Hawkesbury City Council

ordinary meeting business paper

date of meeting: 14 November 2006
location: council chambers
time: 5:00 p.m.

mission statement

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

How Council Operates

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

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

Ordinary Meetings of Council are held on the second Tuesday of each month, except January, and the last Tuesday of each month, except December. The meetings start at 5:00pm with a break from 7:00pm to 7:30pm and are scheduled to conclude by 11:00pm. These meetings are open to the public.

When a Special Meeting of Council is held it will usually start at 7:00pm. These meetings are also open to the public.

Meeting Procedure

The Mayor is Chairperson of the meeting.

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

Public Participation

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

Website

Business Papers can be viewed on Council's website from noon on the Friday before each meeting. The website address is www.hawkesbury.nsw.gov.au.

Further Information

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

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SECTION 2 - Mayoral Minutes

MM - Western Sydney Regional Organisation of Councils Ltd (WSROC) - Election of WSROC President - (79353, 74251)

REPORT:

At the Annual General Meeting (AGM) of Western Sydney Regional Organisation of Councils Ltd. (WSROC) held Thursday, 19 October 2006, Councillor Barry Calvert was re-elected to the position of Senior Vice-President for the Board of WSROC.

Congratulations are expressed to Councillor Barry Calvert on his re-election to this prestigious position.

The previous executive team was also returned with only one change to the Executive Management Committee for the current term.

Councillor Hay, who was recently elected Mayor of Baulkham Hills Shire Council, thanked the WSROC Board for their support.

The WSROC office bearers for 2006/2007 are as follows:

President:	Clr Tony Hay (Baulkham Hills Council)
Senior Vice-President:	Clr Barry Calvert (Hawkesbury Council)
Junior Vice-President:	Clr Barbara Gapps (Blacktown Council)
Treasurer:	Clr Adam Searle (Blue Mountains Council)
EMC Members:	Clr George Campbell (Auburn Council).
	Clr Raymond Harty (Baulkham Hills Council)
	Clr Richard McLaughlin (Bankstown Council)
	Clr Ken Morrisey (Holroyd Council)
	Clr Maureen Walsh (Parramatta Council)

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF MAYORAL MINUTE Oooo

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section 3

notices of motion

SECTION 3 - Notices of Motion

NM - Invitation to Mr Allan Shearan MP and Mr John Aquilina MP to Attend a Council Meeting - (79351)

Submitted by: Councillor Ted Books

NOTICE OF MOTION:

That an invitation be extended to Mr Allan Shearan MP, Member for Londonderry and Mr John Aquilina, MP, Member for Riverstone to attend a Council Meeting to discuss the following topics.

- Water
- Sewerage (Three Towns)
- Roads infrastructure
- Rates
- Combating graffiti

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

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section 4

reports for determination

SECTION 4 - Reports for Determination

CITY PLANNING

Item: 269 CP - Request for Waiving Fees for DA0762/06 - (95498, 96329, 74207)

REPORT:

Introduction

Council has received a request for Hawkesbury District Agricultural Association seeking to waive the application fees for the Development Application and Construction Certificate lodged for the extension to the existing Grandstand building involving a dining area and display area.

The value of the extensions as nominated on the application form is $280,000 and the fees for the applications have not been paid at this stage.

Council officers are processing the application, which is currently on notification until the 17 October 2006.

The Environmental Planning and Assessment Act and Regulations set the fees that are applicable to Development Applications. The Construction Certificate and Compliance Certificate (inspections) fees are set by Council's adopted fees and charges. The S94(A) contribution is set by the Council adopted S94(A) contribution plan.

The fees applicable to this application is as follows:

Development Application	$1230.20	(Council $1051 Plan First $179.20)
Construction Certificate	$2000.00	
Compliance Certificates	$1680.00	
Section 94(A) Contribution	$2800.00	
Notification Fee	$111.00	
Long Service Levy	$980.00	

The Development Application fee contains a component that is the State Government's Plan First Fee, which is paid to the Government and is used to fund a number of state strategic projects. The other component of the fee is for Council's processing of the application.

