifteen years. The cameras will be reactive and will not stop anything happening’.”
- “Provide a Police Station at Kurrajong and do more Police patrols. The Police are more interested in speeding cars than vandalism and anti-social behaviour. Re-open Richmond and North Richmond Police Station“
- “I object to installation of CCTV cameras in Bowen Mountain Park on the grounds that they are an invasion of the privacy of visitors to the park. I require the toilets in the park to be open at all times, but I vehemently object to the installation of CCTV cameras focused on the toilet block to film me entering and leaving the toilets.”
- “We appreciate the need to decrease vandalism and anti-social behaviour, however, we don't want to forego our privacy and have no say in who is viewing us or our children, now or in the future. We chose to live here to escape such surveillance.”

To combat some of the concerns raised in relation to the handling of any footage recorded, a policy has been developed by the Committee. It is proposed to have a tape over procedure so that only 24 – 48 hours of footage would be stored at any time, and the footage will be housed securely onsite.

Should an offence be carried out, Police officers and Council staff would be informed and requested to view the security data. Given that the footage would only be viewed following an incident, it is unlikely to impact on the privacy of the park users.

During any maintenance activities two authorised persons are required to be present at all times.

Whilst Bowen Mountain Park is not a highly vandalised park, it has been the target of regular recurrences of both graffiti and vandal attacks, and it is the aim of the Committee to reduce the number of such attacks. Cameras will be positioned in strategic locations focussing on areas frequently targeted by vandals.

A Council policy in relation to the usage of CCTV cameras on Council properties and managed public spaces is currently being developed.

It is recommended that approval be given to the Bowen Mountain Park Committee for the installation of CCTV cameras in Bowen Mountain Park for a trial period of 6 months, at no cost to Council. Should the trial period prove effective, it is recommended that the cameras be reassessed with a view to extending the presence of cameras within the park for a further 18 months

As CCTV cameras should not be used as a long term strategy and it further suggested that the cameras be reviewed on a bi-annual basis.

Conformance to Community Strategic Plan

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

ORDINARY MEETING

Meeting Date: 11 May 2010

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

and

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

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

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

The installation of the CCTV will assist with the Committee's aim of protecting assets and aesthetics of the parks. This provides a direct link with protecting and enhancing the social and environmental character of Hawkesbury's villages. Providing a safe environment will increase usage of the park and encourage a greater community spirit in relation to the park. This also links with the Community Strategic Plan through the creation of friendly neighbourhoods.

The proposed implementation timeframe for this matter, as specified in the CSP Milestones is 2012.

Financial Implications

The proposal to install CCTV cameras will be undertaken by the Bowen Mountain Park Committee, at no cost to Council.

The electricity costs will be borne by Council as part of the overall electricity charges for Bowen Mountain Park.

The ongoing maintenance and replacement of the cameras (in the event of vandalism) will be the responsibility of the Bowen Mountain Park Committee.

RECOMMENDATION:

That:

1. Approval be given to the Bowen Mountain Park Committee for the installation of CCTV cameras in Bowen Mountain Park for a trial period of 6 months, at no cost to Council.
2. Should the trial period prove effective, the cameras be reassessed with a view to extending the presence of cameras within the park for a further 18 months.
3. In the event of the presence of cameras is made permanent, the matter be reviewed on a bi-annual basis.
4. The ongoing maintenance and replacement of the cameras (in the event of vandalism) is the responsibility of the Bowen Mountain Park Committee.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 11 May 2010

Item: 91 **IS - Naming of a un-named Road at Pitt Town within proposed subdivision of Lot 4 DP 711815, No.10 Eldon Street, Pitt Town - (95495)**

Previous Item: 7, Ordinary (2 February 2010)

REPORT:

Executive Summary

This report has been prepared following Council's Resolution on the 2 February 2010 to seek public comment under the New South Wales Roads Act 1993 on the naming of a existing un-named road in Pitt Town as Iris Street.

Public comment has now been sought with three submissions being received in relation to the proposed name.

The report recommends that public consultation be sought on the use of a new name being "Sarah Street".

Consultation

Public consultation was sought by way of advertisement in the local press, Council's web page under Consulting the Community, correspondence addressed to adjoining and surrounding owners of the un-named road and various organisations. The public comment period expired on 31 March 2010. No further public consultation is required for the name 'Iris'.

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

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

Background

At Council's meeting held on the 2 February 2010, it was resolved:

"That public comment be sought under the New South Wales Roads Act, 1993 for the naming of the existing un-named road in connection within a proposed subdivision of Lot 4 DP 711815, No. 10 Eldon Street Pitt Town as Iris Street."

The application for the road name was received from McKinlay Morgan & Associates Pty Ltd of behalf of their client Mrs D Miller. The new lots generated from the subdivision will be gaining access from this un-named road.

The name Iris was originally suggested as Iris Miller owned the land being subdivided before passing away and also for the following reason:

"After Iris Miller, nee Curl. Iris has had a long association with Pitt Town and has family links back to the early settlers of the Pitt Town area. Iris was a well respected resident. She was a patron and foundation member of Pitt Town Bowling Club and a life member of Pitt Town District Sports Club."

ORDINARY MEETING

Meeting Date: 11 May 2010

At the end of the public comment period, three submissions were received as follows:

- No objection to the use of Iris, from the Geographical Names Board of New South Wales providing it does not refer specifically to any living person.
- Objection from an adjoining property owner to the un-named road with a suggestion that the road be named "Margaret Street".
- Objection from a Windsor resident suggesting the road be named "Smallwood Street"

Details on the two newly suggested names are listed:

- **Margaret Street**
Margaret is the mother of the adjoining property owner (land opposite the subdivision lot) who has objected to the use of the name Iris. Margaret is a breast cancer survivor and her family is extremely proud of her and the time she has put into raising her family single-handedly. Margaret currently takes care of her best friend of 45 years who has chronic dementia and has done so for the past 10 years.

The objector acknowledges that she and her family have known Iris for almost two decades as a neighbour and helped Iris in her times of need. The objectors family requests respectfully that since putting this time in and that Margaret still puts in her time, money and effort caring for others that the street be named as a tribute to Margaret.
- **Smallwood Street**
Smallwood has been suggested in honour of Daniel Smallwood a well known Hawkesbury Pioneer and the first licensee of the Bird in Hand Inn at Pitt Town.

Under the guidelines listed for naming roads issued under the Geographical Names Board of New South Wales the two suggested names should not be further considered for the reasons as follows:

- Propriety 3.1 - States that the names of living persons should not be used.
- Uniqueness 1.1 - States that name duplication within a local government area should be avoided. A street located in the adjoining suburb of McGraths Hill is named Smallwood Road.

The use of these names may receive an objection from some of the organisations required to be notified under the New South Wales Roads Act 1993 and the Roads (General) Regulation 2008 under the guidelines for naming roads. If this should happen the use of the above names cannot proceed without the approval of the Minister of Roads.

In view of the two submissions objecting to the use of the name of Iris it is felt that a new name should be considered.

Council's Local Studies and Outreach Librarian has been consulted for an appropriate name. After cross referencing the suggested names against existing streets and the list of names for the Pitt Town Subdivision area, the name of "Sarah Street" has been suggested, with details as listed below:

- **Sarah Street**
Infant Sarah Bootle was baptised on 7 February 1826, the daughter of John and Catherine Bootle. She is the first child baptised and registered in St. James Church of England baptism registers from Pitt Town. The Bootles lived in Pitt Town and John was recorded as a farmer. The service was taken by Rev Matthew Devenish Meares.

Based on the information outlined above, it is proposed that the un-named public road in connection with the proposed subdivision of Lot 4 DP 711815, No.10 Eldon Street Pitt Town be named Sarah Street.

ORDINARY MEETING

Meeting Date: 11 May 2010

Conformance to Community Strategic Plan

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

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

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

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

The proposed implementation timeframe for this matter, as specified in the CSP Milestones is 2012.

Financial Implications

The advertising expenses associated with this matter have been provided for in Component 22 from the 2009/2010 Adopted budget.

RECOMMENDATION:

That public comment be sought under the New South Wales Roads Act, 1993 for the naming of the existing un-named road in connection with the proposed subdivision of Lot 4 DP 711815, No. 10 Eldon Street Pitt Town as Sarah Street, replacing the previous proposal of Iris Street.

ATTACHMENTS:

AT - 1 Locality Plan - Proposed Sarah Street, Pitt Town

ORDINARY MEETING

Meeting Date: 11 May 2010

AT - 1 Locality Plan - Proposed Sarah Street, Pitt Town

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

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 11 May 2010

Item: 92 **IS - Provision of a Septic Tank and Collection Well Effluent Removal Service - (95495, 112179)**

Previous Item: 160, Ordinary (14 August 2007)

REPORT:

Executive Summary

The current contract with Transpacific Industries Group Ltd for the "Provision of septic tank & collection well effluent removal service", made on 29 August 2007 between Hawkesbury City Council and Transpacific Industries Group Ltd is due to expire at midnight on 31 August 2010.

