



# Hawkesbury City Council

## ordinary meeting business paper

date of meeting: 31 January 2012

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](mailto: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.

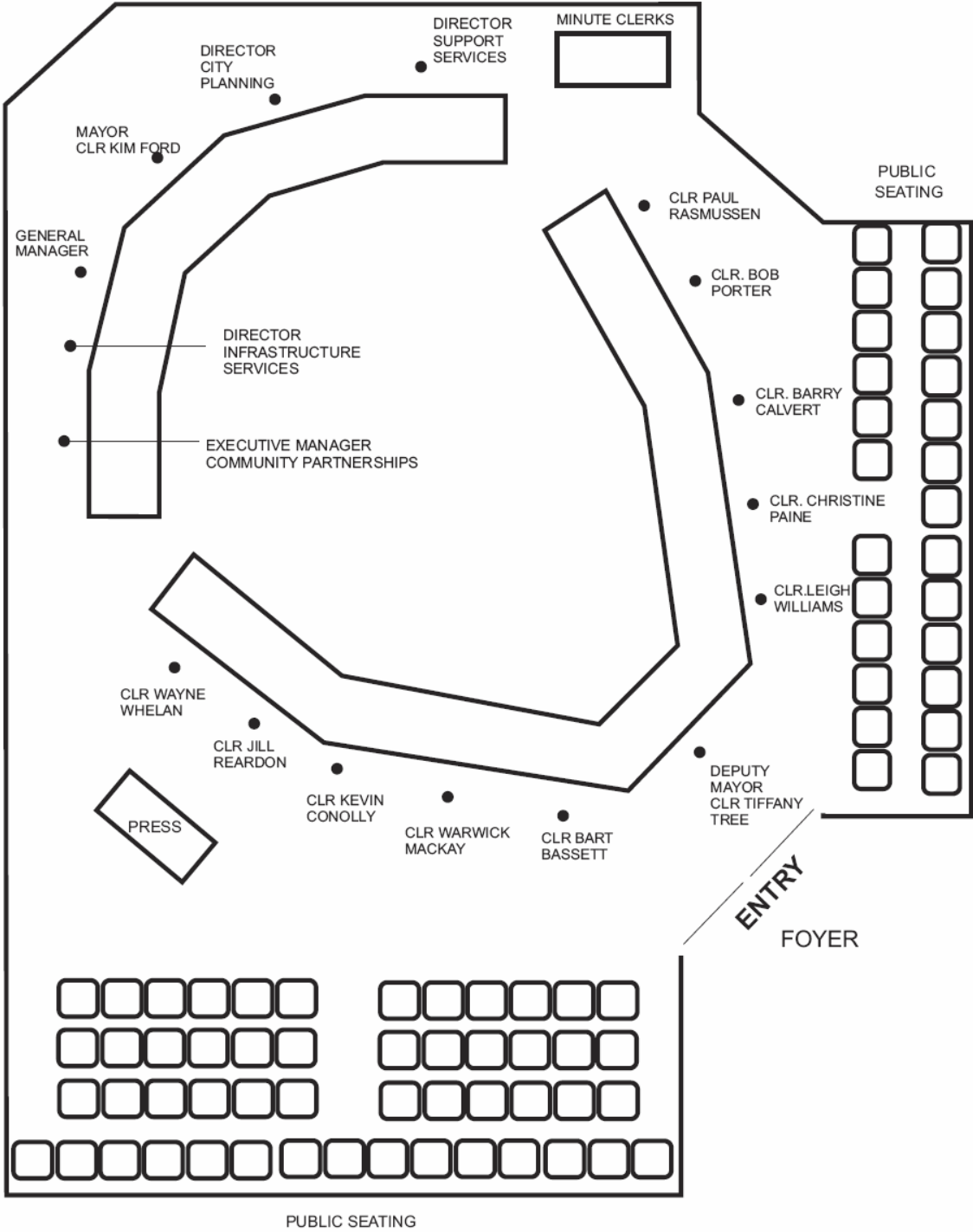
### **Website**

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](http://www.hawkesbury.nsw.gov.au).

### **Further Information**

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

# council chambers



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ordinary

section 1

confirmation of minutes

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**SECTION 1 - Confirmation of Minutes**

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section 4

reports  
for determination

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**SECTION 4 - Reports for Determination**

**GENERAL MANAGER**

**Item: 1                    GM - Division of Local Government - Local Infrastructure Renewal Scheme - (79351)**

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**REPORT:**

**Executive Summary**

During the 2011 State election campaign the current State Government indicated that, if elected, it would introduce a loan subsidisation scheme to assist local councils address infrastructure renewal backlogs.

Circular No. 12-01 dated 6 January 2012 has now been received from the Division of Local Government (DLG) providing details of the "Local Infrastructure Renewal Scheme" (LIRS). The Circular indicates that the LIRS "provides the opportunity for local councils to access interest subsidies for the purpose of funding legitimate infrastructure backlogs".

The purpose of this report is to provide Council with information and details relating to the LIRS, to discuss its potential effects/benefits for Council and to suggest that Council lodge a "Pre-notification" of its intention to lodge an application in respect of a number of related projects currently within Council's 10 Year Capital Works Program.

**Consultation**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. Any works that may ultimately be undertaken in association with the LIRS are and would be incorporated in the Council's Capital Works Program which is incorporated in Council's annual Management Plan process and is subject to the community consultation that is required to occur as part of that process.

**Background**

The DLG has issued Circular No 12-01, dated 6 January 2012, to advise of the release of the NSW Government's Local Infrastructure Renewal Scheme (LIRS) and Guidelines. A copy of the Circular is included as Attachment 1 to this report.

The Government's NSW 2021 State Plan has a goal to invest in critical infrastructure. To achieve this, the NSW Government has committed to implementing a Local Infrastructure Backlog Policy. The Circular addresses three main elements of this policy:

1. Council by council audit of infrastructure backlog;
2. Local Infrastructure Renewal Scheme;
3. NSW Treasury Corporation financial assessment and benchmarking.

The purpose of this report is to provide an outline of the matters addressed in this Circular and to identify relevant considerations to be taken into account regarding Council's possible participation in the Scheme.

**1. Council by Council audit of infrastructure backlog**

The DLG will be conducting an audit on infrastructure backlogs based on 10 Year Asset Management Plans developed by councils under the Integrated Planning and Reporting Framework (IP&R) and data included in Council's Annual Financial Reports. The audit is aimed at providing better information on investment needs. The audit is being undertaken in stages from 2011 to 2014 as councils commence under the IP&R framework.

***Council's position***

Council is currently developing its 10 year Asset Management Plans. Council is a Group 3 council and is therefore required to be fully compliant with the IP&R framework by June 2012. It is expected that the audit on Council's infrastructure would occur after this date. The other source of information available for this audit is Special Schedule 7.

**2. Local Infrastructure Renewal Scheme**

The LIRS is a Scheme whereby councils have the opportunity to access interest subsidies for the purpose of funding legitimate infrastructure backlogs. The LIRS will provide a 4% interest subsidy to assist councils with legitimate infrastructure backlogs to cover the cost of borrowing. The subsidy aims to provide an incentive to councils to make greater use of debt funding to accelerate investment in infrastructure backlogs and augment funding options already available to councils. It is anticipated that there will be two or three rounds of applications for LIRS assistance commencing with the first round in 2011/2012 and the final round commencing no later than 2013/2014 to enable loan drawdown by 30 June 2015. The funding available for distribution amongst successful applicants is limited. Following the first round and take up rate it may be the case that there are no further funds available and therefore no further rounds of applications. Successful applications will be announced in June 2012 and signing of LIRS agreement within 30 days is required after the announcement.

All loans subsidised by the LIRS must have a loan term not exceeding ten years, regardless of the starting date of the loan agreement and will be subject to specific conditions of LIRS support.

The current timetable as advised by the DLG is:

<b>Item</b>	<b>Date</b>
Pre-notification by councils of their intention lodge an application.	10 February 2012
Application closing date.	30 March 2012

**Eligibility Requirements and Essential Criteria**

Any local council in NSW meeting the eligibility criteria detailed in the Guidelines and summarised below, and who agree to LIRS conditions can apply for assistance under the LIRS.

In each application round, a council may submit an application for a maximum of two separate projects or programs. Identified projects are required to have been classified as part of a Council's infrastructure backlog, preferably through Council's 10 Year Asset Management Program (AMP). Projects / Programs cannot be commercial in nature and must be for community cause (e.g. roads, halls, libraries, parks) and form part of Council's core service delivery area. Preference will be given to projects/programs with a total cost of at least \$1 million. Projects that have already commenced are not eligible.

Identified projects / programs need to meet a number of essential criteria. The identified works must be for legitimate infrastructure backlog works. Evidence of condition assessment and prioritisation is required to support this. Council must be able to show that the identified works reflect accelerated infrastructure investment which is unable to be undertaken with funds currently available. Council would also be required to provide a realistic indication of project timetable including month and year of completion, adequate resourcing availability as well as provide evidence of indicative terms of the loan proposed. Council will need to commence the project within 12 months of signing the LIRS agreement and therefore



will need to be at a reasonably advanced stage of preparation. Council must also demonstrate a commitment to delivering affordable and sustainable infrastructure projects/programs. That is, it must prove via its Asset Management Plans and the Long Term Financial Plan that the identified projects/programs will not impact negatively on Council's long term sustainability. It is also desirable that the projects/programs are consistent with State and Regional planning, with priority likely to be given for shorter term loans.

A number of clarifications have been sought regarding Council's eligibility to apply for the subsidy taking into account the status under the Integrated Planning and Reporting Framework. The advice was that Council would still be eligible to apply.

### ***Council's position***

Whilst Council is eligible to apply a number of considerations should be undertaken when determining Council's course of action. As referred to earlier, Council's Asset Management Plans are currently being developed. The recently acquired asset management system is also still in the very early stage of configuration and implementation. Council does have asset information, including condition information on some of its infrastructure within various stand alone systems.

Given the issues above, Council's 10 Year Capital Works Program has been reviewed and it is suggested that Council could adequately support an LIRS proposal in respect of the replacement of a number of existing timber bridges. The replacement of these bridges has been gradually addressed over a number of years and there are currently eight bridges that should be replaced both from the perspective of reducing ongoing maintenance requirements and the need for these bridges to be replaced due to their current age and condition. Further details in this regard will be provided in a subsequent section of this report.

The deadline for pre-notification of the intention to lodge an application is 10 February 2012. The application closing date is 30 March 2012. These deadlines present significant constraints on Council's ability to identify projects / programs, source the relevant information to support an application under the scheme and prepare the necessary documentation. The workload associated with this process is exacerbated by the fact that both the Asset Management Plans and Long-Term Financial Plan will not be finalised until after the deadlines. Notwithstanding these difficulties it is suggested that Council should lodge an application under the Scheme.

### **Conditions of LIRS Assistance**

Applications that satisfy the eligibility and essential criteria as detailed in the Guidelines will be subject to a NSW Treasury Corporation financial assessment and benchmarking. Details on this process are provided in part 3 of this report – Financial Assessment and Benchmarking.

The LIRS Guidelines provide details on conditions to be met by councils when obtaining the loan to be subsidised. The LIRS is aimed at assisting Council by way of subsidising interest, paid on a reimbursement basis, on borrowings. Only one LIRS contribution per project/program will be allowed.

The subsidy is for 4%, translated into a fixed amount for the term of the agreement. If a variable interest rate agreement is entered into by Council and there is an interest rate movement, any favourable or unfavourable variance would not impact on the agreed subsidy amount. The dollar amount of the subsidy for a given project/program will be fixed in the LIRS Agreement and will be calculated based on the rate of the LIRS subsidy and the loan amount and term of each application as contained in the updated Bank Term Sheet that is made available by council to the DLG 14 days before the date the successful applicants are to be announced. There will be no adjustment to this subsidy amount over the life of the LIRS Agreement, except as provided in the terms of that Agreement. All financing risks associated with the loan are borne by Council.

Loans to be subsidised must be obtained from a third party lender. The loan cannot be a refinancing arrangement, cannot include the costs of administration, travel, licensing, salaries or other recurrent activities/costs and can only include maximum of 10% of total loan amount can be spent on specialist advise or design and permit costs. The loan duration cannot exceed 10 years.

***Council's position***

It is to be noted that this Scheme is a loan interest subsidy scheme, not a grant, and therefore requires careful consideration of Council's capability to repay the loan amount plus the applicable interest and any other non funded expenses. The uptake of a loan under the LIRS comes at a cost. This cost should be compared to the costs otherwise incurred through the impact of time value of money. The cost of a project in outer years would be more than the cost of the works being done today. The interest cost, lost interest revenue plus all non loan funded costs should be compared to the potential savings made through bringing a project forward and therefore prevent additional costs resulting from increase in costs such as CPI, increases in construction costs etc.

As at June 2011, Council's financial indicator representing liquidity or cash flow position was strong, well above the accepted industry benchmark. From a cash flow perspective, Council currently would be in a good position to meet a reasonable loan repayment amount. Long-term cash flow projections will be included in the finalised Long-Term Financial Plan. Council's Debt Service Ratio is well within the accepted industry benchmark and would be expected to remain so if a loan is applied for.

As the aim of the Scheme is to clear the infrastructure backlog, the expectation is that the identified project/program is delivered in addition to the works planned in the current year. The expectation would be that Council would deliver already funded projects (such as works carried over) and then bring forward works planned for in future years.

In addition to the loan repayments and associated interest Council will also need to fund other associated project expenses that cannot be loan funded or are only partially loan funded. The loan repayment amount would impact on Council's cash flow and therefore its investment interest earnings. The lost revenue associated with the annual loan repayment amount needs to be added on to the loan interest payment. The loan interest payment and expenses associated to the project but not loan funded would have an impact on the annual budget.

**3. NSW Treasury Corporation financial assessment and benchmarking**

The NSW Treasury Corporations (T-Corp) is establishing a benchmarking system to enable evaluation of councils' financial positions, to enable better financing and investment decisions. Any council applying for the LIRS will need to undergo a T-Corp Assessment.

In summary, T-Corp will:

- Look at 10 Year Long Term Financial Plans and underlying assumptions
- Compare 10 Year Long Term Financial Plans to Annual Financial Statements
- Assess Council's capacity to undertake and service debt
- Use information gathered in assessments to develop benchmarks for Councils to be able to compare financial positions within 'peer groups'

Regardless of whether Council applies for the LIRS, Council can, and is encouraged to apply to have the T-Corp assessment undertaken. In the case of Group 3 councils such as this Council, it is possible to undertake the assessment towards the end of 2012. This timeframe would allow Council enough time to finalise its Long-Term Financial Plan.

Included as Attachment 2 to this report is a summary of the process proposed to be undertaken by T-Corp.

**Potential Submission Under Local Infrastructure Renewal Scheme**

Having regard to the comments made previously in this report and the various aspects of the LIRS Guidelines, Council's current 10 Year Capital Works Program has been reviewed in an attempt to identify projects/programs that would be suitable to be undertaken utilising loan funds (i.e. infrastructure renewal as distinct from long term maintenance, that has a life of a significant period over and above the loan period, that would result in a reduction of current and ongoing maintenance, etc.) and that would appear to

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meet the scheme guidelines given the Council's current stage of implementation of its asset management system and development of associated plans.

### Accelerated Timber Bridge Replacement Program

Council maintains an extensive road network throughout its area, which provides vital access to both urban and rural communities.

This road network is reliant on many bridge and culvert structures which cross rivers and creeks.

Many of these structures are constructed of timber and have significant deterioration. Council has been progressively renewing these structures, within its limited funding capacity, over a number of years.

Over the last 10 years, nine out of 23 timber bridges have been replaced. Of the remaining 14 bridges, eight are considered to require reconstruction.

Based on the anticipated funding availability, the replacement of these eight bridges is expected to be completed within a 10 year program and have been incorporated into Council's current 10 Year Capital Works Program.

During this time significant reactive repair costs will be incurred to extend their service life. In the event of flood events, significant damage or loss of some of these bridges could occur.

The LIRS provides an excellent opportunity to bring forward works on the bridge replacement program.

Based on the eight structures identified in the 10 year plan, the total cost of renewing these structures is \$4.885million. These bridges and approximate reconstruction costs are:

Location	Length(m)	Approx. Replacement Cost
Stannix Park Road	6	\$480,000
Upper Colo Road	14	\$320,000
Upper Colo Road	7	\$330,000
Upper Macdonald Rd	41	\$1,500,000
Upper Macdonald Rd	7	\$180,000
Upper Macdonald Rd	10	\$250,000
Wrights Creek Road	8	\$195,000
West Portland Rd	16	\$1,600,000
<b>Total</b>		<b>\$4,885,000</b>

An accelerated program is highly desirable due to the risk and consequences of further deterioration or damage. It is anticipated that these works could be undertaken over two financial years. Designs have been prepared for one bridge (Upper Colo Road) and works on the program can be commenced within the required 12 months.

If Council were to make a submission under the LIRS in respect of the replacement of these bridges by way of loans there would be a rebate of approximately \$1.1million (4% interest subsidy) over the term of the loans based on borrowings of approximately \$5million over a period of 10 years. In addition, it has been estimated that savings in maintenance costs in order of \$90,000 on average per annum over this period would also be achieved due to reduced maintenance being required for concrete structures compared to the existing timber bridges.

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Accordingly, it is proposed to recommend that Council submit a "Pre-notification" of its intention lodge an application under the LIRS with the DLG with the subsequent lodgement of an application within the required timeframe in respect of projects/programs for the replacement of the timber bridges referred to previously.

The lodgement of an application will require significant work to provide the detail required in support of the submission. It will also be necessary for negotiations to take place with potential lenders as part of the process to meet the timeframes detailed in the Guidelines for the Scheme. This needs to occur prior to the announcement of successful bids and an appropriate recommendation has been incorporated in this regard.

As indicated in this report, this process will also require Council being subjected to a "Financial Benchmarking Assessment" by T-Corp.

### 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) goal in the Community Strategic Plan being:

- A road network that balances road condition with available resources and community needs.

### Financial Implications

As indicated in the body of this report the timber bridges proposed to form the basis of Council's LIRS submission are currently included within Council's 10 Year Capital Works Program. However, the issue of actual funding being able to be made available in any of those years would be dependant on budgetary considerations and other potential priorities at the time.

If Council were successful with its submission it would allow the completion of these works to be ensured and achieved as well as being brought forward.

Whilst there would be a rebate of approximately \$1.1million from the State Government in respect of the interest payable there is still the balance of the interest costs and the repayment of the principal which would need to be incorporated as part of Council's ongoing budgetary processes which would have some impact on funds available generally. Conversely, whilst maintenance costs will not be completely eliminated there will be a significant reduction in this requirement for these particular bridges.

Whilst there has been some reluctance in the past to recommend loan funding for infrastructure works due to issues surrounding the financing costs and meeting principal repayments at the same time as continuing an ongoing works program I would suggest that the interest subsidy available under the LIRS is a strong positive indicator to support the approach in this case.

### RECOMMENDATION:

That Council:

1. Lodge a "Pre-notification" with the Division of Local Government by 10 February 2012, as required, indicating its intention to submit an application under the Local Infrastructure Renewal Scheme for the proposals as outlined in the report in this regard.
2. Lodge the associated application with the Division of Local Government by 30 March 2012, as required in this regard.

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3. Authorise the General Manager to commence other necessary actions, including negotiations with potential lenders, to facilitate the lodgement and subsequent consideration of Council's submission with the matter being reported back to Council as necessary.

**ATTACHMENTS:**

- AT - 1** Division of Local Government – Circular No. 12-01 dated 6 January 2012 re Local Infrastructure Renewal Scheme.
- AT - 2** T-Corp – Local Infrastructure Renewal Scheme – Financial Benchmarking Assessments.

**AT - 1 Division of Local Government – Circular No. 12-01 dated 6 January 2012 re Local Infrastructure Renewal Scheme**



**Premier & Cabinet**  
Division of Local Government

## Circular to Councils

Circular No. 12-01  
Date 6 January 2012  
Doc ID. A268449

Contact LIRS Project Manager  
02 4428 4100  
[lirs@dlg.nsw.gov.au](mailto:lirs@dlg.nsw.gov.au)

### LOCAL INFRASTRUCTURE RENEWAL SCHEME GUIDELINES

I am pleased to advise that the NSW Government's Local Infrastructure Renewal Scheme (LIRS) Guidelines have been released and are now available for download from the 'Publications' page of the Division of Local Government's website at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au).

The NSW Government's NSW 2021 State Plan has a goal to invest in critical infrastructure. To achieve this, the NSW Government has committed to implementing a Local Infrastructure Backlog Policy, which comprises the following elements:

#### **1. Council by council audit of local infrastructure backlog**

The Division of Local Government is undertaking an audit of each council's local infrastructure backlog to provide better information on investment needs.

The infrastructure backlog audit is based on councils' 10-year Asset Management Plans, prepared under the Integrated Planning and Reporting (IP&R) framework, and data included in councils' annual financial reports. The audit is being undertaken in stages from 2011 to 2014 as councils commence under the IP&R Framework.

#### **2. Local Infrastructure Renewal Scheme**

The Local Infrastructure Renewal Scheme (LIRS) provides the opportunity for councils to access interest subsidies for the purpose of funding legitimate infrastructure backlogs.

The LIRS will provide a 4% interest subsidy to assist councils with legitimate infrastructure backlogs to cover the cost of borrowing. The subsidy aims to provide an incentive to councils to make greater use of debt funding to accelerate investment in infrastructure backlogs and augment funding options already available to councils.

The LIRS is being administered by the Division. Applications will be assessed by an Assessment Panel comprising an Independent Chair and representatives from the Division, NSW Treasury and the Department of Planning and Infrastructure.

## 2

The Guidelines provide detailed information on the eligibility requirements and the assessment criteria for projects to enable councils to consider these before deciding whether to apply for LIRS assistance. Further information to assist councils to make an application will be provided to those councils that notify the Division that they intend to apply, in line with the following timetable.

Item	Date
Pre-notification by councils of their intention to lodge an application	10 February 2012
Application closing date	30 March 2012

### 3. NSW Treasury Corporation financial assessment and benchmarking

NSW Treasury Corporation (TCorp) is establishing a system for financial assessment and benchmarking of NSW councils' financial position. The purpose of the assessment is to assist councils' asset acquisition and investment management strategies, including providing advice on their capacity to utilise debt when appropriate.

Councils that apply for assistance under the LIRS will be required to have a TCorp assessment completed. However, all councils are encouraged to undergo an assessment.



Further information on the TCorp process can be obtained by contacting Mr Kevin Pugh, Senior Manager Corporate Finance, NSW Treasury Corporation, by email to [kevin.pugh@tcorp.nsw.gov.au](mailto:kevin.pugh@tcorp.nsw.gov.au) or by telephone on (02) 9325 9257.

Councils are encouraged to take advantage of this opportunity to receive financial support from the NSW Government to assist them to invest in infrastructure backlog projects that have been identified in their long-term community, asset management and financial planning to improve the services provided to the community.

For further information on LIRS, please contact the Division's LIRS Project Manager on telephone 4428 4100.



**AT - 2 T-Corp – Local Infrastructure Renewal Scheme – Financial  
Benchmarking Assessments.**

## Local Infrastructure Renewal Scheme

### Financial Benchmarking Assessments

#### Introduction

The Local Infrastructure Renewal Scheme (LIRS) is an initiative of the NSW Government to provide a subsidy to assist Local Councils (Councils) to meet the costs of infrastructure investment backlogs.