The provisions of the EPA Act and Regulation do not allow Council to waive fees but Council can nominate a fee it wishes to charge. However, the Plan First Fee cannot be varied as it is paid to the State Government based on a set formulae. The S94(A) Development Contribution Plan was adopted by Council earlier this year.

The contribution plan charges a levy that is applied towards meeting the costs of provision or augmentation of new public facilities. The contribution applies to all Developments except single dwellings with a value of less than $150,000.00 or buildings used solely for the purposes of class 10 structures under the Building Code of Australia.

In the past Council has not waived fees but has made a donation towards the fees from it's donation budget. Fees for the Development Application and Construction Certificate involving the existing grandstand were transferred by Council to pay for the fees of the applications.

The current community donations budget has been allocated for donations and the full amount has already been allocated to a number of projects. Council has no discretionary money available from the donation budget.

The Hawkesbury District Agricultural Association currently lease the land from Council for a small amount of money which is significantly less than the commercial lease rate. Council supports the organisation financially with the current lease arrangements.

The extensions to the grandstand will ensure better facilities for the Showground and may result in the Hawkesbury District Agricultural Association being able to charge a higher fee for the use of the facilities that in the long term will compensate for the application fees.

Conformance to Strategic Plan

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

> *"A network of towns, villages and rural localities connected by well maintained public and private infrastructure, which supports the social and economic development of the City"*

Funding

Not applicable.

RECOMMENDATION:

That Council not waive or vary the application fees and contributions applicable to the proposed development.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

COMMERCIAL STRATEGY

Item: 270 **CS - Young Achievements Australia - Hawkesbury Business Skills Program - 2006 Outcomes and Future Activity - (95497)**

Previous Item: 119, Ordinary (24 April 2005)
224, Ordinary (10 October 2006)

REPORT:

Council at its meeting on 26 April 2005 resolved that:

1. *The Business Skills Program 2005 as hosted by Young Achievements Australia be supported by Council and that an amount of $3,630 be allocated from the CRU Sponsorship budget for the purpose of securing principal sponsorship rights.*

2. *In consideration of its role as the principal sponsor of the Hawkesbury Business Skills Program 2005, Council:*

   (a) Seek expressions-of-interest from Council staff and selected local business operators and/or industry groups to be mentors;

   (b) Provide premises for meetings, if required, and;

   (c) The attendance of Councillors, General Manager and his nominated staff at noteworthy events be endorsed.

3. *A review be conducted on the outcomes of the Hawkesbury Business Skills Program 2005 to determine any future commitment."*

The Hawkesbury Business Skills Program (Program) did not eventuate in 2005 due to the minimum number of students (15) required for the Program not being registered in time for the commencement date. In consultation with Young Achievements Australia (YAA) the Program was postponed and Council's sponsorship monies were carried over to 2006 (at the 2005 price) to market the Program to a new school year of local high school students.

The Hawkesbury Business Skills Program 2006, commenced on 11 April 2006 with the first meeting of students and mentors, with 16 students. The Program has now been completed with the student-created company, "Happy Aquador", holding its final Board Meeting on Monday 30 October 2006 to liquidate the company and to celebrate its success.

This report is to address resolution (3) above in terms of the 2006 Program's outcomes.

Program Recap

Council would be aware of the 2006 Program with progress reports being reported via the minutes of the E-commerce/ Markets Committee throughout the year and most recently via its resolution on 10 October 2006 that:

> *"Council extend its gratitude to the mentors for their involvement and support of the Young Achievements Australia's Program."*

To briefly recap, the Program consisted of:

- Senior high school students from local high schools (minimum 15) meeting on a weekly basis to run their company (with the guidance of mentors);
- Students running a real-life company over a period of about 28 weeks (7 months) covering 24 units (similar to legal mock trails);
- Students setting up a "public company" and having company requirements in place before trading; and
- Students liquidating the company by 31 October 2006, after producing and presenting an annual report to shareholders.

Program Participant

The students who were members of the company represented 4 local high schools in The Hawkesbury. Table (1) lists the participating students and the positions they held in the Company.

