



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 08 November 2011

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 arouse@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.

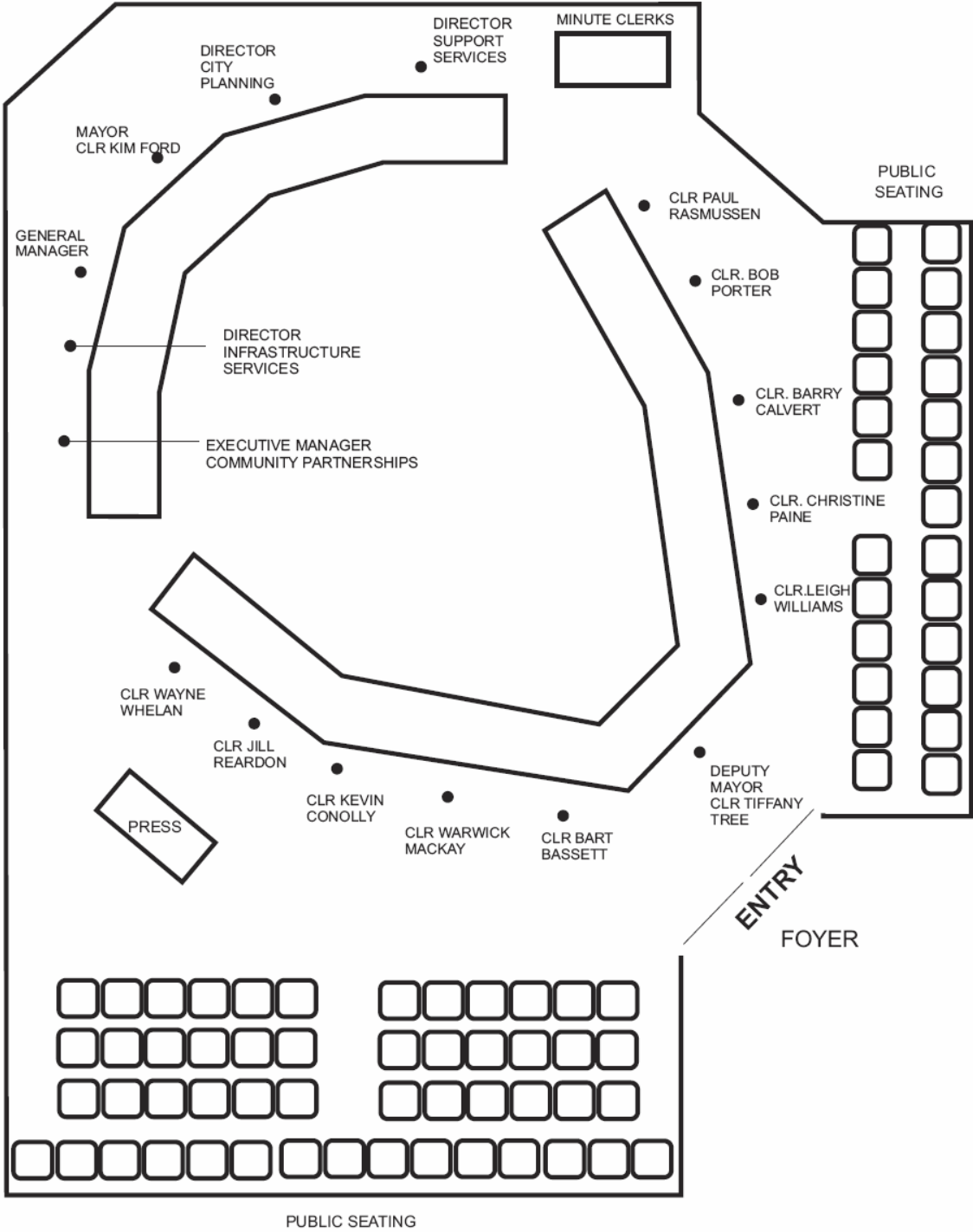
Website

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.

council chambers



ORDINARY MEETING

Table of Contents

Meeting Date: 8 November 2011

AGENDA

- **WELCOME / EXPLANATIONS / PRAYER**
- **APOLOGIES**
- **DECLARATION OF INTERESTS**
- **PRESENTATION BY COUNCIL'S AUDITOR, MR DENNIS BANICEVIC OF PRICEWATERHOUSECOOPERS, IN RESPECT OF COUNCIL'S AUDITED 2010/2011 FINANCIAL REPORTS**
- **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 FOR NEXT MEETING**

ORDINARY MEETING

Table of Contents

Meeting Date: 8 November 2011

ORDINARY MEETING**Table of Contents****Meeting Date:** 8 November 2011**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
SECTION 1 - Confirmation of Minutes		3
SECTION 4 - Reports for Determination		7
GENERAL MANAGER		7
Item: 242	GM - Code of Conduct Complaints - Annual Report - 1 July 2009 to 30 June 2010 - (79351)	7
Item: 243	GM - Windsor Business Group - Request for Contribution towards Windsor Christmas Lights Event - (79351)	9
Item: 244	GM - 2011 National Local Roads and Transport Congress (79351,82046)	13
CITY PLANNING		15
Item: 245	CP - Section 96 Application - Extension of Trading Hours (ALDI Supermarket) - Lot 6 DP 270412, 5A Curtis Road, Vineyard - (DA0603/08B, 95498)	15
Item: 246	CP - Hawkesbury City Council - Annual Report - 2010/2011 - (95498)	21
Item: 247	CP - Design Brief for Expansion of Seniors Centre, Richmond - (95498)	23
INFRASTRUCTURE SERVICES		26
Item: 248	IS - Reduction in the Price of Mulch from the Hawkesbury City Waste Management Facility - (112179)	26
Item: 249	IS - Naming of the Bridge over Rickaby Creek - (95495)	28
Item: 250	IS - International Sand Sculpting Competition and Festival Event 2012 - Windsor - (95495, 115476)	31
Item: 251	IS - Community Building Partnerships Funding - (95495)	38
SUPPORT SERVICES		42
Item: 252	SS - Monthly Investments Report - September 2011 - (96332, 95496)	42
Item: 253	SS - General Purpose Financial Statements and Special Purpose Financial Statements for the period ended 30 June 2011 - (96332, 95496)	46
Item: 254	SS - Internal Reporting Policy (Public Interest Disclosure Act) - (79337, 95496, 107)	50
Item: 255	SS - Policy for Payment of Expenses and Provision of Facilities to Councillors - Review - (95496)	52

ORDINARY MEETING

Table of Contents

Meeting Date: 8 November 2011

CONFIDENTIAL REPORTS	55
Item: 256 SS - Property Matter - Approval to use Footway for Restaurant Purposes - Thompson Square Decking Area, Windsor - (95496, 73700, 4773, 106035, 87922, 113052)	55
Item: 257 MM - Mayoral Minute - Staff Matter - (79353, 79351)	56
SECTION 5 - Reports of Committees	59
ROC - Audit Committee Minutes - 27 September 2011 - (95496, 91369)	59
ROC - Local Traffic Committee Meeting - 19 October 2011 - (80245)	62
QUESTIONS FOR NEXT MEETING	94
Councillor Questions From Previous Meetings and Responses - (105109)	94

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 4

reports
for determination

ORDINARY MEETING

Meeting Date: 8 November 2011

SECTION 4 - Reports for Determination

GENERAL MANAGER

Item: 242 GM - Code of Conduct Complaints - Annual Report - 1 July 2009 to 30 June 2010 - (79351)

REPORT:

Executive Summary

Under Council's Code of Conduct the General Manager is required to submit an Annual Report to Council in respect of complaints that had been submitted under the Code during the year the subject of the report.

The purpose of this report is to submit the required Annual Report in respect of the period from 1 July 2010 to 30 June 2011.

It is recommended that Council note the report.

Consultation

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

Background

Council adopted its current Code of Conduct (Code) (based on the Model Code of Conduct for Local Councils issued by the then Department of Local Government) on 8 September 2009.

Clause 12.33 of the Code, in relation to "reporting on complaints", provides as follows:

"The General Manager must report annually to Council on Code of Conduct complaints. This report should include, as a minimum, a summary of the:

- a) number of complaints received*
- b) nature of issues by complainants, and*
- c) outcomes of complaints."*

In accordance with the above provisions of the Code, this report is submitted to Council in respect of the period from 1 July 2010 to 30 June 2011. Details of complaints under the Code received during this period are as follows:

a) Number of Complaints Received

Three in respect of councillors and one in respect of staff (carried over from previous period).

b) Nature of Issues Raised

- Inappropriate comments made in public concerning a council meeting.

ORDINARY MEETING

Meeting Date: 8 November 2011

- Inconsistency between alleged comments made at a community meeting and subsequent actions at a council meeting.
- Handling of complaints regarding a development, associated issues and response to issues raised.
- Handling of appeal before the L & E Court and matters associated with a development application and related reports.

c) Outcomes of Complaints

- Resolved under provisions of Clause 12.9 of Code of Conduct. Apology issued to complainant and public apology to other councillor concerned.
- Matter referred to an Independent Conduct Reviewer, report found complaint not sustained and recommendation adopted by Council.
- Complaint against staff member and councillor regarding development related issues ongoing as at 30 June 2011.

d) Costs Incurred

- One of the above complaints involved referral to an Independent Conduct Reviewer from Council's previously appointed Panel. The cost of this review, as previously advised to Council, was \$11,650, excluding GST.

In addition, a council is required to review its Code of Conduct within 12 months of an election. The Council's current Code was reviewed and adopted in its current form by Council on 8 September 2009, being within 12 months of the last local government election that was held in September 2008. In addition, the Division of Local Government is undertaking a review of the Model Code and it is likely that a revised/amended Model Code will be issued in the future as a result of this review.

Conformance to Community Strategic Plan

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

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

Funding

Not applicable as this is an annual report required under Council's Code of Conduct.

RECOMMENDATION:

That the annual report under Clause 12.33 of Council's Code of Conduct in respect of complaints received under the Code for the period from 1 July 2010 to 30 June 2011 be noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

Item: 243 **GM - Windsor Business Group - Request for Contribution towards Windsor Christmas Lights Event - (79351)**

Previous Item: 421, Ordinary (30 November 2010)

REPORT:

Executive Summary

Council has allocated funds in the 2011/2012 Budget for a Christmas lights display and prize money for any lights competitions that may be undertaken by business groups. This was in response to a funding request from the Windsor Business Group (WBG) in November 2010 for its then Windsor lights display for the Christmas period and the likely interest in continuing a Windsor Christmas lights display for the festive period in 2011 for the community. Council contributed funds towards the Christmas Lights 2010 project which saw lights installed on and linking buildings in George Street, Windsor.

WBG has expressed its intention to undertake a Christmas Lights 2011 project following on from last year's lights and has submitted a request for funding support. Details have been supplied for the project, including the planned locations for the lights in George Street, Windsor, the types of lights to be used, business involvement, some costs and other activities of the project. Details are outlined in the background of this report.

It is recommended that Council contribute funding support to WBG's Christmas Lights 2011 project, as the project shows the business community working together to:

- provide an event of interest to the community, building on a main festive and trading period; and
- help activate the Windsor Town Centre, by providing a reason to visit and a point of difference to other centres.

Council is not in a position to undertake the project itself for the funds in the budget, and would be better pooled with WBG funds to meet project costs. Supporting the WBG's Christmas Lights project is in line with the Community Strategic Plan, which includes a direction for vibrant town centres and strategies for business partnerships.

Consultation

The issues raised in this report cover matters which do not require consideration under Council's Community Engagement Policy.

Background

At its meeting on 30 November 2010, Council considered a Notice of Motion seeking funding support towards lighting in Windsor for the 2010 Christmas period, from the WBG and resolved:

"That Council:

- 1 *Contribute \$2,000 to the Windsor Business Group to start an ongoing Christmas light program for George Street, Windsor.*
2. *Contribute \$200 to the Windsor Business Group towards prize awards for the competition being conducted by the Group for the best lighting display within business premises in the Windsor CBD.*

ORDINARY MEETING

Meeting Date: 8 November 2011

3. *Also agree to contribute \$200 to any other business representative group in other townships/villages in the Hawkesbury Local Government Area towards prize awards for similar competitions being conducted in those areas.*
4. *Consider the provision of funding towards Christmas lights in the 2011/2012 Budget."*

In regard to part (1) of the resolution, WBG advised that the funds were used for the hire of rotating coloured lights from a professional decorative lights company. Lights were installed/attached to buildings in the Mall area, where permission to do so was obtained from property owners. It was decided to hire the lights to extend the amount of lights that could be displayed versus what might have been purchased and considering the short time frame for the lights to be erected for the Christmas period. WBG indicated the hire of the lights came to about \$2,200 and Council's contribution was used to towards the hire cost, with the balance of \$200 being meet from WBG funds.

In regard to part (2) of the resolution, WBG advised that the prize money was shared between two winners being Windsor Homestead (Home Store) and Trentino's on George. Councillor Reardon and Councillor Whelan attended a WBG function for prizes presentation.

In regard to part (3) of the resolution, no contribution was made to other business groups, as there was no approach to Council.

In regard to part (4) of the resolution, funds in the amount of \$6,500 were allocated in the 2011/2012 Budget for Christmas lights and prize money for light display competitions for business groups in the area.

Details of the WBG's Christmas Lights 2011 project include:

(a) Duration of Lights

The Christmas Lights are to be operating from 16 December to 31 December 2011.

(b) Locations of Lights

Lights are planned to be installed at five locations, being the:

- intersection of George and Fitzgerald Streets;
- intersection of George and Kable Streets;
- intersection of George and Baker Streets, with extension north in line with Fitzgerald House (both sides of road);
- awnings of shopfronts in Windsor Mall; and
- trees of Windsor Mall, between Fitzgerald and Baker Streets.

WBG has liaised with owners of the subject buildings to obtain permission to install the lights to their buildings and with owners and traders about use of electricity for lights and insurance matters.

For the intersections, the lights are to be installed at a height that will not interfere with traffic.

The extent of lighting will depend on the overall cost of the project. Priority will be given to lights for the intersections and the awnings of shopfronts in the Mall.

(c) Types of Lights

Lights planned to be used include:

- commercial rope light (LED), gold colour, for the three intersections;

ORDINARY MEETING

Meeting Date: 8 November 2011

- rope lighting, gold colour, for the awnings of shopfronts in the Mall; and
- coloured flood lights (LED), for the trees in the mall, closest to intersections' lights.

The electricity for the lights at the intersections and the awnings of shop fronts in the Mall will be utilised from the private buildings electricity supply arrangements. Flood lights would require connection to the electricity poles in the Mall and WBG are now liaising with Endeavour Energy (formerly Integral Energy) in regard to its requirements (e.g. inspections, checks, standards) and any clearances required to be in place before lights are turned on. WBG is also asking about possible sponsorship from Endeavour Energy.

LED lights are a lower energy option and which is consistent with reducing the consumption of energy and Council's sustainability principles. The flood lights would remain in the trees and provide for other use during the year by WBG (and Council). It is noted that historically Council had small wire lights in the trees of the Mall, which were used for occasions like the Christmas festive period.

(d) Business Involvement

To supplement the communal spaces that will have the Christmas Lights, WBG is inviting all traders in Windsor to support the Christmas Lights 2011 project and asking traders with shop fronts to decorate their windows. An associated Christmas display competition will be run by WBG. Funds from Council's resolution would be used towards this.

(e) Cost of Lights and Funding Request from Council

WBG has supplied some costs to purchase the lights, from the licensed electrical contractor it intends to use for the project, being:

• intersection of George and Fitzgerald Streets	\$595.80, + GST (75 metres)
• intersection of George and Kable Streets	\$595.80, + GST (75 metres)
• intersection of George and Baker Streets	\$2,755.20, + GST (100 metres)
Total	\$3,946.80, + GST

Costs to install any of the lights or guide wires has not been provided, nor the cost of the flood lights.

WBG indicates it has already secured sponsorship for the project in the order of \$1,000 from the electrical contractor and is seeking more sponsorship to help achieve the project.

WBG has requested \$6,500 contribution from Council for the Christmas Lights 2011 project. The total allocated funds for the Christmas Lights project and prize money for any lights display competitions in the budget is the same amount. If Council wishes to support this proposal it is recommended that Council provide up to \$6,000 towards the lights and hold \$500 for any prize money needed for any lights display competitions.

(f) Other Activities

A launch night will be hosted by WBG on Friday, 16 December 2011 to 'turn on' the Christmas lights, and the Mayor and local MPs will be invited to be involved. Activities at the launch are planned to include choirs, dance groups and market stalls (working with Windsor Mall Craft Market operator). WBG is also planning to have activities for the other nights and is working on a charitable component for the Christmas Lights project, with a wishing tree for local disadvantaged children.

ORDINARY MEETING

Meeting Date: 8 November 2011

Conformance to Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together and Looking After People and Place and the Supporting Business and Local Jobs statements:

- Be a place where we value, protect and enhance the historical, social, cultural and environmental character of Hawkesbury towns, villages and rural landscapes.
- Help create thriving town centres, each with its own character that attracts residents, visitors and businesses.

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

- Work with community to define the Hawkesbury character to identify what is important to preserve and promote.
- Encourage stronger relationships between the business and community sectors, education and training providers to increase local career options.

Financial Implications

An amount of \$6,500 for Christmas Lights and prize money for any lights display competitions has been allocated in the 2011/2012 Budget, in the Strategic Activities component; and if Council supports the WBG proposal it is suggested that \$500 of this be retained for potential prizes.

RECOMMENDATION:

That Council:

1. Agree to contribute up to \$6,000 towards the cost of the Windsor Christmas Lights 2011 project, being undertaken by Windsor Business Group.
2. Approve the execution of Council's Standard Sponsorship Agreement for the project.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

Item: 244 **GM - 2011 National Local Roads and Transport Congress (79351,82046)**

REPORT:

Executive Summary

The 2011 National Local Roads and Transport Congress will be held in Mount Gambier, South Australia from 16 - 18 November, 2011. Due to its relevance to Council's area it is recommended that the 2011 National Local Roads and Transport Congress be attended by Councillors and appropriate staff.

Consultation

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

Background

The 2011 National Local Roads and Transport Congress will be held in Mount Gambier, South Australia from 16 - 18 November, 2011.

The theme for the 2011 National Local Roads and Transport Congress is Better Roads are Safer Roads and is the reason the Local Government's Road to Recovery campaign is the centrepiece of the Congress.

Cost of attendance at the 2011 National Local Roads and Transport Congress will be approximately \$2,340.00 plus airport transfers per delegate.

Budget for Delegate Expenses - Payments made

• Total Budget for Financial year 2011/2012	\$43,000
• Expenditure to date	\$26,147
• Budget balance as at 31/10/11	\$16,853

Conformance to Community Strategic Plan

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

- Have a comprehensive system of well maintained local and regional roads to serve the needs of the community.

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

- Facilitate the integration of a transport network.
- Develop and implement a sustainable roads asset management system.
- Lobby State government to improve transport networks.

Financial Implications

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

ORDINARY MEETING

Meeting Date: 8 November 2011

RECOMMENDATION:

The attendance of nominated Councillors, and staff members as considered appropriate by the General Manager, at the 2011 National Local Roads and Transport Congress at an approximate cost of \$2,340.00 plus airport transfers per delegate be approved.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

CITY PLANNING

Item: 245 CP - Section 96 Application - Extension of Trading Hours (ALDI Supermarket) - Lot 6 DP 270412, 5A Curtis Road, Vineyard - (DA0603/08B, 95498)

Development Information

File Number: DA0603/08B
Property Address: 5A Curtis Road, Vineyard NSW 2765
Applicant: Milestone (Australia) Pty Ltd
Owner: Aldi Foods Pty Ltd
Proposal Details: Section 96 Application - Extension of Trading Hours (Aldi Store)
Zone: B6 Enterprise Corridor
Date Received: 28 September 2011
Advertising: Nil

Key Issues:

- ◆ Hours of Operation
- ◆ Amenity Impacts

Recommendation: Approval for Modification

REPORT:

Description of Proposal

Pursuant to Section 96(1A) of the Environmental Planning and Assessment (EP&A) Act 1979 (as amended) this application seeks to modify Development Consent No. DA0603/08 for the construction and operation of a shop (supermarket) with associated car park at 5A Curtis Road, Vineyard. This Section 96 Application seeks to modify Condition 123 of this consent, which currently imposes the following hours of operation for the Aldi supermarket:

Monday to Wednesday:	9:00am to 7:00pm
Thursday:	9:00am to 9:00pm
Friday:	9:00am to 8:00pm
Saturday:	8:30am to 6:00pm
Sunday:	9:00am to 6:00pm

An extension of the supermarket's trading hours is proposed with this application. The application seeks to modify this consent to enable trading between the hours of 7:00am to 10:00pm, seven days a week.