As the continuation of the contract is mutually agreeable by both parties, this report has been prepared for Council's consideration that the contract may be extended until midnight on 31 August 2012.

Consultation

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

Background

The current contract with Transpacific Industries Group Ltd for the "Provision of septic tank & collection well effluent removal service" commenced on 29 August 2007 and is due to expire at midnight on 31 August 2010.

Extension provisions detailed in Clause 3.2 of the contract states that:

"The Council may offer to extend the term of the contract for a period of up to two years by notice in writing to the contractor given not less than three months prior to the expiration date. The contractor may, if it chooses so to do, accept the offer which acceptance must be notified in writing to the Council within one month after the receipt of the offer.

Any extension of this contract is to be on the same terms and conditions as this contract and otherwise varied or amended as agreed between the parties."

The extension would be based on the Stage 2 Option 3 of the contract and the advice to Transpacific Industries Group Ltd that the "Provision of septic tank & collection well effluent removal service" will be to residents of the Hawkesbury LGA on a pumpout service as nominated by Hawkesbury City Council. As such there is no guarantee of the number of sullage pump out services that may be required during this transition period in 2010/2011.

Correspondence was forwarded to the contractor, with a favourable reply received from the contractor wishing to extend the contract for the maximum period of two years.

Transpacific Industries Group Ltd have met all requirements of the current contract, and are a co-operative and reliable contractor.

As the continuation of the contract is mutually agreeable by both parties, it is suggested that the contract be extended until midnight on 31 August 2012.

Conformance to Community Strategic Plan

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

ORDINARY MEETING

Meeting Date: 11 May 2010

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

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

- Work with public and private sectors to ensure funding and delivery of improved services and infrastructure.

The proposed implementation timeframe for this matter, as specified in the CSP Milestones is 2012.

Financial Implications

Funding allocated in the 2009/2010 Adopted Budget and proposed in the Draft 2010/2011 Budget.

RECOMMENDATION:

That:

1. The current contract with Transpacific Industries Group Ltd for the Provision of a Septic Tank and Collection Well Effluent Removal Service be extended until 31 August 2012.
2. The Seal of Council be affixed to any necessary documentation.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 11 May 2010

SUPPORT SERVICES

Item: 93 SS - Goods and Services Tax Compliance Certificate 2010 - (96332, 95496)

REPORT:

Executive Summary

In accordance with the Department of Local Government (now Division of Local Government)(DLG) Circular 05/26, Council is required to submit a Goods and Services Tax (GST) Certificate confirming that it maintains adequate management arrangements and internal controls to ensure compliance with GST Legislation. A Certificate to that effect is attached.

It is therefore recommended that Council authorise the signing of the GST Certificate for forwarding to the DLG.

Consultation

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

Background

The DLG previously required councils to have an independent Goods and Services Tax (GST) review undertaken, and a GST Audit Review Report prepared, by an external auditor and lodged with the DLG.

Effective from the 2004/2005 financial year, the DLG has changed the requirements now requesting councils to provide a certificate of confirmation signed by the Mayor, one other Councillor, the General Manager and the Responsible Accounting Officer, in lieu of an independent review. For the following years after 30 June 2005, the certificates are to be for the period 1 May to 30 April each year, to enable the DLG to provide more accurate and current information to NSW Treasury.

The certificate of confirmation requires Council to certify that:

- Hawkesbury City Council has paid voluntary GST for the period 1 May 2009 to 30 April 2010.
- Adequate management arrangements and internal controls were in place to enable the Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.
- No GST non-compliance events by the Council were identified by or raised with the Australian Taxation Office.

Management confirms that all voluntary GST has been paid for the period from 1 May 2009 to 30 April 2010; that appropriate internal controls and systems are in place to account for Council's GST liabilities; and that no GST non-compliance event has been identified, or raised, with the Australian Taxation Office.

A copy of the Goods and Services Tax Certificate for the period from 1 May 2009 to 30 April 2010 is attached to this report as Attachment 1.

ORDINARY MEETING

Meeting Date: 11 May 2010

Conformance to Community Strategic Plan

This matter is consistent with the Shaping Our Future Together vision and the associated directions and strategies.

Financial Implications

No financial implications applicable to this report.

RECOMMENDATION:

That the Goods and Services Tax Certificate for the period from 1 May 2009 to 30 April 2010 be endorsed in accordance with Department of Local Government Circular 05/06.

ATTACHMENTS:

AT - 1 Goods and Services Tax Certificate

ORDINARY MEETING

Meeting Date: 11 May 2010

AT – 1 Goods and Services Tax Certificate

COUNCIL OF THE CITY OF HAWKESBURY

GOODS AND SERVICES TAX CERTIFICATE

Payment of Voluntary GST from 1 May 2009 to 30 April 2010

To assist compliance with Section 114 of the Commonwealth Constitution, we certify that:

- Voluntary GST has been paid by Hawkesbury Council for the period 1 May 2009 to 30 April 2010.
- Adequate management arrangements and internal controls were in place to enable the Council to adequately account for its GST liabilities and recoup all GST input tax credits eligible to be claimed.
- No GST non-compliance events by the Council were identified by or raised with the Australian Taxation Office.

Signed in accordance with a resolution of Council made on 11 May 2010.

.....
Bart BASSETT
MAYOR

.....
Kevin CONOLLY
COUNCILLOR

.....
Peter JACKSON
GENERAL MANAGER

.....
Emma GALEA
**RESPONSIBLE
ACCOUNTING OFFICER**

oooO END OF REPORT Oooo

ORDINARY MEETING**Meeting Date:** 11 May 2010**Item: 94 SS - Monthly Investments Report - March 2010 - (96332, 95496)****Previous Item:** 17, Ordinary (3 February 2009)
82, Ordinary (28 April 2009)**REPORT:****Executive Summary**

According to Clause 212 of the Local Government (General) Regulation 2005, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether or not investments have been made in accordance with the Act, the Regulation and the Council's Investment Policy.

This report indicates that Council held \$39.3 million in investments at 31 March 2010.

It is recommended that this report be received and noted.

Consultation

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

Background

The following table indicates that Council held \$39.3 million in investments as at 31 March 2010. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions and the investments and the percentage of the total portfolio, are provided below.

Investment Type	Institution Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Investment Rating	Total \$
On Call								
CBA	AA	31-Mar-10		4.50%	4,810,000	12.31%	A1+	4,810,000
Term Investments								
AMP	A1	20-Jan-10	21-Jan-11	6.86%	1,000,000	2.54%	A	
ANZ	AA	24-Mar-10	20-Oct-10	6.25%	1,000,000	2.54%	A1+	
ANZ	AA	25-Nov-09	24-Nov-10	6.00%	1,000,000	2.54%	A1+	
ANZ	AA	02-Sep-09	02-Sep-10	5.25%	2,000,000	5.09%	A1+	
ANZ	AA	10-Feb-10	11-Aug-10	6.20%	500,000	1.27%	A1+	
ANZ	AA	03-Mar-10	29-Nov-10	6.30%	2,000,000	5.09%	A1+	
Bank of Cyprus	A	02-Nov-09	27-Oct-10	5.70%	1,000,000	2.54%	Moody's P-1	
Bank of Queensland	BBB+	20-Jul-09	19-May-10	4.50%	1,000,000	2.54%	A-2	
Bankwest	AA	19-Aug-09	19-Aug-10	5.00%	1,000,000	2.54%	A1+	

ORDINARY MEETING
Meeting Date: 11 May 2010

Investment Type	Institution Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Investment Rating	Total \$
Bendigo and Adelaide Bank	BBB+	09-Oct-09	13-Oct-10	5.30%	1,000,000	2.54%	A-2	
Citibank	A+	20-Jul-09	21-Apr-10	4.60%	1,000,000	2.54%	A-1	
Credit Union Australia	BBB	24-Mar-10	22-Jul-10	5.99%	1,000,000	2.54%	unrated	
Elders Rural Bank	BBB	15-Jun-09	15-Jun-10	4.64%	1,000,000	2.54%	A-2	
IMB	BBB	10-Feb-10	11-Aug-10	6.25%	1,000,000	2.54%	A-2	
Investec Bank	BBB	02-Sept-09	02-Sep-10	5.74%	1,000,000	2.54%	Moody's P-2	
Macquarie Bank	A	18-Jun-09	15-Jun-10	4.50%	1,000,000	2.54%	A-1	
Members Equity	BBB	03-Mar-10	02-Jun-10	5.75%	1,000,000	2.54%	A-2	
NAB	AA	08-Dec-09	08-Dec-10	6.80%	3,000,000	7.63%	A1+	
NAB	AA	03-Dec-09	03-Dec-10	6.80%	2,000,000	5.09%	A1+	
NAB	AA	02-Sep-09	04-Aug-10	5.20%	1,000,000	2.54%	A1+	
NAB	AA	24-Feb-10	26-May-10	5.32%	1,000,000	2.54%	A1+	
NAB	AA	25-Nov-09	26-May-10	5.50%	1,000,000	2.54%	A1+	
Newcastle Permanent	BBB+	18-Jun-09	15-Jun-10	4.55%	1,000,000	2.54%	A-2	
Suncorp	A	12-Jun-09	14-Jun-10	4.60%	1,000,000	2.54%	A-1	
Westpac	AA	20-Jan-10	21-Jul-10	6.20%	1,000,000	2.54%	A1+	
Westpac	AA	24-Feb-10	27-Apr-10	5.20%	2,000,000	5.09%	A1+	
Westpac	AA	21-Dec-09	21-Dec-10	7.00%	3,000,000	7.63%	A1+	34,500,000
TOTAL INVESTMENT AS AT 31 MARCH 2010								39,310,000