Table 1 - YAA - Hawkesbury Business Skills Program 2006 – Students			
	Who	**High School**	**Company Position**
1	Alana Burkin	Arndell Anglican College	Secretary Team
2	Ben Hughes	Arndell Anglican College	Managing Director Team
3	Lauren McAuliffe	Arndell Anglican College	Marketing Team
4	Richard McAuliffe	Arndell Anglican College	Managing Director /Finance Manager
5	Justin Manefield	Arndell Anglican College	Finance Team
6	Lex Manefield	Arndell Anglican College	Human Resource Manager
7	Lucinda Brown	Arndell Anglican College	Marketing Team / Marketing Manager
8	Patrick Conolly	Bede Polding College	Finance Manager / Managing Director
9	John Wright	Bede Polding College	Environmental Manager
10	Timothy Trenear	Bede Polding College	Marketing Team
11	Arman Kalsi	Coverdale Christian School	Sales Team / Sales Manager
12	Usman Rana	Coverdale Christian School	Sales Manager / Sales Team
13	David Reeve	Coverdale Christian School	Sales Team
14	Zjarie Butterworth	Windsor High School	Manufacturing Manager
15	Karina Ward	Windsor High School	Marketing Team
16	Jade Reed	Windsor High School	Company Secretary / Managing Director Team

Mentors also participated in the Program, providing business experience and life experience guidance to the students along the way. When requested, the mentors provided expert advice on a proposed course of action before the company voted on a decision. In all respects, the students themselves made their own decisions after debate during company meetings.

Program Activities

Details include:

- The company registered `Happy Aquador' as the company name and appointed a Board;
- The company wrote a business plan (to be a successful business) and hired a workforce;
- The company undertook market research, to consider what the company product might be and to consider the logistics of introducing a new product on to the market in the time available;
- The company designed an innovative product, a mobile phone sock with an extra feature (pocket) and aimed it at its target market of teenagers and young adults;

  The company branded the product as a Phondom (ie. similar product named "Mock") and marketed it as a cover providing complete protection for your mobile phone. The name was received well in the market place providing verification that the market was receptive to the brand;
- The company sold shares in the company at $2.00. A total of **395 shares** raising a working capital of $790.00 (maximum potential shares was 500);
- The company prepared a finance plan that budgeted and controlled expenditure of the company. This instilled in the members the importance of purchasing procedures, responsibility for monies spent and accurate records keeping;
- The company manufactured the product in-house from scratch eg. bought material, created a pattern, cutting and sewing the product, training to use an industrial sewing machine, and product quality assurance. Over 500 Phondoms were made with all company members being involved in manufacturing;

  Most other companies involved in the Program this year, either sourced manufacturers to make their products or simply packaged-up the components of a product. There were at least two other companies that had mobile phone socks who sourced manufacturers for their products;
- The company prepared a marketing strategy to identify the best sales channels like market days at Windsor Mall Craft Markets and at each of the schools; presentations at business and community group meetings like local Rotary Clubs; the Hawkesbury Chamber of Commerce Business Breakfasts; and family/ friends/ school/ sporting networks;
- The company set profit and sales targets, to sell enough product to provide shareholders with a return on investment (share dividend) and to donate at least 10% of the company's net profit to Youth of the Streets, the company's charity;
- The company created a website to provide for online sales and to promote its activities;
- The company prepared a media strategy, including radio interviews, press releases, newspaper editorial and joint photo opportunities with the Mayor of the day;
- The company followed accepted meeting procedures, learning how to raise ideas, discuss proposals and vote;
- The company attended two compulsory YAA Program activities – the Management Skills Day (University of Technology, Sydney) and the Trade Day (Miranda Fair, Miranda); and
- There was at least one mentor at every company meeting, notwithstanding the Program only required mentors to be present during the set-up (first 6 meetings) and liquidation (last 4 meetings) stages.

Program Outcomes

The interest and involvement of the students in the Program and the company cannot be underestimated. The Program was an extra-curriculum activity on top of their busy Year 10 and Year 11 school programs. Yet, the students all managed to attend formal company meetings and attend others as required, including the many manufacturing Sundays to maintain stock numbers for sales channels.