It should be noted that the original consent was issued for 5 Curtis Road, however, the land has since been subdivided and the site is now known as 5A Curtis Road.

Background

Development History

A 'Deferred Commencement' consent, DA0603/08, was issued for the existing Aldi supermarket on 16 December 2008. The deferred commencement conditions were satisfied and subsequently the consent became operational on 4 March 2009. A Section 96 Application, DA0603/08A, for modifications to noise conditions was approved on 31 July 2009.

ORDINARY MEETING**Meeting Date:** 8 November 2011

The submitted application does not relate to the sale of alcohol from the site or the obtaining of a liquor licence. However, it should be noted that Aldi's liquor licence will need to be updated to reflect the extended hours of operation should this application be approved.

Assessment**Section 96 Assessment**

The proposal has been considered against the Section 96(1A) provisions of the EP&A Act:

EP&A Act 1979 – Section 96(1A) Assessment	
A consent authority may, on application being made by the applicant or any other person entitled to act on a consent granted by the consent authority and subject to and in accordance with the regulations, modify the consent if:	
Clause:	Officer comments:
(a) it is satisfied that the proposed modification is of minimal environmental impact, and	<p>The submitted application proposes an extension of trading hours to allow the supermarket to operate from 7:00am to 10:00pm, 7 days a week.</p> <p>The property is located within the 'McGrath's Hill Business Park', which is dominated by retail premises and light industrial units. Immediately adjoining the site at 3 Curtis Road is a Hungry Jacks restaurant. The trading hours sought by Aldi are comparable to those of this restaurant.</p> <p>The nearest residential property, 225 Windsor Road, is located across Windsor Road and a service road.</p> <p>Within this context the proposed hours of operation are considered acceptable. Furthermore, these hours of operation are seen to represent typical trading hours for stores of this nature. The proposed modifications are therefore seen to be of a minor environmental impact.</p>
(b) it is satisfied that the development to which the consent as modified relates is substantially the same development as the development for which the consent was originally granted and before that consent as originally granted was modified (if at all), and	<p>The proposed modification relates to a single operational condition only.</p> <p>The Section 96 Application does not propose any building alterations as a part of this application, nor will Condition 124 (which restricts delivery hours) be altered.</p> <p>As such the proposal is considered to comprise substantially the same development as that which was previously approved.</p>
(c) it has notified the application in accordance with: <ul style="list-style-type: none"> (i) the regulations, if the regulations so require, or (ii) a development control plan, if the consent authority is a council that has made a development control plan that requires the notification or advertising of applications for 	<p>There was no requirement to notify the application pursuant to Part A Chapter 3 Section 3.10 of the Hawkesbury Development Control Plan 2002 (HDCP 2002).</p>

ORDINARY MEETING

Meeting Date: 8 November 2011

modification of a development consent, and	
(d) it has considered any submissions made concerning the proposed modification within any period prescribed by the regulations or provided by the development control plan, as the case may be.	Not applicable.
Subsections (1), (2) and (5) do not apply to such a modification.	Noted.

As detailed above the proposed modifications are seen to be of a minor environmental impact and to comprise substantially the same development as that which was originally approved.

5.0 Section 79C Matters for Consideration

In accordance with Clause 96(3) of the EP&A Act an assessment of the amended proposal has been undertaken against the relevant matters of Section 79C(1):

EP&A Act 1979 – Section 79C(1) Assessment	
In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:	
Clause:	Officer comments:
(a)(i) any environmental planning instrument, and	Hawkesbury Local Environmental Plan 1989 The original consent approved the construction and operation of a 'shop', which is a permissible form of development within the 3(b) Business Special zone. The submitted Section 96 Application does not alter the nature of the use so as to affect compliance with Hawkesbury Local Environmental Plan 1989 (HLEP 1989).
(a)(ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Director-General has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and	Draft Hawkesbury Local Environmental Plan 2011 The approved development would be defined as a 'retail premises' under Draft Hawkesbury Local Environmental Plan 2011 (Draft HLEP 2011), which is a permissible land use within the B6 Enterprise Corridor zone.
(a)(iii) any development control plan, and	Hawkesbury Development Control Plan 2002 The proposal does not seek to alter the building's layout or external appearance, nor does it alter parking or signage provisions. Consequently, the proposal will not alter the development's approved levels of compliance with the HDCCP 2002.
(a)(iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph), and	These matters have been considered in the assessment of this application.
(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and	The subject property is located within an established commercial area on a main road. A significant separation distance also exists between

ORDINARY MEETING**Meeting Date:** 8 November 2011

social and economic impacts in the locality,	the site and the nearest residential property. The proposed hours of operation are considered acceptable within the context of the locality.
(c) the suitability of the site for the development,	The property is located within an established commercial area and the approved use is permissible within the zone. There are no natural hazards or other site constraints that are likely to have a significant adverse impact upon the proposed development. The proposed modifications are minor and do not compromise the previously approved use of the site. The proposed development is considered suitable in the context of the locality.
(d) any submissions made in accordance with this Act or the regulations,	There is no requirement to notify the application pursuant under the EP&A Act, Regulation or Part A Chapter 3 Section 3.10 of the HDCP 2002.
(e) the public interest.	The proposal is consistent with the zoning of the site and is compatible with the commercial character of this precinct. The approval of this modified proposal is therefore seen to be in the public interest.

The proposed modifications do not alter the development's approved level of compliance with the relevant planning controls and instruments. Furthermore, the subject property is located within a commercial and industrial precinct and on this basis the extended trading hours are seen to be acceptable.

Conclusion

The proposed modification involves an extension of the Aldi supermarket's hours of operation. The modification of Condition 123 to extend trading hours is seen to be acceptable given that the site is located within an established commercial precinct.

The proposal represents a minor environmental impact and is considered to comprise substantially the same development as that which was previously approved. The approval of this Section 96 Application is therefore recommended.

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 Council as the consent authority pursuant to Clause 80(1)(a) of the Environmental Planning and Assessment Act 1979 (as amended) modify Development Application No. DA0603/08 for the construction and operation of a shop on Lot 6 DP 270412, known as 5A Curtis Road, Vineyard, in the following manner:

Condition 123 is to be modified as follows:

ORDINARY MEETING

Meeting Date: 8 November 2011

123. The trading hours of the premises shall be limited to 7:00am to 10:00pm, seven days a week.

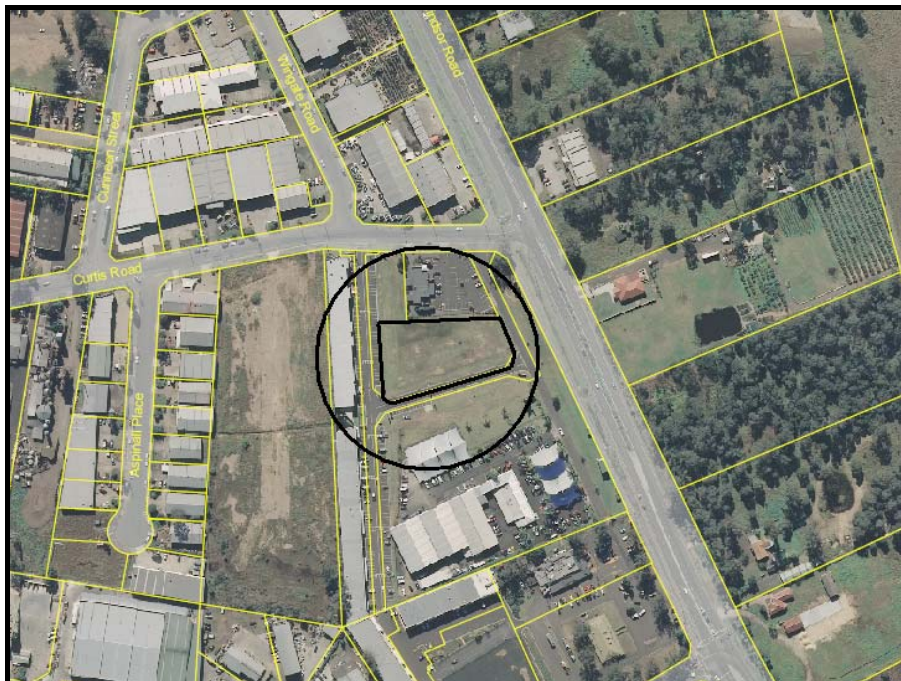
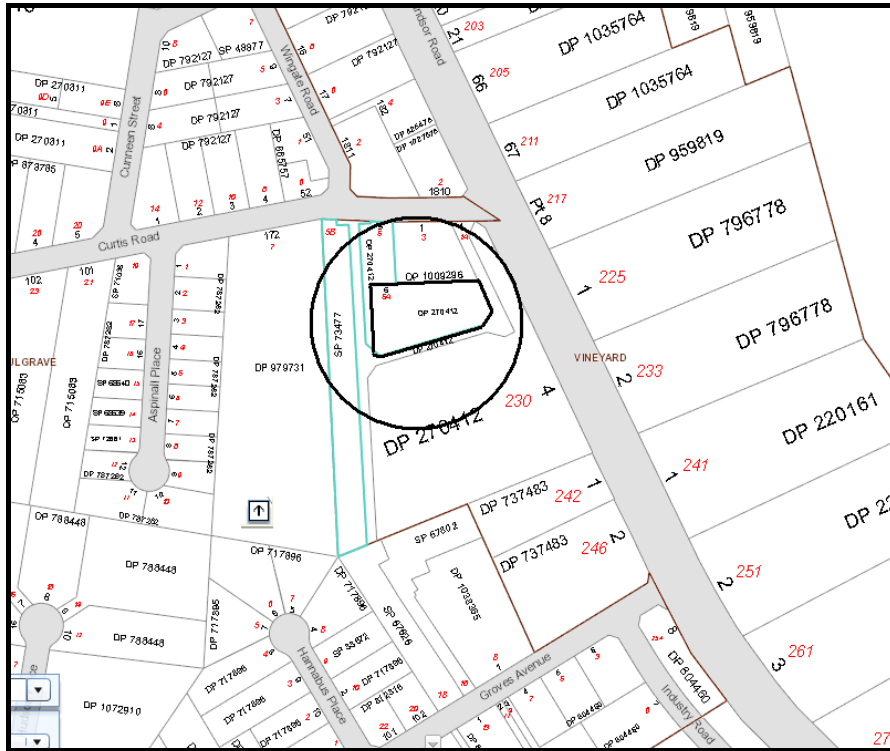
ATTACHMENTS:

AT - 1 Location Plan and Aerial Photo- (Lot 6 DP 270412), 5A Curtis Road, Vineyard

ORDINARY MEETING

Meeting Date: 8 November 2011

AT - 1 Location Plan and Aerial Photo - (Lot 6 DP 270412), 5A Curtis Road, Vineyard



oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

Item: 246

CP - Hawkesbury City Council - Annual Report - 2010/2011 - (95498)

REPORT:

Executive Summary

The 2010/2011 Annual Report has been prepared in accordance with the requirements of Section 428 of the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and the Division of Local Government Circular to Councils number 11-18 dated 8 August 2011.

Consultation

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

Background

Section 428 of the *Local Government Act 1993* requires that "within five months after the end of each year, a Council is required to prepare a report as to its achievements with respect to the objectives and performance targets set out in its management plan for that year".

The Act also prescribes specific reporting requirements that govern the content of the report and submission of audited Financial Statements and State of the Environment report for the year ending 30 June 2011.

The Annual Report is a statutory requirement for all New South Wales Councils and must be submitted to the Division of Local Government by 30 November 2011.

This Annual Report reflects a transitional approach to the Local Government (Planning and Reporting) Act 2009 and the Integrated Planning and Reporting Guidelines – as required by the Division of Local Government - to be fully integrated and adopted by 30 June 2012 (Group 3 Councils).

Conformance to Community Strategic Plan

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

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

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

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

Financial Implications

There are no funding implications from the preparation of this report.

RECOMMENDATION:

That:

1. Council's 2010/2011 Annual Report be received and noted and a copy be forwarded to the Division of Local Government and any other necessary authorities prior to 30 November 2011 as required.

ORDINARY MEETING

Meeting Date: 8 November 2011

2. Council display the full Annual Report on Council's website by the 30 November 2011.

ATTACHMENTS:

AT - 1 Annual Report 2010/2011 - (*Distributed Under Separate Cover*)

AT - 2 General Purpose and Special Purpose Financial Report and Special Schedules for the period ending 30 June 2011 - (*Distributed Under Separate Cover*)

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

Item: 247 CP - Design Brief for Expansion of Seniors Centre, Richmond - (95498)

Previous Item: 197, Ordinary - (31 August 2010)
30, Ordinary - (26 February 2008)
318, Ordinary - (1 November 2005)

REPORT:

Executive Summary

This report has been prepared to advise Council of the completion of a preliminary draft design brief for the proposed expansion of the Hawkesbury Seniors Leisure and Learning Centre in March Street, Richmond. The report seeks Council's approval to proceed to the preparation of design sketches and preliminary costings for the proposed project to be considered by the Design Working Party.

Consultation

This report advises Council of the outcome of a community working party which was established under Council's Community Engagement Policy for the specific purpose of preparing a draft design brief for Council's consideration. The report seeks Council's approval to prepare design sketches and preliminary costings to facilitate the next phase in the community consultation process associated with this project.

Background

As previously reported to Council, the projected increase in the population of people aged 65 years and over will require Council to develop new facilities and services for older people.

The contemporary thrust of government policy has been to build the capacity of the community to assist older people to 'age in place' – to support senior residents to remain in their family home for as long as possible. The Hawkesbury Seniors Leisure and Learning Centre currently provides a range of programs which are consistent with this policy goal – the planned extension of the Centre will expand this capacity and will be a key part of Council's medium to long term strategy for meeting the needs of the well-aged in a way that supports their continued active involvement within their neighbourhoods and communities.

The current Section 94 Development Contribution Plan (prepared in November 2005) and the Section 94A Development Contributions Plan (2006) include provision for extensions to the Hawkesbury Seniors Leisure and Learning Centre. The project has been provisionally programmed for 2012/2013 with an indicative cost of \$1.5M.

In August 2010, Council resolved to adopt terms of reference and a governance framework for a design working party to work with Council staff to prepare a draft design brief for the proposed extension to the Hawkesbury Seniors Leisure and Learning Centre. The draft design brief was to be reported to Council within nine months following the establishment of the Working Party.

Completion of Preliminary Draft Design Brief

The first formal meeting of the Design Working Party took place on 24 February 2011. The Working Party met on seven occasions to prepare the draft design brief. The Working Party also toured comparable sites in other localities to assess contemporary trends in the design of community facilities for an ageing population. Members of the Working Party have also spoken with staff in these centres to clarify the strengths and weaknesses of different design options.

ORDINARY MEETING

Meeting Date: 8 November 2011

The membership of the Working Party included:

- Christine McGown-Noel – Nepean Blue Mountains Local Health District
- Jeanette Hatch – Hawkesbury Seniors Advisory Committee
- Keri Whiteley – Hawkesbury City Council (Manager Cultural Services)
- Christine Atkins – Hawkesbury Community Care Forum
- Judy Neate – Peppercorn Services Inc.
- Kari l'Anson – Peppercorn Services Inc.
- Meagan Ang – Hawkesbury City Council (Community Programs Co-ordinator)
- Joseph Litwin - Hawkesbury City Council (Executive Manager - Community Partnerships).

The draft design brief provides for the construction of a largely self-contained seniors centre annexe positioned at the front of the existing Centre. The annexe would be linked to the existing Centre by an enclosed walkway, courtyard (or some other device) so that the amenities available within the Hawkesbury Seniors Leisure and Learning Centre could be internally accessed from the annexe.

The additional floor space to be constructed within the annexe extension is intended to compliment the floor space within the existing Hawkesbury Seniors Leisure and Learning Centre in a way that improves the functionality of the existing Centre. The existing Centre was constructed in the early 1970s and it is almost forty years old. Since its construction the activities conducted at the Centre have changed significantly. Unfortunately, for some of these key activities (such as Beaches Seniors Restaurant and Hawkesbury Seniors Computer Group) the current design and layout of the Centre is incompatible with their requirements.

While some of these issues can be addressed through the inclusion of the required elements in the new annexe extension, they are best addressed through modifications to the existing Centre. Accordingly, the design brief also provides for internal building modifications to the existing Centre to improve the overall functionality of the site and to integrate the existing building with the extension.

The preliminary draft design brief is appended to the Report. It is proposed that the draft design brief be progressed to enable a preliminary design to be developed and provisional costings calculated. The design (and costings) can then be considered by the Working Party and altered or amended to ensure that the proposed expansion of the Hawkesbury Seniors Centre can be constructed within the funds available for this project.

Following the confirmation of a (provisional) final design, the project can then be presented to the members of the Hawkesbury Seniors Leisure and Learning Centre for their perusal and comment prior to proceeding to the tender stage.

Conformance to Community Strategic Plan

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

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

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.

As noted in this report, the planned extension of the Hawkesbury Seniors Leisure and Learning Centre will be an important part of Council's medium to long term strategy for meeting the needs of the well-aged in a way that supports their continued active involvement within their neighbourhoods and communities - a key strategic direction within the Community Strategic Plan.

ORDINARY MEETING

Meeting Date: 8 November 2011

Financial Implications

There may be a minor cost associated with the development of draft design sketches but this cost can be met from the appropriate Section 94 Reserve for this project.

RECOMMENDATION:

That the:

1. Draft design brief for the proposed expansion of the Hawkesbury Seniors Learning and Leisure Centre attached as Attachment 1 to the report be received.
2. Design brief be progressed to develop preliminary designs and provisional costings for the Project.
3. Preliminary design and provisional costings be referred to the Seniors Centre Design Working Party for their further consideration.

ATTACHMENTS:

- AT - 1** Draft Design Brief: Proposed Expansion of the Hawkesbury Seniors Learning and Leisure Centre - *(Distributed Under Separate Cover)*

oooO END OF REPORT Oooo

INFRASTRUCTURE SERVICES

Item: 248 IS - Reduction in the Price of Mulch from the Hawkesbury City Waste Management Facility - (112179)

REPORT:

Executive Summary

Due to the ongoing receipt of green waste into Council's Waste Management Facility and a large quantity of mulch available to the public on the open market, substantial amounts of green waste mulch is currently stockpiled at the Facility.

Due to the limited stockpiling area combined with the need for the community to conserve the use of water on their gardens it is considered appropriate to reduce the price of the mulch in an effort to encourage residents to increase the amount of mulch that they acquire.

The matter was discussed at the Waste Advisory Committee Meeting on 7 September 2011 where it was proposed that the price of mulch be reduced to \$5.00 per tonne in an effort to increase the amount of mulch removed from site. It was determined that a report would be submitted to Council recommending that the price of mulch be reduced to \$5.00 per tonne.

The price of mulch is presently \$15.00 per tonne.

Consultation

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

Background

The selling price of mulch at the Hawkesbury City Waste Management Facility was reduced from \$35.00 per tonne in 2007/2008 to \$15.00 per tonne in 2008/2009 in an effort to reduce the amount of material stockpiled onsite. Sale of mulch for the 2007/2008 year was 499.58T, 2008/2009 year was 557.54T, 2009/2010 year was 688.82T and 2010/2011 year was 515.16T. Sales to date are 129.06T

The current price of the mulch remains at \$15.00 per tonne, however, since the reduction in price in 2008/2009 the market has been further inundated with mulch.

In an effort to increase the output of mulch from the Waste Management Facility it is considered appropriate to reduce the cost further to provide a greater incentive for residents purchase greater quantities of the mulch and thus reduce the amount stockpiled onsite. This has the added advantage of being able to claim back some of the State Government imposed waste levy for material leaving the site where appropriate.

Conformance to Community Strategic Plan

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

- Develop and implement waste and recycling strategies.

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

ORDINARY MEETING

Meeting Date: 8 November 2011

- Encourage and educate the community to care for their environment

The reduction in the cost of the mulch will make mulch more affordable for residents to acquire thus allowing a larger volume of the reprocessed material to be used beneficially within gardens throughout the local government area. The residents and the environment will benefit as the mulch will help to retain moisture within gardens and reduce the amount of water required to keep the gardens in a healthy condition.

Financial Implications

It is expected that with an increase in the volume of material leaving the site, upon which some of the waste levy may be claimed back, the loss in revenue per tonne of mulch purchased will be cancelled out by the waste levy that will be claimed. Should there be any difference in revenue it will be negligible and shall be absorbed by the waste reserve.

RECOMMENDATION:

That the sale price of mulch at the Hawkesbury City Waste Management Facility be reduced to \$5.00 per tonne.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

Item: 249 **IS - Naming of the Bridge over Rickaby Creek - (95495)**

Previous Item: Item 206, Ordinary (9 October 2007)

REPORT:

Executive Summary

Whilst considering a report regarding a development application for a bridge over Rickaby Creek, at its confluence with the Hawkesbury River, it was resolved that *'public consultation be undertaken in regard to the proposed naming of the bridge as John Pilot Rickaby Bridge'*.