#### How does the LIRS work?

The LIRS has been designed to provide the opportunity for councils to access substantial savings in its interest costs on borrowings for the purpose of funding infrastructure backlogs.

The LIRS guidelines set out criteria for, and conditions of, LIRS assistance. One of the conditions is that financial assessment and benchmarking is to be undertaken for each Council by New South Wales Treasury Corporation (TCorp).

#### What will Councils Receive from Financial Assessment?

TCorp is the NSW Government's central borrowing authority and has the responsibility of managing the State's debt and providing financial services and advice to the NSW public sector.

Councils will receive a comprehensive report from TCorp which focuses on each Council's key financial risks and performance with particular attention on assessing the key areas of:

- The financial capacity of a Council to undertake additional borrowings.
- The financial performance of a Council in comparison to a range of similar Councils and measured against prudent benchmarks.

The TCorp report will provide Councils with an independent assessment of their financial capacity and performance which will complement the internal due diligence of each Council and the Integrated Planning and Reporting system.

Councils should be aware that due diligence undertaken by a bank provides no certainty or comfort to a Council as to their capacity to undertake borrowings, particularly as banks do not share their due diligence reports with proposed borrowers.



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The TCorp review will include:

- Initial meeting with Council management to understand requirements, overall strategy, financial management experience and investment strategies.
- Review of three years of Council audited accounts.
- Undertake a detailed review of the Council's 10 year financial forecasts. The review will include a scenario analysis to stress test forecasts for adverse movements in key assumptions and risks.
- Key assumptions that underpin the financial forecasts to be reviewed and assessed.
- Identify significant changes to future financial forecasts from existing financial performance and highlight risks associated with such forecasts.
- Conduct a benchmark review of a Council's performance against its peer group.
- Prepare a report that provides an overview of the Council's existing and forecast financial position and its capacity to meet increased debt commitments.

The approval process for the LIRS will include a focus on a Council's capacity to meet its future financial obligations so the TCorp report will provide an independent assessment of the Council's financial capacity. The Assessment Panel considering applications for the LIRS will consider the findings from the TCorp report.

### What savings can Councils receive under LIRS?

The LIRS will deliver substantial savings for successful applicants, by providing a subsidy of 4% of the interest cost of a loan.

For example, a \$5 million loan repaid over a 10 year period will save a Council \$1.14 million in comparison to its usual debt facilities.

		Term (years)		
		3	5	10
Capex	\$1,000,000	\$64,057	\$108,302	\$228,085
	\$2,000,000	\$128,114	\$216,605	\$456,169
	\$5,000,000	\$320,285	\$541,512	\$1,104,423
	\$10,000,000	\$640,569	\$1,083,025	\$2,280,846
	\$20,000,000	\$1,281,138	\$2,166,050	\$4,561,692

If you would like to discuss arranging a financial benchmarking assessment please contact:

Kevin Pugh, Senior Manager Corporate Finance, NSW Treasury Corporation  
(02) 9325 9257

oooO END OF REPORT Oooo

## ORDINARY MEETING

Meeting Date: 31 January 2012

**Item: 2                    GM - Australian Local Government Women's Association (NSW) 59th Annual Conference - (79351, 111930)**

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### REPORT:

#### Executive Summary

The Australian Local Government Women's Association (NSW) 59<sup>th</sup> Annual Conference will be held in Dubbo between 22 and 24 March 2012.

#### Consultation

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

#### Background

The Australian Local Government Women's Association (NSW) 59<sup>th</sup> Annual Conference will be held 22 - 24 March 2012 in Dubbo. The Theme of the 2012 Conference is Creators of Change and reflects not only the level of influence achieved by women in local government, but opportunities for the future. Delegates will be treated to a showcase of inspirational women who have made a difference to their communities.

Cost of attendance at the Australian Local Government Association (NSW) 59<sup>th</sup> Annual Conference will be approximately \$1,320.00 plus travel expenses per delegate.

#### Budget for Delegates Expenses - Payments made

- |   |          |
|---|----------|
| • Total Budget for Financial Year 2011/2012 | \$43,000 |
| • Expenditure to date                       | \$31,579 |
| • Budget balance as at 18/1/12              | \$11,421 |

Council may wish to note that Council has previously resolved to send five delegates to attend the 52<sup>nd</sup> Floodplain Management Association Conference to be held in Batemans Bay in February 2012. The outstanding commitments in relation to this Conference are approximately \$3,730.00.

#### 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

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

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**RECOMMENDATION:**

The attendance of nominated Councillors and staff members as considered appropriate by the General Manager, at the Australian Local Government Women's Association (NSW) 59<sup>th</sup> Annual Conference at an approximate cost of \$1,320.00 plus travel expenses per delegate be approved.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**CITY PLANNING**

**Item: 3 CP - Planning Proposal for Large Lot Residential Development of Lot 1 DP 880684, 1411 Kurmond Road, Kurmond - (95498)**

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**REPORT:**

**Executive Summary**

This report discusses a planning proposal which seeks to rezone 1411 Kurmond Road, Kurmond for the purposes of five large residential lots.

The applicant is Montgomery Planning Solutions (MPS) and the objective of the planning proposal is to rezone part of the land to facilitate large lot residential development in keeping with the adjacent subdivision pattern to the west.

A plan showing the indicative lot layout is attached to this report.

**Consultation**

The planning proposal has not yet been exhibited. If the planning proposal is to proceed it will be exhibited in accordance with the relevant provisions of the *Environmental Planning and Assessment Act 1979* and associated Regulations.

**Planning Proposal**

MPS seeks to rezone the site in order to create five large residential lots and it is considered that there are two possible scenarios regarding the timing of the planning proposal, viz:

- if the planning proposal is to amend the Hawkesbury Local Environmental Plan 1989 (HLEP 1989), the appropriate provisions would be by way of an addition to "Schedule 3 – Development for certain additional purposes"; or
- if the planning proposal is to amend the draft Hawkesbury Local Environmental Plan 2011 (dLEP 2011) when made, the appropriate provisions would be by way of zoning a strip of land along Kurmond Road as RU5 Village, with the lot size map amended to a minimum of 4000m<sup>2</sup>.

**Site and Surrounds**

The site has an area of 11.5ha and is generally rectangular in shape, except for a 4,422m<sup>2</sup> irregular shaped lot towards Kurmond Road.

The site falls generally from Kurmond Road, with an elevation of approximately 120m AHD, to the south-east with a lower elevation of approximately 65m AHD. Slopes are substantially in excess of 15% for approximately the front third of the site, the middle third is generally either greater than 15% or between 11 and 15% in slope, the rear third of the site is generally 4 – 15% in slope.

The majority of the site is cleared and undeveloped except for a dwelling and outbuildings near Kurmond Road and two dams.

The site, and surrounding land to the west, south and east is currently zoned Mixed Agriculture under HLEP 1989 with a minimum subdivision lot size provision of 10ha. Land to the north is currently zoned Rural Living with a minimum lot size provision of 4ha.

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All of the site is "bushfire prone land" (primarily vegetation category 1) according to NSW Rural Fire Service's Bushfire Prone Land Map and the site is "Class 5" land as shown on Council's Acid Sulfate Soils Planning Map.

The site falls within the Middle Nepean & Hawkesbury River Catchment Area of *Sydney Regional Environmental Plan No.20 Hawkesbury – Nepean River (No.2 – 1997)* and is not within an area of scenic significance under this SREP.

To the south-west of the site are 25 large residential lots, generally in the order of 1500m<sup>2</sup> to 8200m<sup>2</sup> in area. Land to the south-east and north-east is used for low intensity grazing. Land on the northern side of Kurmond Road comprises a mix of rural residential and grazing uses.

### Applicant's Justification of Proposal

MPS has provided the following reasons in support of the planning proposal:

1. *"The land has the appropriate physical characteristics to support large lot residential development as proposed.*
2. *The proposed rezoning will make use of existing infrastructure.*
3. *There will be no adverse environmental or visual impact as a consequence of development of the land.*
4. *No addition infrastructure is required and no new road construction is required.*
5. *The proposal represents a suitable expansion of the existing Kurmond Village.*
6. *The proposal is consistent with the Hawkesbury Residential Land Strategy and meets all criteria for rural village development.*
7. *The proposal will assist in achieving the target (contained in the North West Subregional Strategy) for new dwellings in the Hawkesbury".*

### Assessment

*Metropolitan Strategy, Draft North West Subregional Strategy and Hawkesbury Residential Land Strategy*

The NSW Government's Metropolitan Strategy and Draft North West Subregional Strategy establish the broad planning directions for the Sydney metropolitan area and north-western sector of Sydney respectively. These documents identify a number of strategies, objectives and actions relating to the economy and employment, centres and corridors, housing, transport, environment and resources, parks and public places, implementation and governance.

The Hawkesbury Residential Land Strategy (RLS) is, in part, a response to these strategies and seeks to identify residential investigation areas and sustainable development criteria which are consistent with the NSW Government's strategies.

The proposal can be described as a rural residential / large lot residential development on the fringe of the Kurmond village.

The RLS states that the future role of rural residential development is as follows:

*Rural residential developments have historically been a popular lifestyle choice within Hawkesbury LGA. However, rural residential development has a number of issues associated with it including:*

*Impacts on road networks;  
Servicing and infrastructure;*

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*Access to facilities and services;  
Access to transport and services;  
Maintaining the rural landscape; and  
Impacts on existing agricultural operations.*

*Whilst this Strategy acknowledges rural residential dwellings are a part of the Hawkesbury residential fabric, rural residential dwellings will play a lesser role in accommodating the future population. As such, future rural development should be low density and large lot residential dwellings.*

For the purposes of this proposal, the relevant criteria for rural residential development are that it be large lot residential dwellings and:

- be able to have onsite sewerage disposal;
- cluster around or on the periphery of villages;
- address environmental constraints and have minimal impact on the environment.

MPS claims that the site is capable of onsite sewerage disposal, however, no waste water feasibility study (or similar) has been provided to support this claim. Given the size of the site (11.5ha) and the relatively small number of additional lots it is considered that onsite sewerage disposal is feasible and the details of any proposed system(s) can be investigated at the development application for future subdivision. Note this may require proposed lots 1 and 2 to be increased in size. (Note: The Planning Proposal stage is not approving the lot layout of the proposal, but the overall minimum allotment size. The lot layout is determined and approved at the development application stage.)

The site is on the periphery of the Kurmond village and immediately adjacent to a cluster of rural – residential properties fronting Bells Line of Road.

Relevant environmental constraints are discussed in later sections of this report.

*Council Policy – Rezoning of Land for Residential Purposes - Infrastructure Issues*

On 30 August 2011 Council adopted the following Policy:

*That as a matter of policy, Council indicates that it will consider applications to rezone land for residential purposes in the Hawkesbury LGA only if the application is consistent with the directions and strategies contained in Council's adopted Community Strategic Plan, has adequately considered the existing infrastructure issues in the locality of the development (and the impacts of the proposed development on that infrastructure) and has made appropriate provision for the required infrastructure for the proposed development in accordance with the sustainability criteria contained in Council's adopted Hawkesbury Residential Land Strategy.*

**Note 1:**

*In relation to the term "adequately considered the existing infrastructure" above, this will be determined ultimately by Council resolution following full merit assessments, Council resolution to go to public exhibition and Council resolution to finally adopt the proposal, with or without amendment.*

**Note 2:**

*The requirements of the term "appropriate provision for the required infrastructure" are set out in the sustainability matrix and criteria for development/settlement types in chapter six and other relevant sections of the Hawkesbury Residential Land Strategy 2011.*

At this stage in the assessment of the proposal, it is considered that the proposal achieves satisfactory compliance with Council's Community Strategic Plan and Residential Land Strategy and the proposal would have minimal impact on existing infrastructure in the Kurmond area.

#### *Section 117 Directions*

Section 117 directions are issued by the Minister for Planning and Infrastructure and apply to planning proposals. Typically, the 117 directions will require certain matters to be complied with and/or require consultation with government authorities during the preparation of the planning proposal. The key 117 directions are as follows:

1.2 Rural Zones –planning proposals must not rezone land from a rural zone to a residential, business, industrial, village or tourist zone and must not contain provisions that will increase the permissible density of land within a rural zone (other than land within an existing town or village).

1.3 Mining, Petroleum Production and Extractive Industries – requires consultation with NSW Industry and Investment.

3.1 Residential Zones – planning proposals must include provisions that encourage the provision of housing that will:

- broaden the choice of building types and locations available in the housing market, and
- make more efficient use of existing infrastructure and services, and
- reduce the consumption of land for housing and associated urban development on the urban fringe, and
- be of good design.

Furthermore a planning proposal must contain a requirement that residential development is not permitted until land is adequately serviced (or arrangements satisfactory to the council, or other appropriate authority, have been made to service it).

3.4 Integrating Land Use and Transport –planning proposals must locate zones for urban purposes and include provisions that give effect to and are consistent with the aims, objectives and principles of Improving Transport Choice – Guidelines for planning and development (DUAP 2001)

In summary this document seeks to provide guidance on how future development may reduce growth in the number and length of private car journeys and make walking, cycling and public transport more attractive. It contains 10 "Accessible Development" principles which promote concentration within centres, mixed uses in centres, aligning centres with corridors, linking public transport with land use strategies, street connections, pedestrian access, cycle access, management of parking supply, road management, and good urban design.

The document is very much centres based and not readily applicable to consideration of a rural-residential planning proposal. The document also provides guidance regarding consultation to be undertaken as part of the planning proposal process and various investigations/plans to be undertaken. It is recommended that if this planning proposal is to proceed Council seek guidance from the Department of Planning & Infrastructure (DP&I), via the "gateway" process, regarding the applicability of this document.

4.1 Acid Sulfate Soils – requires consideration of the Acid Sulfate Soils Planning Guidelines adopted by the Director-General of DP&I.

4.4 Planning for Bushfire Protection – requires consultation with the NSW Rural Fire Service, compliance with Planning for Bushfire Protection 2006, and compliance with various Asset Protection Zones, vehicular access, water supply, layout, and building material provisions.

7.1 Implementation of the Metropolitan Strategy – requires planning proposals to be consistent with the NSW Government's Metropolitan Strategy City of Cities, A Plan for Sydney's Future.

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The 117 directions do allow for planning proposals to be inconsistent with the directions. In general terms a planning proposal may be inconsistent with a direction only if the DP&I is satisfied that the proposal is:

- (a) justified by a strategy which:
  - gives consideration to the objectives of the direction, and
  - identifies the land which is the subject of the planning proposal (if the planning proposal relates to a particular site or sites), and
  - is approved by the Director-General of the Department of Planning, or
- (b) justified by a study prepared in support of the planning proposal which gives consideration to the objectives of this direction, or
- (c) in accordance with the relevant Regional Strategy or Sub-Regional Strategy prepared by the Department of Planning which gives consideration to the objective of this direction, or
- (d) is of minor significance.

The Hawkesbury Residential Land Strategy (HRLS) has been prepared with consideration given to the various Policies and Strategies of the NSW Government and S117 Directions of the Minister. In this regard, a Planning Proposal that is consistent with the Hawkesbury Residential Land Strategy is more likely to be able to justify compliance or support for any such inconsistency.

### *State Environmental Planning Policies*

The State Environmental Planning Policies of most relevance are *State Environmental Planning Policy No. 55 Remediation of Land* and *Sydney Regional Environmental Plan No. 20 Hawkesbury - Nepean River (No.2 – 1997)*.

SEPP 55 requires consideration as to whether or not land is contaminated, and if so, is it suitable for future permitted uses in its current state or does it require remediation. The SEPP may require Council to obtain, and have regard to, a report specifying the findings of a preliminary investigation of the land carried out in accordance with the contaminated land planning guidelines. MPS advise that the land has been used for low intensity agriculture for many years and there is therefore a low risk of contamination.

Further MPS note that the Department of Planning and Infrastructure's "Local Plan Making Guidelines" states:

*In some cases it will be necessary to undertake technical studies or investigations to justify different aspects of a planning proposal. Generally, these studies or investigations should not be carried out in the first instance. Instead, the issues giving rise to the need for these studies or investigations should be identified in the planning proposal. The initial gateway determination will then confirm the studies or investigations required and the process for continuing the assessment of the proposal, including whether it will need to be resubmitted following completion of the studies or investigations.*

MPS claim that in terms of this planning proposal, it is considered that no study is warranted in order to progress the draft LEP. Any future development application for the use of the land may then require further investigation.

The aim of SREP No 20 (No. 2 – 1997) is to protect the environment of the Hawkesbury – Nepean River system by ensuring that the impacts of future land uses are considered in a regional context. This requires consideration of the impacts of the development on the environment, the feasibility of alternatives and consideration of specific matters such as water quality, water quantity, flora and fauna, agriculture, rural-residential development and metropolitan strategy. It is considered that the planning proposal achieves satisfactory compliance with the provisions of SREP No 20 (No. 2 – 1997).

### *Character of the area*

The area surrounding the site has a mix of lot sizes with most notably 25 rural-residential properties immediately to the south-west with lot sizes ranging from approximately 1500m<sup>2</sup> to 8200m<sup>2</sup>. The



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proposed lots are of similar size to these existing properties and it is considered that future development of the lots by way of dwellings, driveways and outbuildings will be consistent with the surrounding rural-residential character of the area.

### *Topography*

The site falls generally from Kurmond Road, with an elevation of approximately 120m AHD, to the south-east with a lower elevation of approximately 65m AHD. Slopes are substantially in excess of 15% for approximately the front third of the site, the middle third is generally either greater than 15% or between 11 and 15% in slope, the rear third of the site is generally 4 – 15% in slope.

The HRLS recognises slopes greater than 15% act as a constraint to development.

The concept plan shows that proposed lots 1, 2 and 3 can accommodate, wholly or substantially, a 20m by 20m building envelope on land less than 15% in slope. It is considered that this area is satisfactory for the future construction of a dwelling. A building envelope has not been shown for proposed lot 5, however, given its large size and varying slopes there is sufficient area available with a slope less than 15% that can be development for the purposes of a residence.

The relatively steep slope of the land in proposed lots 1, 2 and 3 will act as a constraint for the location and type of effluent disposal system, driveways and outbuildings. At this stage it is considered that these constraints are not insurmountable and they can be examined in greater detail at development and subdivision stage.

### *Traffic and Access*

The vacant section of the site has frontage to Kurmond Road of approximately 160m. The speed limit in this area is 60km/hour and MPS claim that adequate sight distance is available in both directions and the additional driveways will not create any impacts in terms of functioning of Kurmond Road. It is not considered that the addition of 4 additional allotments will exceed the capacity of the surrounding road system.

### *Services*

Water, power and telecommunication services are available for connection to the land. It is considered that in some form the site is suitable for on-site effluent disposal and the exact type and location of proposed systems can be determined at development and subdivision stage.

### *Ecology and Bushfire Protection*

The majority of the site is cleared and undeveloped. A small stand of vegetation is located near a dam in the front third of the site and a stand of vegetation is located towards the rear of the site.

It is considered that the existing dams and vegetation do not pose an undue constraint on the proposed future development of the site.

If the planning proposal is to proceed it is anticipated that it will be referred to the NSW Rural Fire Service (RFS), being the responsible authority of bushfire protection, for comment. The RFS may make recommendation regarding the provisions of Asset Protection Zones which may require proposed lot boundaries to be altered. (Note: The Planning Proposal stage is not approving the lot layout of the proposal, but the overall minimum allotment size. The lot layout is determined and approved at the development application stage.)

### *Agricultural Land Classification*

The site consists of Class 3 and Class 4 land. The NSW Land and Water Conservation's 1988 Agricultural Suitability Classification System describes Class 3 and Class 4 land as follows:

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*Class 3 – Moderately productive lands suited to improved pasture and to cropping within a pasture rotation. The overall level of production is moderate as a result of edaphic or environmental constraints. Erosion hazard or soil structural breakdown limit the frequency of ground disturbance, and conservation or drainage works may be required.*

*Class 4 – Marginal lands not suitable for cultivation and with a low to very low productivity for grazing. Agriculture is based on native or improved pastures established using minimum tillage. Production may be high seasonally but the overall level of production is low as a result of a number of major constraints, both environmental and edaphic.*

Given the proximity of the site to surrounding rural-residential properties and the size and slope of the site it is considered that it is unlikely the site could be used for a substantial or sustainable agricultural enterprise. MPS advise that the site has been used for low intensity grazing and the proposed lot 5 could continue to be used for same without conflicting with the surrounding proposed large residential lots.

### **Conformance with Hawkesbury Community Strategic Plan 2010 – 2030 (CSP)**

It is considered that the proposal is consistent with or assists in achieving the following provisions of the CSP.

#### Looking after people and place

*Vision: In 2030 we want the Hawkesbury to be a place where we have: A community in which the area's character is preserved and lifestyle choices are provided with sustainable planned, well serviced development, within strongly connected, safe and friendly neighbourhoods.*

Directions:

- *Be a place where we value, protect and enhance the historical, social, cultural and environmental character of Hawkesbury's towns, villages and rural landscapes.*
- *Offer residents a choice of housing options that meets their needs whilst being sympathetic to the qualities of the Hawkesbury.*
- *Population growth is matched with the provision of infrastructure and is sympathetic to the rural, environmental, heritage values and character of the Hawkesbury.*
- *Have development on both sides of the river supported by appropriate physical and community infrastructure.*

Goals:

- *Maintain and foster the rural character of villages within the Hawkesbury.*
- *Accommodate at least 5,000 new dwellings to provide a range of housing options (including rural residential) for diverse population groups whilst minimising environmental footprint.*
- *Towns and villages to be vibrant places that people choose to live in and visit.*

#### Caring for Our Environment

*Vision: In 2030 we want the Hawkesbury to be a place where we have: A community dedicated to minimising its ecological footprint, enjoying a clean river and an environment that is nurtured, healthy, protected and provides opportunities for its sustainable use.*

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### Directions:

- *Be a place where we value, protect, and enhance the cultural and environmental character of Hawkesbury's towns, villages and rural landscapes.*
- *To look after our cultural and environmental assets for future generations so that they too can enjoy and benefit from a clean river and natural eco-systems, rural and cultural landscape.*

### Supporting Business and Local Jobs

Vision: *In 2030 we want the Hawkesbury to be a place where we have: New and existing industries which provide opportunities for a range of local employment and training options, complemented by thriving town centres.*

### Directions

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

### Goals:

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

### Shaping Our Future Together

Vision: *In 2030 we want the Hawkesbury to be a place where we have: An independent, strong and engaged community, with a respected leadership which provides for the future needs of its people in a sustainable and financially responsible manner.*

### Directions

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

### Goals

- *Work together with the community to achieve a balanced set of decisions that integrate jobs, housing, infrastructure, heritage and environment.*

### **Financial Implications**

MPS has paid the fees required by Council's Revenue Pricing Policy for the preparation of a local environmental plan.

### **Conclusion**

It is considered that the proposal to amend HLEP 1989 or dLEP 2011 (when made) for allow five large residential lots is worthy of further consideration and forwarding to the DP&I for their "gateway" determination.

Recent advice provided by DP&I to Council is that the planning proposal submitted by MPS does not satisfy DP&I's required format or content for planning proposals. Furthermore, during the course of Council staff's assessment of the application, the proposal has been amended and therefore the original planning proposal submitted by MPS requires updating.