	Bench Mark	Actual
Bench Mark - UBSA 90 Day Bank Bill Index	4.42%	5.80%
Bench Mark - 11am Cash Rate	4.00%	4.50%

Performance by Type

Category	Balance	Average Interest	Difference to Benchmark	Restriction Type	Amount
Cash at Call	4,810,000	4.50%	0.50%	External Restrictions -S94	5,977,637
Term Deposit	34,500,000	5.80%	1.38%	External Restrictions - Other	11,497,396
				Internal Restrictions	14,317,235
				Unrestricted	7,517,732
	39,310,000	5.64%	1.22%	Total	39,310,000

ORDINARY MEETING

Meeting Date: 11 May 2010

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 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 \$0.5 million for the month of March, 2010. During March, various income was received totalling \$4.97 million, including rate payments amounting to \$3.19 million, while payments to suppliers and staff costs amounted to \$4.94 million.

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

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

ORDINARY MEETING

Meeting Date: 11 May 2010

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."*

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

As at 31 March 2010, Council has invested \$14 million with 2nd tier financial institutions, noting that one of these institutions is a subsidiary of a major Australian trading bank. The investment of \$1 million with fourteen 2nd tier banks is entirely covered by the free Government Guarantee Scheme, and is in accordance with the revised Ministerial Investment Order, Council's Investment Policy, and Council's resolution at its meeting on 3 February 2009.

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

Effective from 4 May 2010, the Reserve Bank raised official interest rates by one quarter of one percent to a cash rate of 4.5%.

Investment Certification

I, Emma Galea (Responsible Accounting Officer), hereby certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

ORDINARY MEETING

Meeting Date: 11 May 2010

Conformance to Community Strategic Plan

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

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

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

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

Financial Implications

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

RECOMMENDATION:

The report regarding the monthly investments for March 2010 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 11 May 2010

Item: 95 **SS - Banking Services - (96332, 95496)**

Previous Item: 50, Ordinary (13 March 2007)

REPORT:

Executive Summary

In December 2006, tenders were invited for the provision of banking services to Council for a period of three years with the option of two by one year extensions. Tenders closed on 16 January 2007, with tenders being submitted by the following:

- Commonwealth Bank of Australia
- Westpac Banking Corporation
- Bill Express

Council accepted the tender submitted by the Commonwealth Bank of Australia (CBA) which is due to cease its three year term on 30 June 2010.

It is recommended that Council take up the option to extend the Contract Agreement for one year, commencing from 1 July 2010.

Consultation

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

Background

Council, at its meeting held on 13 March 2007, adopted the Tender for the Provision of Banking Services from the CBA. The Contract Agreement between Council and the CBA is for an initial term of three years, commencing on 1 July 2007 and concluding on 30 June 2010, with an option to extend the Contract Agreement term for a further two periods of one year, at the discretion of Council.

The CBA were required to meet the following banking services:

- Bank account facilities
- Electronic funds transfer
- Purchase card facilities
- Bank guarantees facility
- Provision of loan facility
- Investment facility
- Other electronic facilities
- Access to new banking technology
- Collection and receipting services

The annual costs of the CBA providing banking services to Council is based on the original tendered schedule of prices, and is estimated to be approximately \$70,000 for 2009/2010. The CBA have advised that should Council wish to extend the current Contract, the pricing will remain unchanged to the pricing charged under the current Contract.

The CBA has provided a more than satisfactory level of banking service to Council over the last three years, and accordingly, it is recommended that Council take up the option for a further term of one year with the CBA for the provision of banking services.

ORDINARY MEETING

Meeting Date: 11 May 2010

Conformance to Community Strategic Plan

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

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

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

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

Financial Implications

Funding has been provided for in the 2009/2010 Adopted Budget and the 2010/2011 Draft Budget.

RECOMMENDATION:

That:

1. Council agree to take up the option for a further term of one year with the Commonwealth Bank of Australia, commencing from 1 July 2010, for the provision of banking services to Council.
2. Authority be given for any documentation in this matter to be executed under the Seal of Council, if necessary.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 11 May 2010

CONFIDENTIAL REPORTS

INFRASTRUCTURE SERVICES

Item: 96

IS - Tender No. 01610 - Construction of A Roundabout At The Intersection of George & Drummond Streets. South Windsor - (79344, 95495)

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: 11 May 2010

Item: 97

IS - Tender No.01010 - Sewer CCTV Inspections 2010 - (95495, 112179)

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: 11 May 2010

SUPPORT SERVICES

Item: 98 SS - Property Matter - Assignment of Lease from Abbas Dirani to Saghir Ahmed Khan and Riffat Khan - Shop 7 Glossodia Shopping Centre, Glossodia - (112106,113751, 33836)

Reason for Confidentiality

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

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

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

ORDINARY MEETING

Meeting Date: 11 May 2010

ordinary

section 5

reports
of committees

ORDINARY MEETING
Reports of Committees

SECTION 5 - Reports of Committees

ROC - Hawkesbury Macquarie 2010 Committee - 8 April 2010 - (114013, 95498)

The meeting commenced at 9.15am in the Council Chambers, Hawkesbury City Council

Present:	Clr Bart Bassett	Chair, Hawkesbury City Council
	Colin Mitchell	Deputy Chair, Community Representative
	Brian Lindsay	Community Representative
	Judy Newland	Community Representative
	Keri Whiteley	Hawkesbury City Council
	John Miller	Community Representative
	Frank Holland	Community Representative
	John Christie	Community Representative
	Jean Stephens	Community Representative
	Esther Perry	Hawkesbury City Council
	Donald Cobcroft	Community Representative
Apologies:	Clr Rex Stubbs	Hawkesbury City Council
	Clr Jill Reardon	Hawkesbury City Council
	Carol Edds	Community Representative
	Max Jarman	Community Representative
	Anthony Miller	Community Representative
	Aleks Pinter	Community Representative
In Attendance:	Joseph Litwin	Hawkesbury City Council

REPORT:

RESOLVED on the motion of Donald Cobcroft and seconded by Colin Mitchell that the apologies be accepted.

Section 1 - Confirmation of Minutes.

1. Confirmation of Minutes

Colin Mitchell advised that that the minutes had incorrectly recorded the name of the committee member who seconded the motion arising from the February report of the Branding and Marketing Working Party. The minutes were corrected.

RESOLVED on the motion of Colin Mitchell and seconded by John Christie that the Minutes of the Hawkesbury Macquarie 2010 Committee held on 11 February 2010 be confirmed.

2. Matters arising from Previous Minutes

Ms. Whiteley advised that as per the Committees request a link had been established on Council's web-site between the General Events Calendar and the Macquarie 2010 Events Calendar.

SECTION 2 - REPORTS FOR DETERMINATION

Item 31 – Macquarie 2010 Promotional Strategies – Request for Council Support.

DISCUSSION:

- The Mayor advised the Committee that Council had resolved to develop an interpretive signage policy and to investigate options for a proposed 'interpretive trails' program across the Hawkesbury. Council had also resolved to use existing resources and infrastructure as a vehicle for Macquarie 2010 promotional activities.
- Brian Lindsay requested clarification of the availability/status of funding for promotional banners. Mr Litwin advised that these would be funded from within Council's existing signage budget.

MOTION:

RESOLVED on the motion of Brian Lindsay and seconded by John Christie.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION.

1. That the information be received.

Item 32 – NSW Government Endorsement of Hawkesbury City Council Macquarie 2010 Program.