The consultation process was delayed due to the original tenders for the bridge construction being in excess of funding available. The bridge design was modified and tenders recalled. Construction works commenced on 9 May 2011 and the bridge has now been completed.

The naming of the bridge over Rickaby Creek was advertised from 29 September to 28 October 2011, with seven responses received. Additional names for the bridge have been suggested, being Luke Worsley and Eather. It is suggested that an additional bridge which exits over Rickaby Creek, on Cornwallis Road be named the John Pilot Rickerby Bridge and the new pedestrian/cycle bridge be named the Luke Worsley Bridge.

Consultation

The naming of the bridge over Rickaby Creek has been advertised from 29 September to 28 October 2011.

Background

A development application for the construction of a pedestrian/cycle bridge over Rickaby Creek at its confluence with the Hawkesbury River at Howe Park was submitted for Council's consideration at its meeting held on the 9 October 2007. In addition to approving the application, Council also resolved at that meeting that *'public consultation be undertaken in regard to the proposed naming of the bridge as John Pilot Rickaby Bridge'*.

Tenders were called for the construction of the bridge and the tenders received were in excess of funds available. The bridge design was modified, additional funds identified and tenders again called for the construction of the project. A contract was subsequently awarded, with construction commencing on 9 May 2011. The bridge project has now been completed and consultation regarding the naming undertaken.

Seven representations have been received in relation to the naming of the bridge and are listed within the table. Two alternative names have been suggested as part of the consultation: 'LUKE WORSLEY' and 'EATHER'.

A late submission has been received from the Windsor and District RSL Sub-branch supporting the naming of the bridge after Luke Worsely, and has been included within the table.

Support/ Object	Comments
Support	Advising of the intended spelling, Rickerby, and supporting the bridge being named 'John Pilot Rickerby Bridge'... This new bridge, joining a park with an Aboriginal name like 'Deerubbin', together with 'Howe Park', a European name, will be symbolic in bringing our two cultures together in harmony.

ORDINARY MEETING**Meeting Date:** 8 November 2011

Support	The Darug Custodian Aboriginal Corporation supports the naming of the bridge over Rickaby's Creek as the 'John Pilot Rickerby Bridge'. The story of the Rickerby's is a very interesting story and it is pleasing to hear of kindness to our people in the early days of Windsor.
Alternate name	Suggesting that the bridge over Rickaby Creek be named the Luke Worsley Bridge. Luke was born in Windsor on 3 July 1981 and was killed in action in Afghanistan serving his country on 23 November 2007. He was 26. He grew up in Cambridge Avenue attended Windsor P.S and in 1993 his family moved to James Ruse Close backing on to Howe Park. He attended Windsor H.S. and spent a great amount of time in the Park exploring the Creek and the River. He was a hard worker, working as a brickies labourer until he joined the army and later became a commando where he was known as Mr 110%. Howe Park and Rickaby Creek played a big part in his life. Windsor and Hawkesbury City Council should be very proud of Luke.
Alternate name	Supporting Luke Worsley as the preferred option for the naming of the bridge because the bridge was first considered by Council in 2007, the same year Luke passed away. This shared time frame gives extra relevance and symbolism to the bridge naming
Alternate name	Suggesting the naming of the bridge after the local SAS trooper, Luke Worsley who lost his life fighting in Afghanistan in 2007. I can think of no better honour for him and his family in recognition of his sacrifice for our country"
Alternate name	Suggesting the naming the bridge after the local SAS trooper, Luke Worsley... it is especially fitting as he grew up in Windsor and spent time as a child playing in Howe Park.
Alternate name	Suggesting the name 'The Eather Bridge' as this was the exact site of the house where the ten little Eather children and their two mothers lost their lives in the 1867 flood... a plaque is erected on Cornwallis Road and not the exact site as there was no access at the time. I also believe that now we have access to the site, we should move the signage to the exact place of the drowning looking over the Hawkesbury River.
Alternate name	Advising the views of the Members of the RSL in relation to the naming of the Bridge at 'Rickabys Creek'. The Bridge should be named in honour of Trooper Luke Worsley. He paid the ultimate sacrifice in the name of this great country as so many have before. He was born in Windsor, grew up here and has lived all of his short life in this District. His Family still live in Windsor.

Whilst there are no protocols for naming structures within parks, Council has made determinations on the naming of structures (Bridges) on road ways. It was resolved on 14 August 2007 *'The protocols for naming of structures following the general principles of the Geographical Names Board be accepted.'*

Those guidelines include:

- Avoid duplications
- Retention of euphonious names
- Preference for names of aboriginal origin, names with a historical background or thematic names such as flora, fauna or ships

ORDINARY MEETING

Meeting Date: 8 November 2011

- Preference for retention of long established place names appropriate to the physical, historical or cultural character of the area concerned
- Avoid naming places after living persons
- Perpetuating names of eminent persons now deceased, i.e. explorers, settlers, etc.
- Avoid attempts to restore the original form of place names changed or corrupted by long established general usage

In terms of the suggested names, it is noted that there is a plaque erected in memory of the Eather family adjacent to Cornwallis Road and Eather Lane is located in South Windsor. Both the other two names would be suitable as names in terms of the guidelines.

It is noted that there are now two bridges across Rickabys Creek in this area, the new pedestrian/cycleway bridge and the bridge on Cornwallis Road. It is suggested that both the proposed names be utilised to name these bridges. As the pedestrian/cycleway is adjacent to the former home of Luke Worsley, it is proposed that this bridge be named the Luke Worsley Bridge, and the more historical bridge on Cornwallis Road be named the John Pilot Rickerby Bridge.

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 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.

Financial Implications

Costs for the production and installation of signage for the bridges would be funded from within the current budget.

RECOMMENDATION:

That the:

1. Pedestrian/cycleway bridge over Rickabys Creek, from Howe Park to Deerubbin Park, be named the Luke Worsley Bridge.
2. Bridge over Rickabys Creek on Cornwallis Road be named the John Pilot Rickerby Bridge.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

Item: 250 **IS - International Sand Sculpting Competition and Festival Event 2012 - Windsor - (95495, 115476)**

REPORT:

Executive Summary

An application has been received on behalf of the Heart of the Hawkesbury to hold an event called the 'Hawkesbury International Sand Sculpting Competition and Festival' adjacent to and within the Windsor Town Centre.

The event is proposed to be held from 11 January 2012 to 5 February 2012 commencing at 10.30am and finishing at 7.30pm daily. The organisers anticipate that 120,000 people will attend over the entire event.

The event is proposed to be staged within three park areas: Howe Park, Holland's Paddock and Macquarie Park. Howe Park will hold the actual sand sculptures where an admission fee will be charged to cover the costs of running the event. The other two parks will hold a range of activities including – children's workshops, community displays, beach volley ball competitions, hot air balloons, buskers and including food and drink vendors.

The event would be unique in NSW and has the potential to attract many tourists to the Hawkesbury. It is recommended that approval be granted for the event to proceed.

Consultation

The organisers held an information night on 26 October 2011 for businesses and residents. As part of the recommendations the event organisers are to letterbox drop all effected residents in proximity to the event with that letter advising full details of the event.

Background

The Heart of the Hawkesbury is a registered non-profit organisation which commenced operation in 2009. The Hawkesbury International Sand Sculpting Competition and Festival is proposed to be held in Windsor from 11 January 2012 to 5 February 2012 commencing at 10.30 am and finishing at 7.30pm daily. It is anticipated that 120,000 people will attend over the entire event period. This is the first time the event has been proposed to be held in the Hawkesbury. Similar events have been held in Frankston, Victoria and have been very successful.

The event is proposed to be staged within three Precinct (Park) areas: Howe Park, Holland's Paddock and Macquarie Park (see attachment 1).

Precinct 1 - relates to Howe Park from Kable Street to Johnston Street. It is identified as the Sand sculpture display area and will involve:

- Sand Sculptures – approximately 16.
- Vendors, including food and drink.
- Buskers.

The area is proposed to be fenced off and an admission fee will be charged to cover the costs of running the event. A family ticket will cost \$20 (2 adults and 2 children) with additional children costing \$3.50. No further information has been provided in relation to pricing.

Precinct 2 - relates to Hollands Paddock – behind the Windsor Riverview Shopping Centre. It is identified as an entertainment area and will involve:

ORDINARY MEETING

Meeting Date: 8 November 2011

- Children's workshops.
- Vendors, including food and drink.
- Community displays.
- Hot Air Balloon display.
- Buskers.

Precinct 3 – relates to Macquarie Park. It is identified as the Recreational Area and will involve:

- Beach Volleyball competitions.
- Hot Air Balloon display.
- Buskers.

Exclusive use of Howe Park, between Kable Street and Johnston Street, requires a resolution of Council. Councils Fees and Charges for exclusive use for sporting or non for profit groups carries a fee of \$1.60 per person or \$950.00 per day, whichever is the greater. This equates to a minimum of \$24,700 for the 26 days of the event. The Exclusive Use fee was intended where an event utilised an entire park rather than a small section of it. Due to residents still having access to a majority of Howe Park, and the fact that it is the first time the event will be held it is proposed to recommend that the exclusive use fees not be changed in this instance.

As there will be approximately 350 tonnes of sand utilised in different locations within Howe Park, it is likely that there will be some damage suffered to the pathways and other infrastructure within the Park. A condition has been included that a \$40,000 bond be provided by the applicant to ensure any damage sustained is rectified.

Due to the large size of the event, the event organisers propose to use the Governor Phillip Park overflow car parking area, Macquarie Park overflow car parking area, McQuade Park (near the lake) and Beerewan Park, South Windsor for parking with a shuttle bus to transport visitors to and from the event. Beerewan Park is not seen as appropriate as it will have only recently been restored following its use by City Rail as part of the Windsor Station upgrade and the proximity of the Presbyterian Cemetery located within its bounds. It is proposed to recommend that Deerubbin Park car park and its surrounds be utilised instead (see attachment 2).

The event will be unique in NSW and has the potential to attract many tourists to the Hawkesbury. It is recommended that approval be granted for the event to proceed subject to conditions.

A "Special Event" application in respect of this event was also considered by the Local Traffic Committee meeting on 19 October 2011. This Committee, the report of which is included elsewhere in this business paper, has recommended, from a traffic viewpoint, approval of the event subject to a number of conditions. A recommendation has been included in this report requiring compliance with the Local Traffic Committee conditions.

Conformance to Community Strategic Plan

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

- Help create thriving town centres, each with its own character that attract residents, visitors and businesses

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

- Work with industry and education providers to promote sustainable business practices

Financial Implications

There are no financial implications in relation to this event.

ORDINARY MEETING

Meeting Date: 8 November 2011

RECOMMENDATION:

That:

- A. Exclusive use be granted for the area within Howe Park between Kable Street and Johnston Street with the fees and charges for exclusive use not being charged for the event on this occasion, however, such fee and charges would be applicable in future years.
- B. Approval be granted to the Heart of the Hawkesbury to run the 'Hawkesbury International Sand Sculpting Competition and Festival' within Howe Park, Holland's Paddock and Macquarie Park between 11 January and 5 February 2012 subject to the following conditions:
 1. Prior to the event a letter box drop be undertaken by the applicants to all affected residents in proximity to the event with that letter advising full details of the function.
 2. The reserves are to be left clean and tidy with the organisation being responsible for collection and disposal of all waste (including sand from the sand sculptures and the area being restored to its original condition); the applicant is to lodge with Council a damage bond of \$40,000, (cash or bank guarantee) which is refundable less any costs incurred by Council, administrative or otherwise, to clean or restore the area.
 3. The applicant and any hire companies/vendors submitting to Council a Public Liability Policy for \$20,000,000 with Council's interest noted on that Policy.
 4. If required, the applicant is to obtain all necessary permits/approvals in relation to amusement devices/rides and liaise with Integral Energy regarding the supply of power and the proximity to power supply lines.
 5. The sale of alcoholic beverages is not approved for the event.
 6. The event manager/applicant must undertake a Risk Assessment of the proposed event including pre-event preparations. The assessment must identify potential hazards and the procedures that need to be implemented to eliminate or control those hazards. The event manager/applicant is responsible for ensuring that procedures are followed and that they comply with the requirements of the Occupational Health and Safety Regulations 2001.
 7. Only essential vehicles are to access the parks. Those vehicles are not to travel more than 10km per hour and must give way to pedestrians.
 8. A Traffic Management Plan is to be submitted as part of the Special Event Application process.
 9. The 'Hawkesbury International Sand Sculpting Competition and Festival' are to be consistent with Council's Sustainable Events Management Policy.
 10. Generators should be constructed, maintained and managed so that the $LA_{eq, (15min)}$ noise levels, measured at any point in accordance with the New South Wales Environment Protection Authority Industrial Noise Source Policy 2000, do not exceed 5dB $LA_{eq, (15min)}$ above background levels with respect to noise amenity of residential dwellings and associated outdoor areas.
 11. Public address speakers/music speakers should be directed away from residential properties. Where speakers are mounted on poles, they are to be inclined downwards at an angle of approximately forty-five (45) degrees from the horizontal.
 12. A sound limiting circuit or similar monitoring system is to be included for the PA/sound system to control the signal amplitude to a fixed level regardless of the loudness of the operator's voice, or the volume control of the amplifier.

ORDINARY MEETING

Meeting Date: 8 November 2011

13. Prevent the emission of intrusive noise in accordance with the industrial noise policy, which should not exceed 5 dB(A) Leq at the boundary of any neighbouring property.
14. Provide a noise complaints hotline by the festival organisers to be made available to the surrounding area in case noise nuisance occurs. Provide a manager onsite at all times in case the noise level is required to be reduced. The manager if so required by an authorised officer, the acoustic consultant or the NSW Police Force, must have the authority to order the reduction of noise level produced.
15. Where noise complaints are received, the acoustic consultant/ organisers are to arrange noise monitoring to be conducted at the affected property using $LA_{eq, (15min)}$. When the noise level exceeds the noise level requirements set by Hawkesbury City Council, reduction strategies are to be implemented to reduce the noise level to the requirement set by Hawkesbury City Council. Numbers, locations and noise monitoring readings from complaints received are to be included in and acoustic compliance report. Such report is to be submitted to Council within 14 days of the completion of the event.
16. Toilet facilities are required to be provided at a maximum distance of 75 metres from areas of entertainment and refreshment areas.
17. According to the guidelines for concerts, events and organised gatherings and considering that within the management plan it has been proposed to be approximately 5,000 participants per day for the event. Amenities are required to be provided for a minimum of 7,000 - 8,000 people attending per day. This consists of Male facilities - 9 water closets and 24 urinals, Female facilities - 40 water closets, with approximately 7 hand basins for males, and 8 hand basins for females.
18. All portable gas cylinders used throughout the subject sites must be secured both top and bottom, by ropes or chains to a structural post, wall, or similar anchor point.
19. An adequate supply of potable water must be supplied with respect to toilet, shower and refreshment facilities (non-potable water should not be used without prior approval).
20. No pyrotechnical display of any kind is to occur without prior approval from WorkCover and independent consent from Hawkesbury City Council.
21. Dust suppression and minimisation strategies must be employed to manage potential dust nuisances within the sites. This is to apply to parking areas, access roads and within the festival site.
22. Mosquito repellent is required to be made available to prevent possible cases of mosquito borne diseases.
23. Sunscreen is required to be made available to prevent potential adverse sun exposure.
24. Strategies must be adopted to prevent any light spillage from the festival onto any surrounding residential property boundaries.
25. All food vendors are to be registered with Hawkesbury City Council and notified with the NSW Food Authority prior to the event.
26. All food vendors are to notify Council and the Food Authority of their Food Safety Supervisors details prior to the event. Should any of the food stalls / operators not have a Food Safety Supervisor, one should be made available per food stall / operator prior to the commencement of the event.
27. A registration certificate through Hawkesbury City Council must be obtained and displayed for all food premises, stalls or food vending vehicles.
28. Food premises, stalls or food vending vehicles must comply with the appropriate food standards including but not limited to the Food Safety Standards, Hawkesbury City Council's Temporary Food Code and Food Act 2003. Inspections may be conducted by Council's Environmental Health Officers prior or during the event.

ORDINARY MEETING

Meeting Date: 8 November 2011

29. Food premises, stalls or food vending vehicles must obtain a copy of and abide by the NSW Food Authority's Food Handling Guidelines for Temporary Events and Hawkesbury City Council's Food Safety Guidelines for Charities & Community Organisations.
30. Food premises, stalls or food vending vehicles must have an adequate supply of potable water. Provision of a supply of potable water for sinks and hand basins is essential. Non-potable water is not permitted to be used within the subject sites.
31. Food premises, stalls or food vending vehicles must have hand washing facilities supplied with warm water, with liquid soap and paper towel. Potable water must be used for hand washing.
32. Food premises, stalls or food vending vehicles must have a temperature measuring device onsite that is capable of measuring to $\pm 1^{\circ}\text{C}$.
33. Food products are required to be stored in vermin and insect proof storage areas. All foods are to be protected and covered.
34. All liquid waste (including hand washing) is to be collected, stored appropriately and disposed of at a waste facility licensed to accept such waste.
35. Solid waste products are to be stored in sealed bins or containers and disposed of as required/necessary. The waste shall be transported and disposed of by appropriately licensed facilities.
36. Fats and oils generated from the caterers should be collected in appropriate storage containers and transported and disposed of at an appropriate facility to accept such waste (Hawkesbury City Council's waste facility does not accept liquid waste). The waste shall be transported and disposed of by appropriately licensed facilities.
37. Separate toilet facilities are to be provided for food handlers.
38. Disabled toilets are required to be provided in appropriate numbers.
39. Toilet locations must be well-marked and well-lit.
40. All toilets including portable toilets are required to be cleaned as appropriate.
41. Portable toilets are required to be pumped out at least every 24 hours or more frequently if required.
42. Ensure that the effluent from the portable toilets is removed off the site to an appropriate facility to accept such waste. The waste shall be transported and disposed of by appropriately licensed facilities.
43. All waste generation is required to be transported to an appropriate waste facility to accept such waste (No waste generated from this event is to be transported to Hawkesbury City Council's waste facility). The waste shall be transported and disposed of by appropriately licensed facilities.
44. In accordance with the requirements of Part 5.7 Protection of the Environment Operations Act 1997, Council is to be informed of any pollution incident where material harm to the environment is caused or threatened that which occurs in the course of carrying out the approved activity.
45. Any activity carried out in accordance with this approval shall not give rise to air pollution (including odour), offensive noise or pollution of land and/or water as defined by the Protection of the Environment Operations Act 1997.

ORDINARY MEETING

Meeting Date: 8 November 2011

46. All waste generated on the site is to be stored, handled and disposed of in such a manner as to not create air pollution (including odour), offensive noise or pollution of land and/or water as defined by the Protection of the Environment Operations Act 1997.
47. Compliance with the conditions imposed as a result of the consideration of the "Special Event" application for the event by the Local Traffic Committee.