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It is therefore recommended that Council support in principle a planning proposal for not more than five large residential lots on the site and that MPS be requested to provide Council with an updated planning proposal consistent with the DP&I required format.

### Planning Decision

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

### RECOMMENDATION:

That:

1. Council support in principle a planning proposal to permit not more than five large residential lots on Lot 1 DP 880684, 1411 Kurmond Road, Kurmond, generally consistent with the layout in plan prepared by McKinlay Morgan & Associates Pty Ltd., titled “Plan Showing Gradients Over Part of Lot 1 DP 880684 Kurmond Road, Kurmond”, dated 1/11/2011.
2. Montgomery Planning Solutions be requested to provide Council with a planning proposal consistent with resolution 1 and Department of Planning and Infrastructure’s “A guide to preparing planning proposals”.
3. As a result of parts 1 and 2 of the resolution, the planning proposal be forwarded to the Department of Planning and Infrastructure for a “gateway” determination.

### ATTACHMENTS:

- AT - 1** Locality Plan.
- AT - 2** Aerial Photo of Site.
- AT - 3** Concept Plan of Proposed Rezoning and Lot Layout.

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This aerial map displays a residential neighborhood with several key features:

- Subject Site:** A large area in the upper right is outlined in red with diagonal hatching and labeled "SUBJECT SITE".
- Other Labeled Areas:** Three smaller areas are outlined in pink with diagonal hatching and labeled "3(a)", "5(a)", and "6(a)".
- Streets:** The map includes Bells Line Of Road (running vertically), Longleaf Lane (running horizontally at the bottom), Elizabeth Avenue, Jacqueline Place, Erma Street, and Longleaf Road.
- Lot Numbers and Acreages:** Numerous red numbers are scattered across the map, indicating lot numbers and acreages. Examples include 1356, 1336, 1381, 1416, 1420, 1410, 1411, 1412, 1413, 1414, 1415, 1416, 1417, 1418, 1419, 1420, 1421, 1422, 1423, 1424, 1425, 1426, 1427, 1428, 1429, 1430, 1431, 1432, 1433, 1434, 1435, 1436, 1437, 1438, 1439, 1440, 1441, 1442, 1443, 1444, 1445, 1446, 1447, 1448, 1449, 1450, 1451, 1452, 1453, 1454, 1455, 1456, 1457, 1458, 1459, 1460, 1461, 1462, 1463, 1464, 1465, 1466, 1467, 1468, 1469, 1470, 1471, 1472, 1473, 1474, 1475, 1476, 1477, 1478, 1479, 1480, 1481, 1482, 1483, 1484, 1485, 1486, 1487, 1488, 1489, 1490, 1491, 1492, 1493, 1494, 1495, 1496, 1497, 1498, 1499, 1500, 1501, 1502, 1503, 1504, 1505, 1506, 1507, 1508, 1509, 1510, 1511, 1512, 1513, 1514, 1515, 1516, 1517, 1518, 1519, 1520, 1521, 1522, 1523, 1524, 1525, 1526, 1527, 1528, 1529, 1530, 1531, 1532, 1533, 1534, 1535, 1536, 1537, 1538, 1539, 1540, 1541, 1542, 1543, 1544, 1545, 1546, 1547, 1548, 1549, 1550, 1551, 1552, 1553, 1554, 1555, 1556, 1557, 1558, 1559, 1560, 1561, 1562, 1563, 1564, 1565, 1566, 1567, 1568, 1569, 1570, 1571, 1572, 1573, 1574, 1575, 1576, 1577, 1578, 1579, 1580, 1581, 1582, 1583, 1584, 1585, 1586, 1587, 1588, 1589, 1590, 1591, 1592, 1593, 1594, 1595, 1596, 1597, 1598, 1599, 1600, 1601, 1602, 1603, 1604, 1605, 1606, 1607, 1608, 1609, 1610, 1611, 1612, 1613, 1614, 1615, 1616, 1617, 1618, 1619, 1620, 1621, 1622, 1623, 1624, 1625, 1626, 1627, 1628, 1629, 1630, 1631, 1632, 1633, 1634, 1635, 1636, 1637, 1638, 1639, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1648, 1649, 1650, 1651, 1652, 1653, 1654, 1655, 1656, 1657, 1658, 1659, 1660, 1661, 1662, 1663, 1664, 1665, 1666, 1667, 1668, 1669, 1670, 1671, 1672, 1673, 1674, 1675, 1676, 1677, 1678, 1679, 1680, 1681, 1682, 1683, 1684, 1685, 1686, 1687, 1688, 1689, 1690, 1691, 1692, 1693, 1694, 1695, 1696, 1697, 1698, 1699, 1700, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, 1727, 1728, 1729, 1730, 1731, 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739, 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1753, 1754, 1755, 1756, 1757, 1758, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1766, 1767, 1768, 1769, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, 1783, 1784, 1785, 1786, 1787, 1788, 1789, 1790, 1791, 1792, 1793, 1794, 1795, 1796, 1797, 1798, 1799, 1800, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000.

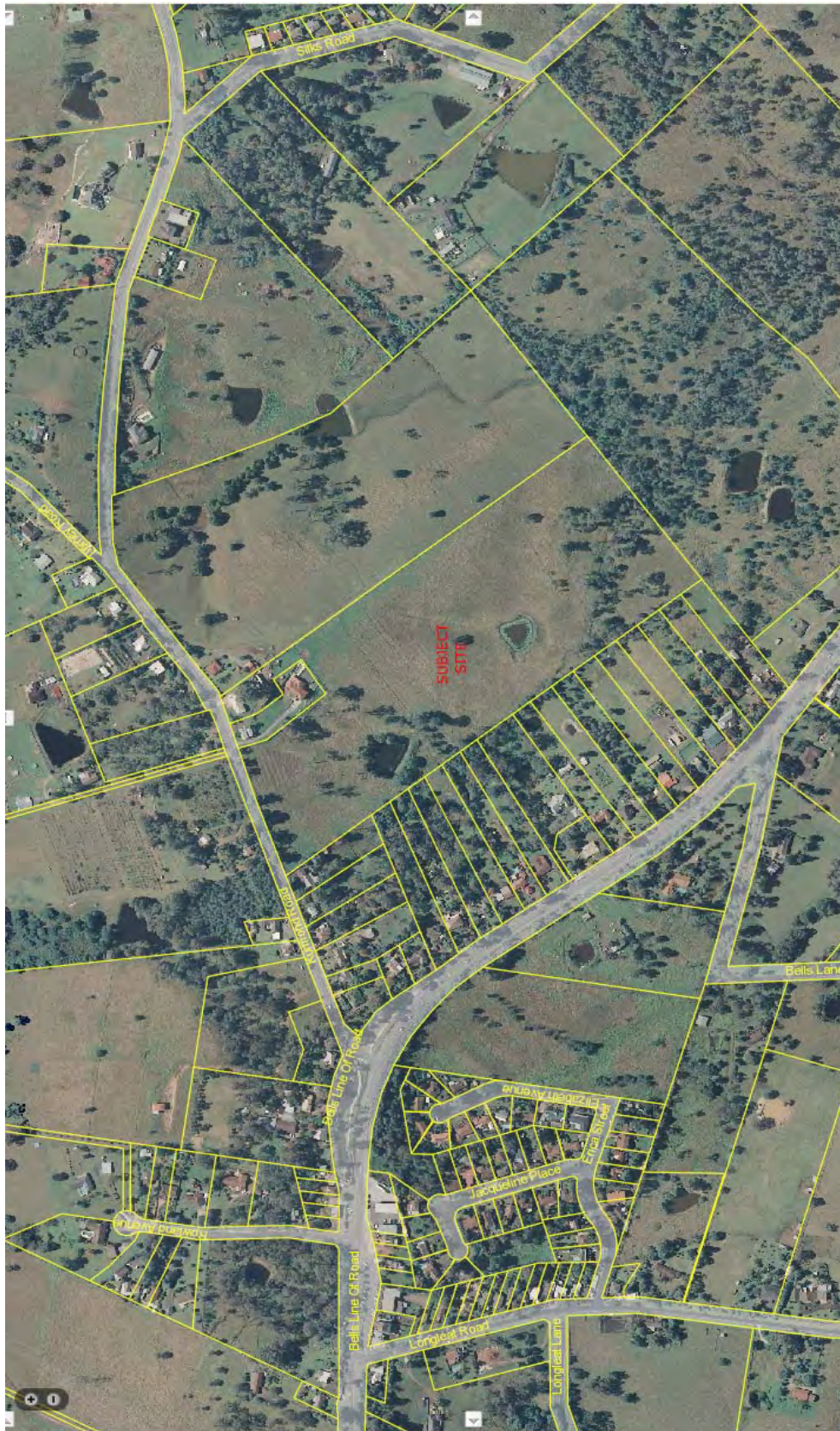
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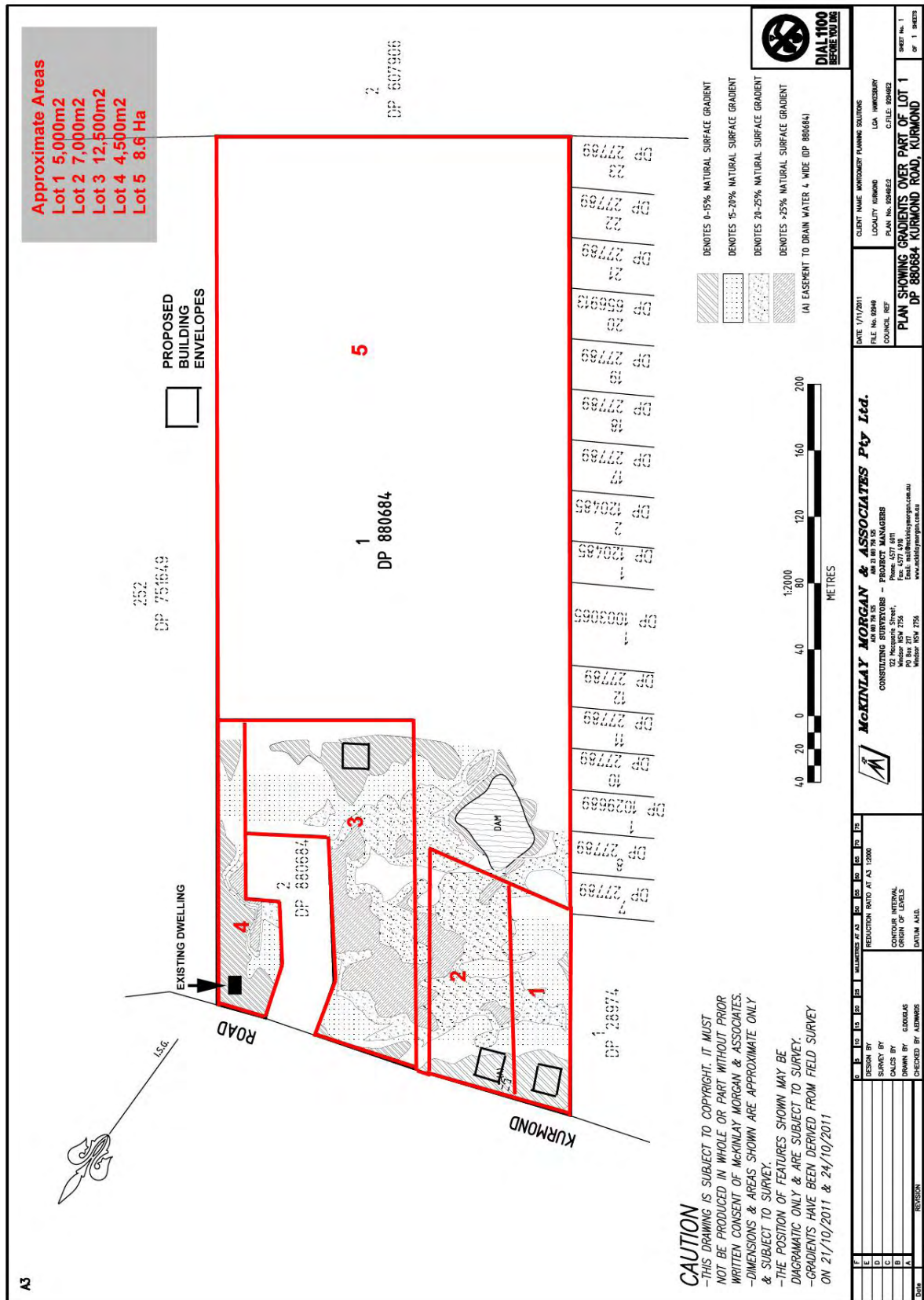
**AT - 2 Aerial Photo of Site**



**Aerial Photo – Lot 1 DP 880684, 1411 Kurmond Road, Kurmond**



AT - 3 Concept Plan of Proposed Rezoning and Lot Layout



oooO END OF REPORT Ooo

**Item: 4 CP - Review of Housing Opportunities Identified by Landowners by Department of Planning & Infrastructure - 108 Grose Vale Road, North Richmond and Box Hill North - (95498)**

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**REPORT:**

**Executive Summary**

The Department of Planning & Infrastructure (DP&I) have commenced a review of new housing opportunities identified by landowners across the state. The purpose of the NSW Government review is to assist in identifying suitable sites that could be prioritised for investigation under the normal processes. The review does not rezone land or approve development and it does not intend to bypass any of the usual processes, including public consultation, involved in releasing land for development. The review is similar to an early, pre-lodgement consideration of the "Gateway" process that is used in rezoning matters.

*The review objective is "to identify sites which are suitable for urban development and have viable prospects to produce houses in the short term; to provide infrastructure and services for new communities in a timely and efficient manner at no additional cost to Government; and to support the broad planned pattern of growth and urban policies."*

This review follows an invitation by the Minister for Planning and Infrastructure to owners of large landholdings to have their land considered by the NSW Government for housing development. Submissions were received by the NSW Government until 29 November 2011 and a request for review was submitted in relation to the land at 108 Grose Vale Road, North Richmond, and an area known as Box Hill North located on the eastern side of Boundary Road (within The Hills LGA) between Old Pitt Town Road and Maguires Road (opposite Cusak Road).

On 15 December 2011 Council received a letter from the Director General (Attachment 2) advising Council of the receipt of the submission for North Richmond. The letter requests Council's comments on a number of issues as listed in Schedule 2 of that letter.

This report outlines the matters for consideration that the Department has requested Council to make comment and proposes responses to those matters for endorsement by Council.

**Consultation**

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

The Council has been requested to make specific comments on a prioritisation process for investigation of the subject sites by the Department of Planning and Infrastructure. This request is not for a determination as to approval or refusal and the Department has indicated that the deadline for comments on this request, 3 February 2012, cannot be extended. These comments relate to Council costs and implications for local infrastructure and Council's planning framework. There will be adequate opportunity for community input into the consideration of any Planning Proposal (rezoning) on the site as part of that future process should any application be received by Council.

As previous considerations of the localities have involved extensive community consultation, at this stage additional consultation is not necessary. Should a rezoning application be submitted to Council then there will be opportunity for public consultation in accordance with Council's Policy and the rezoning process.

**Background**

One of the objectives of the NSW Government is to increase the provision of housing. The Minister for Planning and Infrastructure in late October 2011 issued an invitation to owners of large landholdings to



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make submissions to have their land considered by the NSW Government for housing development. Council was advised of this review on 18 November 2011 (Attachment 1). The submissions were required to address certain criteria set by the NSW Government and the submissions were to be made by 29 November 2011. The Department of Planning & Infrastructure are undertaking this review.

The purpose of the NSW Government review is to assist in identifying suitable sites that could be prioritised for investigation. The review does not rezone land or approve development and it does not intend to bypass any of the usual processes, including public consultation, involved in releasing land for development. The review is similar to an early, pre-lodgement consideration of the "Gateway" process that is used in rezoning matters, i.e. gathering of relevant Authority comments for consideration by the landowner in any future application to the Relevant Planning Authority (in this case Council).

The review objective is *"to identify sites which are suitable for urban development and have viable prospects to produce houses in the short term; to provide infrastructure and services for new communities in a timely and efficient manner at no additional cost to Government; and to support the broad planned pattern of growth and urban policies..... (No additional cost to Government may be achieved through either reprioritising of existing capital programs or developer funding.)"*

On 15 December 2011 Council was advised (Attachment 2) by the Director General of Planning & Infrastructure that one submission was received in the Hawkesbury Local Government Area (LGA) for the property at 108 Grose Vale Road, North Richmond, and one adjoining the Hawkesbury LGA located in The Hills LGA at Box Hill North.

Council has previously considered reports on 8 December 2009 and 2 February 2010 on a land release application (listing the site on the Metropolitan Development Plan) to the Department of Planning for the property at 108 Grose Vale Road, North Richmond. These reports resulted, following consultation with a number of community associations, in a submission on the proposed land release application being forwarded to the Department of Planning. The land release application did not progress through the Department at that time.

Council adopted the Hawkesbury Residential Land Strategy on 10 May 2011. The land at 108 Grose Vale Road, North Richmond is included in that Strategy for further investigation subject to satisfying the Strategy criteria for that site. The criteria are similar to the matters that the current NSW Government review is investigating.

### Comments Required from Council

The letter received from the DP&I requests Council's opinion on four specific contexts, which are expressed in more detail in Schedule 2 of the letter. (The request relates to specific technical matters relating to Council operations and planning and not to the merits or otherwise of the proposal. Those issues can be assessed in the future should a Planning Proposal be submitted.) The four areas are:

1. Council's opinion in relation to the prospects of the site delivering housing in the short term;
2. The local infrastructure requirements, broad order of costs and implications for Council;
3. Consistency with Council's planning framework; and
4. Any other issues or matters of relevance to the review.

Comments on each of these issues are provided below following a brief description of the proposals.

### Site at 108 Grose Vale Road, North Richmond

The submission provided to the DP&I by the North Richmond Joint Venture (NRJV) has, as required by the DP&I, included concept details only for the proposal. However, the submission has listed the studies that have been undertaken to date and is also proposing to undertake some additional traffic assessments. The key points from the submission (*Quotes from the submission in italics*) are as follows:

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- The site has a net developable area of approximately 111 hectares with the remaining 54 hectares of the site providing roads and open space. This would provide an indicative yield of approximately 1,400 dwellings (representing an average density of 13 Dwellings per ha).
- *"Subject to achieving rezoning of the site, the NRJV is in a position to deliver approximately 150 dwellings per annum commencing in 2013"*
- *"It should be noted that it may be up to 12 years before the site is fully development, providing the opportunity for services to be provided incrementally on an as-needs basis."*
- *"It is clear that for development of Redbank at North Richmond to proceed in the short term a road infrastructure works solution will be required to be delivered by the NRJV to ease existing traffic congestion and appropriately accommodate the traffic generated by the proposed development. Accordingly, the NRJV is proposing to provide additional east west traffic lane capacity.... across the Grose River via a new bridge crossing at Yarramundi. .... All works required to accommodate this new alternative crossing are proposed to be fully funded by the developer."*

A copy of the relevant parts of the submission is attached to this report (Attachment 3). In relation to the criteria requested by the DP&I regarding the proposal the following comments are made;

### **1. Council's opinion in relation to the prospects of the site delivering housing in the short term;**

The preparation and adoption of the Hawkesbury Residential Land Strategy (the Strategy) undertook a desktop analysis of the Hawkesbury LGA to identify areas potentially suitable for further investigation. In this regard the site at 108 Grose Vale Road, North Richmond has been identified as having further investigation potential for urban expansion. It would seem that the owner of the site has undertaken a number of specialist studies for the site that are required by the Strategy, however, those studies have not yet been submitted to, or reviewed by, Council. A preliminary review indicates that, from a physical, environmental and importance of the land for other uses perspective, the site is suitable for urban development.

The lead times for the consideration of rezoning of the site for urban development would depend on the content and detail contained in the required studies. However, the initial assessment of whether the site fits Council's strategic planning has already been addressed via the Residential Land Strategy.

The consideration of a Planning Proposal and the delivery of housing to the site in the short term will be significantly influenced by the delivery of infrastructure, particularly roads, in the vicinity of North Richmond and Richmond. In this regard there is an existing significant deficit in road capacity at peak times that would need to be addressed, principally by the Road and Maritime Services, immediately and prior to developer provided infrastructure as it would be inequitable to expect the developer to rectify the existing deficit. Given this existing deficit, Council is unlikely to support a Planning Proposal without the necessary infrastructure (road) upgrades to address the existing deficit commenced and further programmed upgrades to be in place as development proceeds.

### **2. The local infrastructure requirements, broad order of costs and implications for Council;**

It is clear that any development of the size proposed at North Richmond will require additional service infrastructure, including roads, open space, water, sewer, etc, and there is no question from Council or the proponent that this is the case. The submission from the proponent includes conceptual comments regarding this infrastructure and has referred to a number of studies that have been undertaken to address these issues. The nominated studies and information would be submitted to Council and the DP&I with any Planning Proposal (rezoning) application.

In relation to road infrastructure any proposed development would increase the traffic in the immediate and surrounding areas requiring likely intersection treatment at:

- Bells Line of Road / Grose Vale Road.
- Riverview Street / Grose Vale Road.
- Pecks Road and Elizabeth Street / Grose Vale Road.
- Yarramundi Lane / Bells Line of Road.
- Any other new road intersection points created by the development.

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Some of the required works at these intersections would be the responsibility of the proponent and some would be the responsibility of State and Local Government, i.e. Roads and Maritime Services and Council. The exact proportional breakdown of these works cannot be made until all the information about the proposal has been fully reviewed. However, much of the work is either required in the short term or is a usual requirement for a development of this size. However, some intersection works that are required in the short term will need to be brought forward to cater for any development. In this regard there will be some additional capital outlay for the State Authority and Council bringing these works forward.

It is noted that the applicant proposes additional east west traffic lane capacity by providing, at their cost, a crossing of the Grose River at Yarramundi. Concept plans of the location of this crossing are attached to this report. This proposed road will traverse the Grose River through Yarramundi and Navua Reserves. Whilst there has been some preliminary mention of this proposal, no formal approach has yet been made to Council regarding this additional crossing. A review of the traffic modelling and predicted vehicle numbers using this proposed route would need to be assessed prior to considering the full costs and benefits of such a proposal. However, the following provides an overview of potential implications for Council.

Yarramundi Reserve/Navua Reserve are, jointly, a regional facility which are well utilised by local residents and tourists. Council has invested a large amount of money (both internal and grant funded) to develop these facilities for the community. Based on the concept plans provided, the proposed river crossing will affect the access and existing car parks in both Yarramundi Reserve and Navua Reserve. It is likely that the road would be well utilised and thus noise could also affect the current use patterns of these Reserves. The existing access into Navua Reserve would need to be widened to allow this proposal and this would impact on the vegetation of that site.