DISCUSSION:

- Mr. Litwin referred to the Committee's resolution of September 2009 and confirmed that Council had liaised with the NSW Department of Premier and Cabinet in relation to the endorsement program for registering events on the NSW Government Macquarie 2010 Bicentenary Commemorative Committee events program. The advice received was forwarded to organisations listed on Council's events program.
- John Miller requested clarification as to whether Council had written to the Governor to invite her to attend various events to be held in conjunction with Proclamation Day. Mr. Litwin advised that the invitation to the Governor was separate to the endorsement program as reported in the Business Paper, but confirmed that Council had written to the Governor as per the Committee's request.

MOTION:

RESOLVED on the motion of John Miller and seconded by Brian Lindsay.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION.

1. That the information be received.

Item 33 – Mosaic Art Sculpture and Plaque Projects for Macquarie 2010 Celebrations.

DISCUSSION:

- Ms. Perry briefed the Committee on the report to Council about this matter and Council's subsequent resolution.
- There was considerable discussion regarding the plaques project and in particular the request of the Windsor Business Group (WBG) to erect a plaque commemorating Andrew Thompson in Thompson

Square and the subsequent advice received by Council from the WBG about this proposal. Ms. Perry clarified the process that had been followed in relation to the workings of the Plaques Working Party and the requirement for additional consultation to be undertaken and the clarification of certain issues prior to the working party being in a position to confirm the location and wording of the proposed plaques. Ms. Perry also advised that funding for the plaques project had yet to be confirmed but that the report to Council about this matter had recommended that proposed Macquarie 2010 project funding for 2010/2011 be brought forward to enable the project to proceed sooner than anticipated..

RECOMMENDATION TO COMMITTEE:

1. That the information be received.

MOTION:

RESOLVED on the motion of Brian Lindsay and seconded by Frank Holland.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION.

1. That the information be received.
2. The Plaques Working Party's recommendations as to the design, wording and location of the four plaques commemorating the naming of the four Macquarie Towns in the Hawkesbury be reported to the June meeting of the Committee.

SECTION 3 – Reports of Working Party Meetings

ROWP - Hawkesbury Macquarie 2010 Programming Working Party

• Ms. Whiteley updated the committee on the status of the Macquarie 2010 events calendar. Ms Whiteley also recommended that the Working Party be dissolved as it had completed the tasks delegated to it by the Committee.

ROWP – Hawkesbury Macquarie 2010 Branding and Marketing Working Party.

• Colin Mitchell advised the Committee that the weekly Macquarie 2010 article in the Hawkesbury Gazette was continuing and that he would be meeting with Damian Tomlinson to discuss other marketing opportunities.

ROWP – Hawkesbury Macquarie 2010 Event Support Working Party.

• Ms. Perry advised that the event support workshops had been completed. No additional event support requests have been received. Ms Perry recommended that the Event Support Working Party be dissolved as it had completed the tasks delegated to it.

ROWP – Hawkesbury Macquarie 2010 Sponsorship and Grants Working Party.

• Mr. Lindsay gave a detailed briefing on the status of negotiations between the Richmond Club and the Sponsorship and Grants Working Party. On the basis of these discussions the Working Party had come to the conclusion that the 'Banners and Gala Dinner Sponsorship Project' was non-viable and recommended to the Committee that this project be cancelled. On behalf of the Committee the Mayor acknowledged the good work of the Working Party and thanked them for their efforts in relation to this Project.

ORDINARY MEETING
Reports of Committees

ROWP – Schools Involvement Working Party.

- Brian Lindsay provided an update on the schools competition. To date responses had been received from 9 schools.

ROWP – Plaques Working Party.

- The minutes of the Working Party (as included in the Business Papers) were amended to indicate that suggested wordings for plaques had been received and discussed.

RESOLVED on the motion of Donald Cobcroft and seconded by Colin Mitchell that

1. The reports of the Macquarie 2010 Working Parties be received.
2. The Programming and Events Support Working Parties be dissolved on the basis that they had completed the tasks delegated to them by the Committee.
3. The recommendation of the Sponsorship and Grants Working party to cancel the 'Banners and Gala Dinner Sponsorship Project' be approved and that the Committee acknowledge the good work of the Sponsorship and Grants Working Party in relation to this Project.

Section 4 - GENERAL BUSINESS.

- Esther Perry advised the committee that an article about the Hawkesbury Macquarie 2010 Celebrations would be appearing in the Local Agenda magazine and that copies of the article would be distributed to Committee members. Ms. Perry also confirmed that two committee members had volunteered to assist at the Hawkesbury Show.
- Donald Cobcroft enquired as to the availability of pull-up Macquarie 2010 banners.
- Colin Mitchell advised the Committee of an excellent bush band who would be available for Macquarie 2010 events.

NEXT MEETING – to be held at 9.00 am on Thursday 10 June 2010, in the Council Chambers Hawkesbury City Council , 366 George St. WINDSOR.

Meeting Closed at 11.00 am

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Local Traffic Committee - 21 April 2010 - (80245, 95495)

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Wednesday, 21 April 2010, commencing at 3.00pm.

ATTENDANCE

Present:	Councillor B Bassett (Chairman) Mr J Suprain, Roads and Traffic Authority Mr J Christie, Officers of Messrs A Shearan, MP, (Londonderry) and J Aquilina, MP, (Riverstone)
Apologies:	Mr R Williams, MP, (Hawkesbury) Snr Constable B Phillips, NSW Police Service
In Attendance:	Mr C Amit, Manager, Design & Mapping Services Denise Oakes, Community Safety Co-ordinator Kathy Baillie, Administrative Officer, Infrastructure Services

The Chairman tendered an apology on behalf of Mr R Williams MP and Snr Constable B Phillips, advising that Mr Williams and Snr Constable Phillips concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on his behalf.

SECTION 1 - Minutes

Item 1.1 Minutes of Previous Meeting

Resolved on the motion of Mr J Suprain and seconded by Mr J Christie that the Minutes of the meeting of the Local Traffic Committee held on 17 March 2010 at 3.00pm be confirmed, with the following amendments.

Attendance

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

Item 1.1 - Minutes of Previous Meeting

Resolved on the motion of Mr J Christie and seconded by Mr B Bassett, that the Minutes of the meeting of the Local Traffic Committee held on 10 February at 3.00pm be confirmed."

Item 1.2 Business Arising

Nil Business Arising.

SECTION 2 - Reports for Determination

**Item 2.1 LTC - 21 April 2010 - Item 2.1 - All Holden Day - Holden Display Day 2010 -
Hawkesbury Showground, Clarendon - (Londonderry) - (80245, 114515)**

REPORT:

Introduction

An application has been received from All Holden Day Inc. seeking approval to conduct the All Holden Day – Holden Display Day 2010 within the Hawkesbury Showground, Clarendon, on Sunday, 1 August 2010, which includes a 2 day Swap Meet to be held on Saturday, 31 July 2010 and Sunday, 1 August 2010. The times for operation are proposed from 6.00am to 5.00pm for both days. The showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.

The event organiser has advised the following:

- The event is a display day for all original and modified Holden vehicles.
- The event is expected to attract approximately 700-800 entrants and 12,000 visitors.
- It is anticipated that most visitors will travel by car. They will park within the Hawkesbury Showground car parking area, and will be directed into the site via Gate 4, by accredited traffic controllers.
- Parking is available within the Showground site.
- Exit from the showground will be via Gate 1.

Discussion

Racecourse Road intersects with Hawkesbury Valley Way near the northern boundary of the showground site, and intersects with Blacktown Road approximately 3.5 kilometres to the south. Racecourse Road is a minor rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser is anticipating that a high proportion of traffic is expected from the Hawkesbury Valley Way intersection. Both Hawkesbury Valley Way and Blacktown Road are main arterial roads.

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the intersection of Blacktown Road.

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 RTA as the event may impact on major traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser has provided the following information in relation to the event: Appendix 1 (Dataworks Document No. 3327112);

1. Special Event – Traffic – Initial Approval Application Form - HCC; Details of Special Event – Traffic;
2. Special Event Transport Management Plan Template – RTA;
3. Traffic Control Plan (TCP);
4. Application to the NSW Police Service;

ORDINARY MEETING
Reports of Committees

5. The Public Liability Insurance to the value of \$20,000,000 which is valid to 31 October 2010 – however the interests of Council and RTA are not noted;
6. Parking layout for the showground;
7. Copy of the media advertisement for the 2009 event;
8. Copy of correspondence forwarded to the NSW Ambulance Service, SES, Richmond and Windsor Fire Brigade.