ATTACHMENTS:

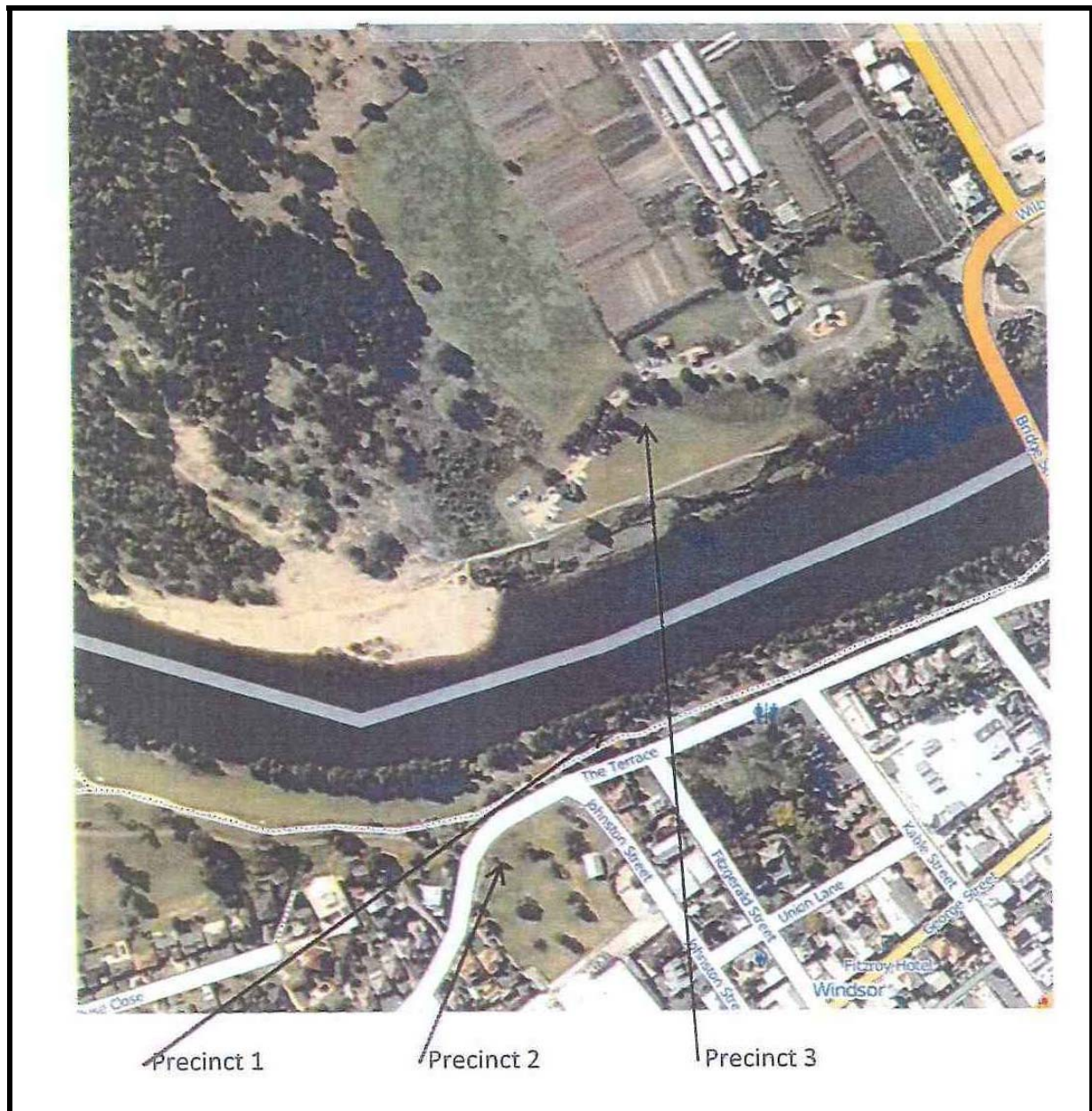
AT - 1 International Sand Sculpting Competition and Festival Event 2012 - Precinct Plan.

AT - 2 Proposed Car Parking Facilities - Aerial Photo (*to be placed on display at the meeting*).

ORDINARY MEETING

Meeting Date: 8 November 2011

AT - 1 International Sand Sculpting Competition and Festival Event 2012 - Precinct Plan.



oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

Item: 251

IS - Community Building Partnerships Funding - (95495)

REPORT:

Executive Summary

The Community Building Partnership Program provides funds for community groups and local councils to invest in community infrastructure throughout the State.

Grant funding of up to \$300,000 is available for every electoral district. An additional \$100,000 is available for the 48 State electorates with higher levels of social disadvantage as indicated by higher comparative unemployment rates.

It is recommended that the following program of works be submitted to the NSW Government under the NSW 2011 Community Building Partnerships.

Project	Estimated Cost
Lelia Avenue/Raymond Street Intersection Improvements (Hawkesbury Electorate)	\$160,000
Terrace Road/Bells Line of Road Reserve Improvements (Londonderry Electorate)	\$150,000
Howe Park Improvements Stage 2 (Riverstone Electorate)	\$150,000
TOTAL	\$460,000

Consultation

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

Background

The Community Building Partnership Program provides funds for community groups and local councils to invest in community infrastructure throughout the State.

The objectives of the NSW 2011 Community Building Partnership Program are to:

- Improve local community participation and cohesion through the delivery of social, environmental or recreational services or activities by enhancement of community infrastructure.
- Improve opportunities for people from disadvantaged or otherwise isolated groups to be included in community activities.

Grant funding of up to \$300,000 is available for every electoral district. An additional \$100,000 is available for the 48 State electorates with higher levels of social disadvantage as indicated by higher comparative unemployment rates. Local councils are required as a minimum to provide matching funding. The maximum amount of funding available for each electorate within the Hawkesbury LGA is detailed below.

ORDINARY MEETING

Meeting Date: 8 November 2011

Electorate	Maximum funding available
Hawkesbury	\$300,000
Riverstone	\$300,000
Londonderry	\$400,000

Generally only one project proposal for each local council will be considered within the area of that council in an electorate. Councils may submit project proposals for a location in each electorate within their area.

Projects that are eligible for funding include:

- Construction of new capital works;
- Refurbishment, repairs and maintenance to existing capital facilities; or
- The purchase of capital equipment with a life expectancy of 15+ years that enables the delivery of new or enhanced community services.

Projects that will not be funded include:

- Non capital equipment (e.g. chairs, computers, IT equipment, sports equipment etc).
- Projects that have commenced prior to 31 October 2011.
- Projects that involve the development of private or commercial ventures including licensed areas of registered clubs.
- Projects that seek funding for the organisation's operating recurrent expenses (eg: staff, consumables etc).
- Projects that seek funding to stage events, exhibit a display or for filming.
- Projects to undertake studies or investigations.
- Purchase of land or buildings is generally not appropriate.

After consultation with the Member of Parliament for each electorate, the following projects have been submitted for consideration under the Program:

Hawkesbury Electorate

Lelia Avenue/Raymond Street Intersection Improvements (Hawkesbury Electorate) - \$160,000

Lelia Avenue is curved at its intersection with Raymond Street. Access to Lelia Avenue from Raymond Street consists of two narrow traffic lanes forming a triangle with Lelia Street, with the inside of that triangle being a drainage depression. Traffic movements to/from Raymond Street are confusing and potentially dangerous. Formalisation of the intersection will improve this situation. Additionally the road pavement at this area has deteriorated and requires rehabilitation.

It is proposed to reconstruct the intersection including road pavements and kerb and gutter where necessary to formalise traffic movements.

Funding has not been provided within the current budget for this project, however if successful it would be appropriate to reprioritise the road/kerb and gutter/footpath rehabilitation budget to provide the matching funding required.

Londonderry Electorate

Terrace Road/Bells Line of Road Reserve Improvements (Londonderry Electorate) - \$150,000

With the construction of the commercial development adjacent to the reserve and water tanker filling point, a number of deficiencies have become apparent in terms of pavement levels, traffic management and aesthetics (dust etc.).

ORDINARY MEETING

Meeting Date: 8 November 2011

It is proposed to provide improvements to the overall area through adjustment and sealing the road pavement, formalising traffic movements, including adjustment to the water tanker filling area, provision of kerb and gutter where required and appropriate landscaping.

Funding has not been provided within the current budget for this project, however if successful it would be appropriate to reprioritise the road/kerb and gutter/footpath rehabilitation budget to provide the matching funding required.

Riverstone Electorate

Howe Park Improvements - \$150,000

The current community facilities at Howe Park were constructed around 1988. It is proposed to implement Stage 2 of the Plan of Management for the Windsor Foreshore, to include the refurbishment of the facilities in the area of Fitzgerald Street and towards Rickabys Creek.

The project will entail the supply and installation of a number of fitness units evenly spaced along the pathway with soft-fall base. Additional seating/picnic areas and suitable landscaping will be provided to enhance the passive recreational spaces, and overall provide a place where the community can integrate active and recreational activities and provide a link between the Windsor township and the Hawkesbury River.

Funding is available within the current budget for the matching funds required if successful.

Conformance to Community Strategic Plan

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

- A balanced set of decisions that integrate jobs, housing, infrastructure, heritage, and environment that incorporates 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.

Financial Implications

Funding is to be provided on a 50/50 basis, with Council's contribution being provided from the 2011/2012 Capital Works Budget, or as a result of reprioritising the Building Improvement Budget.

RECOMMENDATION:

That the following program of works submitted to the NSW Government under the NSW 2011 Community Building Partnerships be noted.

Project	Estimated Cost
Lelia Avenue/Raymond Street Intersection Improvements (Hawkesbury Electorate)	\$160,000
Terrace Road/Bells Line of Road Reserve Improvements (Londonderry Electorate)	\$150,000
Howe Park Improvements (Riverstone Electorate)	\$150,000
TOTAL	\$460,000

ORDINARY MEETING

Meeting Date: 8 November 2011

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING**Meeting Date: 8 November 2011****SUPPORT SERVICES****Item: 252****SS - Monthly Investments Report - September 2011 - (96332, 95496)****REPORT:****Executive Summary**

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

This report indicates that Council held \$43.50 million in investments at 30 September 2011.

It is recommended that this report be received and noted.

Consultation

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

Background

The following table indicates that Council held \$43.50 million in investments as at 30 September 2011. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
On Call								
ANZ	A1+	AA	1-Sep-11		6.00%	4,000,000	9.20%	
ANZ	A1+	AA	5-Sep-11		6.00%	3,300,000	7.59%	
ANZ	A1+	AA	14-Sep-11		6.00%	500,000	1.15%	
CBA	A1+	AA	30-Sep-11		5.25%	2,000,000	4.60%	9,800,000
Term Investments								
ANZ	A1+	AA	18-May-11	16-May-12	6.35%	500,000	1.15%	
ANZ	A1+	AA	29-Nov-10	26-Oct-11	6.36%	1,500,000	3.45%	
ANZ	A1+	AA	25-Nov-10	23-Nov-11	6.60%	1,000,000	2.30%	
ANZ	A1+	AA	25-Nov-10	23-Nov-11	6.60%	2,000,000	4.60%	
ANZ	A1+	AA	23-Feb-11	22-Feb-12	6.24%	1,200,000	2.76%	
ANZ	A1+	AA	10-Mar-11	20-Dec-11	6.35%	2,000,000	4.60%	

ORDINARY MEETING
Meeting Date: 8 November 2011

ANZ	A1+	AA	14-Mar-11	11-Jan-12	6.35%	2,000,000	4.60%	
ANZ	A1+	AA	23-Mar-11	21-Mar-12	6.24%	500,000	1.15%	
Bank of Queensland	A-2	BBB+	15-Sep-11	14-Oct-11	5.60%	500,000	1.15%	
Bankwest	A1+	AA	04-May-11	05-Oct-11	6.00%	1,000,000	2.30%	
Bankwest	A1+	AA	08-Sep-11	07-Mar-12	6.00%	2,000,000	4.60%	
Credit Union Australia	A-2	BBB+	15-Sep-11	14-Oct-11	5.66%	1,000,000	2.30%	
NAB	A1+	AA	17-Nov-10	16-Nov-11	6.46%	1,000,000	2.30%	
NAB	A1+	AA	02-Dec-10	07-Dec-11	6.44%	1,000,000	2.30%	
NAB	A1+	AA	03-Dec-10	07-Dec-11	6.45%	2,000,000	4.60%	
NAB	A1+	AA	08-Dec-10	07-Dec-11	6.44%	500,000	1.15%	
NAB	A1+	AA	09-Feb-11	09-Feb-12	6.27%	1,000,000	2.30%	
NAB	A1+	AA	15-Jun-11	25-Jan-12	6.16%	2,000,000	4.60%	
NAB	A1+	AA	27-Jul-11	25-Jul-12	6.29%	1,000,000	2.30%	
NAB	A1+	AA	06-Jul-11	05-Jul-12	6.25%	2,000,000	4.60%	
NAB	A1+	AA	24-Aug-11	22-Feb-12	5.85%	1,000,000	2.30%	
Westpac	A1+	AA	20-Jan-11	19-Oct-11	6.20%	1,000,000	2.30%	
Westpac	A1+	AA	11-May-11	16-Nov-11	6.15%	1,000,000	2.30%	
Westpac	A1+	AA	22-Jun-11	25-Jan-12	6.18%	2,000,000	4.60%	
Westpac	A1+	AA	10-Aug-11	8-Aug-12	6.00%	2,000,000	4.60%	
Westpac	A1+	AA	17-Aug-11	15-Aug-12	6.00%	1,000,000	2.30%	33,700,000
TOTAL INVESTMENT AS AT 30 SEPTEMBER 2011								43,500,000

Bench Marking

Bench Mark	Bench Mark %	Actual %
UBS 90 Day Bank Bill Rate	4.92%	6.23%
Reserve Bank Cash Reference Rate	4.75%	5.85%

Performance by Type

Category	Balance \$	Average Interest	Difference to Benchmark
Cash at Call	9,800,000	5.85%	1.10%
Term Deposit	33,700,000	6.23%	1.31%
Total	43,500,000	6.14%	1.22%

ORDINARY MEETING

Meeting Date: 8 November 2011

Restricted Funds

Restriction Type	Amount \$
External Restrictions -S94	6,967,098
External Restrictions - Other	9,106,643
Internal Restrictions	16,101,079
Unrestricted	11,325,180
Total	43,500,000

Funds subject to external restrictions cannot be utilised for any purpose other than that specified in line with legislative requirements. Externally restricted funds include funds relating to S94 Contributions, Domestic Waste Management, Stormwater Management and Grants.

Internal restrictions refer to funds allocated through a Council Resolution, for specific purposes or to meet future known expenses. Whilst it would “technically” be possible for these funds to be utilised for other purposes, such a course of action, unless done on a temporary internal loan basis, would not be recommended nor would it be “good business practice”. Internally restricted funds include funds relating to Tip Remediation, Plant Replacement, Risk Management and Election.

Unrestricted funds may be used for general purposes in line with Council's adopted budget.

Investment Commentary

The investment portfolio increased by \$1.98 million for the month of September, 2011. During September, various income was received totalling \$8.73 million, including rate payments amounting to \$3.54 million, while payments to suppliers and staff costs amounted to \$6.80 million.

The investment portfolio currently involves a number of term deposits and on-call accounts. Council's current investment portfolio is not subject to share market volatility.

As at 30 September 2011, Council has invested \$4.5 million with 2nd tier financial institutions, with the remaining funds being invested with 1st tier institutions. The investment of up to \$1 million with 2nd tier Authorised Deposit Taking Institutions (ADIs) is entirely covered by the free Government Guarantee Scheme, and is in accordance with Council's Investment Policy. Also, Council's adopted Investment Policy allows Council to invest above \$1 million with 2nd tier Authorised Deposit Taking Institutions that are wholly owned subsidiaries of major Australian trading banks, subject to conditions stipulated in the Policy.

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Independent advice is sought on new investment opportunities and Council's investment portfolio is independently reviewed by Council's investment advisor each calendar quarter.

Council's investment portfolio complies with Council's Investment Policy, adopted on 28 June 2011.

Investment Certification

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

Conformance to Community Strategic Plan

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

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

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

ORDINARY MEETING

Meeting Date: 8 November 2011

- Maintain and review a sustainable long term financial framework.

Financial Implications

Funds have been invested with the aim of achieving budgeted income in 2011/2012.

RECOMMENDATION:

The report regarding the monthly investments for September 2011 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

Item: 253 **SS - General Purpose Financial Statements and Special Purpose Financial Statements for the period ended 30 June 2011 - (96332, 95496)**

REPORT:

Executive Summary

Council's General Purpose Financial Statements and Special Purpose Financial Statements for the period ended 30 June 2011 have now been completed, audited and advertised in accordance with the provisions of the Local Government Act 1993 (LGA). The unqualified audit certificate from Council's Auditors, PricewaterhouseCoopers (PwC), has been received and is available for inspection by Councillors and the community.

The purpose of this report is to submit the General Purpose Financial Statements and Special Purpose Financial Statements for the period ended 30 June 2011 to Council, in accordance with the requirements of the LGA. The report also recommends the suspension of Standing Orders to allow Council's Auditor, Mr Dennis Banicevic of PwC, to make a presentation in respect of Council's audited 2010/2011 financial statements.

Consultation

Public Notice of the Council Meeting of 8 November 2011 has been given in the Hawkesbury Courier on Thursday, 27 October 2011. The General Purpose Financial Statements and Special Purpose Financial Statements for the period ended 30 June 2011 have been placed on exhibition from Thursday, 27 October 2011.

In accordance with Section 420(1) of the LGA, any person may make a submission to Council regarding the financial statements or with respect to the Auditor's reports. All submissions must be in writing and will be referred to Council's Auditor's, PwC, and Council can take such action as it considers appropriate. The closing date for submissions is Tuesday, 15 November 2011.

Background

Council's General Purpose Financial Statements and Special Purpose Financial Statements for the period ended 30 June 2011 have been completed, audited and advertised in accordance with the provisions of the Local Government Act 1993 (LGA). The unqualified audit certificate from Council's Auditors, PricewaterhouseCoopers (PwC), has been received and is available for inspection by Councillors and the community.

The LGA requires that the meeting set for the presentation of the financial reports, must be at least seven days after public notice is given, and within five weeks after the Auditor's reports are given to Council. The Auditor's reports were received on 14 October 2011, and public notice was given in the Hawkesbury Courier on 27 October 2011.

Operating Performance

Given below is a summary of Council's financial result for the period ended 30 June 2011.

Statement of Financial Performance	2010/11 \$'000	2009/10 \$'000	Movement Inc/(Dec)
Income from continuing operations	68,438	78,529	(10,091)
Expenses from continuing operations	63,931	56,529	7,402

ORDINARY MEETING

Meeting Date: 8 November 2011

Net Operating Result for the year	4,507	22,000	(17,493)
Capital Grants & Contributions	12,266	21,243	(8,977)
Net Operating Result before Capital grants & Contributions	(7,759)	757	8,516

Details of revenues and expenses for 2010/2011 as compared to the previous year are as follows:

Income from continuing operations	2010/11 \$'000	2009/10 \$'000	Movement Inc/(Dec)
Rates and Annual Charges	37,638	36,091	1,547
User Charges and Fees	4,576	6,203	(1,627)
Interest	2,945	3,343	(398)
Grants & Contributions – Operating	6,981	7,028	(47)
Grants & Contributions – Capital	12,266	21,243	(8,977)
Other Operating Revenue	3,534	3,988	(454)
Profit from Disposal of Assets & Joint Venture Equity	498	633	(135)
Total Income from Continuing Operations	68,438	78,529	(10,091)

Expenses from continuing operations	2010/11 \$'000	2009/10 \$'000	Movement Inc/(Dec)
Employee costs	21,381	20,985	396
Materials and Contracts	16,823	16,235	588
Borrowing costs	562	222	340
Depreciation & Amortisation	16,242	10,734	5,508
Other Expenses	8,923	8,353	570
Total Expenses from Continuing Operations	63,931	56,529	7,402

Balance Sheet

The Balance Sheet discloses the assets, liabilities and equity of Council. The table below displays Council's reported Balance Sheet as at 30 June 2011 -

Statement of Financial Position	2010/11 \$'000	2009/10 \$'000	Movement Inc/(Dec)
Current Assets	48,510	50,026	(1,516)
Non Current Assets	755,118	657,130	97,988
Total Assets	803,628	707,156	96,472
Current Liabilities	13,991	12,493	1,498
Non Current Liabilities	7,776	7,444	332
Total Liabilities	21,767	19,937	1,830
Net Assets	781,861	687,219	94,642

ORDINARY MEETING**Meeting Date:** 8 November 2011

Equity	781,861	687,219	94,642
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Performance Indicators

Council's financial statements disclose a number of financial indicators, which are detailed below:

Financial Performance Indicator	June 2011	June 2010
Unrestricted Current Ratio	426%	435%
Debt Service Ratio	0.74%	0%
Rate Coverage %	55%	46%
Rates Outstanding %	7.1%	6.4%

Interpretation of Financial Results

Council's operating result declined from a surplus of \$22 million in 2009/2010, to \$4.5 million in 2010/2011. This was mainly due to lower capital grants and contributions received (down \$9 million) and higher depreciation (up \$5 million). The result before capital grants and contributions was a deficit of \$8 million compared to a surplus of \$0.8million in 2009/2010. Council's overall cash position increased from \$41 million to \$45 million during the reporting period, and included restricted and unrestricted funds. Council's net current assets declined from \$37 million to \$34 million in 2010/2011. Available working capital as at June 2011 was \$9.2 million.

Council's Unrestricted Current Ratio as at June 2011 is 426%. This was a reduction from the previous year, but remains significantly above the accepted industry benchmark of 100%. The Debt Service Ratio was 0.74% and remains well below the accepted industry benchmark of 10%. The Rate Coverage Ratio increased from 46% for 2009/2010, to 55% for 2010/2011, due to the significant decline in capital grants and contributions. The Rates Outstanding Ratio as at the end of June 2011 increased to 7.1% of collectables. This ratio is higher than the accepted industry benchmark of 5% and will be monitored during the 2011/2012 financial year.

Council revalued its community land, land improvements and other assets in accordance with the Division of Local Government's revaluation schedule. This revaluation will have an impact on the depreciation charges in future years.

The Asset Renewals Ratio indicates that infrastructure assets are being renewed at 49% of the rate at which they are depreciating.

Council's financial position for the period ended 30 June 2011 is considered to be sound and stable. However projections based on current income and expenditure levels indicate future financial difficulties for Council, if not addressed.