The Plan of Management for Yarramundi Reserve proposes closing off these Crown Roads and adding them to the Crown Reserve and states the following:

*"When no longer required for through access, the following road reservations should be closed and added to the Crown reserve:*

- *Portion of unmade road reserve between Lot 90 DP 786549 and Lot 1 DP 1040789;*
- *Portion of unmade road reserve between Lot 189 DP 803295 and Lot 1 DP 1040789).*
- *Portion of unmade road reserve within Lot 90 DP 786549.*

*The inclusion of the above land parcels would be important for the reserve's future integrated management and ecological restoration as a contiguous area of Crown land."*

In relation to the proposed alternate river crossing some of the implications for Council would be:

- Preparation of a specific Plan of Management for Navua Reserve (as this is currently covered by a generic Plan) and a review of the Plan of Management for Yarramundi Reserve which includes Crown Land. This work is likely to take up to 12 to 18 months. It is unclear if the funding of this additional work is at the expense of Council or the proponent.
- The existing car parks and access points to these Reserves will need to be relocated and constructed (These works can only commence once the Plans of Management have been changed/adopted.) Again it is unclear who would be responsible for these works. Given that this is additional to Council's planning and only required for the development, it would be reasonable to expect that the funding of this work would be the responsibility of the proponent.
- The proposed works would impact vegetation that would require the necessary flora and fauna surveys. This could be undertaken as part of the plan of management process and should be at the proponent's expense.

Other implications from the development and the proposed alternate river crossing for Council include:

- Design and Construction of additional traffic calming facilities, foot paving, Bus shelters, public parking areas, etc,

- Accelerated damage to existing road network requiring additional funding to rehabilitate. This is particularly in relation to the alternate river crossing at the Grose River. This additional capacity is required due to the inadequate capacity of a State Road. However, this alternate road would utilise Council owned roads. As such this alternate route road and the additional maintenance costs would fall on Council when this cost should be covered by the State Government as it is required due to the existing lack of capacity on a State Road (Bells Line of Road between North Richmond and Richmond).
- Additional impact on downstream drainage creating additional demand on the detailed hydrological assessment that is currently being undertaken on the existing drainage system.
- Possible additional amplification of the existing down stream drainage system where necessary.
- Additional ongoing maintenance of this extended infrastructure.

Whilst much of the above is a usual outcome from growth, the proposed development would, in the short term, accelerate growth in the locality, thereby bringing forward much of the capital investment in that infrastructure. This would have additional borrowing costs at the State and Local Government level that would need to be factored into consideration of the overall costs of this proposal.

Regardless of the above development implications, there is still need for immediate additional work on Bells Line of Road by the Roads and Maritime Services (RMS). The extent of that work is dependant on outcome of RMS studies that are currently being finalised and due for completion early in 2012. However, a program of works, endorsed and funded by the State Government, would be required before Council is in a position to support too much additional development in this locality.

The proposed additional east west traffic capacity proposed by the proponent would be welcomed. However, there is a need to review the traffic modelling figures to determine the extent of the perceived traffic relief provided by this alternate crossing, before true costing can be determined or to comment on how much additional development may be possible.

### **3. Consistency with Council's planning framework**

Council adopted the Hawkesbury Residential Land Strategy on 10 May 2011. The preparation of that Strategy involved 2 years of consultation during preparation of the draft Strategy and 4 months of formal public exhibition/consultation with stakeholders.

The Strategy, amongst other matters, has identified specific areas/localities that are considered suitable for further investigation for urban expansion. These areas are located within and adjacent to existing settlements and the location in and around North Richmond has been marked for further investigation. In this regard the site at 108 Grose Vale Road, North Richmond is included in the area for further investigation and that investigation is consistent with Council's planning framework.

The Hawkesbury Residential Land Strategy and other relevant parts of Council's planning framework, require specific criteria to be met prior to proceeding with any Planning Proposal. In relation to the site at 108 Grose Vale Road the specific criteria, in addition to the sustainability matrix contained in Chapter 6 of the Strategy, to be addressed is:

*"Increased density and investigation areas are subject to:*

- *Resolution of road access, traffic and transport issues,*
- *Investigation into bushfire prone areas,*
- *Detailed structure planning of the village and investigation areas,*
- *Provision of an increased range of services and facilities."*

Prior to any planning proposal that increases residential density being progressed the existing significant traffic and congestion problems that are experienced along Bells Line of Road and it's connections between North Richmond and Richmond would need to be rectified before, or as part of, any approved proposal. In this regard, the existing significant deficit in road capacity during peak times is a matter that must be addressed by the relevant NSW State Government road Authorities and should not be attributed to any Planning Proposal.

**4. Any other issues or matters of relevance to the review.**

It is clear from the above comments that the principle issue that any proposed development would need to overcome prior to proceeding is in relation to road capacity between North Richmond and Richmond and the crossing of the Hawkesbury River. Whilst there are a number of localities identified by Council for further investigation in the Hawkesbury Residential Land Strategy, the issue of arterial road capacity and river crossing (principally the responsibility of the NSW State Government) are the main obstacles to the provision of housing in the short term.

**Site at Box Hill North**

The submission in relation to Box Hill North also provided conceptual information about the site and the proposal. The key points from the submission are as follows:

- The likely yield for the site is approximately 7,000 dwellings.
- The existing infrastructure in the locality is very limited and the required infrastructure will need to be as an extension to the Box Hill Precinct (NW Growth Centre) or the applicant proposes the use of the Department's "Precinct Acceleration Protocol (PAP)" administered by the Department and funded by the proponents.

**1. Council's opinion in relation to the prospects of the site delivering housing in the short term;**

Council is concerned regarding the prospects of the short term release and development of this site. The site is in multiple ownerships (63+), is outside the existing planning framework and seems to rely on the extension of infrastructure from a Growth Centre Precinct that has not yet commenced construction.

**2. The local infrastructure requirements, broad order of costs and implications for Council;**

Whilst this site is not located within the Hawkesbury LGA the site has substantial frontage, 2.78km, to Boundary Road which is a road that runs along the boundary of the Hawkesbury and The Hills LGAs. There is a maintenance agreement between the Councils for the maintenance of this carriageway.

Council could express concern that there will be significant pressure on Council to make provision for the construction and maintenance of the western side of Boundary Road with no potential to raise or recoup any of the funding for this work from the development proposal as it is not within the Hawkesbury LGA.

**3. Consistency with Council's planning framework; and**

The North West Growth centre boundary in the Hawkesbury LGA ends some 770m south of the southern most boundary of the proposed development area. In this regard, Council does not have any strategic planning for development for the location north of the Growth Centre boundary or the locality west of the subject site.

Council has for a number of years made representations to the DP&I and the Minister for Planning to bring forward the release of the Vineyard Precinct of the Growth Centre. The response Council has received to these requests has stated that the Precinct release will be undertaken sequentially or as infrastructure can be efficiently and economically provided. Council is concerned that this proposal is outside the area identified in the North West Growth Centre and there seems to be no formal planning framework identifying the suitability of the site.

It is suggested that this proposal should not be considered until the already identified localities contained within the Growth Centre, including all of the Vineyard Precinct, have been released.

**4. Any other issues or matters of relevance to the review.**

As mentioned above, there is concern that the proposed development site for approximately 7,000 dwellings is outside the adopted strategic planning undertaken by Council and the State Government. This

will have implications of additional pressure on Council's resources to upgrade and maintain infrastructure adjoining the site with little or no ability to raise any of the funds for this work from the development. Similarly, a development of this size, outside the adopted strategic planning framework, will place significant pressure on Council and the NSW Government to release adjoining land that has already been excluded from the development and infrastructure planning for appropriate environmental and economic reasons.

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

The Council has been requested to comment on the submission, lodged with the Department of Planning & Infrastructure, to consider the housing potential for 108 Grose Vale Road, North Richmond. The consideration of development of the site would be consistent with the following Community Strategic Plan Theme Direction statements as follows:

#### *Looking after People and Place*

- *Offer residents a choice of housing options that meets their needs whilst being sympathetic to the qualities of the Hawkesbury.*
- *Population growth is matched with the provision of infrastructure and is sympathetic to the rural, environmental, heritage values and character of the Hawkesbury.*
- *Have development on both sides of the river supported by appropriate physical and community infrastructure.*
- *Have future residential and commercial development designed and planned to minimise impacts on local transport systems allowing easy access to main metropolitan gateways.*

#### *Caring for our environment*

- *Be a place where we value, protect and enhance the cultural and environmental character of Hawkesbury's towns, villages and rural landscapes.*
- *Take active steps to encourage lifestyle choices that minimise our ecological footprint.*

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

- Prepare residential land strategy

One of the key strategies in the Community Strategic Plan (CSP) was the preparation of a residential Land Strategy that was consistent with the Direction statements contained in the CSP. The Hawkesbury Residential Land Strategy was adopted by Council on 10 May 2011 and that Strategy has incorporated the relevant Directions, Strategies and Goals contained in the CSP in relation to provision of housing, infrastructure and community development.

Comments on the current proposal are consistent with the requirements of the CSP and Hawkesbury Residential Land Strategy.

### **Financial Implications**

No financial implications applicable to this report.

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### RECOMMENDATION:

That:

1. A submission, in relation to the proposals at 108 Grose Vale Road, North Richmond and Box Hill North, be prepared in accordance with the comments provided in this report and forwarded to the Department of Planning & Infrastructure by 3 February 2012.
2. Council's previous submission to the Department regarding 108 Grose Vale Road, North Richmond (as attached to the Council report dated 2 February 2010) and this current report and resolution be appended to the new submission to provide background to this matter.

### ATTACHMENTS:

- AT - 1** Copy of NSW Planning & Infrastructure letter of 16 November 2011 advising of the review process.
- AT - 2** Copy NSW Planning & Infrastructure letter of 12 December 2011 requesting Council's comments on the submissions.
- AT - 3** Copy of relevant parts of the submission relating to 108 Grose Vale Road, North Richmond - *(Distributed Under Separate Cover)*.
- AT - 4** Copy of relevant part of the submission relating to Box Hill North - *(Distributed Under Separate Cover)*.

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Meeting Date: 31 January 2012

AT - 1 Copy of NSW Planning & Infrastructure letter of 16 November 2011  
advising of the review process.



**Planning &  
Infrastructure**

**Office of the Director General**

Hawkesbury City Council

18 NOV 2011

Mr Peter Jackson  
General Manager  
Hawkesbury City Council  
PO Box 146  
WINDSOR NSW 2756

11/20152

Dear Mr Jackson

The Department of Planning and Infrastructure has commenced a review of new housing opportunities identified by landowners across the state.

The review follows a general invitation by the Minister for Planning & Infrastructure, the Hon Brad Hazzard MP, to owners of large landholdings to have their land considered by the NSW Government for housing development.

The review is in its preliminary stages with submissions being received from land owners up until the 29 November 2011.

The purpose of my letter is to advise you that requests have been received from landowners in your local government area.

In the next stage of the review, I will be inviting you to provide advice to State Government on proposals in your Council area.

Should you wish to discuss the review, you may contact Andrew Jackson, Executive Director, Strategies and Infrastructure Planning on 92286471 or email [landreview@planning.nsw.gov.au](mailto:landreview@planning.nsw.gov.au).

Yours sincerely

  
Sam Haddad  
Director General

16/11/2011



**SCANNED**

Bridge St Office 23-33 Bridge St Sydney NSW 2000 GPO Box 39 Sydney NSW 2001 DX 22 Sydney  
Telephone: (02) 9228 6111 Facsimile: (02) 9228 6191 Website [planning.nsw.gov.au](http://planning.nsw.gov.au)



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**AT - 2 Copy NSW Planning & Infrastructure letter of 12 December 2011  
requesting Council's comments on the submissions.**



**Planning &  
Infrastructure**

Mr Peter Jackson  
General Manager  
Hawkesbury City Council  
PO Box 146  
Windsor NSW 2756

Hawkesbury City Council

1/21548

15 DEC 2011

Dear Mr Jackson

I am writing further to my letter of 16 November 2011 to advise you about the Government's next steps in the review of potential housing opportunities on landowner nominated sites.

The purpose of the review is to identify sites, in appropriate locations, that will increase dwelling production in the short term at no additional cost to Government.

Council's input will be integral to evaluating the housing potential of the sites. I therefore invite your comments in relation to the sites in Schedule 1 to this letter. Information provided by the landowner in relation to the sites can be downloaded using the link, user name and password in the Schedule.

Schedule 2 is a full list of the objectives and matters for consideration, endorsed by the NSW Government, which will be used in evaluation of the sites. In this context I am especially interested in:

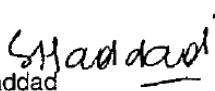
1. Council's opinion in relation to the prospects of the site delivering housing in the short term;
2. the local infrastructure requirements, broad order of costs and implications for Council;
3. consistency with Council's planning framework; and
4. any other issues or matters of relevance to the review.

Increasing housing supply is a key priority for the NSW Government. Therefore, I would appreciate your comments by 3 February 2012.

For your information, a CEOs Review Committee, chaired by Director General of Premier and Cabinet, will oversee the review and make recommendations to State Government. Conduct of the review will be in accordance with a probity plan reviewed by the Independent Commission Against Corruption. I expect the review will be completed in the first quarter of 2012.

Should you have any questions about the review, you may contact Mr Andrew Jackson, Executive Director, Strategies and Infrastructure on 9228 6471 or email [landreview@planning.nsw.gov.au](mailto:landreview@planning.nsw.gov.au).

Yours sincerely

  
Sam Haddad

Director General

12/12/2011

Department of Planning & Infrastructure

22-33 Bridge Street Sydney NSW 2000 | GPO Box 39 Sydney NSW 2001 | T 02 9228 6111 | F 02 9228 6455 | [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au)



SCANNED

**ORDINARY MEETING****Meeting Date:** 31 January 2012**SCHEDULE 1****Landowner nominated sites in the Hawkesbury Local Government Area**

<b>Site name</b>	<b>Site location</b>
North Richmond	108 Grose Vale Road, North Richmond

**Adjoining landowner nominated sites in The Hills Local Government Area**

<b>Site name</b>	<b>Site location</b>
Box Hill North	Maguires Road, Boundary Road, Old Pitt Town Road Adjoining Box Hills precinct in the North West Growth Centre

## SCHEDULE 2

### Matters for consideration in the review of potential housing opportunities

#### 1. Housing delivery

Objective: to identify sites which are suitable for urban development and have viable prospects to produce houses in the short term.

Matters for consideration:

- physical and environmental capability of the land for urban development
- importance of the land for food production, mineral resource extraction, employment purposes and city-shaping infrastructure (eg ports and airports)
- lead times associated with investigating the land, rezoning and providing enabling infrastructure
- views of the local council
- likelihood houses will be built within three years taking into account landownership patterns, planning processes and demand

#### 2. Infrastructure

Objective: to provide infrastructure and services for new communities in a timely and efficient manner at no additional cost to Government<sup>1</sup>.

Matters for consideration

- willingness and capacity of the landowner to finance the planning and infrastructure associated with delivery of the housing
- availability of enabling infrastructure, capacity of regional transport networks and accessibility of human services
- capital and recurrent costs to state and local government of providing infrastructure and services
- impact on existing government infrastructure investment and commitments to other areas

#### 3. Strategic setting

Objective: to support the broad planned pattern of growth and urban policies.

Matters for consideration:

- consistency with local, state and national strategies, plans and policies
- accessibility and liveability
- cumulative implications

1. No additional cost to Government may be achieved through either reprioritising of existing capital programs or developer funding.

oooO END OF REPORT Oooo

**INFRASTRUCTURE SERVICES**

**Item: 5**                      **IS - Development Servicing Plan - Windsor Sewerage Scheme - (95495, 79357)**

**Previous Item:**            93, Ordinary (10 May 2011)

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**REPORT:**

**Executive Summary**

A Development Servicing Plan has been prepared to enable developer charges to be collected to provide funding for infrastructure required to service new development. The Plan has been placed on public exhibition with no submissions received. This report recommends that the Section 64 Development Servicing Plan for the Windsor Sewerage Scheme area be adopted.

**Consultation**

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. The Development Servicing Plan for the Windsor Sewerage Scheme area has been placed on public exhibition for the required period of 28 days.

**Background**

At the Ordinary Meeting of 10 May 2011 Council was presented with a report regarding contributions under Section 64 of the Local Government Act - Development Servicing Plan - Windsor Sewerage Scheme where it was resolved:

*"That the Development Servicing Plan for the Windsor Sewerage Scheme area, included as Attachment 1 to the report, be placed on public exhibition for a period of 28 days."*

Further to this resolution the Section 64 Contribution for the Windsor Sewerage Scheme area was placed on public exhibition from 9 June 2011 to 7 July 2011.

During the period of exhibition no submissions were received. It is therefore recommended that the Section 64 Development Servicing Plan for the Windsor Sewerage Scheme area be adopted.

**Conformance to Community Strategic Plan**

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

- Population growth is matched with the provision of infrastructure and is sympathetic to the rural, environmental, heritage values and character of the Hawkesbury.

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.

**Financial Implications**

Income generated through the Contributions Plan will be utilised for construction of assets identified.

**ORDINARY MEETING**

**Meeting Date:** 31 January 2012

**RECOMMENDATION:**

That the Section 64 Development Servicing Plan for the Windsor Sewerage Scheme area as exhibited be adopted.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 31 January 2012

**Item: 6**                      **IS - Rural Fire Service Estimates 2012/2013 - Hawkesbury District - (95495, 79016, 73835)**

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### REPORT:

#### Executive Summary

Council provides funding contributions to the NSW Rural Fire Service (RFS) through both a statutory charge and additional discretionary funding to support the operation of the district service and facilities.

The NSW RFS seeks Council endorsement of these budgets for the next financial year at this time of year in order to align with the State Budget process. Council receives the Budget Estimates from the State in March to allow further consideration as part of Council's Budget Process.

The report recommends the endorsement of the proposed budget.

#### Consultation

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

#### Background

Under the provisions of the Rural Fires Act 1997, Local Government provides a statutory contribution to the cost of the NSW RFS. Additional statutory contributions are also made to NSW Fire and Rescue as well as the State Emergency Service.

The NSW Rural Fire Service has submitted its estimates for the 2012/2013 financial year for Council's consideration. The attached estimates consist of two components, the Rural Fire Fighting Fund (RFFF), which is submitted to the NSW RFS, and a Council submission (bid) which is presented to Council for consideration. Council is statutorily required to contribute 11.7% of the RFFF budget. The Council submission is discretionary and it is for Council to determine the appropriate funding commitment. There is also an amount identified as "Provided by Council" which is the cost identified directly related to the Service Level Agreement between Council and the RFS which includes insurance of stations (\$10,000) and Council rates (\$7,500), totalling \$17,500. In previous years this amount has been \$62,500 due to the inclusion of vehicle insurance, which has now been taken over by the NSW RFS and is now included in the RFFF budget.

The RFFF estimates include \$426,000 for the purchase and replacement of two fire fighting appliances, being two Category 1 tankers. This figure is inclusive of a tanker trade-in estimated at \$142,000. This amount is included within the RFFF bid and as such Council is required to contribute 11.7% of the actual plant replacement cost. The most significant increase within the RFFF bid is due to the requirement that all Districts contribute to the Government Radio Network (GRN) on a cost recovery basis. For Hawkesbury, this has resulted in an increase of some \$182,000 of which Council will be required to contribute 11.7%

Total funding within Council's budget for rural fire fighting is made up of the 11.7% RFFF contribution and District Salaries, salaries for part time and casual workers at Hawkesbury Rural Fire Service, Council's own internal overheads and any additional funding provided by Council in response to the submission by Hawkesbury Rural Fire Service.

The "other programs" charges, which is a proportion of RFS statewide programs and insurances has been estimated at an amount of \$2,000,000. Reimbursement of 11.7% of these program charges can be sought as part of the budget process and this has been included within the documentation. It will be noted that the reimbursement amount is included within the RFS bid for the district budget.

## **ORDINARY MEETING**

**Meeting Date:** 31 January 2012

The submission seeks discretionary Council funding on a range of programs totalling \$249,000, plus any Council budgeted building works for the RFS. This figure is similar to that which has been provided in previous years.

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

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

- Have an effective system of flood mitigation, fire and natural disaster management and community safety which protects life, property and infrastructure.

### **Financial Implications**

Consideration of funding will be required as part of the 2012/2013 Budget preparation.

### **RECOMMENDATION:**

That the 2012/2013 Rural Fire Fighting Fund estimates as submitted by the NSW Rural Fire Service be endorsed in principle.