Some key facts are:

- The students were dedicated to the Program and the company they nurtured for seven months;

- The students adopted standards of conduct and ethical practices in their business dealings;

- The company was dedicated to raising funds for its charity, demonstrating its commitment to philanthropic business practises. The students were keen to support Youths of the Street, people of their own age who perhaps have not had the same opportunities;

- The students all grew on knowledge and personal levels from the experience. They now better understand how to run a company, the business environment, systems and process operations (eg. good record keeping), meeting procedures and financial control to name a few.

- At least two teachers of the students reported to YAA and Council, that there were noticeable improvements in the students at school, whether in their business studies classes or in other activities like school plays.

- The company, though small in numbers (maximum student number of 25), multi-tasked when necessary to focus on key areas of the business at key times;

- The company returned a healthy dividend of **$3.13** on each share, raising the overall value of each share to **$5.15**. Sales amounted to **$3,302**, and the return on equity was **156.5%.** The return in the real market would create much interest in the company for investors.

- The performance of Telstra shares is offered as a “short term comparison”, with the company achieving higher than expedited returns. The students were aware that 1 in 3 businesses fail in the first year of operation and that on past experience a significant number of the YAA companies do not break even. A company goal was not to be one of them.

- The achievements of the company could not have been possible without the mentors who provided real-life experience and encouraged the students with consistent messages to focus on the bottom-line and to adapt strategies to achieve goals. At key times the mentors "pushed" the students to achieve targets and maintain interests. The mentors were impressed by the efforts of the company to achieve and exceed profit and sales targets.

The report to Council of 10 October 2006 is attached for further reference, which explains the role of the mentors.

Key observations from the Program are:

- The Program was an overall success, in terms of the Company's performance and the learning outcomes for the students;

- The students enjoyed the Program and voted for it to be continued in the area to give other students the same opportunity to participate. On a number of occasions, students from all the schools have approached Council Officers, who were mentors, about the Program’s future;

- Council’s sponsorship of the inaugural Program as a business leader in the area was recognised by the students, mentors and student parents. The Program aligns with Council’s Strategic Plan and E-commerce/ Markets Advisory Committee’s business plan;

- A number of students have excelled under the program, either showing skills in business and management or a level of maturity beyond their years. Most should make the transition to full time employment with ease;

- The Program would not have been possible without available and suitable mentors, who provide their time voluntarily. This being over and above other work and family commitments. A number of the mentors are interested in being mentors again; and

- The Program requires the sponsor organisation, if it also fulfills the coordinating mentors role (as Council did), to provide some resources above the financial commitment to assist in administering the Program. Our experience has been that this commitment was greater than initially foreseen.

Proposal

That Council:

(a) Congratulate the company members for their efforts in running a successful company by way of a Mayoral letter;

(b) Sponsor the 2007 Program, exploring opportunities for sponsorship partners with local businesses to help offset sponsorship costs and to attract additional mentors (via EMAC); and

(c) Consider sponsoring the Program in 2008 in the 2007-2008 budget process.

Conformance to Strategic Plan

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

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

Funding

All costs will need to be met from approved budgets for local economic development for the 2007 Program.

RECOMMENDATION:

That:

1. Letters of congratulations be sent to the students who participated in the Young Achievements Australia - Hawkesbury Business Skills Program 2006 for their efforts.

2. Council sponsor the Young Achievements Australia - Hawkesbury Business Skills Program 2007 as a part of its local economic development initiatives and explore opportunities for partnering further with the local community to develop a mentor pool.

3. Council consider sponsoring the Young Achievements Australia - Hawkesbury Business Skills Program for ongoing years as part of its annual budget process subject to staff availability.