Increasing difficulties will be experienced to maintain a balanced budget position, with decreasing funds being available to maintain Council's infrastructure network. It is important to take into consideration Special Schedule 7(SS7) (unaudited), which provides estimates on the amount of funds required to bring the existing infrastructure back to a satisfactory condition. As tabled in SS7, it is estimated that Council needs to spend over \$80.6 million to bring its assets back to the standard as indicated in SS7, an annual maintenance requirement of \$13.0 million, compared with the current funding of \$8.8 million.

Conformance to Community Strategic Plan

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

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

ORDINARY MEETING

Meeting Date: 8 November 2011

- Have transparent, accountable and respected leadership and engaged community and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

- Maintain and review a sustainable long term financial framework

Funding

Not applicable.

RECOMMENDATION:

That Council:

1. Note the completion of the General Purpose and Special Purpose Financial Statements and Special Schedules for the period ended 30 June 2011.
2. Suspend standing orders to allow Council's Auditor, Mr Dennis Banicevic of PricewaterhouseCoopers, to make a presentation in respect of Council's audited 2010/2011 financial statements.

ATTACHMENTS:

- AT - 1** General Purpose and Special Purpose Financial Statements and Special Schedules for the Period Ended 30 June 2011 - *(Distributed under Separate Cover)*

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

Item: 254 **SS - Internal Reporting Policy (Public Interest Disclosure Act) - (79337, 95496, 107)**

Previous Item: 226, Ordinary (27 September 2011)

REPORT:

Executive Summary

The Internal Reporting Policy (Public Interest Disclosures Act) was adopted at the Council meeting of 27 September 2011. The report considered by Council advised that NSW Parliament had passed additional changes to the legislation under the Public Interest Disclosures Amendment Act 2011 (Amendment Act), however, the Amendment Act had not been proclaimed at that stage. Notwithstanding the Amendment Act, the Policy had to be adopted by 1 October 2011, to meet the deadline set by the NSW Ombudsman.

The Amendment Act has now been proclaimed and became effective from 1 November 2011. One minor amendment is now required to the Policy adopted by Council on 27 September 2011.

The Policy has been amended and it is recommended that the amended Policy be adopted.

Consultation

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

The previous version of this Policy was circulated to all staff and Councillors. Upon adoption of this amended Policy, it will also be circulated to all staff and Councillors.

The NSW Ombudsman's Office will deliver on-site training sessions for designated positions within Council, and to the wider Management staff on 12 December 2011.

Background

The Internal Reporting Policy (Public Interest Disclosures Act) was adopted at the Council meeting of 27 September 2011. The report considered by Council advised that NSW Parliament had passed additional changes to the legislation under the Public Interest Disclosures Amendment Act 2011 (Amendment Act), however the Amendment Act had not been proclaimed at that stage. Notwithstanding the Amendment Act, the Policy had to be adopted by 1 October 2011 to meet the deadline set by the NSW Ombudsman.

The Amendment Act has now been proclaimed and became effective from 1 November 2011. Council's current Policy takes into account all changes under the Amendment Act with the following exception:

- Under Section 20 of the Amendment Act, councils are now required to report any evidence of a reprisal against the person making a Public Interest Disclosure to the Commissioner of Police or the Commission.

Accordingly, Clause 12(a) of the Policy has been amended to reflect the above requirement. The amended Policy with the proposed changes shown in bold and underlined is attached to the report as Attachment 1.

It is recommended that Council adopt the amended Policy.

Conformance to Community Strategic Plan

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

ORDINARY MEETING

Meeting Date: 8 November 2011

- Have transparent, accountable and respected leadership and an engaged community;

Financial Implications

There are no financial implications arising from this report.

RECOMMENDATION:

That the Internal Report Policy (Public Interest Disclosures Act), attached as Attachment 1 to the report, be adopted.

ATTACHMENTS:

- AT - 1** Amended Internal Reporting Policy (Public Interest Disclosures Act) - *(Distributed Under Separate Cover)*

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

Item: 255 **SS - Policy for Payment of Expenses and Provision of Facilities to Councillors - Review - (95496)**

Previous Item: 205, Ordinary (31 August 2010)
 254, Ordinary (9 November 2010)
 209, Ordinary (13 September 2011)

REPORT:

Executive Summary

Councils are required by the Local Government Act, 1993 (LGA) to adopt a Policy on the Provision for the Payment of Expenses and the Provision of Facilities to Councillors. The LGA requires that the Policy be reviewed annually and be publicly exhibited prior to changes to the Policy being adopted.

At it's meeting on 13 September 2011, Council resolved to place its amended Policy on public exhibition.

The period to lodge submissions closed at 5:00pm on Friday, 21 October 2011, following a public exhibition process. No submissions have been received.

The report recommends adoption of the exhibited Policy.

Consultation

The public were provided with the opportunity to review and comment on the Policy, and the proposed amendments, through a statutory 28 day public exhibition process.

Background

Section 252 of the Local Government Act, 1993 (LGA) requires a council, within five months after the end of each financial year, to adopt a policy for the payment of expenses and the provision of facilities to Councillors.

Section 253 of the LGA also details requirements to be complied with prior to such a policy being adopted or amended in the following terms:

- "(1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submission and make any appropriate changes to the draft policy or amendment.*
- (3) Despite subsection (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*
- (4) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:*
 - (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*

ORDINARY MEETING

Meeting Date: 8 November 2011

- (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and
 - (c) a copy of the notice given under subsection (1).
- (5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252(1) even if the council proposes to adopt a policy that is the same as its existing policy."

At the meeting of Council held on 13 September 2011, Council resolved as follows:

"That the amended Policy for Payment of Expenses and Provision of Facilities to Councillors attached as Attachment 1 to the report, be placed on public exhibition for a period of 28 days and that the matter be reported back to Council at the conclusion of the exhibition period"

The amended Policy proposed minor alterations to the previous Policy, specifically:

- Councillors being entitled to three recordings of Council Meetings annually without charge, and that the fee, in accordance with Council's Fees and Charges, be applied for any further recordings.
- Additionally, Part 3, Section 4(a)(ii) of the Policy regarding the Mayoral vehicle was amended. The previous Policy provided for a fully maintained and fuelled motor vehicle for the Mayor being to the standard of a Ford Falcon G Series or Holden Statesman. It is noted that the Holden Statesman is no longer in production and its equivalent is now a Holden Caprice. The Policy was amended to reflect the same.

In accordance with the above resolution the amended Policy was placed on public exhibition. The period to lodge submissions closed on Friday, 21 October 2011. No submissions have been received.

During the exhibition period, the Division of Local Government issued Circular No. 11-27, dated 21 September 2011, outlining various areas that all councils could improve their payment of expenses and the provision of facilities to Councillors policies. The general areas of improvement are as follows:

- Each policy should have clear monetary limits for its allowances and maximum reimbursements.
- Council's must ensure policies are reviewed, adopted and submitted to the Division of Local Government on time each year.
- Policies must have a clear approval process for the payment of expenses and provision of facilities.
- All policies must clearly disallow private benefit to Councillors.

Council's Policy already takes the above areas of improvements into account.

As no submissions were received during the exhibition period, it is now appropriate for the Council to adopt the amended Policy which is attached to this report, as Attachment 1.

Conformance to Community Strategic Plan

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

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

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

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

ORDINARY MEETING

Meeting Date: 8 November 2011

Financial Implications

The cost of changes to the Policy, including the provision of three recordings of Council Meetings annually without charges, would be minimal and would be met from the existing budget allocation for Councillor expenses.

RECOMMENDATION:

That:

1. The Policy for 'Payment of Expenses and Provision of Facilities for Councillors', attached as Attachment 1 to the report, be adopted.
2. As required by Section 253(4) of the Local Government Act, 1993, a copy of the adopted Policy be forwarded to the Division of Local Government and the Department of Premier and Cabinet, together with a copy of the public notice placing the draft Policy on public exhibition, and advice that during the required exhibition period, the Council received no submissions in respect of the draft Policy.

ATTACHMENTS:

- AT - 1** Amended Policy for Payment of Expenses and Provision of Facilities to Councillors - (*Distributed Under Separate Cover*).

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 8 November 2011

CONFIDENTIAL REPORTS

Item: 256 **SS - Property Matter - Approval to use Footway for Restaurant Purposes - Thompson Square Decking Area, Windsor - (95496, 73700, 4773, 106035, 87922, 113052)**

Reason for Confidentiality

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

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

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

ORDINARY MEETING

Meeting Date: 8 November 2011

Item: 257 MM - Mayoral Minute - Staff Matter - (79353, 79351)

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

section 5

reports
of committees

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Reports of Committees

SECTION 5 - Reports of Committees

ROC - Audit Committee Minutes - 27 September 2011 - (95496, 91369)

The meeting commenced at 10:00am

Present:	Mike Barry David Gregory (Chair) Harry Khouri Nisha Maheshwari Councillor Kim Ford (Alternate) Councillor Paul Rasmussen
Apologies:	Councillor Bob Porter
In Attendance:	Peter Jackson - General Manager Laurie Mifsud - Director Support Services Steven Kelly - Internal Auditor Emma Galea - Chief Financial Officer Dennis Banicevic - Council's External Auditor Jan Readford - Minute Secretary

REPORT:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr David Gregory that the apologies be accepted.

Attendance Register of Audit Committee

Member	9.2.2011	18.5.2011	24.8.2011	27.9.2011
Councillor Bob Porter	✓	✓	✓	A
Councillor Paul Rasmussen	✓	✓	A	✓
Councillor Kim Ford (Alternate)	A	✓	✓	✓
Mr Mike Barry	✓	✓	✓	✓
Mr David Gregory (Chair)	A	✓	✓	✓
Mr Harry Khouri	✓	✓	A	✓
Ms Nisha Maheshwari	✓	✓	✓	✓

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

ORDINARY MEETING
Reports of Committees

Mr Jackson advised that a report will go to Council at its next meeting on 8 November 2011 advising that the Mayor, Councillor Ford, cannot be a delegate on the Audit Committee, in accordance with the Division of Local Government Guidelines.

SECTION 3 - Reports for Determination

Item: 1 AC - Unaudited Annual Financial Statements for the Year Ended 30 June 2011 - (95496, 91369, 79351)

DISCUSSION:

- Mr Banicevic advised that PricewaterhouseCoopers commenced the audit of Council's financial accounts this week.
- Mr Banicevic advised that the balance sheet is correct and that Council financial position is sound, and provided an overview of the accounts.
- Mr Khouri expressed concern about the complexity of the accounts and the level of public perception. Mr Jackson indicated that Council provides access to the financial accounts on Council's website, and also noted that Council has not been contacted by any member of the community seeking clarification.
- Mr Gregory enquired about Council's budget development process and its attempts to eliminate inconsistencies. Mr Jackson advised that the budget in this organisation is a serious affair. The process has changed over the years, and commences each year in November, for the next year. Managers discuss their budgets on a couple of occasions with the Chief Financial Officer and Director Support Services to ensure that all assessments are considered, then each manager meets with senior management (MANEX) to review each line item, and justify the content.
- In response to Mr Gregory in relation to the interest earned by Council on outstanding rates, Mr Jackson advised that Council has a policy when dealing with people with hardship, where alternate arrangements are put in place to assist these individuals. Council does not want to see people lose their homes. Pensioners are not charged. Any arrears are deducted against the property at the time of future sale.
- Mr Gregory referred to Page 20 in relation to the Hawkesbury Leisure Centre. Mr Banicevic advised that Council owns the properties; however YMCA of Sydney runs the Oasis Aquatic Centre and the Hawkesbury Indoor Stadium as a business on behalf of Council.
- Mr Jackson advised that Council has a contractual agreement with the YMCA of Sydney. Each year Council and the YMCA of Sydney agree on the budget. Mr Mifsud advised there is a rigorous process in place to review each line item.
- Mr Gregory referred to Page 63 and enquired about the advice that Council receives in relation to its investment portfolio. Mr Jackson advised that advice is provided by Mr Southwood of Spectra Financial Services Pty Ltd.
- Mr Gregory referred to Page 84 and indicated that the content did not appear to be complete. Mr Banicevic agreed and advised that additional descriptive wording was required in Note 20.
- Mr Gregory referred to Page 82 and noted the high level of Correction of Prior Period Errors. Mr Banicevic indicated that valuation processes for community land in April 1993 was not as sophisticated. The correction error is point one of a percent, however will be reviewed and any necessary adjustment made.

ORDINARY MEETING
Reports of Committees

- Nisha Maheshwari referred to Page 24 and noted the contributions to Defined Contribution Plans, and requested that the description also be added to Page 87.
- Ms Maheshwari referred to Page 23 and noted that the provision for Long Service Leave included employees with a four year accumulation, advising that in most organisations, long service leave accumulation is after 10 years. Mr Jackson advised that in Local Government it is five years.
- Ms Maheshwari referred to Page 51 and asked if it is customary for Council to payout sick leave. Mr Banicevic advised that due to a change in legislation, namely the introduction of the Industrial Relations (Sick Leave) Amendment Act 1992, only staff employed prior to February 1993 are eligible for this payment.
- Mr Banicevic identified various items to be clarified by Ms Galea that will be corrected and or investigated prior to the audit.
- Ms Maheshwari enquired about the annual process for approval of the financial statements, and Ms Galea advised that the practice is for Council staff to prepare the Annual Financial Statements; management to review the results; the Audit Committee to review the unaudited Annual Financial Statements; a report go to Council recommending referral of the Annual Financial Statements to Council's External Auditor, PricewaterhouseCoopers (PwC) to conduct the audit; the audit is then conducted; after which a report goes to Council to note the completion of the audit.
- Mr Banicevic indicated that ideally an interim audit should be done prior to the draft accounts being forwarded to the Audit Committee.
- Ms Galea indicated that the timing for the preparation of the accounts will be adjusted.

RECOMMENDATION TO COMMITTEE:

That the Unaudited Annual Financial Statements for the Year Ended 30 June 2011 be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Gregory, seconded by Councillor Rasmussen.

That the Unaudited Annual Financial Statements for the Year Ended 30 June 2011 be received and noted.

The meeting terminated at 11:55am.

Submitted to and confirmed at the meeting of the Audit Committee held on Wednesday, 30 November 2011.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Local Traffic Committee Meeting - 19 October 2011 - (80245)

REPORT:

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on **Tuesday, 8 November 2011**, commencing at 3:00pm.

ATTENDANCE

Present:	Councillor Kim Ford (Chairman) Mr Michael Kayello, Roads and Traffic Authority Snr Constable Brad Phillips, NSW Police Service Mr Carlos DeSousa, Hawkesbury Valley Bus Service Ms Jodie Edmunds, Westbus
Apologies:	Mr Ray Williams, MP (Hawkesbury) Mr Bart Bassett, MP, (Londonderry) Mr Kevin Conolly, MP, (Riverstone)
In Attendance:	Mr C Amit, Manager, Design & Mapping Services Ms D Oakes, Community Safety Coordinator Ms B James, Administrative Officer, Infrastructure Services

The Chairman tendered an apology on behalf of Mr Kevin Conolly, MP, (Riverstone), Mr Bart Bassett, MP, (Londonderry), advising that both Mr Kevin Conolly, MP, (Riverstone), Mr Bart Bassett, MP, (Londonderry), concurred with recommendations as contained in the formal agenda and had granted proxy to himself to cast votes on their behalf.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Mr K Ford, seconded by Mr C Amit, that the minutes from the previous meeting held 21 September 2011 be confirmed.

Item 1.2 Business Arising

There was no business arising from the previous minutes.

SECTION 2 - Reports for Determination

Item 2.1 LTC - 19 October 2011 - Item 2.1 - Proposed Changes to Bus Route 663 - Pitt Town - Hawkesbury Valley Bus Service (Hawkesbury) - (80245, 79305)

REPORT:

Introduction:

Representation has been received from the Management of Hawkesbury Valley Bus Service (Dataworks Document No. 3851402) indicating that the Pitt Town Progress Association has approached them to alter its current Bus Route 663 service in Pitt Town, to accommodate the new development east of Bathurst Street between Bootles Lane and Johnston Street, Pitt Town.

The diversion of Bus Route 663 will also apply to the School Bus Service, with no plans at this stage to increase the frequency on Route 663.

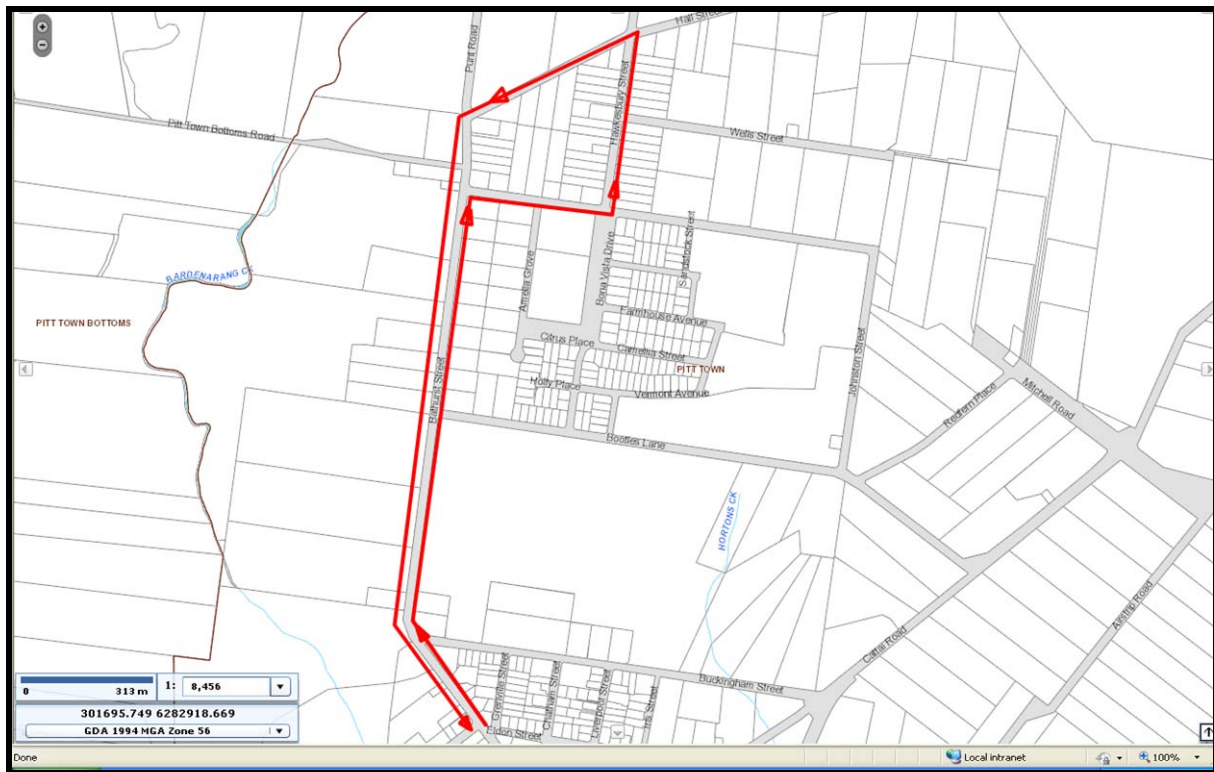
Hawkesbury Valley Bus Service has requested that Council support the changes to Bus Route 663, with final approval for the changes to the Route to be provided by the NSW Department of Transport.