### **ATTACHMENTS:**

**AT - 1** Rural Fire Service Estimates 2012/2013

# ORDINARY MEETING

Meeting Date: 31 January 2012

## AT - 1 Rural Fire Service Estimates 2012/2013

<b>HAWKESBURY RURAL FIRE DISTRICT BID &amp; ESTIMATES 2012 - 2013</b>			
<b>ACTION</b>	<b>RFS BID</b>	<b>COUNCIL BID</b>	<b>PROVIDED BY COUNCIL</b>
Station maintenance & repair	\$35,000.00		
Radio repairs	\$15,000.00		
Fuel	\$50,000.00		
PMR Site Costs	\$8,000.00		
GRN radio access fees	\$207,314.16		
Vehicle maint & repair	\$70,000.00	\$23,000.00	
Telephone calls		\$19,000.00	
Telephone rental		\$15,000.00	
Electrical Tagging & Fire Extinguisher Maint		\$10,000.00	
Part Time Wages - Cleaning / Admin		\$30,000.00	
Wages - Casual		\$25,000.00	
Printing & Stationery		\$25,000.00	
Equipment (Council General)		\$12,000.00	
Catering		\$15,000.00	
Group Officer vehicle replacement (2)		\$45,000.00	
Field Day		\$15,000.00	
Training		\$10,000.00	
Mitigation works		\$5,000.00	
Council rates			\$7,500.00
Insurance stations			\$10,000.00
Insurance vehicles	\$55,464.00		
Station upgrades	\$400,000.00		
Electricity & Water - stations			
Electricity & Water - Fire Control / WOOSH / Wilberforce Station / Stores	\$45,000.00		
Staff vehicle changeovers (3)	\$43,500.00		
Computer replacements	\$10,000.00		
Travel expenses	\$5,000.00		
Vehicle running costs	\$51,000.00		
Staff Phones	\$6,000.00		
Network Provision (Communications Platform)	\$4,697.00		
Protective equipment	\$50,000.00		
Tanker Replacement Programme (inc. trade-ins)438000	\$426,000.00		
Equipment (Firefighting)	\$115,000.00		
Equipment (RFS General)	\$65,000.00		
Community Education Activities	\$4,000.00		
Information Services & GIS Contribution	\$66,904.00		
<b>TOTALS</b>	<b>\$1,732,879.16</b>	<b>\$249,000.00</b>	<b>\$17,500.00</b>
Plus RFS Staff Wages	\$706,434.00		
<b>TOTAL</b>	<b>\$2,439,313.16</b>		
Plus RFS Programme Charges (EST)	\$2,000,000.00		
<b>TOTAL</b>	<b>\$4,439,313.16</b>		
Reimbursement of Council 11.7% Programme Charges (2010/11)	\$211,153.00		
<b>TOTAL BID to RFS (EST)</b>	<b>\$4,650,466.16</b>		
Councils Statutory Contribution 11.7% (EST)		\$544,104.54	
<b>COUNCIL CONTRIBUTION (EST)</b>		<b>\$815,604.54</b>	
Less Reimbursement of 11.7% Programme Charges(EST)		\$234,429.00	
<b>TOTAL COUNCIL CONTRIBUTION (EST)</b>		<b>\$604,451.54</b>	

oooO END OF REPORT Oooo



**ORDINARY MEETING**  
**Meeting Date: 31 January 2012**

**SUPPORT SERVICES**

**Item: 7                      SS - Monthly Investment Report - December 2011 - (95496, 96332)**

**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 \$43.0 million in investments at 31 December 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 \$43.0 million in investments as at 31 December 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 \$
<b>On Call</b>								
ANZ	A1+	AA -	5-Sept-11		5.75%	2,800,000	6.51%	
ANZ	A1+	AA -	14- Sept-11		5.75%	500,000	1.16%	
CBA	A1+	AA -	31-Dec-11		4.75%	1,000,000	2.33%	4,300,000
<b>Term Investments</b>								
ANZ	A1+	AA -	18-May-11	16-May-12	6.35%	500,000	1.16%	
ANZ	A1+	AA -	23-Feb-11	22-Feb-12	6.24%	1,200,000	2.79%	
ANZ	A1+	AA -	14-Mar-11	11-Jan-12	6.35%	2,000,000	4.65%	
ANZ	A1+	AA -	23-Mar-11	21-Mar-12	6.24%	500,000	1.16%	
ANZ	A1+	AA -	16-Dec-11	16-May-12	6.00%	1,500,000	3.49%	
Bank of Queensland	A-2	BBB	14-Oct-11	25-Jan-12	6.00%	500,000	1.16%	
Bankwest	A1+	AA -	08-Sep-11	07-Mar-12	6.00%	2,000,000	4.65%	

# ORDINARY MEETING

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Bankwest	A1+	AA -	05-Oct-11	07-Mar-12	5.80%	500,000	1.16%	
Bankwest	A1+	AA -	13-Dec-11	11-Apr-12	6.00%	1,500,000	3.49%	
Credit Union Australia	A-2	BBB	14-Oct-11	25-Jan-12	6.00%	1,000,000	2.33%	
NAB	A1+	AA -	29-Nov-11	11-Apr-12	5.89%	2,000,000	4.65%	
NAB	A1+	AA -	09-Feb-11	09-Feb-12	6.27%	1,000,000	2.33%	
NAB	A1+	AA -	15-Jun-11	25-Jan-12	6.16%	2,000,000	4.65%	
NAB	A1+	AA -	27-Jul-11	25-Jul-12	6.29%	1,000,000	2.33%	
NAB	A1+	AA -	06-Jul-11	05-Jul-12	6.25%	2,000,000	4.65%	
NAB	A1+	AA -	24-Aug-11	22-Feb-12	5.85%	1,000,000	2.33%	
NAB	A1+	AA -	16-Nov-11	16-May-12	5.72%	1,000,000	2.33%	
NAB	A1+	AA -	07-Dec-11	11-Apr-12	5.90%	2,000,000	4.65%	
Westpac	A1+	AA -	26-Oct-11	26-Apr-12	5.80%	1,000,000	2.33%	
Westpac	A1+	AA -	16-Nov-11	26-Apr-12	5.72%	1,000,000	2.33%	
Westpac	A1+	AA -	22-Jun-11	25-Jan-12	6.18%	2,000,000	4.65%	
Westpac	A1+	AA -	10-Aug-11	08-Aug-12	6.00%	2,000,000	4.65%	
Westpac	A1+	AA -	17-Aug-11	15-Aug-12	6.00%	1,000,000	2.33%	
Westpac	A1+	AA -	23-Nov-11	09-May-12	5.75%	3,000,000	6.98%	
Westpac	A1+	AA -	06-Dec-11	06-Jun-12	6.00%	2,500,000	5.81%	
Westpac	A1+	AA -	06-Dec-11	20-Jun-12	6.00%	3,000,000	6.98%	38,700,000
<b>TOTAL INVESTMENT AS AT 31 DECEMBER 2011</b>								<b>43,000,000</b>

## Bench Marking

Bench Mark	Bench Mark %	Actual %
UBS 90 Day Bank Bill Rate	4.47%	6.02%
Reserve Bank Cash Reference Rate	4.25%	5.52%

## Performance by Type

Category	Balance \$	Average Interest	Difference to Benchmark
Cash at Call	4,300,000	5.52%	1.27%
Term Deposit	38,700,000	6.02%	1.55%
<b>Total</b>	<b>43,000,000</b>	<b>5.97%</b>	<b>1.50%</b>

## ORDINARY MEETING

Meeting Date: 31 January 2012

### Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	7,118,374
External Restrictions - Other	10,499,808
Internal Restrictions	13,429,520
Unrestricted	11,952,298
<b>Total</b>	<b>43,000,000</b>

Funds subject to external restrictions cannot be utilised for any purpose other than that specified in line with legislative requirements. Externally restricted funds include funds relating to 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 \$0.45 million for the month of December, 2011. During December, various income was received totalling \$5.27 million, including rate payments amounting to \$2.57 million, while payments to suppliers and staff costs amounted to \$5.09 million.

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

As at 31 December 2011, Council has invested \$5.5 million with 2<sup>nd</sup> tier financial institutions, with the remaining funds being invested with 1<sup>st</sup> tier institutions. The investment of up to \$1 million with 2<sup>nd</sup> 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 2<sup>nd</sup> 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:** 31 January 2012

- 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 December 2011 be received and noted.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 31 January 2012

### Item: 8 SS - Pecuniary Interest Returns - (95496, 96333)

#### REPORT:

##### Executive Summary

The Local Government Act, 1993 details the statutory requirements in respect of the lodgement of Disclosure of Pecuniary Interests and Other Matters Returns by Councillors and Designated Persons. This Report provides information regarding two Returns recently lodged with the General Manager by two Designated Persons. It is recommended that Council note that the Disclosure of Pecuniary Interests and Other Matters Returns lodged with the General Manager have been tabled, in accordance with the Local Government Act 1993.

##### Consultation

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

##### Background

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

##### "450A Register and tabling of returns:

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

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

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

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

Position	Return Date	Date Lodged
Financial Accountant	12/9/2011	28/11/2011
(Casual) Town Planner	23/9/2011	18/11/2011

## **ORDINARY MEETING**

**Meeting Date:** 31 January 2012

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

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

### **Conformance to 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.

### **Financial Implications**

No financial implications applicable to this report.

### **RECOMMENDATION:**

That the information be received and noted.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 31 January 2012

### CONFIDENTIAL REPORTS

Item: 9 CP - Amendments to Constitution - Hawkesbury Disability Advisory Committee - (95498, 88324) **CONFIDENTIAL**

Previous Item: 272, Ordinary (30 November 2010)

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#### **Reason for Confidentiality**

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

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

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

ORDINARY MEETING

Meeting Date: 31 January 2012

Item: 10                    **SS - Tender WR01-11/12 - Provision of General Hardware Products - Western Sydney Regional Organisation of Councils - WSROC - (95496, 96332, 99657)**  
**CONFIDENTIAL**

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**Reason for Confidentiality**

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

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

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



**ORDINARY MEETING**

**Meeting Date:** 31 January 2012

**Item: 11**                    **SS - Property Matters - Lease to Hawkesbury District Tennis Association Inc - Richmond Tennis Centre (Part of Ham Common) and Lease to The Upper Hawkesbury Power Boat Club - Club House, Governor Phillip Park - (95496, 112106, 74070, 73829) CONFIDENTIAL**

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**Reason for Confidentiality**

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

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

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

**ORDINARY MEETING**

**Meeting Date:** 31 January 2012

ordinary

section 5

reports  
of committees

**ORDINARY MEETING**  
Reports of Committees

**SECTION 5 - Reports of Committees**

**ROC - Floodplain Risk Management Advisory Committee Minutes - 31 October 2011 - (86589)**

The meeting commenced at 6:05pm.

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<b>Present:</b>	Councillor Kevin Conolly - Chair Councillor Jill Reardon Councillor Paul Rasmussen Councillor Bill Whelan Councillor Warwick Mackay Mr John Miller Mr Harry Panagopoulos Mr Les Sheather Mr Peter Cinque Mr Ian Johnston Mr Kevin Jones Mr Robert Bowman
<b>Apologies:</b>	Mr Alexander (Phil) Windebank Mr Chris Ransom Mr Geoffrey Bessell Mr Ray Williams MP - Member for Hawkesbury Mr Bart Bassett MP - Member for Londonderry Councillor Kim Ford
<b>In Attendance:</b>	Mr Matthew Owens Mr Philip Pleffer Mr Chris Amit Mr Gordon McKay - Bureau of Meteorology

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**REPORT:**

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

General (non-specific) declarations of interest from land owners affected by the 1 in 100 year flood were received from Councillors Conolly, Rasmussen and Whelan, Mr John Miller and Mr Ian Johnston.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr John Miller and seconded by Councillor Reardon that the Minutes of the Floodplain Risk Management Advisory Committee held on the 15 August 2011, be confirmed.

The presence of Mr Gordon McKay from the Bureau of Meteorology was acknowledged.

**CHANGE TO ORDER OF BUSINESS:**

**MOTION:**

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

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That item 3 of the business paper be brought forward to accommodate Mr Gordon McKay's presentation.

*6.15pm - Councillor Mackay arrived at the meeting*

**SECTION 3 - Reports for Determination**

**Item: 1 Election of Chairperson and Deputy Chairperson**

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Mr Owens called for nominations for the position of Chairperson.

A nomination was received for Councillor Conolly.  
Councillor Conolly accepted the nomination.

**MOTION:**

RESOLVED on the motion of Mr John Miller, seconded by Mr Les Sheather.

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That an election for the position of Chairperson of the Hawkesbury Floodplain Risk Management Advisory Committee for the 2011/2012 term of the Committee be carried out.

As there were no other nominations Mr Owens declared Councillor Conolly as the Chairperson of the Hawkesbury Floodplain Risk Management Advisory Committee for the 2011/2012 term of the Committee.

Mr Owens called for nominations for Deputy Chairperson.

A nomination was received for Councillor Rasmussen.  
Councillor Rasmussen accepted the nomination.

**MOTION:**

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

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That an election for the position of Deputy Chairperson of the Hawkesbury Floodplain Risk Management Advisory Committee for the 2011/2012 term of the Committee be carried out.

As there were no other nominations Mr Owens declared Councillor Rasmussen as the new Deputy Chairperson of the Hawkesbury Floodplain Risk Management Advisory Committee for the 2011/2012 term of the Committee.

Councillor Conolly resumed the Chair.

**Item: 2 Progress of Draft Floodplain Risk Management Study and Plan Review**

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Mr Owens gave an overview of the Committee's review to date and suggested that the Committee's deliberations on Volume 1 should be finalised and Volume 2, Planning Controls, should be discussed. The recommendations in the Floodplain Risk Management Plan, page 139 in Volume 1, should also be reviewed to define what the Committee considers acceptable for public exhibition and what should be further reviewed.

The Chair opened the discussion on the Plan recommendations with a view to finalising the Committee's view on the recommendations. The review concluded the following:

- Item 8 is to be removed from the Plan and, should the Committee and Council wish, pursue this matter separately.
- Committee accepts Item 1(a) to (i). However, 1(b) is to be refined.
- Committee accepts Item 2(a) to (h). However, 2(a) needs response from the RTA and 2(c) needs further discussion.
- Committee accepts Item 3.
- Item 4 requires further discussion.
- Committee accepts Item 5.
- Committee accepts Item 6 regarding the investigation of a levee but does not accept the investigation of a refuge mound for McGraths Hill.
- Committee accepts Item 7 as a low priority.

Item 2 was discussed further and it was agreed that there needs to be a review and refinement of the evacuation strategy, in particular how the times are calculated.

There was some discussion regarding the planning controls proposed in Volume 2 of the Study. Mr Owens suggested, and this was agreed by the Committee, that a presentation to the next meeting should

be prepared to show a summary of what the existing planning controls allow and what the proposed controls will change.

Mr Sheather made enquiry re the need for an “Exceptional Circumstances” application for this matter. Mr Panagopoulos stated that this matter is currently being reviewed.

**RECOMMENDATION TO COMMITTEE:**

That the:

1. Progress of the Technical Working Group discussions be noted.
2. Committee discuss the remaining parts of Volume 1, and commence discussion of Volume 2 (Planning Issues) of the Draft Floodplain Risk Management Study and Plan with a view to agreement on the content of the Draft Plan or suggesting amendments to the Draft Plan prior to adoption for recommendation to Council for exhibition.

**MOTION:**

RESOLVED on the motion of Councillor Mackay, seconded by Councillor Rasmussen.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION**

That:

1. The progress of the Technical Working Group discussions be noted.
2. A further meeting be held to discuss the items not agreed to as identified by the Committee.

**SECTION 4 - Reports for Information**

**Item: 3 Committee Correspondence**

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Mr McKay gave a presentation on the services the Bureau provides including the following:

- Warning Services
- Flood Warning requirements
- Flood Weather systems
- Rainfall forecasts
- Rain and River gauges
- Flood modelling
- Warning lead times

**DISCUSSION:**

- Councillor Conolly made enquiry as to the flood warning time and Mr McKay responded this would depend on the model used and was somewhere between 9 and 15 hours as stated in Mr Drew



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Bewsher's advice. Mr McKay further stated when discussing warning times it should not be assumed that the rainfall intensity would not spread, evenly across the catchment.

- Councillor Rasmussen asked Mr McKay whether more river gauges would assist in predictions. Mr McKay said no. Councillor Rasmussen also asked if the catchment dryness and condition was considered in the modelling and what were the effects of hard surfaces. Mr McKay responded the condition and dryness of the catchment was taken into account when undertaking modelling, i.e., saturated or dry, etc, and hard surfaces only have a localised effect rather than catchment wide flood impacts.
- Mr Harry Panagopoulos (Department Environment and Heritage) suggested that the Department, Bureau of Meteorology, SES and Council's consultant, Mr Drew Bewsher, should meet separately to discuss and agree on time forecasts and predictions to be used in the Flood Risk Management Study and Plan. There was some discussion regarding the timing of the completion of these discussions and there was an indication from Mr Cinque OAM (SES) that this should be finalised by March 2012.

**RECOMMENDATION TO COMMITTEE:**

That:

1. The correspondence be received and noted.
2. Should a representative from the Bureau of Meteorology be available to address the Committee that the Committee receive the presentation.

**MOTION:**

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

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION**

That:

1. The correspondence be received and noted.
2. Mr Gordon McKay from the Bureau of Meteorology be allowed to address the Committee.
3. Mr McKay's presentation be noted.

**SECTION 5 - General Business**

- Members were mindful of the time and agreed to forego general business discussion.

The meeting closed at 8:25pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
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**ROC - Community Planning Advisory Committee Minutes - 7 November 2011 - (96737)**

The meeting commenced at 9:36am.

<b>Present:</b>	Councillor Barry Calvert Councillor Jill Reardon Mr Glenn Powers Mr Nick Sabel Ms Vickie Shackley	Chairperson Deputy Chairperson Community Representative Wentworth Community Housing Community Representative
<b>Apologies:</b>	Mr Chris McAlpine Mr Matthew Owens Ms Meagan Ang	Community Representative Hawkesbury City Council Hawkesbury City Council
<b>In Attendance:</b>	Mr Michael Laing Ms Amy Dutch (Minute Taker)	Hawkesbury City Council Hawkesbury City Council

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**REPORT:**

**RESOLVED** on the motion of Councillor Jill Reardon and seconded by Ms Vickie Shackley that the apologies be accepted.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr Nick Sabel and seconded by Councillor Barry Calvert that the Minutes of the Community Planning Committee held on the 16 June 2011, be confirmed.

Mr Laing advised in relation to *Item 5 - Incoming Correspondence - Community Builders Funding Scheme* of the Minutes that no response has been received regarding the submission made, this will be discussed further during Item 1 in the Business Paper for today's meeting.

Councillor Calvert welcomed Councillor Jill Reardon and Mr Glenn Powers to the committee.

Mr Glenn Powers introduced himself to the Committee and provided an outline of his professional experience and information regarding other committees that he has been an active member of.

### Attendance Register of Community Planning Advisory Committee

Member	20.05.10	05.08.10	17.03.11	16.06.11	17.11.11
Councillor Barry Calvert - Chair	✓	✓	✓	✓	✓
Councillor Kim Ford (Councillor Reardon in lieu as at 20.09.11)	N/A	N/A	✓	✓	N/A
Councillor Jill Reardon	N/A	N/A	N/A	N/A	✓
Ms Vickie Shackley	✓	✓	✓	A	✓
Mr Nick Sabel	✓	A	A	✓	✓
Mr Chris McAlpine	✓	✓	✓	✓	A
Ms Behave Yusuf (alternate representative to provided)	✓	✓	X	X	X
Mr Matt Thorp	X	A	Resigned	Resigned	Resigned
Mr Glen Powers	n/a	n/a	n/a	n/a	✓

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

**SECTION 3 - Reports for Determination**

**Election of Chairperson and Deputy Chairperson - Supplementary Item**

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**DISCUSSION:**

The Chair moved for a Suspension of Standing Orders to allow for the election of Chairperson and Deputy Chairperson.

- Mr Laing enquired how many terms Councillor Calvert had held the position of Chair as the constitution states:  
  
*"The position of Chairperson shall not be held by the same person for any longer than three (3) consecutive years."*
- Councillor Calvert indicated that from his recollection he had held the position of Chair for the previous two terms and the position of Deputy Chair prior to that. Mr Sabel and Ms Shackley indicated that this was also their recollection.

*Mr Laing called for nominations for the position of Chairperson and Councillor Calvert was nominated.*

The Motion was passed by a vote on voices and Mr Laing declared Councillor Calvert elected as the Chairperson of the Community Planning Advisory Committee for the 2012/2013 term of the Committee.

*Mr Laing called for nominations for the position of Deputy Chairperson and Councillor Reardon was nominated.*

The Motion was passed by a vote on voices and Mr Laing declared Councillor Reardon elected as the Deputy Chairperson of the Community Planning Advisory Committee for the 2012/2013 term of the Committee.

**RECOMMENDATION TO COMMITTEE:**

That an election for the position of Chairperson and Deputy-Chairperson of the Hawkesbury Community Planning Advisory Committee for the 2011/2012 term of the Committee be carried out.

**MOTION:**

RESOLVED on the motion of Councillor Jill Reardon, seconded by Ms Vickie Shackley.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That an election for the position of Chairperson and Deputy-Chairperson of the Hawkesbury Community Planning Advisory Committee for the 2011/2012 term of the Committee be carried out.

Mr Laing declared Councillor Calvert elected as Chairperson and Councillor Reardon elected as the Deputy Chairperson of the Community Planning Advisory Committee for the 2011/2012 term of the Committee.

*Standing Orders were resumed - Councillor Calvert assumed the Chair.*

#### **SECTION 4 - Reports for Information**

**Item: 1 Submission to NSW Community Services on the 2010 Community Builders Program from the NSW Grants Network**

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**DISCUSSION:**

- Mr Laing explained how changes to the Community Builders Program have meant that submissions for funding go directly to a centralised (regional) committee for decisions regarding funding allocation. Input is no longer provided by a local committee as was done in the past and concerns have been raised regarding the loss of local checks and balances which could perhaps assist to ensure a better allocation of funding and also support for submissions where warranted.

The scheme covers approximately five regions around the state.

Mr Laing indicated that submissions generated from the NSW Grants Network raised concerns including that there has been no complete planning process which allowed for feedback regarding the changes. A short briefing session was all that was provided by NSW Community Services.

Other Councils in Western Sydney have also expressed that they are unhappy with the new process and many submissions have been made.

- Committee members indicated that they believe there were many benefits of having the local committee involved in the previous process.
- Mr Laing indicated that we are now facing another round of submissions but communication has not improved since the last round. He indicated that he had received no contact from the NSW Community Services regarding the last round of successful grants prior to the successful applicants being announced.
- Councillor Calvert enquired if the new governments promise to return some of the decision making regarding funding to Local Government would change things. Mr Laing indicated that he received no indication that this would change the process.

**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**MOTION:**

RESOLVED on the motion of Councillor Jill Reardon, seconded by Ms Vickie Shackley.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That:

1. The information be received.

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2. If no response is received to the follow-up letter regarding the submission made by the NSW Grants Network correspondence be sent to the NSW Minister responsible for Community Services and Local State Members advising them of the situation and requesting their support.

**Item: 2 2010/2011 Annual Report of Hawkesbury Council's Community Planning Advisory Committee**

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**DISCUSSION:**

- Mr Laing advised that as there was no quorum at the last meeting so feedback was requested regarding this Item. Final comments from the committee will be submitted to Council at the Ordinary Meeting on 13 December 2011.
- Mr Laing indicated that a one day training course, structured around a results based accountability (RBA) model will be available to the committee early next year. This training should assist the committee in ensuring they are on the same page and working towards achieving the committee goals.

Committee Members indicated that they would be interested in attending the training.

- Councillor Calvert reminded the Committee members that were present that the Committee is usually made up of eight representatives and hopefully the numbers will grow and provided a wide range of expertise and skills across the Committee in the future.

He enquired if the Committee felt the Constitution should be more specific regarding which organisations/groups the five community appointments should be from.

The Committee indicated that they felt it best to keep the wording as is to encourage a broader range of people to sit on the committee.

Mr Laing indicated there is always the option to bring in people with expertise in desired areas as guest speakers/presenters.

- Councillor Calvert stated that he felt the constitution was reactive rather than proactive, in particular he commented that he felt the committee should consider moving Objective 2(f) to be 2(a).

The Committee indicated that they felt 2(a) to (f) had equal importance despite the order in which they are listed.

- Mr Laing noted that the Committee is in place to provide guidance and assist in prioritising issues relating to it.

**RECOMMENDATION TO COMMITTEE:**

That the Committee receive the 2010/2011 Annual Report of Hawkesbury Council's Community Planning Advisory Committee to Council and endorse the adoption of the draft constitution of the (new) Human Services Advisory Committee to Council.

**MOTION:**

RESOLVED on the motion of Ms Vickie Shackley, seconded by Councillor Jill Reardon.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the:

1. Committee receive the 2010/2011 Annual Report of Hawkesbury Council's Community Planning Advisory Committee to Council and endorse the adoption of the draft constitution of the (new) Human Services Advisory Committee to Council.
2. Current Committee be rolled over into the Human Service Advisory Committee.
3. Current vacancies on the Committee be advertised.

**SECTION 5 - General Business**

Councillor Calvert encouraged Committee members to bring General Business items to the meeting for discussion as they arise.

**Presentations by Mr Laing**

- Results of the 2011 Community Survey - Presentation by Mr Michael Laing.

Mr Laing presented a summary of the 2011 Community Survey results and indicated that the full findings will be available on Council's website once received by Council. A copy of the full findings can also be provided to Committee members at this time.

Councillor Reardon enquired about the Committee's involvement in the survey process.

Councillor Calvert indicated that the Committee had considered having input into some of the questions asked in the survey and also input into the focus groups discussion however did not proceed.

The Committee as a whole supported Councillor Calvert's comments regarding promoting the positive work and projects that Council has planned. An example is placing signage on roads stating that upgrade works are scheduled to be carried out on them and the timeframe in which the works will be carried out.

- Brief overview of Hawkesbury Profile & Atlas (from Council's website) - Presentation by Mr Michael Laing.

Mr Laing presented a brief overview of the Hawkesbury Profile and Atlas available via Council's website. The information available will assist in strategic planning and residents are also able to access the interactive features directly.

Mr Laing indicated that a 2hr training session will be available to the Committee members and provision of this training for community members is also being considered for early 2012.

Councillor Calvert requested that Committee members look at the site and list any areas that they may feel that there is a gap in the data - keeping in mind Objective 2(d) of the Constitution - these areas can be reported back to the next meeting so that a gap analysis can be carried out.