COMMITTEE RECOMMENDATION:

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

That:

1. The All Holden Day – Holden Display Day 2010 event within the Hawkesbury Showground, Clarendon, on Sunday, 1 August 2010, which includes a 2 day Swap Meet to be held on Saturday, 31 July 2010 and Sunday, 1 August 2010, be classified as a “**Class 2**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the RTA.
2. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
3. It is strongly recommended that the event organiser becomes familiar with the contents of the RTA publication “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package that explains the responsibilities of the event organiser in detail.
4. No objection be held to this event subject to compliance with the following conditions:

Prior to the event:

- 4a. the event organiser is to obtain approval to conduct the event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. the event organiser **is to submit a Transport Management Plan (TMP) for the entire event incorporating the submitted Traffic Control Plan (TCP) to Council and the RTA for acknowledgement;**
- 4c. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than \$10,000,000 **noting Council and the Roads and Traffic Authority as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**
- 4d. the event organiser is to advertise the event in the local press stating the entire extent of the event and the traffic impact/delays expected due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4e. the event organiser is to notify the details of the event to the NSW Rural Fire Service at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4f. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses which may be affected by the event for at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**

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

During the event:

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

APPENDICES:

AT - 1 Special Event Application - (Dataworks Document No. 3327112) - *see attached*.

Item 2.2 LTC - 21 April 2010 - Item 2.2 - Kurrajong Classic Cycle Race Event for 2010 - Kurrajong and East Kurrajong (Hawkesbury) - (80245, 82935)

REPORT:

Introduction:

An application has been received from the Parramatta Cycling Club seeking approval to conduct an Amateur Bicycle Racing Event in Kurrajong and East Kurrajong on Sunday 8 August 2010. The racing event will be conducted along the following route

Route – Kurrajong/East Kurrajong

Commencing at Stanley Park, East Kurrajong, and proceeding along East Kurrajong Road
Turning left into Putty Road (RTA),
Turning left into Blaxlands Ridge Road,
Turning left into Comleroy Road,
Turning left into East Kurrajong Road and finishing at Stanley Park.

ORDINARY MEETING
Reports of Committees

The route distance is approximately 32.5 kilometres
(Refer to Appendix 1: Plan TR002/10 – Kurrajong Classic Cycle Race Event, Route – Kurrajong/East Kurrajong).

The event organiser has advised the following:

- The event will be a One Day Event, conducted between 8.30am and 4.00pm.
- There will be approximately 250-300 competitors competing in graded events.
- There will be approximately 50-60 competitors competing in 5 separate groups.
- Approximately 150-200 spectators are expected.
- Traffic control arrangements will be in place with no road closures required.
- All turns at intersections will be left turns with cyclists not having to cross any intersections.
- An application has been made to the RTA for a reduction in speed zone from 80kph to 60kph, through the start/finish line area and at the corner of Putty Road and East Kurrajong Road. Accredited traffic marshals will be in control of these areas.
- Traffic control at the 2 affected intersections will stop traffic long enough to allow groups of cyclists to negotiate the corners safely (normally only for 30 seconds).

Discussion:

It would be appropriate to classify the event as a “**Class 1**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the RTA as the event may impact on major traffic and transport systems along the specified route. Traffic volume and road width details are as shown in the following table;

Route – Kurrajong/East Kurrajong		
Road Name	ADT (Year)	Sealed Carriageway Width (m)
East Kurrajong Road	906 (1995)	5.6 – 6.4
Putty Road (RTA)	RTA (Not Available)	RTA (Not Available)
Blaxlands Ridge Road	694 (1995)	6.0 – 7.5
Comleroy Road	2184 (1998)	6.0 – 6.8

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

The event organiser has provided the following information in relation to the event: Appendix 2 (Dataworks Document Nos 3333900 & 3378080);

1. Special Event – Traffic – Initial Approval Application Form - HCC; Details of Special Event – Traffic;
2. Special Event Transport Management Plan Template – RTA;
3. Transport Management Plan (TMP) - referred to in the application as Traffic Management Plan - and Traffic Control Plan (TCP);
4. The approval provided by the NSW Police Service dated 24 November 2009;
5. The Public Liability Insurance to the value of \$20,000,000 which is valid to 30 November 2010;
6. Event Route Plan;
7. Copy of the media advertisement for the event;
8. Copy of correspondence forwarded to NSW Ambulance Service, NSW Fire Brigade / Rural Fire Service, SES, NSW Taxi Council and NPWS.

COMMITTEE RECOMMENDATION:

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

That:

1. The Bicycle Racing Event planned for Sunday, 8 August 2010 by the Parramatta Cycling Club along the Kurrajong/East Kurrajong Route, 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 become 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 from the RTA as this is a **Class 1** event and the event will traverse along a classified; **a copy of the RTA approval to be submitted to Council;**
- 4b. 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);
- 4c. the event organiser is to directly notify relevant bus companies and tourist bus operators 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;**
- 4d. written approval is required from Councils' Parks and Recreation section for the use of Stanley Park, East Kurrajong;
- 4e. 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>);
- 4f. the event organiser is to submit the completed "Special Event - Traffic - Final Approval Application Form" to Council;

During the event:

- 4g. access is to be maintained for businesses, residents and their visitors;
- 4h. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4i. all traffic controllers / marshals operating within the public road network are to hold

- appropriate certification as required by the RTA;
- 4j. the cyclist are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
 - 4k. 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, under the direction of a traffic controller holding appropriate certification as required by the RTA;
 - 4l. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
 - 4m. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity.

APPENDICES:

AT - 1 Kurrajong Classic Cycle Race Event, Route – Kurrajong/East Kurrajong, Plan TR002/10

AT - 2 Special Event Application - (Dataworks Document Nos 3333900 & 3378080) - *see attached*.

AT - 1 Kurrajong Classic Cycle Race Event, Route – Kurrajong/East Kurrajong, Plan TR002/10

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

Item 2.3 LTC - 21 April 2010 - Item 2.3 - Bridge to Bridge Water Ski Classic, November 2010 - (Hawkesbury, Londonderry & Riverstone) - (80245, 74204)

REPORT:

Introduction

An application has been received from NSW Water Ski Federation Ltd, seeking approval to conduct the Bridge to Bridge Water Ski Classic on Saturday, 20 and Sunday, 21 November 2010.

The Bridge to Bridge Water Ski Classic is an annual water ski racing event along the Hawkesbury River extending from Dangar Island, Brooklyn to Governor Phillip Reserve, Windsor.

Event Schedule:

Saturday, 20 November 2010: 7.00am – 5.00pm

Starting at Sackville Ski Gardens and finishing at Governor Phillip Reserve, Windsor

Sunday, 21 November 2010: 6.00am - 8.00pm

Starting at Dangar Island Brooklyn and finishing at Governor Phillip Reserve, Windsor

The event organiser has advised the following:

a) Affected streets are:

George Street, Windsor – between Bridge Street and Palmer Street from around 6.00am
Arndell Street – Full length from around 6.00am
Palmer Street – Full length from around 6.00am
North Street – Full length from around 6.00am
Court Street – Full length from around 6.00am

- b) The effect on traffic is not expected to be significant and road closures have not been requested, as they are not deemed necessary.
- c) It is expected that the event will impact only marginally on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road compared to the normal traffic during weekends.
- d) As no road closures will be in place, there will be little effect on traditional afternoon peak hour southeast bound traffic on Windsor Road.
- e) This annual event has been held for over forty years,
- f) Approximately 2000 spectators are expected for the event at the finish venue in Windsor
- g) Parking will be at Governor Phillip Reserve with additional parking at Tebbutts Observatory for any additional overflow.
- h) Parking is available for approximately 4000 vehicles.
- i) Emergency vehicles will be allowed access at all times.
- j) Approximately 800 participants are anticipated.

ORDINARY MEETING

Reports of Committees

The event organiser is seeking Council / RTA approval for the suspension of the following Ferry Services on 21 November 2010:

Wisemans Ferry (RTA)	11.45am – 12.15pm
Webbs Creek Ferry (RTA)	11.45am – 12.15pm
Lower Portland Ferry (HCC)	8.30am – 1.30pm
Sackville Ferry (RTA)	8.30am – 1.30pm

Suspension of Wisemans Ferry and Webbs Creek Ferry is required only for the Super Class Series competitors. Reduced Operation of these two ferries will apply at all other times, whereby a full load of vehicles are to be aboard prior to the ferry undertaking a crossing. The suspension and reduced operation of these two ferries is required to cater for the respective type of competitors and will enable free flow of competitors across the ferry crossings.

Total suspension of Lower Portland Ferry and Sackville Ferry is required due to poor sight distance leading to these two ferries and the bends in the river. The total suspension of these two ferries will enable a free flow of competitors across the ferry crossings.

Emergency vehicles will be allowed access onto the ferries. Safety vessels with crew will be placed downstream from each ferry with suitable equipment to indicate to competitors that a ferry may be operating and with communication between the boat and the ferry vessel.

Ferry operations are not affected on 20 November 2010 as Wiseman Ferry, Webbs Creek Ferry, Sackville Ferry and Lower Portland Ferry are all located downstream of the Sackville Ski Gardens.