Discussion:

The current Bus Route 663 in the vicinity of Bathurst Street is:

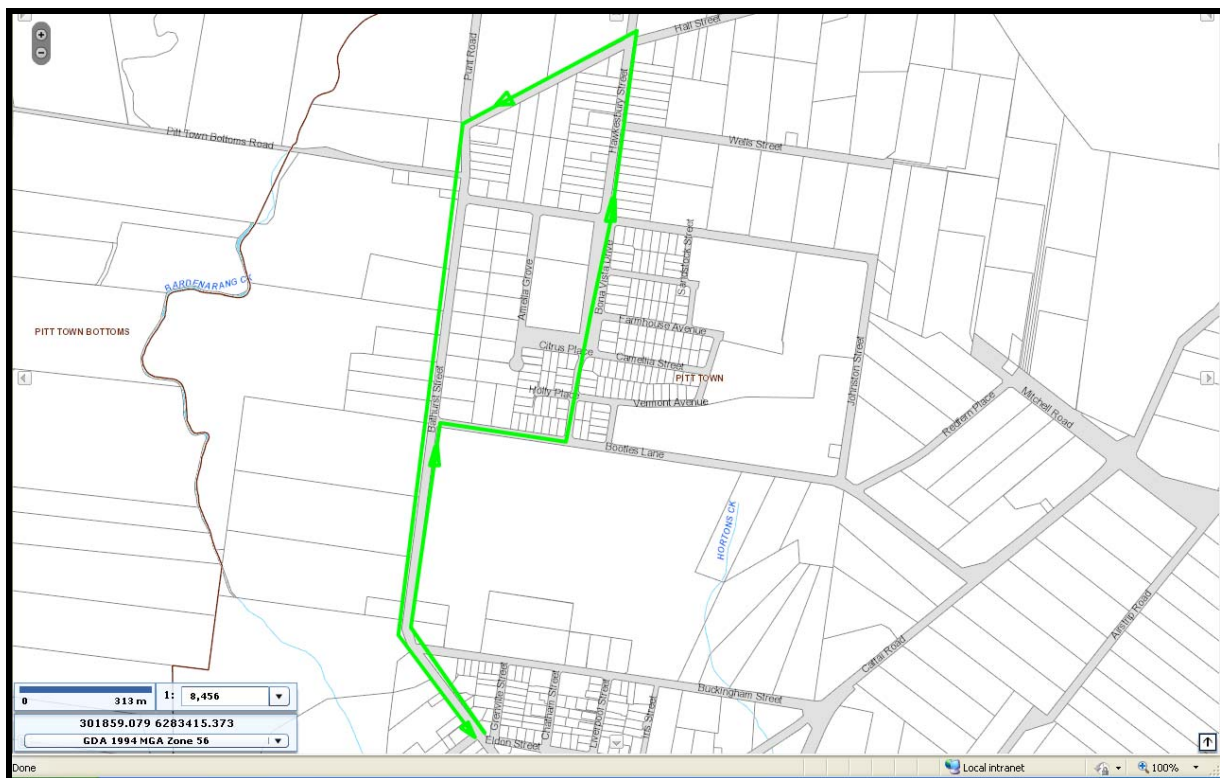
- Travel north along Bathurst Street from Buckingham Street, past Bootles Lane and turn right into Johnston Street,
- Travel along Johnston Street and turn left into Hawkesbury Street,
- Travel along Hawkesbury Street and turn left into Hall Street
- Travel along Hall Street and turn left into Bathurst Street,
- Travel south along Bathurst Street towards Buckingham Street

ORDINARY MEETING
Reports of Committees



The proposed altered Bus Route 663 in the vicinity of Bathurst Street will be::

- Travel north along Bathurst Street from Buckingham Street and turn right into Bootles Lane,
- Travel along Bootles Lane and turn left into Bona Vista Drive,
- Travel along Bona Vista Drive, crossing Johnston Street into Hawkesbury Street,
- Travel along Hawkesbury Street and turn left into Hall Street
- Travel along Hall Street and turn left into Bathurst Street,
- Travel south along Bathurst Street towards Buckingham.



The only change to Bus Route 663 is the diversion via Bootles Lane and Bona Vista Drive from Bathurst Street and Johnston Street, when travelling in a northerly direction. The provision of a Bus Route within the development site has been identified in the Development Control Plan (DCP) for Pitt Town – Section 4.7.2, which indicates that a local bus service is to be provided through the development area when feasible. It does not identify specific roads. The Road Hierarchy Plan for the Development site identifies both Bootles Lane and Bona Vista Drive as Medium Collector roads (Figure 4.4 – Pitt Town DCP).

Diversion of the Bus Route away from Johnston Street, between Bathurst Street and Hawkesbury Street may impact the residents along this section of road. Hawkesbury Valley Bus Service will need to consult with those residents and advise them of the alternate Bus Route along Bona Vista Drive and Hawkesbury Street. The consultation needs to also include the residents affected along both Bootles Lane and Bona Vista Drive.

As a result of the Pitt Town Development, Bootles Lane is being upgraded from its original sealed road width of 6.0 metres to a road width between kerbs of 11.0 metres. The section of Bootles Lane adjacent to the new dwellings is 11.0 metres wide with the remainder of the road to be upgraded to a width of 11.0 metres. Bona Vista Drive has a road width between kerbs of 11.0 metres from Bootles Lane to Farmhouse Avenue and 8.6 metres from Farmhouse Avenue to Johnston Street.

The adjustment to Bus Route 663 is supported along Bottles Lane and Bona Vista Drive, Pitt Town subject to there being no objections from the residents along the sections of Johnston Street, Bootles Lane and Bona Visa Drive affected by the proposed changes to the route.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr C DeSousa, seconded by Snr Constable B Phillips.

That

1. Hawkesbury Valley Bus Service undertake consultation with residents along the sections of Johnston Street, Bootles Lane and Bona Visa Drive affected by the proposed changes to Bus Route 663.

ORDINARY MEETING
Reports of Committees

2. The adjustment to Bus Route 663 be supported along Bootles Lane and Bona Vista Drive, Pitt Town subject to there being no objections from the residents along the sections of Johnston Street, Bootles Lane and Bona Visa Drive affected by the proposed changes to the route.

APPENDICES:

There are no supporting documents for this report.

**Item 2.2 LTC - 19 October 2011 - Item 2.2 Bicycle Racing Events for 2012 - Oakville
(Hawkesbury) - (80245, 82935)**

REPORT:

Introduction:

An application has been received from the Parramatta Cycling Club seeking approval (in traffic management terms) to conduct Amateur Bicycle Racing Events in Oakville during 2012.

The event organiser has advised;

- The event has been held over the past 17 years.
- The cycling events will be held on twelve (12) separate Saturdays, during the period of 14 April 2012 to 22 September 2012,
- Each event will be conducted between 2.00pm and 4.30pm,
- There will be approximately 80 to 90 competitors,
- Graded club racing with 5 grades (each grade not to exceed 30 riders),
- Approximately 25-30 spectators are expected,
- The proposed dates are;
 - 14 April 2012
 - 28 April 2012
 - 12 May 2012
 - 26 May 2012
 - 16 June 2012
 - 30 June 2012
 - 14 July 2012
 - 28 July 2012
 - 11 August 2012
 - 25 August 2012
 - 08 September 2012
 - 22 September 2012
- The event starts and finishes at Oakville Public School,

ORDINARY MEETING
Reports of Committees

- Utilising the School's parking facilities will eliminate traffic congestion in the start/finish area,
- Traffic control arrangements will be in place with no road closures required,
- The course follows an anti-clockwise direction which utilises left turns only at intersections to ensure the safety of participants and motorists,
- Event Route;
 - Commencing at Oakville Public School, Oakville, and entering Ogden Road,
 - Travel a short distance along Ogden Road and then into Hanckel Road,
 - Travel along Hanckel Road and turn left into Old Pitt Town Road,
 - Travel along Old Pitt Town Road and turn left into Saunders Road,
 - Travel along Saunders Road and turn left into Smith Road,
 - Travel along Smith Road and turn left into Ogden Road,
 - Travel along Ogden Road finishing at Oakville Public School.
 - The route distance is approximately 7.1 kilometres

Refer to Attachment 1: Plan TR009/11 - Bicycle Racing Event 2012 - Route – Oakville.

Discussion:

It would be appropriate to classify the event as a “**Class 2**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads & Traffic Authority as the event may disrupt minor traffic and transport systems along the specified route. Traffic volume and road width details are as provided in the following table:

Route - Oakville		
Road Name	ADT (Year)	Sealed Carriageway Width (m)
Hanckel Road	1498 (2002)	5.7
Old Pitt Town Road	1264 (2002)	6.0
Saunders Road	718 (2000)	5.4 – 5.8
Smith Road	342 (1999)	6.1
Ogden Road	190 (1999)	7.5

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

The event organiser has submitted the following items in relation to the event: Attachment 2 (Dataworks Document No: 3865658):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA,
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP) and Traffic Control Plans (TCP)
5. Proposed Road Racing Schedule 2012,
6. Event Route Plan,
7. Risk Assessment for the 2011 event,
8. Copy of Insurances which are valid to 30 November 2011
9. Copy of the Advertisement for the Event, with advertising medium to be advised,
10. Copy of the correspondence to be forwarded to the Residents,

ORDINARY MEETING
Reports of Committees

11. Copies of correspondence forwarded to the NSW Police Service, NSW Ambulance Service, NSW Rural Fire Brigade (Service), SES, Cycling NSW and Oakville Public School.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr M Kayello, seconded by Snr Constable B Phillips.

That:

1. The Bicycle Racing Events planned for:

- 14 April 2012
- 28 April 2012
- 12 May 2012
- 26 May 2012
- 16 June 2012
- 30 June 2012
- 14 July 2012
- 28 July 2012
- 11 August 2012
- 25 August 2012
- 08 September 2012
- 22 September 2012

by the Parramatta Cycling Club along the Oakville Route be classified as a “**Class 2**” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by the 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. It is strongly recommended that the event organiser visits Council’s web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/organising-an-event>, and refers to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they are familiar with the contents and requirements of this information. The approval conditions listed below relate only to matters relating to the traffic management of the event.
5. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 5a. 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>);
- 5b. the event organiser is to assess the risk and address the suitability of the entire route as part

ORDINARY MEETING
Reports of Committees

- of the risk assessment considering the possible risks for all participants; This assessment should be carried out by visual inspection of the route / site by the event organiser prior to the event;
- 5c. 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;**
 - 5d. 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;**
 - 5e. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; **a copy of this approval to be submitted to Council;**
 - 5f. 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** (advertising medium to be advised);
 - 5g. the event organiser is to notify the details of the event to Fire and Rescue NSW at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
 - 5h. 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 for at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council**
 - 5i. the event organiser is to directly notify 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;**
 - 5j. the event organiser is to submit the completed " Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 5k. access is to be maintained for businesses, residents and their visitors;
- 5l. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 5m. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 5n. the cyclist are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 5o. 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;
- 5p. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 5q. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

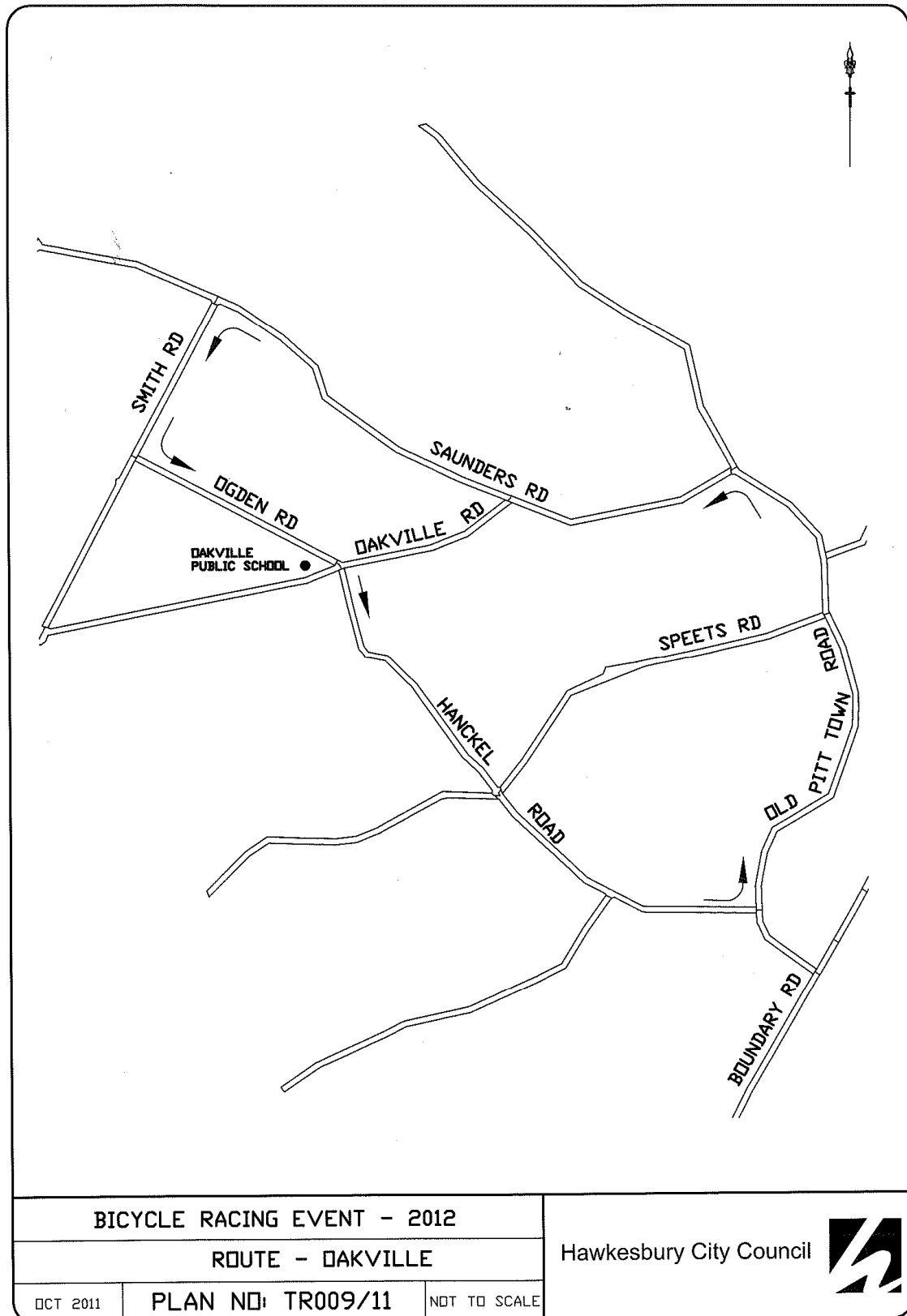
ORDINARY MEETING
Reports of Committees

APPENDICES:

AT - 1 Bicycle Racing Event 2012; Route - Oakville, Plan TR009/11.

AT - 2 Special Event Application - (Dataworks Document No.3865658) - *see attached.*

AT - 1 Bicycle Racing Event 2012; Route - Oakville, Plan TR009/11



Item 2.3 LTC - 19 October 2011 - Item 2.3 - Proposed Parking Restrictions - John Tebbutt Place, Richmond (Londonderry) - (80245, 82110)

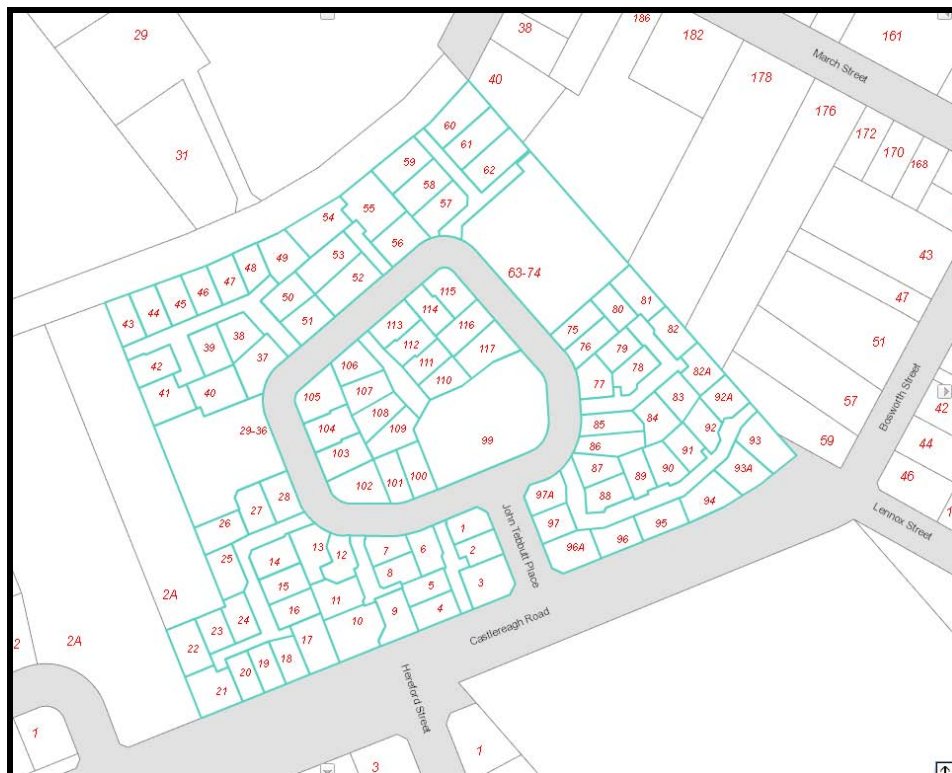
REPORT:

Introduction:

Representations have been received on behalf of the community estate known as John Tebbutt Mews, Richmond, relating to parking issues along John Tebbutt Place, Richmond. The parking issues relate to vehicles parking within close proximity to the "T-Junction" intersection of John Tebbutt Place (access road from Castlereagh Road) and the loop road of John Tebbutt Place (adjacent to the Community Centre), thereby ignoring the parking restrictions under the Australian Road Rules (ARR).

Discussion:

John Tebbutt Place is a local road which extends from Castlereagh Road (straight section of 60.0 metres) to intersect with a loop road (loop road section of 390.0 metres) into the Estate. The straight section from Castlereagh Road is a divided road with an entry leg width of 4.0 metres between kerbs and an exit leg width of 4.0 metres between kerbs with an additional exit right turning lane 3.0 metres wide for a distance of 25.0 metres. The loop road is approximately 8.0 metres wide between kerbs.



The current regulatory speed limit is 50 kph. There are predominantly strata type residential properties within the Estate. The RTA Road Traffic Accident Database indicates that there have been nil accidents in John Tebbutt Place for the 5 years from July 2005 to June 2010. John Tebbutt Place is controlled at Castlereagh Road with a Stop sign.

The main point of complaint is that vehicles parking within close proximity to the “T-Junction” intersection of John Tebbutt Place (access road from Castlereagh Road) and the loop road of John Tebbutt Place (adjacent to the Community Centre), are ignoring the parking restrictions under the Australian Road Rules (ARR).

In accordance with the Australian Road Rules, vehicles should not park within 10.0 metres of an intersection. Australian Road Rule 170 (ARR170) – “Stopping in or near an intersection” stipulates in part that a driver must not stop on a road within 10 metres from the nearest point of an intersecting road at an intersection without traffic lights.

An option to treat this site is with the installation of No Stopping and No Parking zones. As a result of a site analysis, it is proposed to signpost the mandatory intersection restrictions of No Stopping zones in accordance with the Australian Road Rules (ARR170) of 10.0 metres in the vicinity of the “T-Junction” of John Tebbutt Place as well as its intersection with Castlereagh Road.

In addition, it is proposed to provide a No Stopping zone along the North Western side of John Tebbutt Place, (adjacent to the Community Centre) for a distance of 32.0 metres, directly opposite the “T-Junction” intersection. To ensure sufficient sight distance is provided at the “T-Junction”, further parking restrictions are required west of the “T-Junction”, with the provision of 12.0 metre No Parking zones on both sides of the road, adjacent to the Community Centre and No. 1 John Tebbutt Place. Provision of the No Parking zones in lieu of No Stopping zones will enable passengers to be dropped off and picked up in this area, whilst restricting vehicles from parking in the area.

With the installation of the No Stopping and No Parking Zones, it is anticipated that the sight distance and general movements within proximity of the intersection will be improved.

In considering the proposed No Stopping and No Parking zones, community consultation was undertaken during September 2011 for all the properties within the Estate. 20 responses were received from the 118 mail outs. Comments received from the community consultation are summarised below:

- Support = 18:
 - General comments in support of the proposal.
- Object = 2:
 - Supports all the parking zones proposed with the exception of the 32m+12m zone adjacent to the community centre. The objector has commented that parking at the pool will be compromised even though the pool can only be used by the tenants and most people would walk to the pool.
 - Some confusion in that it was thought that by providing the No Stopping zone at Castlereagh Road, the existing Stop sign controlling John Tebbutt Place at Castlereagh Road would be removed. The proposed parking zones will not alter the existing Stop sign.

Based on the results of the community consultation and the need to improve safety at the “T-Junction” intersection of John Tebbutt Place, it is proposed that No Stopping zones of 10.0 metres in the vicinity of the “T-Junction” of John Tebbutt Place, as well as its intersection with Castlereagh Road, be provided.

In addition, it is proposed to provide a No Stopping zone along the North Western side of John Tebbutt Place, (adjacent to the Community Centre) for a distance of 32.0 metres, directly opposite the “T-Junction” intersection, with an additional 12.0 metre No Parking zone on both sides of the road, adjacent to the Community Centre and No. 1 John Tebbutt Place, west of the “T-Junction”.

Refer to Attachment 1: “Proposed Parking Restrictions – John Tebbutt Place, Richmond. Plan No: TR008/11”.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Snr Constable B Phillips, seconded by Mr C DeSousa.