ATTACHMENTS:

AT - 1 Council Report - 10 0ctober 2006 - Young Achievements Australia - Hawkesbury Business Skills Program 2006 - Mentor Gratitude (95497)

AT - 2 Happy Aquador Company Annual Report 2006

AT - 1 Council Report - 10 0ctober 2006 - Young Achievements Australia - Hawkesbury Business Skills Program 2006 - Mentor Gratitude (95497)

ITEM: **CS - Young Achievements Australia - Hawkesbury Business Australia - Hawkesbury Business Skills Program 2006 - Mentor Gratitude - (95497)**

REPORT:

The Council sponsored Young Achievements Australia's – Hawkesbury Business Skills Program 2006 (Program) which kicked-off on 11 April 2006 with the first meeting involving high school students and mentors. The Program has progressed well with students forming a company under the name of Happy Aquador and creating a mobile phone sock, which is branded as a "Phondom". Sales have enabled a substantial return-on-investment to be achieved and as a result shareholders will receive a healthy dividend. Outcomes of the Program will be further reported to Council after the completion of the Program and the closing of the company books on 31 October 2006.

For the Program to be successful, it has relied on Mentors drawn from our local business community to provide guidance to the students throughout the Program. The mentors are a good mix of local business operators and workers who come from a variety of different backgrounds and career paths, which has greatly assisted the student-company. The mentors are listed in Table (1) below.

Table 1 - YAA - Hawkesbury Business Skills Program 2006 - Mentors		
Business Person		
1.	Alan Blake	Director, Blakes Marine
2.	Rachel Goldsworthy	Rachel Goldsworthy Realty
3.	Sorcha Daynes	Bubba Moe Baby Slings
4.	Christopher Veitch	Millennium Accounting Solutions
Council Committee representative/ Business Person		
5.	Peter Hudson	E-commerce/ Markets Advisory Committee; E- Business Consultant; Café operator
6.	Alan Eagle	Strategic Planning Committee; Business Consultant
Council Officers		
7.	John Munns	Manager Building Support, Infrastructure Support Division
8.	Stephen Phillips	Director Commercial Strategy Division
9.	Fiona Mann	CRU, Commercial Strategy Division

The company tasks including company meeting procedures and ethics, a finance plan, a marketing plan (and sales training), purchasing procedures, manufacturing procedures (and training and OH&S) and not least the company annual report could not have been achieved without the guidance of the mentors who were able to provide business work-life experience for the students to learn from. The involvement of the Mentors to the Program cannot be underestimated, including:

- attending weekly meetings with the company-students over the last six months,
- providing advice on managerial areas to company-students on demand and for specific tasks,

  [inc. marketing strategies; sales avenues, targets and incentives; finance and budget spreadsheets and measures; annual report set up and content]

- undertaking a sales training workshop for company-students,
- auditing the company, at key accounting stages,
- undertaking sales along side company-students at Windsor Mall Craft Markets on weekends,
- stocking and undertaking sales of the product via their marketing channels eg. shop front, Websites,
- attending the mandatory Trade Day at Miranda Fair on a weekend,
- organising presentations by company-students for key business and community groups to promote Program (and sales points) eg. Rotary Windsor and Hawkesbury, the Chamber of Commerce,
- attending trade stalls at company-students schools,
- promoting the Program to fellow business people,
- providing in-kind contribution, including printing costs, e-banking facilities, production materials and access to manufacturing infrastructure (industrial sewing machines), and
- providing incentives, including Awards (monetary, and gifts of approximately $200.00) eg. top sales person, learning outcomes.

As with any partnership program, which involves Council and the community, it relies on the interest and commitment of volunteers, and in the Program's case, the mentors who have business experience. Importantly, such volunteers have a willingness to support the learning opportunities of the next generation of business leaders, owners and workers. It is always encouraging to experience this willingness to be involved in Council sponsored programs especially as people lead busy lives.

The commitment of the Mentors to the Program was recognised by the E-Commerce / Markets Advisory Committee (ECMAC) at its meeting on 29 June 2006, when considering a progress report. Members felt it would be appropriate for Council to consider how it might express its gratitude to the Mentors.

Proposal

That Council’s gratitude towards the Mentors, in particular local business personas and Council Committee representatives for being involved in the Program be shown by:

- Hosting a luncheon for the Mentors after the completion of the Program, extending invitations to the EMAC members; and
- Sponsoring interested Mentors (and partners) to attend the Program's YAA 2006 Awards Evening on Friday, 10 November 2006 ($70.00 per head). The Awards Evening is the celebratory activity of the Program, which will give Mentors an opportunity to meet other mentors and to promote the Program in Western Sydney.