The event organiser has provided the following information in relation to the event: Appendix 1 (Dataworks Document Nos. 3341384 & 3378405);

1. Special Event – Traffic – Initial Approval Application Form - HCC; Details of Special Event – Traffic;
2. Special Event Transport Management Plan Template – RTA;
3. Transport Management Plan (TMP) and Traffic Control Plan (TCP);
4. Copy of intended advertisements of the event Ferry operating times.

Discussion

Even though the event will be held along the Hawkesbury River and in the Governor Phillip Reserve, the event and the spectators travelling to and from the event may impact heavily on the state road network on Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street and in particular the local roads such as George Street and Court Street as well as the Ferry services. It would be appropriate to classify the event as a “**Class 1**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads & Traffic Authority given that perceived impact.

The Lower Portland Ferry Service is under the care and control of Hawkesbury City Council. The Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry Services are under the care and control of the RTA and hence, RTA approval is to be sought directly by the event organiser for the suspension of ferry services maintained by them.

The event organiser has made application under separate cover to Councils' Parks and Recreation section for exclusive use of Governor Philip Reserve.

COMMITTEE RECOMMENDATION:

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

That:

1. The Bridge to Bridge Water Ski Classic 2010 event planned for Saturday 20 and Sunday 21 November 2010, 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 the event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. the event organiser is to obtain approval from the RTA as this is a "**Class 1**" event; **a copy of the RTA approval to be submitted to Council;**
- 4c. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than \$20,000,000 **noting Council and the Roads and 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 to conduct the event from NSW Maritime; **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 - including the road/ferry closures- and the traffic impact/delays expected due to the event, two weeks prior to the event; **a copy of the proposed advertisement has been submitted to Council;**
- 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 - including the proposed road/ferry closures - 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;**
- 4h. the event organiser is to advise all adjoining Councils such as Gosford, The Hills and Hornsby of the event and in particular the reduced crossing/operation and closure of the ferries and obtain any necessary approvals from these Councils;

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

During the event:

- 4j. access is to be maintained for businesses, residents and their visitors;
- 4k. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4l. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 4m. 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;
- 4n. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4o. 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;

Ferry Services

5. The applicant is to seek RTA approval for the suspension/reduced operation of the Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry Services. No objection is held to the suspension of the Lower Portland Ferry Service. Suspension/reduced operation of the ferry services is subject to the applicant complying with the following conditions, as well as any conditions imposed by the RTA:
- 5a) the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the suspension of the Lower Portland Ferry service maintained by Hawkesbury City Council
- 5b) Advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to :
- traffic impact and delays,
 - exclusive use of Governor Phillip Reserve,
 - timings of suspension/ reduced operation of ferry services,
- such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;
- 5c) signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;
- 5d) safety precautions outlined in the TMP are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of NSW Maritime, RTA and Hawkesbury City Council; and,
- 5e) the Transport Management Centre, Roads & Traffic Authority and Council be authorised to alter ferry suspension/reduced operation times if necessary.

APPENDICES:

AT - 1 Special Event Application - (Dataworks Document Nos. 3341384 & 3378405) - *see attached*.

Item 2.4 LTC - 21 April 2010 - Item 2.4 - Mt Wilson to Bilpin Bush Run 2010 - Mt Irvine Rd & Bells Line of Rd, Bilpin (Hawkesbury) - (80245, 73582, 74282)

REPORT:

Introduction

An application has been received from Bilpin Rural Fire Brigade seeking approval to conduct the Mt Wilson to Bilpin Bush Run on Saturday, 21 August 2010. The route of the Bush Run involves roads in the Blue Mountains and Hawkesbury Local Government areas. The event is an annual 37 kilometre Bush Run which starts in Mt Wilson (Blue Mountains Council) and proceeds mainly via fire trails and private property to a 1.0 kilometre long section of Mt Irvine Road, 2.0 kilometre long section of Bells Line of Road and terminates at Bilpin Community Hall. Mt Irvine Road is a very low traffic (ADT < 100) gravel road.

Refer to the attached Plan No: TR003/10 - Appendix 1.

The event organiser has advised the following:

- a) The last section of the run is along the northern verge of Bells Line of Road, which is a State Road. Vehicular traffic and participants are separated by a verge of approximately 10 metres wide along this section of Bells Line of Road at all points,
- b) The shoulder of Bells Line of Road (on the section between Mt Irvine Road and Bilpin Community Hall) will not be used at all and any runners found running on the shoulder of Bells Line of Road or outside the designated course will be disqualified,
- c) There will be approximately 275 runners participating in the run, which will be held between 10.00am and 2.30pm,
- d) Approximately 50 spectators are expected to attend,
- e) Off street parking will be provided at Bilpin community Hall for approximately 500 cars.

Discussion

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

The event organiser has provided the following information in relation to the event: Appendix 2 (Dataworks Document No. 3348873);

- 1. Special Event – Traffic – Initial Approval Application Form - HCC; Details of Special Event – Traffic;
- 2. Special Event Transport Management Plan Template – RTA;
- 3. Transport Management Plan (TMP) - referred to in the application as Traffic Management Plan - without the associated Traffic Control Plan (TCP);
- 4. Copy of the Application to the NSW Police Service.

COMMITTEE RECOMMENDATION:

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

That:

1. The Mt Wilson to Bilpin Bush Run event planned for Saturday 21 August 2010 be classified as a "Class 2" special event under the "Traffic and Transport Management for Special Events" guidelines issued by the RTA.
2. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
3. It is strongly recommended that the event organiser becomes familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package 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 the event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. the event organiser **is to submit a Traffic Control Plan (TCP) to Council and the RTA** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the RTA to satisfy the requirements of the relevant Work Cover legislation;
- 4c. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than \$10,000,000 **noting Council and the Roads and Traffic Authority as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**
- 4d. the event organiser is to advertise the event in the local press stating the entire route/extent of the event and the traffic impact/delays expected due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4e. the event organiser is to notify the details of the event to the NSW Ambulance Service, NSW Fire Brigade / Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4f. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses which may be affected by the event for at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**
- 4g. the event organiser is to obtain approval from the National Parks and Wildlife Service (Department of Environment, Climate Change and Water) for the use of Wollemi National Park and The Blue Mountains National Park;
- 4h. 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;

- 4i. the event organiser is to obtain approval from Blue Mountains Council for the use of their roads;
- 4j. the event organiser is to submit the completed "Special Event - Traffic - Final Approval Application Form" to Council;

During the event:

- 4k. access is to be maintained for businesses, residents and their visitors;
- 4l. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4m. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 4n. the runners are to be made aware of and are to follow all the general road user rules whilst running on public roads;
- 4o. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the RTA;
- 4p. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4q. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity.

APPENDICES:

AT - 1 Mt Wilson to Bilpin Bush Run - 2010: Plan No. TR003/10

AT - 2 Special Event Application - Mt Wilson to Bilpin Bush Run (Dataworks Document No. 3348873) - *see attached*

AT - 1 Mt Wilson to Bilpin Bush Run 2010 - Plan No.TR003/10

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

**Item 2.5 LTC - 21 April 2010 - Item 2.5 - The Hawkesbury 120 Ski Race Classic 2010-
(Hawkesbury, Londonderry & Riverstone) - (80245, 92138)**

REPORT:

Introduction:

An application has been received from Ski Racing NSW Inc. seeking approval to conduct the Hawkesbury 120 Ski Race Classic on Saturday, 28 and Sunday, 29 August 2010.

The Hawkesbury 120 Ski Race Classic was initially undertaken in 2006.

Event Details:

- 27 August 2010: 12.00noon - 5:00pm
Vessel safety scrutineering at Governor Phillip Reserve, Windsor.
- 28 August 2010: 8.00am - 4:00pm
Ski Race from Governor Philip Reserve, Windsor to Sackville Ski Gardens, Sackville and return.
- 29 August 2010: 8.00am - 5:00pm.
Ski Race from Governor Philip Reserve, Windsor to NSW Ski Grounds Caravan Park (Known as NSW Ski Gardens) at Wisemans Ferry and return.

Council resolved to grant the exclusive use of Governor Phillip Reserve for the event on 30 March 2010.

The event organiser has advised the following:

i) Affected Streets are:

George Street, Windsor: between Bridge Street and Palmer Street from
12.00noon to 5.00pm on 27 August 2010,
7:00am on 28 August 2010, and
6:00am on 29 August 2010,

Arndell Street, Windsor: the full length from
7:00am on 28 August 2010, and
6:00am on 29 August 2010,

Palmer Street, Windsor: the full length from
7:00am on 28 August 2010, and
6:00am on 29 August 2010,

North Street/Court Street, Windsor: the full length from
7:00am on 28 August 2010, and
6:00am on 29 August 2010,

- ii) The effect on traffic is not expected to be significant.
- iii) It is expected that the event will impact only marginally on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road compared to the normal traffic during weekends.
- iv) As no road closures will be in place, there will be little effect on traditional afternoon peak hour southeast bound traffic on Windsor Road.
- v) Approximately 2000 spectators are expected across the 2 days (28-29 August 2010).
- vi) Parking will be at Governor Phillip Reserve with additional parking available off street utilising vacant land adjacent to Governor Phillip Reserve. Parking is available for approximately 4000 vehicles.