Councillor Reardon enquired how often the data is updated. Mr Laing advised that the information is continuously reviewed and updated as soon as it becomes available.

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- 2012 Meetings

The proposed dates for the 2012 meetings are to be set and circulated to Committee members with the first meeting tentatively scheduled for 23 February 2012.

The meeting closed at 11:13am

**ooO END OF REPORT Oooo**



**ORDINARY MEETING**  
Reports of Committees

**ROC - Hawkesbury Disability Advisory Committee Minutes - 24 November 2011 - (88324)**

The meeting commenced at 4:00 pm in the Meeting Room, Peppercorn Place

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<b>Present:</b>	Councillor Christine Paine Alan Aldrich Desmond Crane Carolyn Lucas Ken Ferris Debbie Court Jenny Pratt (for Wendy Sledge) Mary-Jo McDonnell	Councillor Representative Community Representative Community Representative Community Representative Community Representative Hawkesbury Oasis Community Representative Community Representative
<b>Apologies:</b>	Councillor Bill Whelan Jennifer Luke Kate Murdoch Robert Bosshard	Councillor Representative Community Representative Health Representative Community Representative
<b>In Attendance:</b>	Joseph Litwin	Hawkesbury City Council

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**REPORT:**

**Election of Chair**

It was determined that the election of Chair should be deferred to the next meeting. Councillor Christine Paine was appointed as interim chair.

**RESOLVED** on the motion of Debbie Court and seconded by Alan Aldrich that the apologies be accepted.

**SECTION 1 - CONFIRMATION OF MINUTES**

**1. Confirmation of Minutes**

**RESOLVED** on the motion of Debbie Court and seconded by Alan Aldrich that the Minutes of the Disability Advisory Committee held on 6 October 2011 be confirmed.

**2. Matter Arising from Previous Minutes**

Mr Litwin advised the Committee that the draft Access and Inclusion Policy prepared by the Committee was to be reported to Council at its Ordinary Meeting of 29 November 2011. It would be recommended to Council that that the draft Policy be placed on public exhibition.

Councillor Paine sought clarification from Des Crane regarding the old wheelchair hoist which was being installed at the Hawkesbury Penrith Respite Service.

## **SECTION 2: REPORTS FOR DETERMINATION**

### **Item 16 - Hawkesbury City Local Disaster Plan (DISPLAN)**

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#### **DISCUSSION:**

There was considerable discussion regarding the content of the Hawkesbury City Local Disaster Plan (DISPLAN) and its perceived adequacy in taking into account the particular requirements of people with disabilities. The Committee determined that it would be useful to invite a representative from the Red Cross to speak to the Committee about their Emergency REDiPlan program. The Committee also resolved to invite a representative of the Hawkesbury Local Emergency Management Committee to discuss the DISPLAN as a first step in ensuring that the DISPLAN and its disaster management protocols were cognisant of the evacuation needs of people with disabilities.

#### **MOTION:**

#### **RECOMMENDATION TO COMMITTEE:**

That the:

1. Committee consider making representations to Council to support Red Cross to roll out REDiPlan training locally and investigate the involvement of SES, RFS and Police at these sessions.
2. Committee invite a representative of the Hawkesbury Local Emergency Management Committee to brief the Committee on the Hawkesbury City Local Disaster Plan.

**RESOLVED** on the motion of Des Crane and seconded by Alan Aldrich

#### **COMMITTEE RECOMMENDATION**

That the:

1. Committee invite a representative of the Red Cross to brief the Committee on the REDiPlan Program.
2. Committee invite a representative of the Hawkesbury Local Emergency Management Committee to brief the Committee on the Hawkesbury City Local Disaster Plan.

### **Item 17 - Draft Access and Inclusion Checklist**

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#### **DISCUSSION:**

- Mr Litwin drew the Committee's attention to the draft Access and Inclusion Checklist which had been distributed under separate cover. Mr. Litwin provided a brief overview of its content and intended application.
- The Committee discussed the checklist and determined that it would be a useful guide in working with service providers to improve accessibility. A number of minor changes were suggested together with some additional questions.

#### **MOTION:**

**RECOMMENDATION TO COMMITTEE:**

That the:

1. Committee review the draft Access and Inclusion Checklist and, subject to any amendments proposed by the Committee, the Checklist be adopted for use on a trial basis.
2. Committee appoint members to assist in the conduct of trial access and inclusion audits at Councils Customer Service Centre and the Hawkesbury Library Service, Windsor

**RESOLVED** on the motion of Mary-Jo McDonnell and seconded by Debbie Court

**COMMITTEE RECOMMENDATION**

That the:

1. Draft Access and Inclusion Checklist be adopted for use on a trial basis.
2. Committee appoint Alan Aldrich, Kate Murdoch, Des Crane, Carolyn and Lucas to assist in the conduct of trial access and inclusion audits at Councils Customer Service Centre and the Hawkesbury Library Service, Windsor.

**Item 18 - Proposed Consultation Strategy: Access and inclusion Plan.**

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**DISCUSSION:**

The Committee reviewed the proposed online-survey and email distribution list. It was suggested that the introduction include some reference to the importance of non-physical access provisions to promote inclusion. It was also agreed that an additional item be added to Question 2 in relation to the use of mobility aids.

**MOTION:**

**RECOMMENDATION TO COMMITTEE:**

That the:

1. Committee to endorse the proposed consultation strategy
2. Committee to review the proposed distribution list (Attachment 1) for promoting the availability of the online survey and, subject to any additions or deletions by the Committee, the distribution list be ratified.
3. Committee to review the proposed content of the on-line survey and, subject to any changes made by the Committee, adopt the survey for implementation.

**RESOLVED** on the motion of Ken Ferris and seconded by Des Crane

**COMMITTEE RECOMMENDATION**

That the:

1. Committee endorse the proposed consultation strategy
2. Committee ratified the distribution list for promoting the availability of the online survey.

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3. Committee approve the on-line survey for implementation.

**SECTION 3 - GENERAL BUSINESS**

- Mr Aldrich requested that the Committee consider inviting an additional person to sit on the Committee and provided details to Mr Litwin. Mr Litwin advised that the appointment would need to comply with the Committee's constitution and may need to be reported to Council.
- Ms. Court provided information on programs to be run by the YMCA in conjunction with Disability Awareness Day.
- Ms Lucas enquired about the status and progress of the Accessible Hawkesbury Facebook Page.
- Councillor Paine advised the Committee of the proposal to fund a new wheelchair hoist for the Oasis Swim Centre
- Mr Aldrich sought information in relation to the design of accessible and safe community garden.

**NEXT MEETING** - to be held at 4:00pm on Thursday, 23 February at the Meeting Room Peppercorn Place, 320 George Street, Windsor.

The Meeting closed at 5:25pm

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
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**ROC - Audit Committee Meeting - 30 November 2011 - (95496, 91369)**

The meeting commenced at 3:10pm.

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

RESOLVED on the motion of Mr David Gregory and seconded by Ms Nisha Maheshwari that the apologies be accepted.

*Councillor Kevin Conolly arrived at the meeting at 3:12pm.*

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**REPORT:**

**Attendance Register of Audit Committee**

Member	30.11.2011			
Councillor Bob Porter	A			
Councillor Paul Rasmussen	✓			
Councillor Kevin Conolly (Alternate)	✓			
Mr Mike Barry	✓			
Mr David Gregory	✓			
Mr Harry Khouri	A			
Ms Nisha Maheshwari (Chair)	✓			

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

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr David Gregory and seconded by Mr Mike Barry that the Minutes of the Audit Committee held on the 24 August 2011, be confirmed with the following alterations:

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1. Section 4 General Business - Point 3 - Audit Committee Sitting Fees on page 10 being altered to read as follows:

**3. Audit Committee Sitting Fees**

Mr Gregory raised the matter of a sitting fee for the Audit Committee. Mr Jackson advised that the 2011/2012 Budget has already been adopted by Council. The next budget cycle for 2012/2013 will commence in November 2011 for approval in 2012.

Mr Gregory advised that there is a strong case for independent members to receive a sitting fee. The reason being that the Department of Local Government is taking an interest in the Audit Committee, and there is a high degree of expectation of the Audit Committee's performance. Mr Gregory indicated that the Audit Committee is different to Council's other Committees.

Mr Gregory noted that Council has a number of other Committees, however Mr Jackson advised that none of these Committees, some including external professionals, are paid a sitting fee.

Mr Jackson advised that if there were to be a sitting fee payable to the Audit Committee, there would need to be a recommendation from this Committee to Council.

Mr Barry advised that Wyong Council paid \$7,000 per year; Mosman paid \$400 per meeting; and the cheapest Council canvassed paid \$250 per meeting, as sitting fees to their Audit Committees.

Mr Barry suggested that if Council did not want to pay the Audit Committee that Committee members they could consider supplying iPads. Mr Barry advised that several not for profit committees he is aware of are considering a move towards the use of iPads for the download of their business papers. However, Mr Jackson advised that Councillors are not provided with iPads.

Mr Banicevic advised that there is more emphasis now on the work conducted by the Audit Committee, and that following recent intervention by ICAC, legislation may be introduced.

Mr Gregory requested that information be provided to the Committee regarding any policy that Council may have regarding the payment of sitting fees. He also requested that information be provided regarding other Councils and fees that their Audit Committees receive.

2. Addition of Point 5 to Section 4 General Business on page 8 as follows:

**5. Draft Minutes**

Mr Gregory requested that draft minutes be circulated to Committee members for comment prior to being reported to Council.

**RESOLVED** on the motion of Mr David Gregory and seconded by Councillor Paul Rasmussen that the Minutes of the Audit Committee held on the 27 September 2011, be confirmed.

**SECTION 3 - Reports for Determination**

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

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**DISCUSSION:**

- Mr Gregory advised that he feels the Chairperson role should be rotated regularly for the benefit of the Committee. He also advised that due to changes in his personal circumstances he will be

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standing down as Chairperson however will happily consider the role as Deputy Chairperson if nominated.

- Mr Barry indicated that he has enjoyed his time as Deputy Chairperson however due to his personal circumstances he will not be standing for the role of Chair or Deputy Chairperson and most likely not be standing for a second term.
- Ms Maheshwari thanked Mr Gregory and Mr Barry for their work in the Chair and Deputy Chairperson roles. She enquired if a Co-Chairperson is permitted by the committee constitution.
- Mr Banicevic advised that there are Audit Committees at other Council's that have a Co-Chairperson and commented that it is not against the guidelines.
- Mr Jackson advised that a Co-Chairperson is not mentioned in the Audit Committee constitution.

**RECOMMENDATION TO COMMITTEE:**

That a Chairperson of the Audit Committee for the 2011/2012 Mayoral Term be determined.

**COMMITTEE RECOMMENDATION:**

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

That Ms Nisha Maheshwari be nominated as Chairperson of the Audit Committee for the 2011/2012 Mayoral Term.

The motion was carried and Ms Nisha Maheshwari was declared Chairperson of the Audit Committee for the 2011/2012 Mayoral Term.

Ms Maheshwari assumed the Chair.

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

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**RECOMMENDATION TO COMMITTEE:**

That a Deputy Chairperson of the Audit Committee for the 2011/2012 Mayoral Term be determined.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Mike Barry.

That Mr David Gregory be nominated as Deputy Chairperson of the Audit Committee for the 2011/2012 Mayoral Term.

The motion was carried and Mr David Gregory was declared Deputy Chairperson of the Audit Committee for the 2011/2012 Mayoral Term.

**Item: 3      AC - Accounts Payable - (96332, 91369, 121470, 79351)**

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**DISCUSSION:**

- Ms Maheshwari noted that the draft report regarding Accounts Payable was received by the Committee in August.
- Mr Gregory enquired about the Auditor's Risk Assessments and how the risks were calculated. He also enquired if IAB have flagged any items of a cumulative effect that are not noted in the report.
- Mr Banicevic advised that the report considers individual risks as well as risks on a combined basis. The a cumulative effect of controlled risks are considered and comments over all are based on combined risks.
- Mr Barry advised that he has seen reports from other organisations that utilise colour coding to show risk levels. This may be considered in the future.
- Councillor Rasmussen enquired what IP stands for.
- Mr Kelly advised that IP stands for Internal Procedures.
- Mr Banicevic enquired how many days the report was compiled over.
- Mr Kelly advised that an Accounts Payable Report and a DA Report were compiled over many days during June, July and August.
- Mr Barry indicated that he felt the report was comprehensive and provided value for money.
- Ms Galea advised that most of the concerns raised by IAB included areas that had already been identified by Council Staff. The report contains framework which will assist in speeding up the process of addressing the matters.
- Ms Maheshwari noted that many of the implementation dates are for mid 2012 and enquired if they are achievable.
- Ms Galea advised that she had input into the deadlines and indicated that she felt they are achievable. Ms Galea added that many of the items revolve around delegations and the review of this area is currently in its final stages, this includes the review of monthly Purchase Card limits and individual transaction limits. She also advised that they are looking at strengthening the Purchase Card transaction approval process.
- Mr Jackson advised that he signed off on the delegations changes today and these will be issued to staff shortly.
- Mr Barry enquired if a list of delegations will be available on the Council's intranet.
- Mr Jackson indicated that the delegations will be available on Council's intranet and also provided to the relevant officers in hardcopy. The Finance software settings will also be adjusted to reflect the new delegations.
- Councillor Rasmussen enquired about the percentage of non-compliance by Purchase Card holders.
- Ms Galea advised that it is not so much an issue of non-compliance, it is more an issue of delayed compliance with paperwork not being signed off by the required deadlines.



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- Mr Jackson advised that adding a section regarding purchase card use to performance reviews is being considered.
- Councillor Rasmussen enquired if there has been any issues with cash being refunded for a purchase card transaction rather than the money being refunded to the card.
- Ms Galea advised that there had been no instances of this occurring and if it had, it would have been picked up in IAB's investigations.
- Councillor Rasmussen referred to Point 5.1 of the report and enquired if there had been illegitimate use of purchase cards.
- Ms Galea advised that this was just an issue with the wording in the report and advised that it referred to the fact that any purchase card holders who have not been using their cards will have the cards cancelled.
- Mr Gregory referred to comments on page 9 of the IAB report regarding staff approving their own purchases.
- Ms Galea advised that she is currently looking at the purchase order processes with the IS Branch. She advised while at present this may not be detected at the authorisation stage it will get caught at later stages in the approval process.
- Mr Kelly advised that Mr Guylas did not detect any instances of staff approving their own purchases but had raised the matter as a weakness in the system.
- Mr Barry commented that there should be a general policy regarding approving your own purchases.
- Ms Galea advised that the cheque signatories have also been reviewed as part of the delegations. There will now be two groups of signatories, one within Finance and the other a group made up of staff from other areas. All cheques will require two physical signatures one of which will be from a member of the Finance group and the other from the group outside of Finance.
- Mr Banicevic commented that the cheque signatories should be providing the final check of supporting documentation.
- Mr Gregory commented that he felt the Management responses in the Action Plan for Implementation should be more objective, he referred to point 3.6 on page 16 of the report.
- Ms Galea commented regarding Managements response on point 3.6 on page 16 of the report and advised that the item was still being discussed with the software provider at the time, so no definite answer could be provided.
- Mr Kelly advised that Management responses are submitted to IAB who then submit the final report which would include comments if they were not satisfied with Management responses. Mr Kelly advised that he will be monitoring the progress of the outcomes listed in the report.
- Mr Jackson advised that if software providers advised their product would not be able to perform the proposed solution, another solution would be found.
- Ms Maheshwari referred to point 3.1 on page 14 of IAB's report and the comments regarding more consistent use of Purchase Orders. She enquired what the exceptions for the rules about Purchase Orders.
- Ms Galea advised that some examples would be in the case of an emergency where there was not sufficient time or method to complete a purchase order, electricity bills, insurances, etc. She advised that the aim is to increase the use of purchase orders and make staff aware that just because they

**ORDINARY MEETING**  
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have a purchase card it does not give you the authority to spend the money available on it without prior approval.

- Mr Banicevic commented that in the ideal world Purchase Orders/Requisitions should not be completed after the purchase has already been made.
- Ms Galea advised that any staff member is able to raise a Purchase Order however the process relies on staff with the delegations to sign off on the purchase orders.
- Mr Jackson advised that Purchase Orders raised through FinanceOne cannot be generated until appropriate authorisation has been provided by an authorised officer.
- Mr Gregory enquired who will follow the progress of the recommendations in the IAB Services report.
- Mr Kelly advised that monitoring the progress of the recommendations from the IAB Services report forms part of his role as Internal Auditor.
- Mr Barry enquired if Mr Guylas used interrogation software as part of his audit.
- Mr Banicevic advised that auditing software is run by Mr Guylas during his audit.
- Ms Maheshwari enquired if Mr Banicevic conducted any purchasing testing during his audit.
- Mr Banicevic advised that some purchasing testing was done during his review but their report is a higher level review regarding the financial statements.
- Mr Gregory requested that Mr Kelly provide the Committee with a standard progress report at each meeting regarding the outstanding recommendations and targets in the IAB Services report.

**RECOMMENDATION TO COMMITTEE:**

That the Accounts Payable Audit Report from IAB be noted and received

**COMMITTEE RECOMMENDATION:**

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

That:

1. The Accounts Payable Audit Report from IAB be noted and received.
2. Council's Internal Auditor provide the Committee with a standard progress report at each meeting regarding the outstanding audit recommendations and targets.

**Item: 4      AC - Delegations of Authority - (91369, 79351, 121470)**

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**DISCUSSION:**

- Ms Maheshwari noted that a lot of the discussion held during Item 3 of the agenda also related to this item.
- Mr Jackson reiterated his previous comments that indicated he had signed off the revised financial delegations earlier today and these will be loaded into FinanceOne. The new delegations include the revision of Purchase Card limits and also the individual transaction limits.
- Mr Kelly indicated that the Operational Delegations have also been revised and were found to be sound.
- Mr Kelly indicated that he commenced the Procurement Audit earlier this week and this includes the matter of order splitting.
- Mr Kelly advised that all spending is reported/checked on a monthly/quarterly basis through the Monthly and Quarterly Review processes.

**RECOMMENDATION TO COMMITTEE:**

That the Internal Audit Report – Delegations of Authority be received and noted.

**COMMITTEE RECOMMENDATION:**

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

That the Internal Audit Report – Delegations of Authority be received and noted.

**Item: 5      AC - Selection and Recruitment - (91369, 79351, 121470, 79355)**

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**DISCUSSION:**

- Mr Kelly advised that the Human Resources Branch at Hawkesbury consists of two staff members. He advised that the processes in place are well developed and that the structure is centralised and well documented. He advised that a member of Human Resources Branch sits on all interview panels.
- Mr Jackson advised that the centralised structure of the Selection and Recruitment process ensures that advertisements for positions Council wide is consistent.
- Mr Kelly advised that one area has been identified for improvement and that is that people outside of Human Resources who sit on interview panels should attend appropriate interview training. Human Resources will be including this in their 2012/2013 Budget submission.
- Mr Barry enquired if a Matrix is used for evaluating people who are interviewed.

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- Mr Kelly advised that a Matrix is used for all interviews and each interview panel consists of at least three panel members including an independent panel member from a Division not related to the position that is advertised.

**RECOMMENDATION TO COMMITTEE:**

That the Internal Audit Report – Recruitment and Selection be received and noted.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Kevin Connolly, seconded by Councillor Paul Rasmussen.

That the Internal Audit Report – Recruitment and Selection be received and noted.

**Item: 6      AC - Occupational Health & Safety - WorkCover Audit - (91369, 79351, 121470)**

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**DISCUSSION:**

- Mr Kelly reminded Committee members that Council is a self insurer for Workers Compensation. He also informed the Committee that Council is on a three year WorkCover Audit Cycle and that the audits undertaken by WorkCover are quite extensive. He also commented that it is important from a financial perspective for Council to remain self insured.

**RECOMMENDATION TO COMMITTEE:**

That the Internal Audit Report - OHS WorkCover Audit be received and noted.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Kevin Connolly, seconded by Mr Mike Barry.

That the Internal Audit Report - OHS WorkCover Audit be received and noted.

**Item: 7      AC - Meeting Dates for 2012 - (95496, 91369, 79351, 121470)**

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**DISCUSSION:**

- Ms Mahshwari suggested that the Committee consider moving the start time for Audit Committee Meetings to 4pm.
- Mr Banicevic enquired if problems may occur regarding the meeting scheduled for 22 August 2012 due to the Local Government Elections on 8 September 2012.
- Mr Kelly and Mr Jackson advised that an Extra-ordinary meeting may be required due to the Local Government Elections being scheduled for 8 September 2012.

**RECOMMENDATION TO COMMITTEE:**

That the meeting dates for 2012 for the Audit Committee, as outlined in the report, be approved.

**COMMITTEE RECOMMENDATION:**

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

That the meeting dates for 2012 for the Audit Committee, as outlined in the report, be approved with the start time being 4pm.

**Item: 8      AC - Audit Committee Matters - (96745, 91369, 79351, 121470)**

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**DISCUSSION:**

There was no discussion on this matter.

**RECOMMENDATION TO COMMITTEE:**

That the information be noted and received

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Mike Barry.

That the information be noted and received

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor Kevin Conolly that the meeting be closed to deal with confidential matters and in accordance with Section 10A of the Local Government Act, 1993, during consideration of the following items:

*Item 9: AC - Confidential Report - Misappropriation of Funds - (91369, 79351, 95496) CONFIDENTIAL*

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)(e) and (g) of the Act as it relates to matters which are currently subject to police investigation and potential criminal action and also matters which are currently the subject of current litigation by Council and the information would, if disclosed, prejudice the maintenance of law and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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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.

There were no press or public in the Chambers.

**Item: 9      AC - Confidential Report - Misappropriation of Funds - (91369, 79351, 95496) -  
CONFIDENTIAL**

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**RECOMMENDATION TO COMMITTEE:**

That the information provided in respect of the matter and the subsequent actions taken, both internally and externally, be received and noted and that the Committee be advised of further developments in the matter as appropriate.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Mike Barry.

That the information provided in respect of the matter and the subsequent actions taken, both internally and externally, be received and noted and that the Committee be advised of further developments in the matter as appropriate.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Mike Barry that open meeting be resumed.

Councillor Kevin Conolly left the meeting at 5:20pm

**SECTION 4 - General Business**

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**1.      Audit Committee Sitting Fees**

Mr Jackson provided information regarding sitting fees paid to some of the Audit Committee Members at other Councils. He advised that if that is the way that the Committee wished to proceed a recommendation would need to be put forward by the Committee to Council for consideration. He also advised that the recommendation would need to be put to Council in early 2012 for consideration in the 2012/2013 Budget and would not come into effect until after the 2012 Mayoral Elections.

Mr Barry advised that he is aware that the Audit Committees at Woollahra and Leichardt both receive sitting fees as these roles were recently advertised.

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

Mr Gregory advised that he felt the payment of sitting fees to members would increase the chances of attracting Committee members with appropriate experience for matters the Committee deals with.

Mr Banicevic advised that the Division of Local Government Guidelines do contain some information on sitting fees.

**COMMITTEE RECOMMENDATION:**

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

That Council consider the introduction of sitting fees for the independent Internal Audit Committee Members elected after the 2012 Local Government Elections as recommended in the Division of Local Government Guidelines.