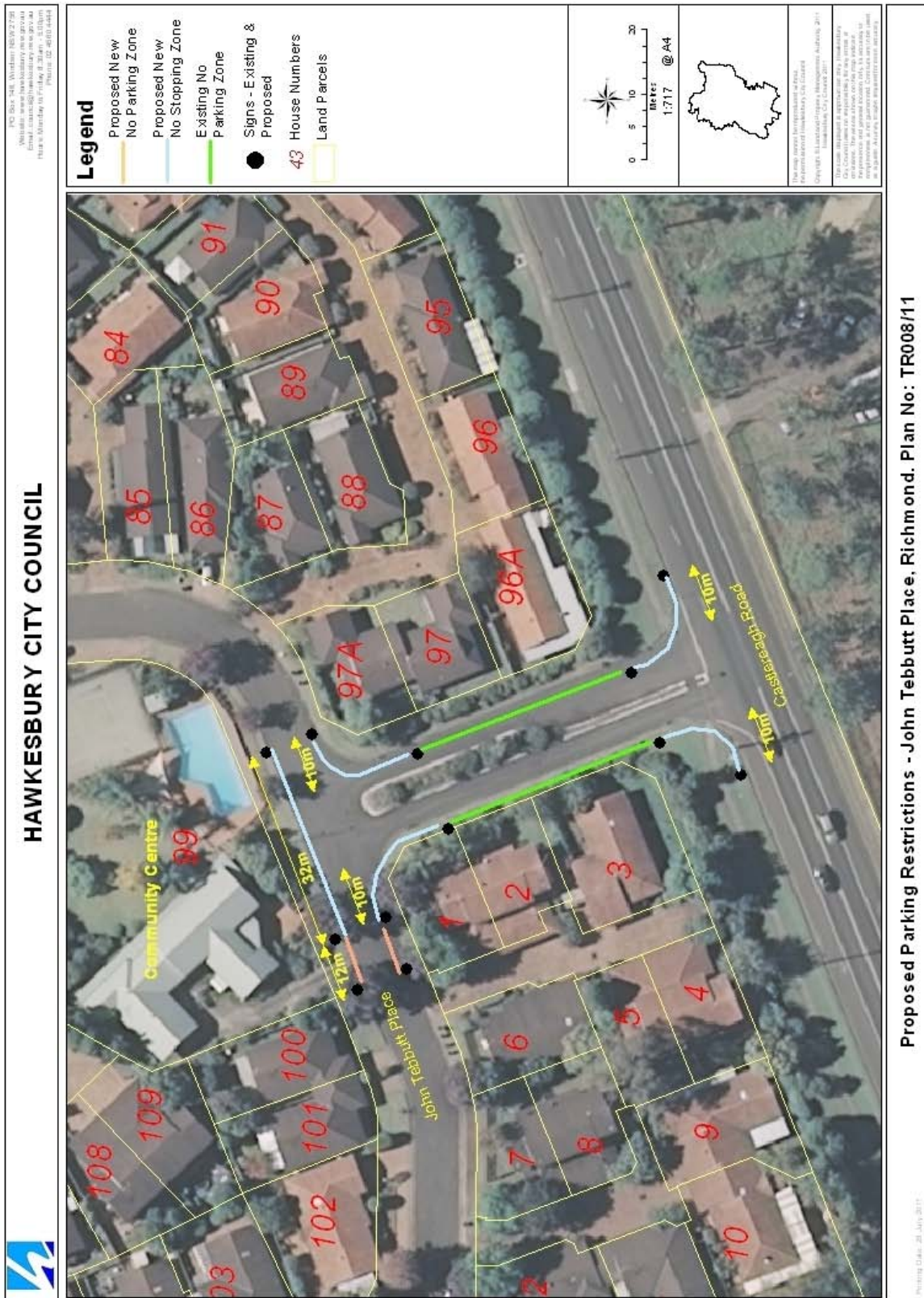
That the following measures be undertaken at the “T-Junction” intersection of John Tebbutt Place, Richmond and its intersections with Castlereagh Road, in accordance with the Attached Plan: “Proposed Parking Restrictions – John Tebbutt Place, Richmond. Plan No: TR008/11”:

1. 10.0 metre No Stopping zones be provided in the vicinity of the “T-Junction” of John Tebbutt Place as well as its intersections with Castlereagh Road, Richmond.
2. 32.0 metre No Stopping zone be provided along the North Western side of John Tebbutt Place, (adjacent to the Community Centre), directly opposite the “T-Junction” intersection.
3. 12.0 metre No Parking zones be provide on both sides of John Tebbutt Place, adjacent to the Community Centre and No. 1 John Tebbutt Place, west of the “T-Junction” and adjacent to the new 10.0 metre and 32.0 metre No Stopping zones.

APPENDICES:

AT - 1 Proposed Parking Restrictions – John Tebbutt Place, Richmond. Plan No: TR008/11.

AT - 1 Proposed Parking Restrictions – John Tebbutt Place, Richmond. Plan No: TR008/11



ORDINARY MEETING
Reports of Committees

3.15pm - Greg Hall, Urban City Consulting Pyt Ltd addressed the committee as a representative and spokesperson for the International Sand Sculpting Competition and Festival Event 2012 & the Richmond Club Fast 5 Event 2012.

3.30pm – Mr Hall left the meeting to enable the committee to resolve on the two items.

Item 2.4 LTC - 19 October 2011 - Late Item 2.4 - International Sand Sculpting Competition and Festival Event 2012 - Windsor (Hawkesbury & Riverstone) - (80245, 85782, 115476)

REPORT:

Introduction

An application has been received on behalf of the Heart of The Hawkesbury, seeking approval (in traffic management terms) to conduct the International Sand Sculpting Competition and Festival Event in Windsor, during the period from 11 January 2012 to 5 February 2012.

The event organiser has advised:

- This is the first time the event has been held in the Hawkesbury. Similar events have been held in Frankston, Victoria.
- The event involves sand sculpting displays, talks, demonstrations and workshops, competitions, balloon rides, face painting and buskers.
- The event will be held from 11 January 2012 to 5 February 2012.
- The week before and after will involve set-up and pack-up activities.
- The event times for each day will be 10.30am to 7.30pm.
- Approximately 120,000 people are expected to attend the whole event. It is anticipated that this number will increase over the years as the event develops and grows. The attendance figures are based on the previous events held in Victoria.
- There will be 3 main Precinct areas for the event:
 - Precinct 1: Sand Sculpture Display Area - Howe Park/ the River Walk – adjacent to The Terrace from Kable Street to Hollands Paddock (Johnston Street/New Street). This area will involve the following:
 - Sand Sculptures – approximately 16.
 - Vendors including food and drink.
 - Buskers.
 - Precinct 2: Entertainment Area – Hollands Paddock – behind the Windsor Riverview Shopping Centre. This area will involve the following:
 - Children's workshops.
 - Vendors including food and drink.
 - Community displays.
 - Hot Air Balloon display.
 - Buskers.

ORDINARY MEETING
Reports of Committees

- Precinct 3: Recreational Area – Macquarie Park - This area will involve the following:
 - Beach Volleyball competitions.
 - Hot Air Balloon display.
 - Buskers.
- The Entry point to the event will at The Terrace opposite Kable Street with the Exit point at The Terrace, in the vicinity of Hollands Paddock – Precinct 1.
- Spectators may walk across Windsor Bridge to access Precinct 3.
- Access to local residents and businesses will remain unchanged during the event.
- Traffic control measures:
 - Road closures are NOT required.
 - The event will mainly traverse along The Terrace.
 - The provision of appropriate No Parking and No Stopping zones on both sides of The Terrace in the vicinity of Precinct 1 and 2 is required. This is for an approximate distance of 300 metres along The Terrace.
 - Pedestrian access will be controlled at the entry and exit points by a qualified person.
 - All Traffic control measures are to be identified in the TMP, to be prepared by a qualified consultant.
- Shuttle buses will operate from designated parking areas to convey patrons to the 3 Precinct areas. The shuttle bus routes are outlined in Attachment 2.
- Parking areas for spectators and participants:
 - Land near Governor Phillip Reserve (used for parking during the Bridge to Bridge event)
 - McQuade Park.
 - Vacant land to the south of Windsor Railway Station.
 - Macquarie Park.

Refer to the attached drawings: "Precinct Plan": Attachment 1 and "Event Layout Plan": Attachment 2.

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 (RTA) as the event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser has requested the provision of appropriate No Parking and No Stopping zones on both sides of The Terrace in the vicinity of Precinct 1 and 2 (Kable Street to Hollands Paddock – Johnston/New Streets) for an approximate distance of 300 metres. The only section of The Terrace, requested by the Event organiser, currently not sign posted with these restrictions is between Kable Street and Fitzgerald Street. This section of The Terrace provides untimed parking for approximately 12 vehicles on the north-western side and 10 vehicles on the south-eastern side.

The loss of parking for approximately 22 vehicles is not considered to be significant as the event will be held during the school holiday period, with parking for patrons to the event provided at various sites within Windsor. Parking restrictions and other traffic control measures along The Terrace will need to be identified in the TMP and TCP.

The event organiser has submitted the following items in relation to the event: Attachment 3 (Dataworks Document No: 3881638):

ORDINARY MEETING
Reports of Committees

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA,
4. Precinct Plan and Event Layout Plan.

Issues relating to parking areas, land use and other regulatory requirements will be dealt with by the Event Organiser under separate cover.

COMMITTEE RECOMMENDATION:

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

That:

1. The International Sand Sculpting Competition and Festival Event in Windsor during the period 11 January 2012 to 5 February 2012 be classified as a “**Class 2**” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by the 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. It is strongly recommended that the event organiser visits Council’s web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/organising-an-event>, and refers to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they are familiar with the contents and requirements of this information. The approval conditions listed below relate only to matters relating to the traffic management of the event.
5. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures:
 - Temporary replacement of the untimed parking on both sides of The Terrace between Kable Street and Fitzgerald Street, during the event period of 11 January 2012 to 5 February 2012, for the provision of appropriate No Parking and No Stopping zones .
 - No road closures are permitted.

and the following conditions:

Prior to the event:

- 5a. 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>);
- 5b. 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;**

- 5c. the event organiser is to obtain approval from the RTA as patrons to the event will traverse along classified roads and will cross Windsor Bridge.
- 5d. the event organiser **is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) to Council and the RTA** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the RTA to satisfy the requirements of the relevant Work Cover legislation;
- 5e. 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**;
- 5f. the event organiser is to obtain written approval from Councils' Parks and Recreation section for the use of a Council Park/Reserve;
- 5g. the event organiser is to obtain approval from respective Land Owners for the use of their land for the event; **a copy of this approval to be submitted to Council**;
- 5h. the event organiser is to advertise the event in the local press stating the entire extent of the event - including the proposed traffic control measures - and the traffic impact/delays expected due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 5i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council**;
- 5j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event - including the proposed traffic control measures - for at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council**
- 5k. the event organiser is to directly notify all the residences and businesses which may be affected by the event - including the proposed traffic control measures - 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**;
- 5l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 5m. access is to be maintained for businesses, residents and their visitors;
- 5n. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 5o. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 5p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by the RTA;
- 5q. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,

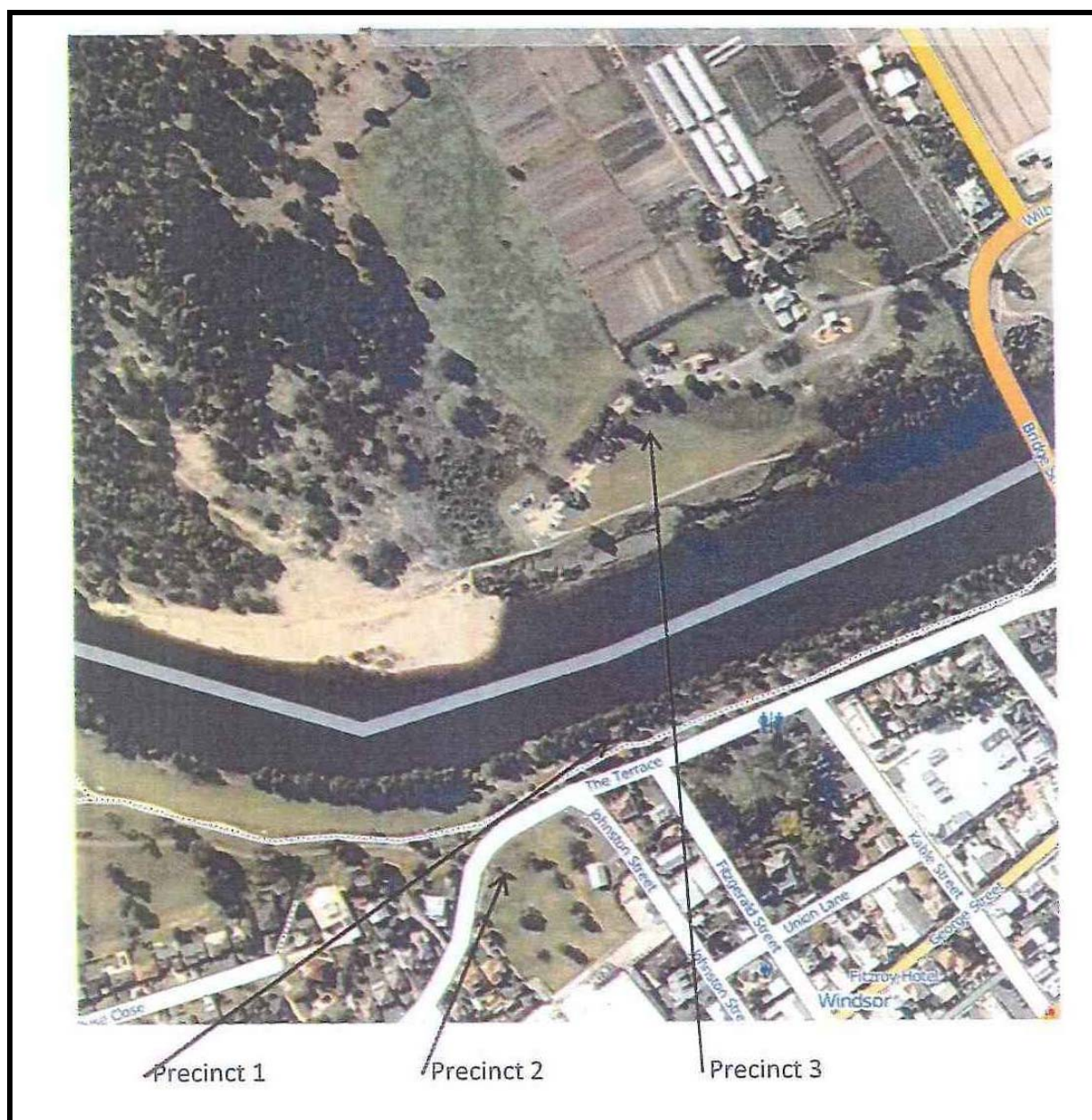
ORDINARY MEETING
Reports of Committees

- 5r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

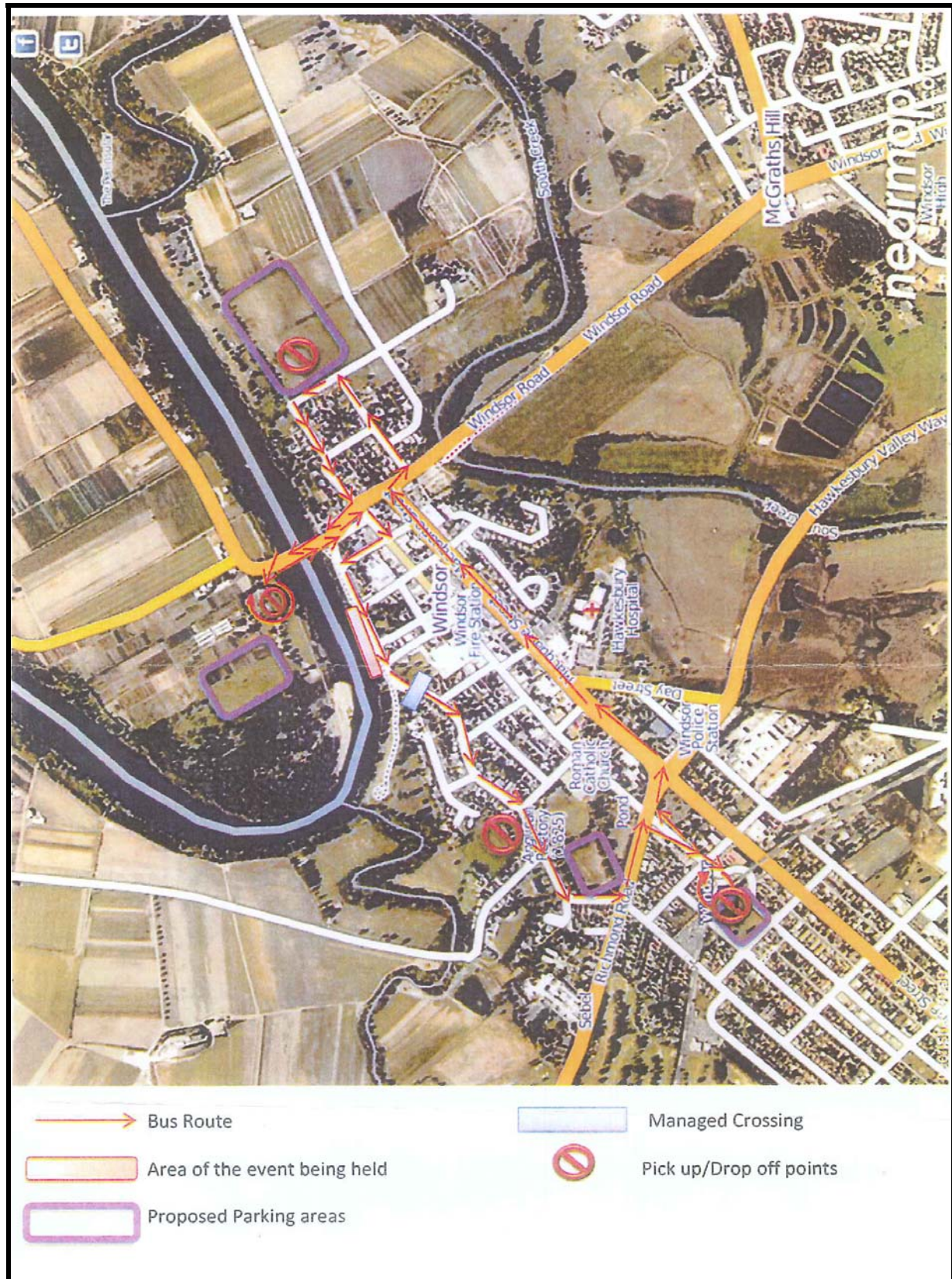
APPENDICES:

- AT - 1** International Sand Sculpting Competition and Festival Event 2012 - Precinct Plan.
- AT - 2** International Sand Sculpting Competition and Festival Event 2012 - Event Layout Plan.
- AT - 3** Special Event Application - (Dataworks Document No 3881638) - *see attached*.

AT - 1 International Sand Sculpting Competition and Festival Event 2012 - Precinct Plan



AT - 2 International Sand Sculpting Competition and Festival Event 2012 - Event Layout Plan



**Item 2.5 LTC - 19 October 2011 - Late Item 2.5 - Richmond Club Fast 5 Event - 2012 -
Richmond (Londonderry) - (80245, 85782, 3996)**

REPORT:

Introduction

An application has been received on behalf of the Richmond Club Limited, seeking approval (in traffic management terms) to conduct the Richmond Club Fast 5 Event in Richmond on Thursday, 26 January 2012 (Australia Day).

The event organiser has advised:

- This is the first time the event has been held by Richmond Club Limited.
- The event is a fun run based on similar events undertaken in NSW.
- The fun run is both a race and community event for both elite athletes and families, similar to the City to Surf, which attracts a wide range of the community.
- The event is a 5 kilometre community fun run around the Richmond Lowlands.
- The event will be held on Thursday, 26 January 2012 (Australia Day).
- The event will be conducted between 8.30am and 10.30am.
- Approximately 450 competitors and 900 spectators are expected.
- Event Route;
 - Commencing in Bensons Lane at Francis Street,
 - Proceed along Bensons Lane and turn left into Cornwells Lane,
 - Proceed along Cornwells Lane and turn right into Powells Lane (at intersection with Onus Lane),
 - Proceed for a short distance along Powells Lane and turn around to head back to the intersection of Cornwells Lane (at intersection with Onus Lane),
 - Turn right at the intersection of Cornwells Lane and Onus Lane into Onus Lane,
 - Proceed along Onus Lane and turn left into Francis Street.
 - Proceed along the northern side of Francis Street towards Bensons Lane.
 - End point is near the entrance to the Richmond Club Limited car park.
- Traffic control measures:
 - Full road closures are required for;
 - Bensons Lane (Francis Street to Cornwells Lane),
 - Cornwells Lane (Bensons Lane to Onus/Powells Lane),
 - Powells Lane (Cornwells/Onus Lane to Triangle Lane),
 - Onus Lane (Cornwells Lane to Francis Street).
 - Partial road closure is required for;
 - Francis Street (Onus Lane to Bensons Lane) half road width along the northern side.