ORDINARY MEETING
Reports of Committees

- vii) The number of entries (competitors and boat trailers) expected is approximately 150 for the event. Up to 4 participants per boat made up of the Driver, Observer and possibly 2 skiers.
- viii) A letter drop will be undertaken to all residents and businesses within proximity of the event location.

The event organiser is seeking Council / RTA approval for the following Ferry Services on 29 August 2010:

Lower Portland Ferry (HCC)	9.00am – 5.00pm - Total suspension. Requested as there is poor sight distance leading to the ferry due to the bends in the river. The total suspension will enable a free flow of competitors across the ferry crossing.
Sackville Ferry (RTA)	9.00am – 5.00pm - Reduced Operation of the ferry, whereby a full load of vehicles are to be aboard prior to the ferry undertaking a crossing. The reduced operation will enable free flow of competitors across the ferry crossing.

Safety vessels with crews will be placed on the relevant side of the Ferry with suitable equipment to indicate to competitors that the Ferry may be operating. The course vessels will have radio communications with a marshal on both Ferries and the respective ferry masters. Use of both ferries by Emergency Vehicle Traffic will not be affected. The event organiser acknowledges that either Council or the RTA on the day may have the need to alter the suspension or reduced services at their discretion.

Webbs Creek Ferry and Wiseman Ferry are located downstream to the NSW Ski Gardens, and subsequently these ferry operations are not affected.

The event organiser has provided the following information in relation to the event: Appendix 1 (Dataworks Document Nos. 3352830, 3345647 & 3378600);

1. Special Event – Traffic – Initial Approval Application Form - HCC; Details of Special Event – Traffic;
2. Special Event Transport Management Plan Template – RTA;
3. Transport Management Plan (TMP) - referred to in the application as Event Traffic Management Plan - without the associated Traffic Control Plan (TCP);
4. Submission to the NSW Police Service;
5. Copy of intended advertisements of the event and in particular Ferry operating times;
6. Copy of correspondence forwarded to the Residents, Businesses, NSW Ambulance Service, SES, Windsor Fire Brigade, Richmond Fire Brigade and the RTA;

Discussion

Even though the event will be held along the Hawkesbury River and within the Governor Phillip Reserve, the event and the spectators travelling to the event may impact heavily on the state road network on Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street and in particular the local roads such as George Street and Court Street as well as the Ferry services. It would be appropriate to classify the event as a “**Class 1**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads & Traffic Authority given that perceived impact.

The Lower Portland Ferry Service is under the care and control of Hawkesbury City Council. The Sackville Ferry Service is the under the care and control of the RTA and hence, RTA approval is to be sought directly by the event organiser for the reduced ferry operations.

COMMITTEE RECOMMENDATION:

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

That:

1. The Hawkesbury 120 Ski Race Classic 2010 event planned for 27, 28 and 29 August 2010 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 the event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. the event organiser is to obtain approval from the RTA as this is a **"Class 1" event; a copy of the RTA approval to be submitted to Council;**
- 4c. the event organiser **is to submit 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;
- 4d. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than \$20,000,000 **noting Council and the Roads and Traffic Authority as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**
- 4e. the event organiser is to obtain the relevant approval to conduct the event from NSW Maritime; **A copy of this approval to be submitted to Council;**
- 4f. the event organiser is to advertise the event in the local press stating the entire route/extent of the event - including the road/ferry closures - and the traffic impact/delays expected due to the event, two weeks prior to the event; **a copy of the proposed advertisement has been submitted to Council;**
- 4g. the event organiser is to notify the details of the event to the NSW 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 which may be affected by the event - including the proposed road/ferry closures - for at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence has been submitted to Council;**

ORDINARY MEETING

Reports of Committees

- 4i. the event organiser is to advise all adjoining Councils such as Gosford, The Hills and Hornsby of the event and in particular the reduced crossing/operation and closure of the ferries and obtain any necessary approvals from these Councils;
- 4j. 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>);
- 4k. the event organiser is to submit the completed "Special Event - Traffic - Final Approval Application Form" to Council;

During the event:

- 4l. access is to be maintained for businesses, residents and their visitors;
- 4m. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4n. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 4o. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed along the route during the event, under the direction of a traffic controller holding appropriate certification as required by the RTA;
- 4p. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4q. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity;

Ferry Services

- 5. The applicant is to seek RTA approval for the reduced operation of the Sackville Ferry Service. No objection is held to the suspension of the Lower Portland Ferry Service. Suspension/reduced operation of the ferry services is subject to the applicant complying with the following conditions, as well as any conditions imposed by the RTA:
 - 5a) the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the suspension of the Lower Portland Ferry service maintained by Hawkesbury City Council
 - 5b) Advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to :
 - traffic impact and delays,
 - exclusive use of Governor Phillip Reserve,
 - timings of suspension/ reduced operation of ferry services,such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;
 - 5c) signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;

ORDINARY MEETING
Reports of Committees

- 5d) safety precautions outlined in the TMP are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of NSW Maritime, RTA and Hawkesbury City Council; and,
- 5e) the Transport Management Centre, Roads & Traffic Authority and Council be authorised to alter ferry suspension/reduced operation times if necessary.

APPENDICES:

AT - 1 Special Event Application - (Dataworks Document Nos. 3352830, 3345647 & 3378600) - see *attached*.

Item 2.6 **LTC - 21 April 2010 - Item 2.6 - St Albans Endurance Ride 2010 - (Hawkesbury) - (80245, 99601)**

REPORT:

An application has been received from the St Albans Committee seeking approval to conduct the St Albans Endurance Ride (also known as the Forgotten Valley Classic), in and around the St Albans and Macdonald Valley areas. The event will be held on Sunday, 6 June 2010.

The event organiser has advised the following:

- The event has been held over the last 30 years.
- The event commences at 4.00am and concludes at 3.00pm.
- It is 100 kilometre endurance ride in conjunction with a 20 kilometre social ride and a 40 kilometre training ride.
- 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 50 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: 3369603) 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

ORDINARY MEETING
Reports of Committees

- 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, Climate Change and Water).

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 provided the following information in relation to the event: Appendix 1 (Dataworks Document No 3369603);

1. Special Event – Traffic – Initial Approval Application Form - HCC; Details of Special Event – Traffic;
2. Special Event Transport Management Plan Template – RTA;
3. Transport Management Plan (TMP) - referred to in the application as Traffic Management Plan - and Traffic Control Plan (TCP);
4. Event Route Maps;
5. Public Liability Insurance Policy to the value of \$20,000,000 which is valid to 01 January 2011;
6. Copy of media advertisement for the event;
7. Copies of correspondence forwarded to the NSW Police Service, NSW Ambulance Service, Waterway Authority (NSW Maritime), Department of Water and Energy (DECCW) and SES.

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

COMMITTEE RECOMMENDATION:

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

That:

1. The St Albans Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned for Sunday, 6 June 2010 be classified as a “**Class 2**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the RTA.
2. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
3. It is strongly recommended that the event organiser becomes familiar with the contents of the RTA publication “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package 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 the event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. the event organiser 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;**

ORDINARY MEETING
Reports of Committees

- 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 the 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 Environment, Climate Change and Water 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 has been submitted to Council;**
- 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 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 the residents has been submitted to Council;**
- 4i. the event organiser is to obtain approval from the National Parks and Wildlife Service (Department of Environment, Climate Change and Water) for the use of 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 Land and Property Management Authority for the use of any Crown road or Crown Land;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event;
- 4l. the event organiser is to obtain any necessary approvals from adjoining Councils;
- 4m. the event organiser is to submit the completed "Special Event - Traffic - Final Approval Application Form" to Council;

During the event:

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4p. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 4q. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;

ORDINARY MEETING
Reports of Committees

- 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. 3369603) - *see attached*.

Item 2.7 **LTC - 21 April 2010 - Late Item 2.7 - Proposed Temporary relocation of School Bus Zone in Francis Street, Richmond - Richmond Public School (Londonderry) - (80245, 12938, 104540)**

REPORT:

Introduction

Representation has been received from the Principal of Richmond Public School (Dataworks Document Nos. 3392207 & 3392345) requesting that the existing School Bus Zone in Francis Street, in the vicinity of the school, be temporarily relocated to an alternate position for approximately 6 months. The School is currently having new hall built as part of the Stimulus Package work and the current School Bus Zone is adjacent to the building works. Even though there is safety fencing along the perimeter of the school, it is considered safer for the students to have the School Bus Zone relocated away from the construction zone.