**2. Classification of Committee and Liability of Committee Members**

Ms Maheshwari enquired about the technical name for the Audit Committee as there was a presentation at the recent Local Government Conference that discussed the technical aspect of liability and insurance for committee members and the different implications depending on whether or not a committee was classified as Advisory or a Committee of Council.

Mr Jackson advised that the Committee constitution refers to the Committee as the Audit Committee however it is a Committee of Council.

Mr Barry enquired what the personal liability level is being part of the Committee.

Mr Jackson advised that the Committee is making recommendations to the Council and not making final decisions. Mr Jackson will investigate the liability of Committee members and if the members are covered by the current insurance policy.

The meeting terminated at 5:32pm

Submitted to and confirmed at the meeting of the Audit Committee held on 14 March 2012.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
Reports of Committees

**ROC - Floodplain Risk Management Advisory Committee Minutes - 12 December 2011 - (86589)**

The meeting commenced at 6:00pm in Council Chambers.

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<b>Present:</b>	Councillor Kevin Conolly - Chair Councillor Bill Whelan Councillor Warwick Mackay Mr John Miller Mr Harry Panagopoulos Mr Les Sheather Mr Peter Cinque Mr Ian Johnston Mr Robert Bowman
<b>Apologies:</b>	Councillor Paul Rasmussen Councillor Jill Reardon Mr Alexander (Phil) Windebank Mr Kevin Jones Mr Chris Ransom Mr Geoffrey Bessell Mr Ray Williams MP - Member for Hawkesbury Mr Bart Bassett MP - Member for Londonderry Mr Chris Amit
<b>In Attendance:</b>	Mr Matthew Owens Mr Philip Pleffer Ms Chris Bourne - On behalf of Ms Louise Markus MP Ms Robyn Kozjak - Minute Taker

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**REPORT:**

**RESOLVED** on the motion of Mr Les Sheather and seconded by Mr Robert Bowman that the apologies be accepted.

General (non-specific) declarations of interest from land owners affected by the 1 in 100 year flood were received from Councillor Conolly, Councillor Whelan, Mr John Miller and Mr Ian Johnston.

**Confirmation of Minutes:**

**RESOLVED** on the motion of Mr Ian Johnston and seconded by Councillor Whelan that the Minutes of the Floodplain Risk Management Advisory Committee held on 31 October 2011, be confirmed.

**Discussion Regarding Previous Minutes:**

Mr Sheather raised concern the Minutes of the last meeting did not reflect the dialogue between himself and Mr McKay from the Bureau of Meteorology (BoM) regarding Mr Sheather's question as to who held responsibility for the (faulty) gauges at St Albans during the 2007 floods and the Coonamble floods. The Chair reminded Mr Sheather the Minutes were not a verbatim record of the meeting, however, sought that the issue raised by Mr Sheather be recorded in the current meeting Minutes.



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

Mr Cinque reported the BoM was responsible for producing forecast heights, however, did not own the gauge network, nor did the SES. Mr Cinque advised the State Emergency Management Committee Flood Gauge Working Group recognised the need for a co-ordinated approach to the further development of the flood warning network and was working towards a better management regime.

The Chair reported the Bureau had obligation to forecast heights at Windsor and Richmond, however, not St Albans.

Mr Panagopoulos referred to the previous minutes and suggested the following amendments:

- Page 5 - last paragraph - after the word 'reviewed', add 'by OEH, DPI and SES'.
- Page 5 - fifth last paragraph - the recommended Plan shows a cost of \$60,000. If the refuge mound is no longer investigated then the cost will be less.
- Page 7 - rewrite dotpoint as follows:

*Mr Harry Panagopoulos (OEH) advised that the Technical Sub Committee resolved that SES intended to meet with BoM to discuss and agree on time forecasts and predictions to be used in the FRMS and Plan. SES also needed to internally workshop issues regarding evacuation and emergency management for this study. Mr Cinque OAM (SES) indicated that the SES should finalise their position by March 2012. The Chairperson expressed concern about the SES timetable.*

**MOTION:**

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Whelan.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the Chair expressed concern about the protracted SES timetable and would like to see matters expedited.

The Motion was carried unanimously.

**ORDINARY MEETING**  
Reports of Committees

Member	31/10/11	12/12/11							
Councillor Kevin Conolly - (Chair)	✓	✓							
Councillor Bill Whelan	✓	✓							
Councillor Jill Reardon	✓	A							
Councillor Warwick Mackay	✓	✓							
Councillor Paul Rasmussen	✓	A							
Mr Peter Cinque OAM - (SES Sydney Western Division)	✓	✓							
Mr Harry Panagopoulos - (Office of Environment and Heritage)	✓	✓							
Mr Chris Ransom - (Dept of Defence)	A	A							
Snr Inspector Robert Bowman - (Industry & Investment NSW ) -Primary Industries	✓	✓							
Mr Les Sheather - (Community Member)	✓	✓							
Mr Kevin Jones - (SES Headquarters)	✓	A							
Mr Geoffrey Bessell - (Community Member)	A	A							
Mr John Miller - (Community Member)	✓	✓							
Mr Alexander (Phil) Windebank (Community Member)	A	A							
Mr Ian Johnston (Community Member)	✓	✓							

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

**SECTION 3 - Reports for Determination**

**1. Presentation - Outstanding Items from Previous FRMAC Meeting 31 October 2011**

**Previous Item:** 2, FRMAC - (31 October 2011)

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Mr Pleffer distributed interpretive diagrams to assist the Committee with comprehending what the proposed changes to the DCP would mean in regards to flood levels, and subsequently commenced his presentation.

*6.50pm - Mr Cinque extended well wishes to the Committee for the festive season before departing from the meeting.*

*7.02pm - Ms Chris Bourne arrived at the meeting.*

*7.07pm - Councillor Mackay arrived at the meeting.*

**DISCUSSION:**

- As there was some debate about the Minor Structures category (Recreation and Non-Urban), the Chair suggested the item be flagged for further discussion. Mr Sheather raised concern should building restrictions (minor structures category) become too stringent, it may hinder the Hawkesbury's reputation as a 'recreational playground', citing a polo club for example, would require some sort of building to be erected on a low lying polo field and it would be unreasonable to prohibit such a development.
- The Chair invited each Committee member to put forth their comments relating to the proposed draft DCP chapter. The Committee agreed it would be inappropriate for the proposal in its present form to go on public consultation and were particularly concerned the two storey developments option may give residents a false sense of security and would act as a disincentive to evacuate in times of flood. It was also agreed large numbers of two storey developments would not be in keeping with the area.
- Mr Owens acknowledged planning control and land use matters were quite complex and suggested the Committee take the time to thoroughly examine Chapter 9 - Flood Risk Management chapter in Volume 2 (in particular the tables in Schedules A and B) and to direct any queries to himself or to Mr Pleffer.
- Mr Owens stated issues relating to freeboard should be further discussed/addressed should the proposed planning changes not be supported.
- Mr Panagopoulus raised concern climate change had not been taken into account.
- Mr Cinque advised that the SES is scheduled to meet in January 2012 to discuss the draft Flood Risk Management Study and Plan. Mr Cinque also, in relation to the recommendations contained in the draft Plan, gave an overview of the issues to be discussed by the SES in January.

**RECOMMENDATION TO COMMITTEE:**

That:

1. A presentation be conducted by staff to clarify outstanding issues relating to the Draft Flood Risk Management Study and Plan, including clarification of Planning Controls proposed in Volume 2 of the FRMS&P.
2. The items in Volume 1 that have not yet been agreed to by the Committee be further discussed.

**MOTION:**

RESOLVED on the motion of Councillor Whelan, seconded by Mr Ian Johnston.

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That:

1. A presentation be conducted by staff to clarify outstanding issues relating to the Draft Flood Risk Management Study and Plan, including clarification of Planning Controls proposed in Volume 2 of the FRMS&P.
2. The items in Volume 1 that have not yet been agreed to by the Committee be further discussed.

The meeting closed at 8:20pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
Reports of Committees

**ROC - Local Traffic Committee - 9 January 2012 - (80241)**

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on 9 January 2012, commencing at 3:00pm.

**ATTENDANCE**

<b>Present:</b>	Councillor K Ford (Chairman) Mr Kevin Conolly, MP, (Riverstone) Mr Ray Williams, MP, (Hawkesbury) Mr Bart Bassett, MP, (Londonderry)
<b>Apologies:</b>	Mr David Lance, Roads and Traffic Authority Snr Constable B Phillips, NSW Police Force Ms Jodie Edmunds, Westbus
<b>In Attendance:</b>	Mr C Amit, Manager, Design & Mapping Services Ms B James, Administrative Officer, Infrastructure Services

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The Chairman tendered an apology on behalf of Mr David Lance, Roads and Traffic Authority and Snr Constable B Phillips, NSW Police Force advising that Mr David Lance & Snr Constable B Phillips concurred with recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on his behalf.

**SECTION 1 - Minutes**

**Item 1.1      Confirmation of Minutes**

The Committee resolved on the motion of Councillor Kim Ford , seconded by Mr C Amit. That the minutes from the previous meeting held 16 November 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 - 9 January 2012 - Item 2.1 - Ride 2 Riverstone Bicycle Event - 2012  
(Hawkesbury & Riverstone) - (80245, 118318)**

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**REPORT:**

**Introduction:**

An application has been received from the Riverstone & District Lions Club seeking approval (in traffic management terms) to conduct the 'Ride 2 Riverstone' Bicycle Event 2012, in part, within the Oakville/Maraylya/Vineyard area on Sunday 06 May 2012, from 7.30am to 1.00pm.

The event organiser has advised:

- The event has been held over the past 2 years (2010 & 2011).
- The overall event is a family oriented bicycle ride for charity, over several routes which will extend across The Hills, Blacktown and Hawkesbury Local Government Areas (LGA's);
- An alternative date is proposed for Sunday, 20 May 2012;
- The component of the event within the Hawkesbury LGA is within the Oakville/Maraylya/Vineyard area;
- The event is a Bicycle Ride and Not a Race;
- The start and finish of the event will be bounded by Park, Pitt, George and Market Streets, Riverstone, located within the Blacktown LGA;
- Traffic control signs will be distributed the previous day and left at secure locations along the route. The start site will be set up from 5.00am on the event day. Marshalls will put traffic control signs in place just prior to the commencement of the event;
- Marshalls will not be permitted to control the movement of motorised traffic. Their role will be to advise cyclists of the presence of approaching traffic.
- Marshals will be deployed at each intersection identified as posing a perceived risk to a riders safety and supervise the movements of the cyclists at those intersections and also provide a visual link between cyclists and other traffic;
- Sectors will be cleared as the event passes and it is proposed to have the route clear by 1.30pm. The finish site will be cleared by 5.00pm;
- The event will attract very low levels of spectators as it is being held on semi-rural roads;
- Approximately 500 riders are expected to participate;
- Riders will be able to nominate distances of 30, 55, 80 & 100 Kilometres;
- The 4 different ride distances are within the one event. The routes have been planned to ensure that it traverses areas of relatively low traffic flow;

## ORDINARY MEETING

### Reports of Committees

- The main route is approximately 55 Kilometres in length (across the 3 LGA's) and that route will form the basis of the 4 rides, with additional loops of the route utilised for the 80 and 100 Kilometre rides (2 laps);
- All roads along the route within the Hawkesbury LGA are sealed, with the exception of Cusack Road which is predominantly unsealed with short sections at its intersection with Midson Road and Boundary Road being sealed.
- The Bicycle Ride will be conducted along the following route within the Hawkesbury LGA:
  - Enter Bandon Road from O'Connell Street located within the Blacktown Council Area (turn right from O'Connell Street into Bandon Road),
  - Travel north along Bandon Road, across the signalised intersection of Windsor Road into Chapman Road,
  - Travel along Chapman Road to Commercial Road and across into Bocks Road,
  - Travel along Bocks Road and turn left into Hanckel Road for the 55, 80 and 100 Kilometre riders, *(the riders for the 30 Kilometre route will turn right at this point and proceed - overall distance of approximately 800 metres - along Hanckel Road towards Old Pitt Town Road, turn right at Old Pitt Town Road and travel along Old Pitt Town Road and across Boundary Road into The Hills LGA section of Old Pitt Town Road),*
  - Travel along Hanckel Road, and then into Ogden Road and turn right into Smith Road,
  - Travel along Smith Road and turn left into Saunders Road,
  - Travel along Saunders Road and turn right into Old Stock Route Road,
  - Travel along Old Stock Route Road, turn left at the intersection of Scheyville Road (continuation of Old Stock Route Road), and turn left into Old Pitt Town Road,
  - Travel along Old Pitt Town Road and turn right into Airstrip Road,
  - Travel along Airstrip Road and turn right into Pitt Town Dural Road,
  - Travel along Pitt Town Dural Road, turn right at the intersection with Pebbly Hill Road (continuation of Pitt Town Dural Road), and turn right into Scheyville Road,
  - Travel along Scheyville Road, and turn left into Dormitory Hill Road,
  - Travel along Dormitory Hill Road and turn left into Midson Road,
  - Travel along Midson Road and turn right into Cusack Road
  - Travel along Cusack Road, across the intersection of Boundary Road into Maguires Road located in The Hills LGA.
  - The route distance within the Hawkesbury LGA is approximately 18 Kilometres.
  - For the 100 kilometre ride, the riders will re-enter the Hawkesbury LGA (overall distance of approximately 3.3 Kilometres) from the Hills LGA via Old Pitt Town Road, across Boundary Road, travel along Old Pitt Town Road and turn right into Midson Road.
  - Travel along Midson Road, past Dormitory Hill Road and turn right into Cusack Road,
  - Travel along Cusack Road, across the intersection of Boundary Road into Maguires Road located in The Hills LGA.

Refer to Attachments 1 to 5 for Details of the Event Route.

#### Discussion:

The event is a cross regional event as it will traverse across 3 Local Government Areas and cross/traverse a classified road. It would be appropriate to classify the event as a “**Class 1**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA) as the event may disrupt major traffic and transport systems along the specified route. Speed limits, traffic volume and road width details are provided in the following table for the Hawkesbury LGA component of the route;

## ORDINARY MEETING

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Hawkesbury LGA Route - Oakville/Maraylya/Vineyard			
Road Name	Speed Limit (kph)	ADT (Year)	Sealed Carriageway Width (m)
Bandon Road	60	3324 (1996)	7.1 – 10.0
Chapman Road	60	1743 (1998)	6.1 – 14.0
Bocks Road	70	549 (1996)	6.1 – 6.6
Hanckel Road	60 & 70	1498 (2002)	5.7
Ogden Road	60 & 70	190 (1999)	7.5
Smith Road	70	342 (1999)	6.1
Saunders Road	70	729 (1996)	5.5
Old Stock Route Road	70	2335 (1996)	5.9 – 6.7
Old Pitt Town Road	70	908 (2003)	5.2
Airstrip Road	70	Not Available	6.4
Pitt Town Dural Road	70	1782 (2001)	6.3 – 6.4
Scheyville Road	70	2254 (2001)	5.9
Dormitory Hill Road	70	Not Available	5.5
Midson Road	70	418 (1998)	5.4
Cusack Road ( <i>mainly unsealed, with both ends sealed at its intersections</i> )	70	71 (2010)	9.5 (87 m Sealed / 470 m Unsealed)
Boundary Road	80	3121 (2008)	6.2 – 6.4

The event organiser should assess the risk and address the suitability of the route as part of the risk assessment considering the speed limit, road width, pavement surface, 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 6 (ECM Document Nos: 3803420 & 3915666):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP).

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr K Conolly, MP, seconded by Mr R Williams, MP.

That:

1. The 'Ride 2 Riverstone' Bicycle Event 2012, which is a cross regional event and will traverse across 3 Local Government Areas and cross/traverse a classified road, with the Hawkesbury LGA component being within the Oakville/Maraylya/Vineyard area, planned for Sunday 06 May 2012 (alternative date 20 May 2012) be classified as a "**Class 1**" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
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 Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package that explains the responsibilities of the event organiser in detail.



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

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 of the risk assessment considering the possible risks for all (in particular the section of Cusack Road which is unsealed – an alternate route may need to be sought based on the condition of the pavement surface on the day of the event); 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 obtain approval from the Roads and Maritime Services - RMS (formerly RTA) as this is a "Class 1" event and the event will cross/traverse along a classified road; **a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council;**
- 5e. the event organiser **is to submit a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 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 Maritime Services - RMS (formerly RTA) 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 ensure that dust along the unsealed sections of road utilised by the event participants are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in writing and added to the TMP;
- 5h. the event organiser is to obtain approval from The Hills Council and Blacktown Council for the use of their roads and obtain any necessary approvals from these Councils; **a copy of this approval to be submitted to Council;**
- 5i. the event organiser is to advertise the event in the local press stating the entire route/extent of the event and the traffic impact/delays expected due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 5j. 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;**

- 5k. 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**
- 5l. 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 be submitted to Council;**
- 5m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

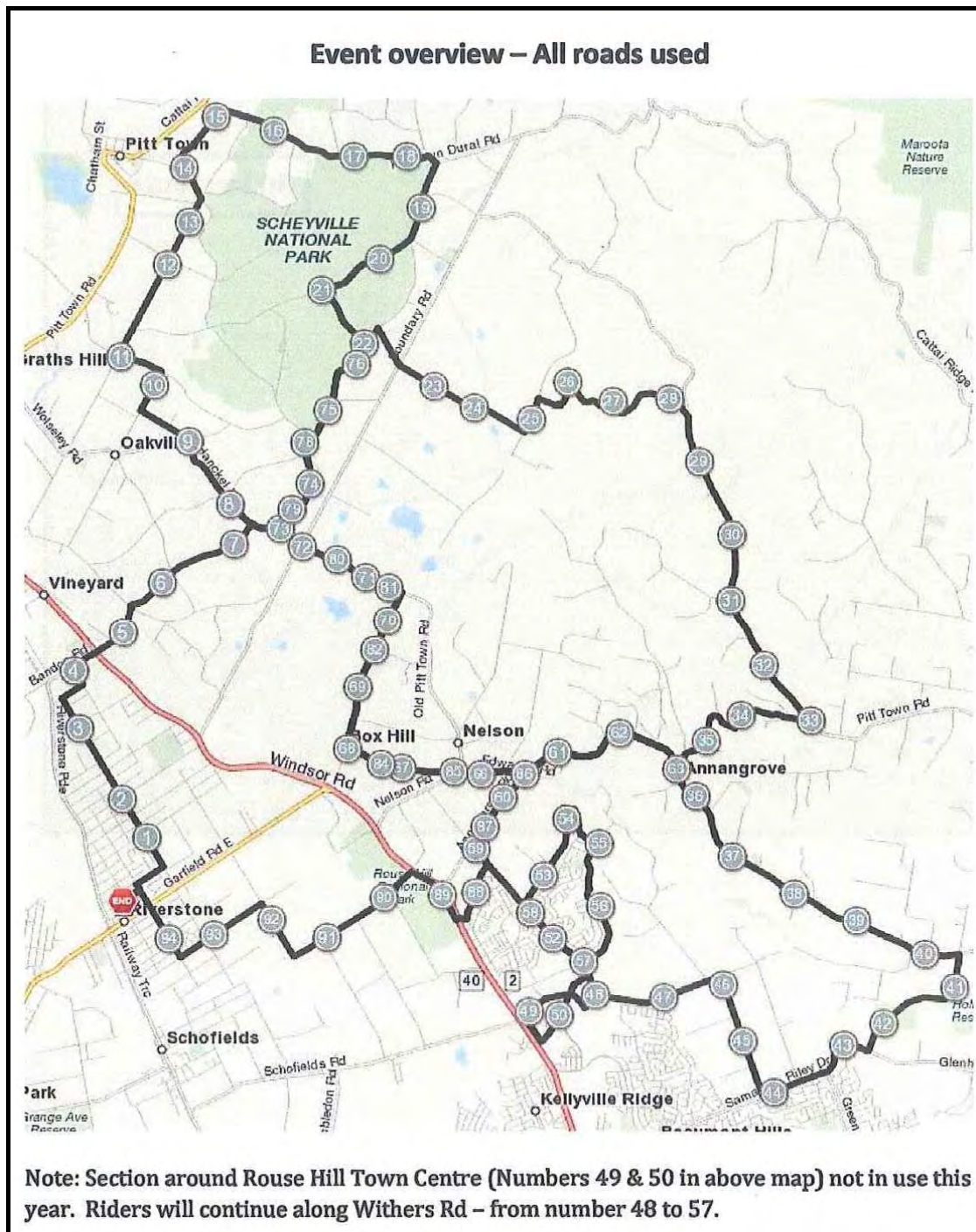
**During the event:**

- 5n. access is to be maintained for businesses, residents and their visitors;
- 5o. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 5p. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 5q. the cyclist are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 5r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 5s. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 5t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 5u. the Event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

**APPENDICES:**

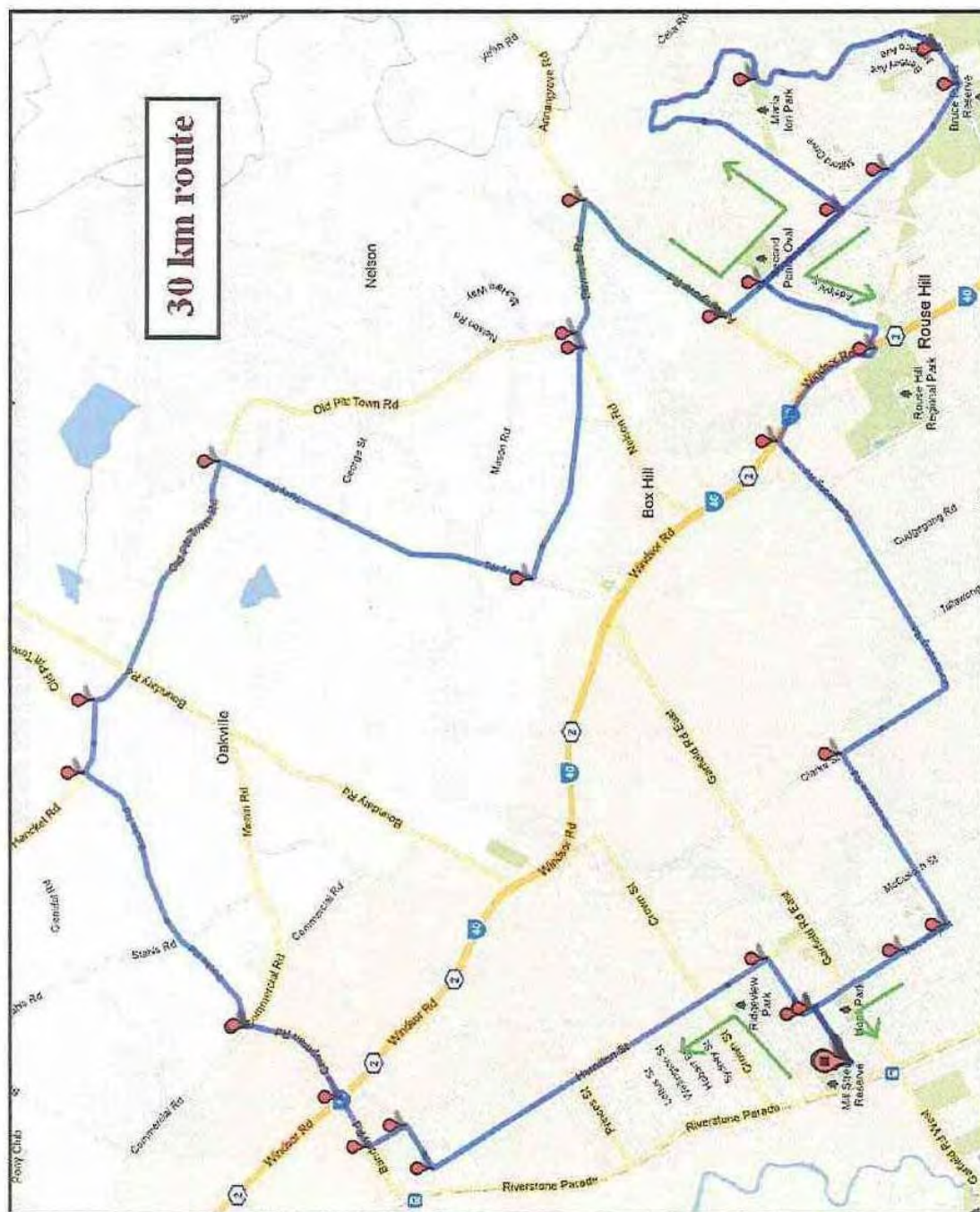
- AT - 1** Ride 2 Riverstone – Event Overview Route Plan.
- AT - 2** Ride 2 Riverstone - 30 Kilometre Route Plan.
- AT - 3** Ride 2 Riverstone - 55 Kilometre Route Plan.
- AT - 4** Ride 2 Riverstone - 80 Kilometre Route Plan.
- AT - 5** Ride 2 Riverstone - 100 Kilometre Route Plan.
- AT - 6** Special Event Application - (ECM Document Nos. 3803420 & 3915666) - *see attached*

**AT - 1 Ride 2 Riverstone – Event Overview Route Plan**



AT - 2 Ride 2 Riverstone - 30 Kilometre Route Plan.