ORDINARY MEETING
Reports of Committees

- All Traffic control measures are to be identified in the TMP to be prepared by a qualified consultant.
- The road closures are temporary and emergency vehicles will be able to access the fun run route easily.
- The existing car park area of the Richmond Club Limited in Francis Street will be used for parking of the competitors and spectators vehicles as well as surrounding public car parks in the Richmond town Centre adjacent to the fun run along Francis Street.

Refer to the attached drawings: "Route Plan": Attachment 1 and "Parking Layout Plan": Attachment 2.

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 (RTA) as the event may impact minor traffic and transport systems along the specified roads, due to the proposed road closures, and there is a low scale disruption to the non-event community. Traffic volume and road width details are as provided in the following table:

Richmond Fast 5 Route - Richmond		
Road Name	ADT (Year)	Sealed Carriageway Width (m)
Bensons Lane	316 (2008)	5.3
Cornwells Lane	104 (2008)	5.6
Powells Lane	Not Available	5.5
Onus Lane	137 (2008)	4.6
Francis Street	3389 (2000)	11.3-12.7

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 participants and traffic volume.

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) is to be submitted to the RTA for authorisation due to the proposed road closures;

Event Road Closure Details:

- Full road closures are required for;
 - Bensons Lane (Francis Street to Cornwells Lane),
 - Cornwells Lane (Bensons Lane to Onus/Powells Lane),
 - Powells Lane (Cornwells/Onus Lane to Triangle Lane),
 - Onus Lane (Cornwells Lane to Francis Street).
- Partial road closure is required for;
 - Francis Street (Onus Lane to Bensons Lane) half road width along the northern side.

The roads are predominantly rural roads with the exception of Francis Street. The regulatory speed limit in the vicinity of the event is 50kph and 60kph.

Detour routes will need to be established for the race precinct and in particular along Francis Street which is along the urban section of the race route. The need to close the northern half of Francis Street takes into account the Wombat Pedestrian Crossing in the vicinity of the Club.

The event organiser has submitted the following items in relation to the event: Attachment 3 (Dataworks Document No: 3881637):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,

ORDINARY MEETING
Reports of Committees

2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA,
4. Route Plan and Parking Layout Plan.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor K Ford, seconded by Mr M Kayello.

That:

1. The Richmond Club Fast 5 event planned for Thursday, 26 January 2012 (Australia Day), be classified as a “**Class 2**” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by the 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. It is strongly recommended that the event organiser visits Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/organising-an-event>, and refers to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they are familiar with the contents and requirements of this information. The approval conditions listed below relate only to matters relating to the traffic management of the event.
5. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Full road closures for;
 - Bensons Lane (Francis Street to Cornwells Lane),
 - Cornwells Lane (Bensons Lane to Onus/Powells Lane),
 - Powells Lane (Cornwells/Onus Lane to Triangle Lane),
 - Onus Lane (Cornwells Lane to Francis Street)
 - Partial road closure for;
 - Francis Street (Onus Lane to Bensons Lane) half road width along the northern side
 - No other road closures are permitted.
 - Establish Detour Routes to ensure that safe access is maintained for all road users in the vicinity of the Race route.

and the following conditions:

Prior to the event:

- 5a. 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

ORDINARY MEETING
Reports of Committees

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>);

- 5b. the event organiser is to assess the risk and address the suitability of the entire route as part of the risk assessment considering the possible risks for all participants; This assessment should be carried out by visual inspection of the route / site by the event organiser prior to preparing the TMP and prior to the event;
- 5c. 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;**
- 5d. the event organiser is to obtain approval from the RTA as road closures are proposed; **a copy of the RTA approval to be submitted to Council;**
- 5e. the event organiser **is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) to Council and the RTA** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the RTA to satisfy the requirements of the relevant Work Cover legislation;
- 5f. 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;**
- 5g. the event organiser is to obtain approval from respective Land Owners for the use of their land for the event; **a copy of this approval to be submitted to Council;**
- 5h. the event organiser is to advertise the event in the local press stating the entire route/extent of the event - including the proposed traffic control measures, road closures and the detour routes - 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);
- 5i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 5j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event - including the proposed traffic control measures, road closures and the detour routes - for at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council**
- 5k. the event organiser is to directly notify all the residences and businesses which may be affected by the event - including the proposed traffic control measures, road closures and the detour routes - 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;**
- 5l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 5m. access is to be maintained for businesses, residents and their visitors;
- 5n. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;

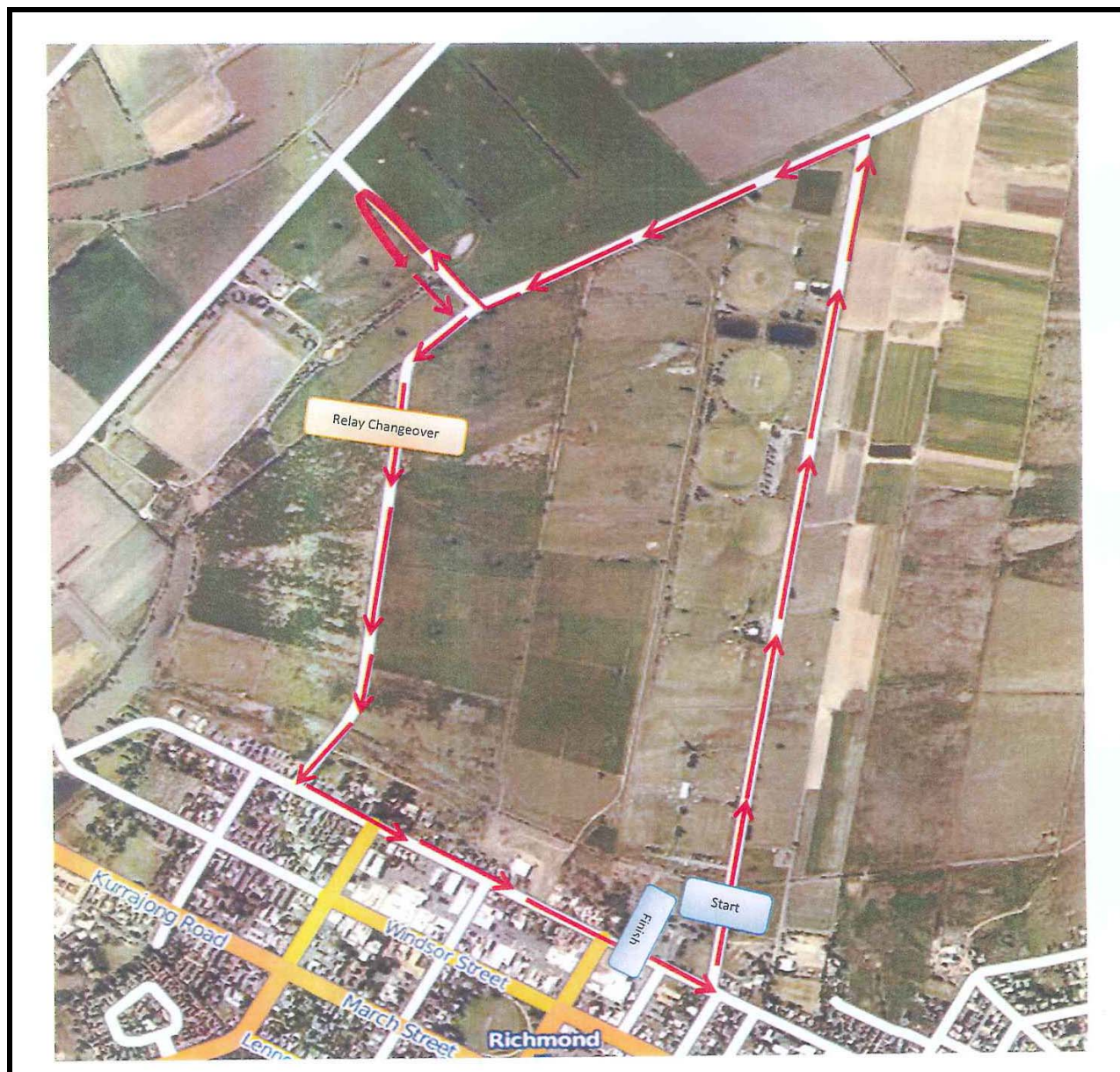
ORDINARY MEETING
Reports of Committees

- 5o. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 5p. the participants/runners are to be made aware of and are to follow all the general road user rules whilst participating/running on public roads;
- 5q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed along the event route (including the road closure points), during the event, under the direction of a traffic controller holding appropriate certification as required by the RTA;
- 5r. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 5s. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

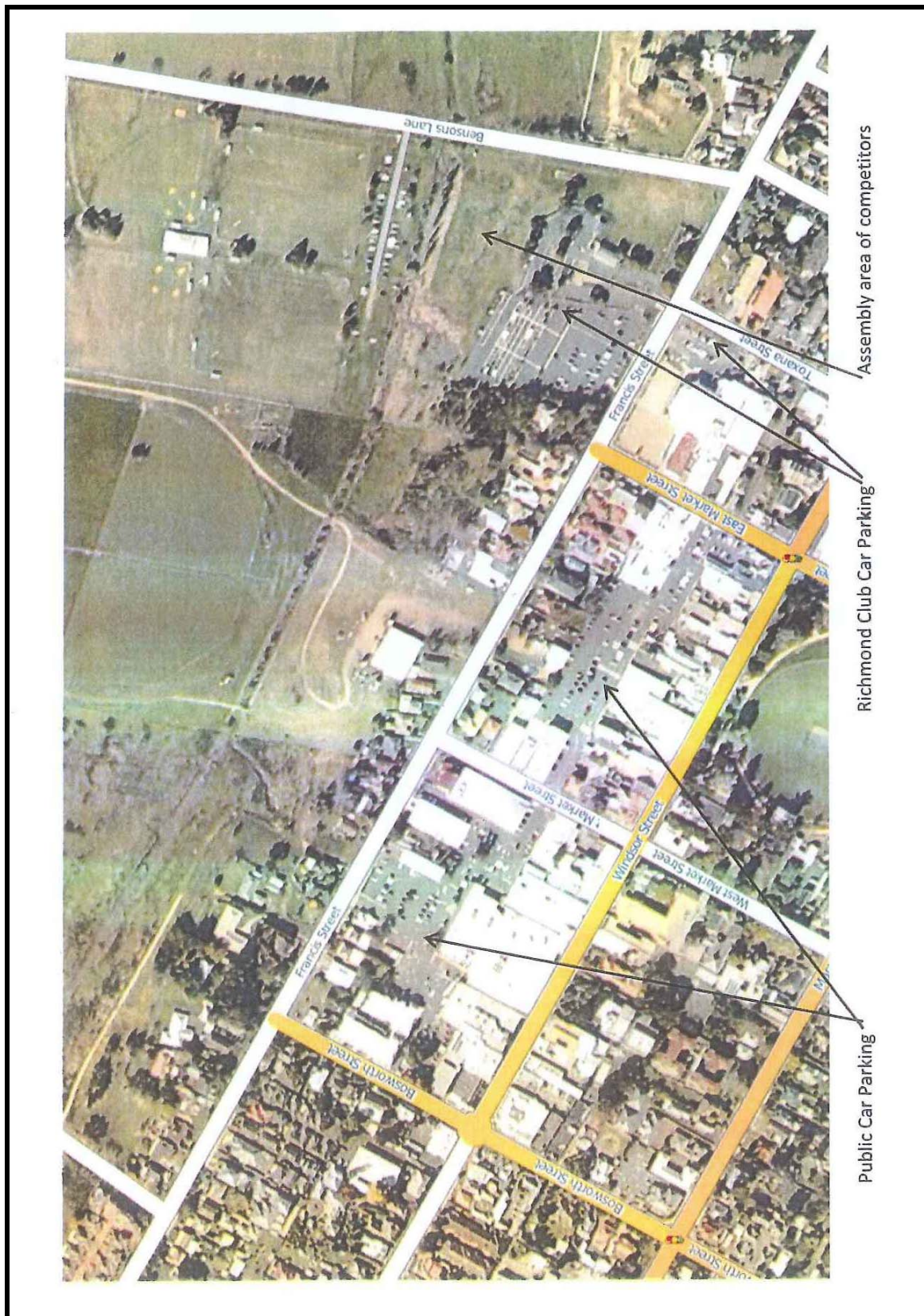
APPENDICES:

- AT - 1** Richmond Club Fast 5 Event - Route Plan.
- AT - 2** Richmond Club Fast 5 Event – Parking Layout Plan.
- AT - 3** Special Event Application - (Dataworks Document No 3881637) - *see attached.*

AT - 1 Richmond Club Fast 5 Event - Route Plan



AT - 2 Richmond Club Fast 5 Event – Parking Layout Plan



SECTION 3 - Reports for Information

There are no reports for information

SECTION 4 - General Business

Item 4.1 LTC – 19 October 2011 – QWN 4.1 – Request to the RTA to Investigate the provision of a Right Hand Turning Lane from Bells Line of Road into Hermitage Road, Kurrajong Hills

REPORT:

Raised by – Mr K Ford on behalf of Mr R Williams, MP

Mr Williams, MP advised that he had received correspondence from a resident of Hermitage Road, Kurrajong Hills, requesting a turning lane be provided for vehicles turning right onto Hermitage Road from Bells Line of Road.

Mr Kayello advised the committee that the RTA would investigate if a right turn lane is required from Bells Line of Road to Hermitage Road.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Snr Constable B Phillips, seconded by Mr M Kayello.

That

1. The information be received
2. The RTA undertake investigation to determine if a Right turn lane is required from Bells Line of Road to Hermitage Road, Kurrajong Hills.

APPENDICES:

AT - 1 Correspondence table at meeting from Hermitage Road resident (Document # 3889333)

Item 4.2 LTC – 19 October 2011 – QWN 4.2 – Helping Learner Drivers become safer drivers Workshop

REPORT:

Denise Oakes tabled documentation regarding a Learner Driver Workshop being conducted by Hawkesbury City Council's Community Safety Coordinator on the evening of 28 October 2011 between 6 and 8pm.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Snr Constable B Phillips, seconded by Mr M Kayello.

That the information be received

APPENDICES:

AT - 1 Flyer: Helping learner drivers become safer drivers (See Below)

AT - 1 Flyer: Helping learner drivers become safer drivers (See Below)



Helping learner drivers become safer drivers

FREE workshops for parents and supervising drivers

To provide practical advice about:

- Current laws for L and P licence holders.
- Completing the Learner driver log book.
- Supervising learner drivers.
- The benefits of supervised on-road driving experience.

The next workshop in your area will be held:

Time and date: Friday 28 October 2011 6pm - 8pm	Venue: Tebbutt Room Deerubbin Centre 300 George St, Windsor	Bookings : Denise Oakes 4560 4498
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ORDINARY MEETING
Reports of Committees

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting is proposed to be held on Wednesday, 16 November 2011 at 3:00pm in the Large Committee Room.

The meeting terminated at 4:00pm

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Questions for Next Meeting

QUESTIONS FOR NEXT MEETING

Councillor Questions From Previous Meetings and Responses - (105109)

REPORT:

Questions - 11 October 2011

#	Councillor	Question	Response
1	Reardon	Enquired if exercise stations similar to those on the pathway opposite the RAAF Base could be installed near Rickaby Creek Bridge and along to Howe Park.	Director Infrastructure Services advised that the provision of exercise stations have been included within the application made under the Community Building Partnership Grants which has been reported to this meeting.
2	Mackay	Enquired if action can be taken to remove the vehicles and pantech truck/trailer from Council's footpath in Griffin Road Tennyson.	The Director City Planning advised that this matter has been the subject of negotiation with the owner of the vehicles as they cannot be classified as abandoned. The negotiation to date has been successful in removing over 50 of these vehicles. As the removal of the remaining vehicles has temporarily stalled, Council staff are attempting to pursue alternate arrangements that will not result in additional expense to other ratepayers.
3	Williams	Advised that the medical centre opposite the fire station in Fitzgerald Street Windsor has no off street parking and enquired if the no stopping zone out the front of the centre could be changed to provide a quick drop off area for patients.	<p>Director Infrastructure Services advised that the existing "No Parking" restriction within Union Lane allows a vehicle to drop off or pick up within this area. It may be possible to provide some time limited parking (say 5 minutes) to facilitate access to the medical centre.</p> <p>The "No Stopping" restriction over the Fitzgerald Street frontage ensures that fire trucks are not impeded when leaving the fire station. Whilst it may be possible to provide limited "No Parking", it would be necessary to consult with NSW Fire and Rescue. Both matters will be reported to the Local Traffic Committee for consideration</p>

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
4	Porter	Enquired if a timeframe could be provided for the dredging of the two points that are being investigated at present.	The Director City Planning advised that the grant funding received in relation to this matter relates to the investigation of dredging only and not the actual dredging works. An expression of interest has been sent to a number of consultants to undertake the necessary environmental investigations required in order to apply for an appropriate license to dredge. The timeframe for completion of this investigation work is not known until the responses to the expression of interest have been received.
5	Porter	Enquired who calculated the PMF of 26.4m and how they did the calculations.	See over page for response from the Director City Planning.

Response to Question 5 - Councillor Porter's Question Regarding PMF Calculations.

Design flood levels, including the probable maximum flood (PMF), for the Hawkesbury – Nepean River can be found in the *Warragamba Dam Auxillary Spillway Environmental Impact Study Flood Study*, October 1996 prepared by Webb, McKeown & Associates Pty Ltd on behalf of Sydney Water.

The bulk of the Study was prepared by Webb, McKeown & Associates with support provided by Emeritus Professor David Pilgrim and Mr David Doran, both from the University of NSW.

During the course of the Study the work was subjected to a five level review process being:

- internal review by independent academics retained by Webb McKeown,
- technical sub-committee review by representatives of Sydney Water, NSW Public Works, the Department of Water Resources, and the Bureau of Meteorology,
- external review by academic and industry experts,
- peer review by six recognised practitioners in the field of flood frequency analysis,
- international review by experts from the Netherlands and Canada,

The Flood Study relied on computer based mathematical flood models to produce a series of design flood levels for particular annual frequencies, e.g. 1 in 5 year flood, 1 in 10 year flood events etc. In simple terms this is done by the flood models examining actual and theoretical rainfall events and the physical characteristics of the catchment to produce streamflows and flood levels.

The streamflows and flood level outputs of the models were calibrated against the record of actual streamflows and floods occurring in the Hawkesbury – Nepean catchment with key reference points being the long term records for Windsor and Penrith.

The PMF has an estimated probability of 1 in 100,000 years and a height of 26.4m at Windsor. It should be noted that the PMF is a theoretical flood prediction and not a modelled flood. The purpose of this theoretical flood prediction is to assist in placing the various modelled floods in context. The PMF has been derived from the probable maximum precipitation (PMP). (The Floodplain Development Manual (April 2005) definitions of the PMF and PMP are reproduced at the end of this response.)

The PMP is an estimate of the maximum rainfall depth that is physically likely over a catchment in a given period. Estimation of the PMP for the Hawkesbury-Nepean (H-N) catchment was based on a procedure developed by the Bureau of Meteorology (BOM) which takes into account meteorological conditions, available moisture and topographic characteristics to determine the probable maximum rainfall for the catchment. The Bureau assesses the average depth of rain over a catchment, the distribution of rainfall across the catchment and the variation of rainfall with time.

Whilst the PMP is an average rainfall depth over an entire catchment, for calculating the PMF, the PMP is distributed across the catchment using spatial and temporal patterns derived from historical storms.

The PMP was calculated by the BOM for two sites in the Valley – Warragamba Dam and Wisemans Ferry. This produced average depths of precipitation over the total catchment area to these locations for various storm durations. The results indicated that the average PMP reduces with increasing area. An example of this is for the 72 hour storm duration, the PMP depth to Warragamba Dam was 770 mm and Wisemans Ferry was 660mm. For points between the Dam and Wisemans Ferry, such as Penrith and Windsor, appropriate values were interpolated on the basis of area.

Definitions from the Floodplain Development Manual (April 2005)

Probable Maximum Flood

"The PMF is the largest flood that could conceivably occur at a particular location, usually estimated from probable maximum precipitation, and where applicable, snow melt, coupled with the worst flood producing catchment conditions. Generally, it is not physically or economically possible to provide complete protection against this event. The PMF defines the

ORDINARY MEETING

Questions for Next Meeting

extent of flood prone land, that is, the floodplain. The extent, nature and potential consequences of flooding associated with a range of events rarer than the flood used for designing mitigation works and controlling development, up to and including the PMF event should be addressed in a floodplain risk management study."

Probable Maximum Precipitation

"The PMP is the greatest depth of precipitation for a given duration meteorologically possible over a given size storm area at a particular location at a particular time of the year, with no allowance made for long-term climatic trends (World Meteorological Organisation, 1986). It is the primary input to PMF estimation."

ATTACHMENTS:

Nil.

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ORDINARY MEETING

Questions for Next Meeting



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