Discussion

The current regulatory speed limit on Francis Street in the vicinity of the school is 50 kph with the School Zone of 40kph operating during the times of 8.00am to 9.30am and 2.30pm to 4.00pm. This road is a local road. Parallel parking is permitted on both sides of the road except on some sections where there are parking restriction signs.

The existing School Bus Zone operates within the time frame of "8.30am - 9.30am and 3.00pm - 4.00pm - School Days" and is located on the southern side of Francis Street, between the pedestrian crossing and Moray Street, and is approximately 33.0 metres long.

The request is to relocate the current School Bus Zone temporarily to the western side of the pedestrian crossing, between the access driveway to the school and the pedestrian crossing. The temporary position will provide approximately 30.0 metres of School Bus Zone. The section of kerb to the west of the pedestrian crossing currently provides unrestricted parking. It is proposed that these 2 zones be swapped over for the duration of the building works.

ORDINARY MEETING
Reports of Committees

It is anticipated that the building works will take approximately 6 months, at which time the temporary zones are to be reverted back to their previous status.

Mr. Phil Davies from Westbus has concurred to these changes (Dataworks Document No. 3392218).

The Principal has advised that once the temporary relocation of the School Bus Zone is approved, the school community will be notified through their news letter.

COMMITTEE RECOMMENDATION:

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

That the existing School Bus Zone (approximately 33.0 metres in length) located on the southern side of Francis Street, between the pedestrian crossing and Moray Street and in the vicinity of Richmond Public School, operating within the time frame of "8.30am - 9.30am and 3.00pm - 4.00pm - School Days", be temporarily be relocated to the western side of the pedestrian crossing, between the access driveway to the school and the pedestrian crossing (approximately 30.0 metres), with these zones being swapped back upon completion of the building works within the School grounds.

APPENDICES:

There are no supporting documents for this report.

SECTION 3 - Reports for Information

Nil Reports for Information.

SECTION 4 - General Business

Item 4.1 LTC - 21 April 2010 - QWN 4.1 - Traffic Issues at the Intersection of Webbs Creek Road and St Albans Road, Webbs Creek - (80245)

REPORT:

Councillor Bart Bassett advised that the Macdonald Association has made representation to him regarding several issues relating to the intersection of Webbs Creek Road and St Albans Road, Webbs Creek.

The issues include:

- Missing give way sign controlling Webbs Creek Road and St Albans Road, Webbs Creek;
- Vehicles exiting Webbs Creek Road at St Albans Road, to use Webbs Creel Ferry during heavy traffic periods have to queue for an extended period of time. Alternatively they can turn left and travel up St Albans Road and undertake a "u"-turn. A request has been made for a turning area to be formalised along St Albans Road.

ORDINARY MEETING
Reports of Committees

Mr J Suprain (RTA) advised that the option for the “u”-turn along St Albans Road is not supported as there may not be sufficient space to undertake the manoeuvre. Councillor Bart Bassett indicated that during a site visit there appeared to be an area approximately 600m north along St Albans Road. Mr J Suprain advised that he would investigate the matter.

COMMITTEE RECOMMENDATION:

The RTA to inspect the Webbs Creek Road and St Albans Road intersection and formulate a solution to rectify the queuing problem in Webbs Creek Road at St Albans Road due to the traffic bank up of vehicles waiting to board the Webbs Creek Ferry.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on 19 May 2010 at 3.00pm in the Large Committee Room.

The meeting terminated at 3.40pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Waste Management Advisory Committee Meeting Minutes - 28 April 2010 - (95249, 95498)

The meeting commenced at 4.06pm.

Present:	Councillor Bob Porter	Hawkesbury City Council
	Councillor Christine Paine	Hawkesbury City Council
	Councillor Jill Reardon	Hawkesbury City Council
	Councillor Leigh Williams	Hawkesbury City Council
	Mr William Sneddon	Community Member
Apologies:	Ass Prof. Basant Maheshwari	University of Western Sydney
In Attendance:	Mr Peter Jackson	Hawkesbury City Council
	Mr Chris Daley	Hawkesbury City Council
	Mr Matthew Owens	Hawkesbury City Council
	Mr Ramiz Younan	Hawkesbury City Council
	Ms Dianne Tierney	Hawkesbury City Council
	Mr Matthew Collins	Hawkesbury City Council
	Ms Robyn Kozjak- Minute taker	Hawkesbury City Council

REPORT:

RESOLVED on the motion of Councillor Reardon and seconded by Mr William Sneddon that the apology be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Reardon and seconded by Mr William Sneddon that the Minutes of the Waste Management Advisory Committee held on the 28 April 2010, be confirmed.

SECTION 3 - Reports for Determination

Item: 1 Options for the Provision of Major Plant

DISCUSSION:

- Options for the provision of plant were discussed and debated and the pros and cons of leasing, purchasing and dry hiring were discussed.
- It was subsequently (generally) agreed that the dry hiring of equipment was advantageous and financially viable, wherein a late model machine could be acquired (2 - 5 years old) with all servicing included over the five year hire period.

4.10pm Mr Younan arrived at the meeting.

RECOMMENDATION TO COMMITTEE:

That tenders be invited for the provision of major plant required to operate the Hawkesbury City Waste Management Facility on a dry hire basis.

MOTION

RESOLVED on the motion of Councillor Paine, seconded by Mr William Sneddon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That tenders be invited for the provision of major plant including a new compactor (within a 38 and 45 tonne range) to operate the Hawkesbury City Waste Management Facility on a dry hire basis.

Item: 2 Draft Strategic Waste Action Plan

Previous Item: General Business meeting 31 March 2010

RECOMMENDATION TO COMMITTEE:

That Council:

1. Submit the Draft Strategic Waste Action Plan as identified in Appendix 2- "Employ Waste Education Officer" to the Department Environment Climate Change and Water by 31 May 2010 for their approval.
2. Apply for funding in the 2010-2011 Waste and Sustainability Improvement Payment Program to employ a Waste Education Officer for a minimum of twelve months to implement the selected Actions and Programs to achieve a waste diversion of 44% in accordance with the Plan. If this funding is not successful alternate funding options to be reported back to Council.
3. Commit to, in the already funded feasibility study, investigating both separated organic kerbside collection service and the different options available for the collection and treatment of municipal waste both supported by an appropriate business plan to achieve the State Governments target of 66% landfill diversion by 2014.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That Council:

1. Submit the Draft Strategic Waste Action Plan as identified in Appendix 2- "Employ Waste Education Officer" to the Department Environment Climate Change and Water by 31 May 2010 for their approval.

ORDINARY MEETING
Reports of Committees

2. Apply for funding in the 2010-2011 Waste and Sustainability Improvement Payment Program to employ a Waste Education Officer for a minimum of twelve months to implement the selected Actions and Programs to achieve a waste diversion of 44% in accordance with the Plan. If this funding is not successful alternate funding options to be reported back to Council.
3. Commit to, in the already funded feasibility study, investigating both separated organic kerbside collection service and the different options available for the collection and treatment of municipal waste both supported by an appropriate business plan to achieve the State Governments target of 66% landfill diversion by 2014.

Item: 3 Waste Drop-Off Facility and Education/Amenities Building

Previous Item: 3, WMAC (31 March 2010)

DISCUSSION:

- Discussion arose regarding the dimensions of the proposed Drop Off Facility, with some members raising concern the building, at 66m x 15m seems excessive (in size and cost-wise).
- Query was raised as to the types of facilities other organisations have in place which could be used as a comparison to the facility proposed. It was advised the proposed drop off facility is similar to a drop off centre located in Summer Hill.
- It was determined the matter required further investigation for a more simple option.
- It was subsequently reported Councillor Reardon would be attending the Waste Conference in Coffs Harbour on 4 - 6 May 2010 and it would be timely for her to make enquiries as to options other organisations have undertaken in this regard.

RECOMMENDATION TO COMMITTEE:

That the construction of the proposed amenities/education centre and drop off facility not proceed at this stage pending the determination of the possible suitability and/or implementation of an Alternate Waste Technology strategy at the Hawkesbury City Waste Management Facility.

MOTION:

RESOLVED on the motion of Councillor Porter, seconded by Mr William Sneddon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That this item be deferred until the next WMAC meeting wherein Councillor Reardon will report on her findings from the Waste Conference to be held 4 - 6 May, at Coffs Harbour.

ORDINARY MEETING
Reports of Committees

SECTION 5 - General Business

- Mr Sneddon tabled a news article advising Wyong Council had been disciplined for non compliance with the EPA and inappropriately using landfill.

The meeting closed at 5.02pm.

oooO END OF REPORT Oooo



ordinary
meeting

end of
business
paper

This business paper has
been produced
electronically to reduce
costs, improve efficiency
and reduce the use of
paper. Internal control
systems ensure it is an
accurate reproduction of
Council's official copy of
the business paper.