30 km route





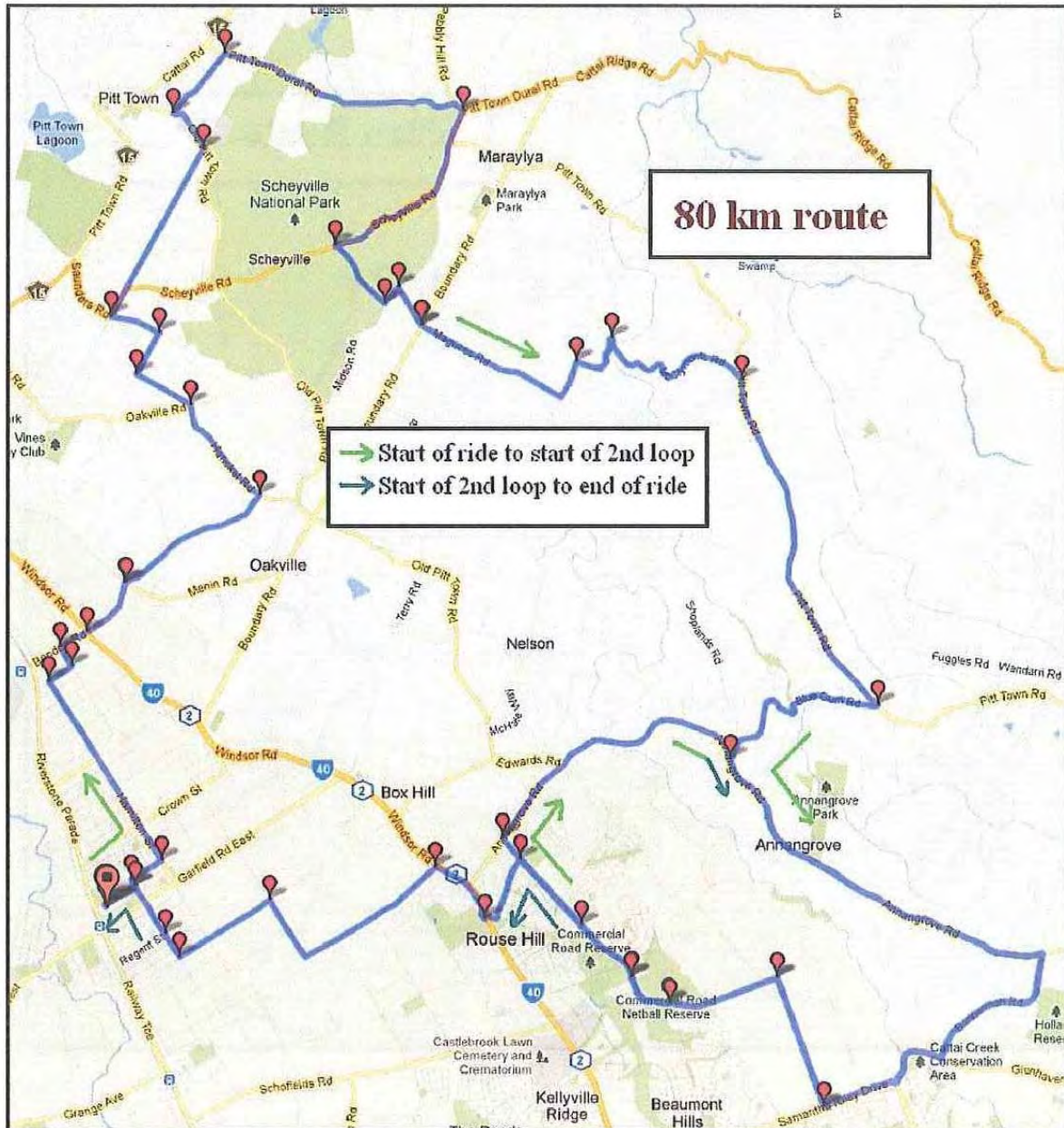
AT - 3 Ride 2 Riverstone - 55 Kilometre Route Plan.

**55 km Route**



AT - 4 Ride 2 Riverstone - 80 Kilometre Route Plan.

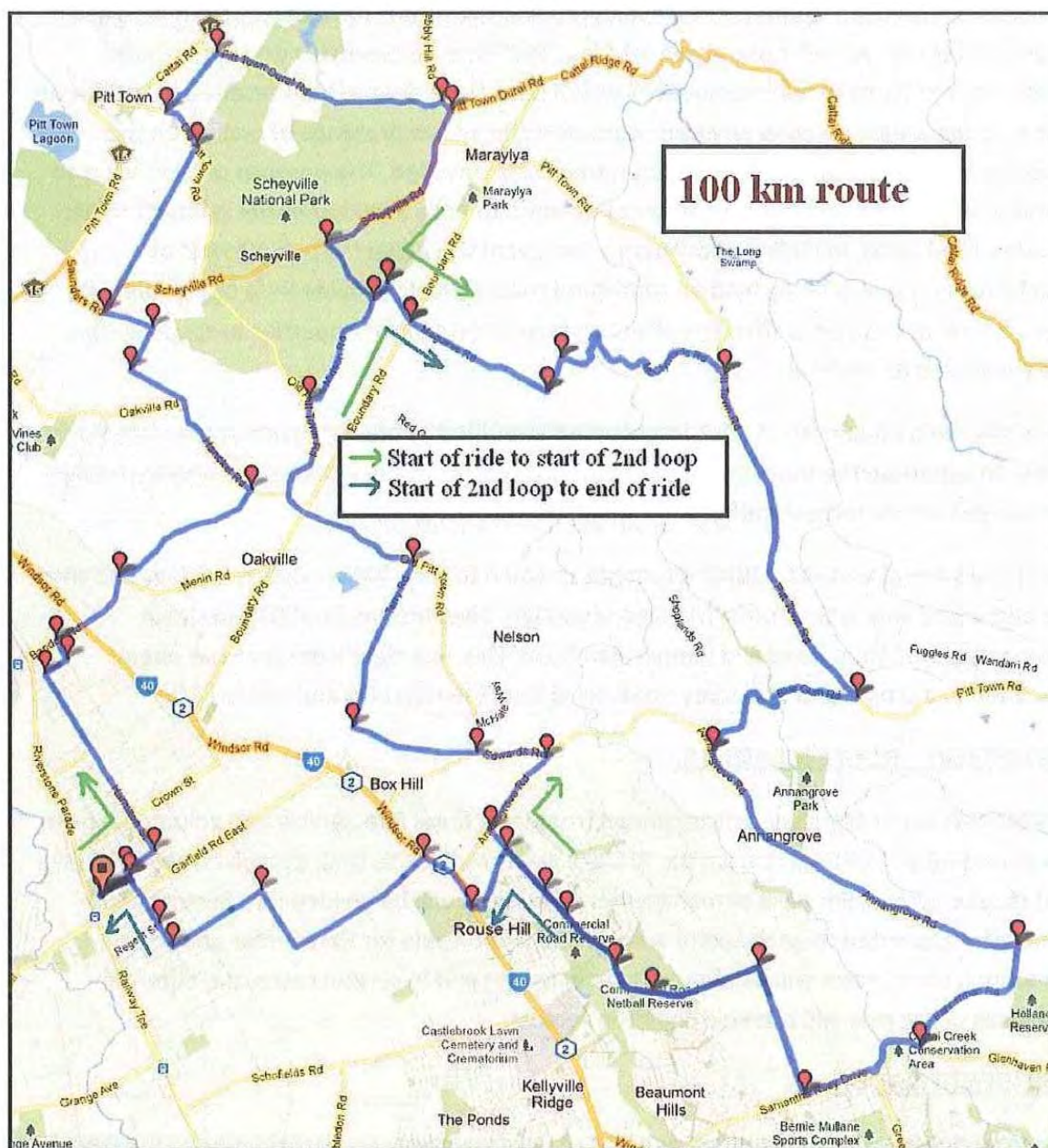
**80 km Route**





**AT - 5 Ride 2 Riverstone - 100 Kilometre Route Plan.**

**100 km Route**



**Item 2.2      LTC - 9 January 2012 - Item 2.2 - Bridge to Bridge 2012 - Power Boat Time Trial Event from Brooklyn to Windsor (Hawkesbury, Londonderry & Riverstone) - (80245, 73829)**

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**REPORT:**

**Introduction**

An application has been received from the Upper Hawkesbury Power Boat Club, seeking approval (in traffic management terms) to conduct the Bridge to Bridge 2012 - Power Boat Time Trial from Brooklyn to Windsor on Sunday, 06 May 2012, between the hours of 8.00am and 1.00pm.

The event organiser has advised;

- This is an annual power boat time trial event along the Hawkesbury River between Brooklyn Bridge and Windsor Bridge;
- This annual event has been held for approximately seventy nine years;
- There is a Test and Tune day on Saturday, 05 May 2012 - Dry Boat Inspections;
- The Club is expecting approximately 120 participants/boats to compete in the event;
- There will be groups consisting of 1, 2 and 3 participants each;
- The club is expecting approximately 4000 spectators on the day of the event, at Governor Phillip Reserve
- Parking will be at Governor Phillip Reserve with additional parking available off street utilising vacant land adjacent to Governor Phillip Reserve. Parking is available for approximately 4000 vehicles.
- There will be minimal impact on the operations of the Ferry services.
- There will be a Course boat on the approach to each ferry crossing point, which will be communicating via radio with a marshal on the ferry. While a ferry is in motion, all boats will be prohibited from crossing this point until such time as the ferry is at the river bank. While the ferry is at the river bank unloading and loading vehicles, the boats will be allowed to pass. There will be two buoys in the centre of the river which the boats will have to pass through once they have been given the green flag to cross. The ferries will be closed during certain periods of the race for a short period of time

**Discussion**

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

Lower Portland Ferry Service is under the care and control of Hawkesbury City Council. The Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry Services are the under the care and control of the Roads and Maritime Services - RMS (formerly RTA) and hence, RMS approval is to be sought directly by the event organiser for any alterations to the operation of ferry services maintained by them.



**ORDINARY MEETING**  
Reports of Committees

The Upper Hawkesbury Power Boat Club has made application under separate cover to Councils' Parks and Recreation Section for exclusive use of Governor Philip Reserve.

The event organiser has submitted the following items in relation to the event: Attachment 1 (ECM Document Nos: 3915687& 3944396):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Copy of the application to the NSW Police Service.
5. Copies of correspondence forwarded to the NSW Police Service, NSW Ambulance Service, Richmond Fire Brigade (Fire and Rescue NSW), and SES.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr R Williams, MP, seconded by Mr B Bassett, MP.

That:

1. The Bridge to Bridge 2012 - Power Boat Time Trial event from Brooklyn to Windsor planned for Sunday, 06 May 2012 be classified as a “**Class 1**” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
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 Roads and Maritime Services - RMS (formerly RTA) publication “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package 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 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;

**ORDINARY MEETING**  
Reports of Committees

- 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 Roads and Maritime Services - RMS (formerly RTA) as this is a "Class 1" event; **a copy of the Roads and Maritime Services - RMS (formerly 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 Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 5f. 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 Maritime Services - RMS (formerly RTA) 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 the relevant approval to conduct the event along the Hawkesbury River from the Roads and Maritime Services - RMS (formerly NSW Maritime); **a copy of this approval to be submitted to Council;**
- 5h. the event organiser is to obtain written approval from Councils' Parks and Recreation section for the use of Governor Philip Reserve;
- 5i. the event organiser is to advise all adjoining Councils such as Gosford, The Hills and Hornsby of the event and in particular the reduced operation of the ferries and obtain any necessary approvals from these Councils; **a copy of this approval to be submitted to Council;**
- 5j. the event organiser is to advertise the event in the local press stating the entire route/extent of the event - including the impact on ferry services - 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);
- 5k. the event organiser is to notify the details of the event to Fire and Rescue NSW and the NSW Rural Fire Service at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 5l. 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 impact on ferry services - for at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council**
- 5m. the event organiser is to directly notify all the residences and businesses which may be affected by the event - including the impact on ferry services - 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;**
- 5n. 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:**

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

- emergency vehicles;
- 5q. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 5r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 5s. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 5t. 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.

### **Ferry Services**

The applicant is to seek Roads and Maritime Services - RMS (formerly RTA) approval for the reduced crossing/operation of the Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry Services. There is no objection to the reduced crossing/operation of the Lower Portland Ferry Service on Sunday, 06 May 2012 between 8.00am and 1.00pm. Reduced crossing/operation of the ferry services - as outlined in the body of the report - is subject to the applicant complying with the following conditions, as well as any conditions imposed by the Roads and Maritime Services - RMS (formerly RTA):

- 6a. the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the changes in operation of the Lower Portland Ferry service maintained by Hawkesbury City Council
- 6b. Advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to:
- traffic impact and delays,
  - exclusive use of Governor Phillip Reserve,
  - timings of reduced crossing/operation of ferry services,

such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;

- 6c. signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;
- 6d. safety precautions are to be outlined in the TMP and are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of the Roads and Maritime Services - RMS (formerly RTA and NSW Maritime) and Hawkesbury City Council; and,
- 6e. the Roads and Maritime Services - RMS (formerly RTA) and Council be authorised to alter ferry reduced crossing/operation times if necessary.

**APPENDICES:**

**AT - 1**                Special Event Application - (ECM Document Nos.3915687 & 3944396) - *see attached.*

**Item 2.3**            **LTC - 9 January 2012 - Item 2.3 - Proposed relocation of No Parking zone in Little Church Street, Windsor - St Matthew's Catholic Primary School (Riverstone) - (80245, 84972)**

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**REPORT:**

**Introduction**

Representation has been received from the Principal of St Matthew's Catholic Primary School (ECM Document No. 3869529) requesting that the existing No Parking zone in Little Church Street, in the vicinity of the main entrance to the School, be relocated to provide a better drop off and pick up facility for parents.

Relocating the No Parking zone in a north easterly direction will allow parents to see their child enter the school grounds in the morning, and teachers supervising the children can see parents arriving to pick up their children in the afternoon. This will result in the head of the queue being in line with the main school entrance.

The main concern is that the existing No Parking zone in Little Church Street is not functioning well.

**Discussion**

The current regulatory speed limit on Little Church Street in the vicinity of the school is 50 kph with the School Zone of 40kph operating during the times of 8.00am to 9.30am and 2.30pm to 4.00pm. This road is a local road. Parallel parking is permitted on both sides of the road except on some sections where there are parking restriction signs.

The existing No Parking zone operates within the time frame of "8.00am - 4.00pm - School Days Only - Buses Excepted" and is located on the south eastern side of Little Church Street, across the main entrance to the school. The main entrance to the school is a disused driveway which is 7.0 metres wide. The No Parking zone is 35 metres in length, extending 24 metres to the south west, across the 7.0 metre main entrance access and 4 metres to the north east.

The Principal has indicated by relocating the No Parking zone in a north easterly direction, the head of the queue will be in line with the main entrance to the School. Currently the head of the queue is 24 metres past the main entrance in a south westerly direction. This is resulting in parents hovering around the main entrance and not utilising the full length of the No Parking zone (35 metres).

It is proposed to relocate the existing 35.0 metre No Parking zone on the south eastern side of Little Church Street by 18.0 metres in a north easterly direction resulting in the No Parking zone being positioned 6 metres to the south west of the 7.0 metre wide main entrance, across the 7.0 metre wide main entrance and to a point 22 metres to the north east. Commencing the No Parking zone 6.0 metres to the south west of the main entrance will provide an area for vehicles to manoeuvre out of the zone safely.

The relocation of the No Parking zone will not result in any loss of street parking.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr K Conolly, MP, seconded by Mr B Bassett, MP.

That the existing No Parking zone ("8.00am - 4.00pm - School Days Only - Buses Excepted"), 35.0 metres in length, located on the south eastern side of Little Church Street, Windsor, adjacent to the main entrance to St Matthew's Catholic Primary School, be relocated by 18.0 metres in a north easterly direction, resulting in the No Parking zone being positioned 6 metres to the south west of the 7.0 metre wide main entrance, across the 7.0 metre wide main entrance and to a point 22 metres to the north east.

**APPENDICES:**

There are no supporting documents for this report.

**SECTION 3 - Reports for Information**

There were no reports for information.

**SECTION 4 - General Business**

**Item 4.1      LTC   9 January 2012   QWN 4.1   Provision of a Pedestrian Refuge on Castlereagh Road, Richmond.**

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**REPORT:**

Mr Bart Bassett, MP raised concerns on behalf of his constituent requesting that a pedestrian refuge be provided on Castlereagh Road in the vicinity of William Cox Drive and John Tebbutt Mews.

Mr C Amit advised that Richmond High School made a request to RMS (RTA) in late 2009 to investigate the provision of a pedestrian crossing on Castlereagh Road between Lennox Street and William Cox Drive. Castlereagh Road is a State Road. Pedestrian and Vehicle counts were undertaken by RMS in March 2010 as part of their investigation with advice provided to Council in April 2010. The provision for a pedestrian crossing did not meet the minimum requirements of the respective warrants due to the low numbers of pedestrians and vehicles at this location. The counts for Pedestrian and vehicles was also extended by RMS to Hereford Street (Council Road) at its intersection with Castlereagh Road, which indicated that there was a large number of pedestrians crossing at this point. Council staff investigated the movements across Hereford Street, and it was noted with the pedestrian movements, the majority of pedestrians travelled in a South to South-West direction into the Hobartville residential area (south side of Castlereagh Road). Once again the pedestrian and vehicle numbers did not meet the minimum criteria for the pedestrian crossing warrant. RMS indicated in its correspondence (ECM Doc no. 3375456) that as part of its investigation it was still investigating the safety of the students crossing Castlereagh Road.

Mr Bassett indicated that even though RMS felt that a pedestrian crossing was not warranted on Castlereagh Road, he feels that some pedestrian safety measures must be provided and therefore a pedestrian refuge would be an ideal option for those students crossing Castlereagh Road in the vicinity of William Cox Drive and John Tebbutt Mews.

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

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr B Bassett, MP, seconded by Mr R Williams, MP.

That the Roads and Maritime Service (RMS) investigate the provision of a pedestrian refuge on Castlereagh Road, Richmond in the vicinity of William Cox Drive and John Tebbutt Mews.

**APPENDICES:**

There are no supporting documents for this report.

**Item 4.2      LTC   9 January 2012   QWN 4.2   Filter phasing of red arrow for the right hand turn on Hawkesbury Valley Way into George Street, Windsor, heading in a North East direction.**

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**REPORT:**

Mr R Williams, MP requested that the Roads and Maritime Service (RMS) review the traffic light phasing for the right hand turn on Hawkesbury Valley Way into George Street heading in a North East direction.

Mr Williams advised that driver's have to wait for a considerable time for the next green arrow phase even though there is clearly no on coming traffic. Mr Williams mentioned that the red arrow phasing could be dropped after a certain time and allow the driver to make the right hand turn when they deem it to be safe.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr R Williams, MP, seconded by Mr K Conolly, MP.

That RMS review the traffic light phasing for the right hand turn on Hawkesbury Valley Way into George Street heading in a North East direction and change the red arrow to a filter phase.

**APPENDICES:**

There are no supporting documents for this report.

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting is proposed to be held on Monday 13 February 2012 at 3.00pm in the Large Committee Room.

The meeting terminated at – 3:40pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
Questions for Next Meeting

**QUESTIONS FOR NEXT MEETING**

**Councillor Questions From Previous Meetings and Responses - (105109)**

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**REPORT:**

**Questions - 13 December 2011**

#	Councillor	Question	Response
1	Bassett	Enquired if Council could investigate/ask Hawkesbury Radio how many paid up members they have and the names of these members?	<p>The General Manager advised that Council generally receives an invoice from Hawkesbury Radio in September each year. This invoice is in relation to an annual membership fee. The last membership fee was paid in September, 2010. In November, 2011, contact was made with Hawkesbury Radio to advise that the invoice for the current year had not been received by Council. To date no invoice for membership in relation to the current year has been received by Council. As Council is not currently a paid up member, it is not in a position to request the details referred to.</p> <p>A further request has been made to Hawkesbury Radio in relation to the invoice for membership and when renewed, the provision of this information can be pursued.</p>

**ORDINARY MEETING**  
Questions for Next Meeting

#	Councillor	Question	Response
2	Conolly	Enquired about access to hardcopy business papers prior to Ordinary Meetings and enquired what could be done about providing more access to Business Papers.	<p>Director Support Services advised that Council currently provides hardcopies of business papers for public viewing from midday on the Friday before each Council Meeting at the Administration Building, Windsor Library, Richmond Library and the Visitors Information Centre.</p> <p>Hardcopies of the business papers are also provided in the Council Chambers just prior to each Council Meeting commencing.</p> <p>Also, in accordance with Council's adopted Code of Meeting Practice, CDs of the business papers are available for collection by the public free of charge from the Administration Building from midday on the Friday before each Council Meeting.</p> <p>Each business paper is available on Council's website from midday on the Friday before each Council Meeting, and can be accessed by the public through their own computers, or through the public computers in the Administration Building and Windsor Library.</p>
3	Reardon	Enquired if she could be provided with a hardcopy of Destination 2036.	The General Manager advised that documentation has been provided to Councillor Reardon.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF REPORT Oooo





ordinary  
meeting

end of  
business  
paper

This business paper has  
been produced  
electronically to reduce  
costs, improve efficiency  
and reduce the use of  
paper. Internal control  
systems ensure it is an  
accurate reproduction of  
Council's official copy of  
the business paper.