A budget of $1,200 is considered to be sufficient for planning costs associated with the luncheon and Awards Evening and this amount is available from approved budgets in the Commercial Strategy Division.

Conformance to Strategic Plan

This proposal is deemed to conform to the objectives as set out in Council’s Strategic Plan, viz:

> "Help ensure a stable employment base - *Discussions with Registered Training Organisations (RTOs) to identify skills and training gaps"*

Funding

All costs will be met from approved budgets for local economic development.

RECOMMENDATION:

That:

1. Council extends its gratitude to the mentors for their involvement and support of the Young Achievements Australia's Program.

2. An amount of up to $1,200 be allocated for the attendance of the mentors at the Young Achievements Australia's Awards Evening and a Council luncheon.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

AT - 2 Happy Aquador Company Annual Report 2006

**To view this image,
Please refer to the separate
Attachments Document (Maps)**

oooO END OF REPORT Oooo

Item: 271 CS - Infrastructure Development - Street Signs and Bus Shelters - (95497)

REPORT:

At the Special Meeting held on 2 May 2006, Council resolved in part that:

> *"The General Manager reallocate priorities where necessary to achieve non-rate revenue generation outcomes".*

Pursuant to the resolution of Council, this report gives consideration to the feasibility of certain street signs and bus shelters within the area being provisioned by *third parties* for the purpose of providing or enhancing the use of key infrastructure in light of Council's ability to meet its forward financial position and community expectations.

An internal project team was established to investigate options for the provisioning of infrastructure via *third parties*. The objectives were not only to provide certain infrastructure, but also to consider the management of a street signs and bus shelter program and to investigate alternative options, such as "community messaging" signage. The operating parameters for the team were to:

1. Consider how Council may optimise its operational capacity through alliances with infrastructure providers and an associated cost-benefit analysis;

2. Consider how the community may benefit from any such initiative along with any broader community benefits identified;

3. Consider design, location and environmental performances; and to

4. Provide a draft Infrastructure Third Party Provisioning Policy for consideration by Council.

Staff examined a range of matters, including:

- governance and regulatory considerations,
- current practises and trends,
- *third parties* (contractor) operating models,
- available locations and land ownership/control,
- environmental and community expectations and needs (including business),
- experience of other councils,
- experience of Council, and
- impact on Council resources ie. incremental income (and indirect costs).

From these investigations, staff have concluded that the best way forward is a model whereby Council seeks Expression-of-Interests from *third parties* in the market place to test interest in providing certain street signs and bus shelters in the area. Depending on the outcome of a EOI process, Council could then enter into a contractual arrangements with preferred *third parties*. It is proposed that an information package be prepared around a list of preferred locations for the street signs and bus stops where their uses are currently permitted. The team's assessment revealed that any revenue generation is likely to be nominal in terms of providing financial support to Council, however, such approach would provide a cost offset to supply and maintenance of the infrastructure itself.

In addition to this, it is recommended that Council should explore an alternative option for generating incremental income through the installation of community messaging infrastructure.

Rationale

Street signs and bus shelters are commonplace infrastructures that contribute to the use and enjoyment of an area by its residents, businesses and visitors. Street signs traditionally provide directional, guidance and advisory information and in some cases local information like tourist messages. Bus shelters provide protection when waiting for transport and in recent times have expanded their role to include local information and telephones as examples.

The provision of street signs and bus shelters has traditionally been a function of local government. However, councils in recent times are facing greater challenges in providing such infrastructure to meet ever-increasing expectations and in light of the regulatory and financial constraints imposed on them. Many of the bus shelters in the area are in varying standards of condition. Councils limited funding available to routinely upgrade and replace them as a result of unforeseen circumstances like car accidents and graffiti. There are competing priorities for Council to provide adequate resources to finance the management of its street signs and bus shelters. While it costs Council around $15,000 to $18,000 to install a bus shelter, Council maintains little or no year-on-year capacity to renew this infrastructure in keeping with changing standards and community expectations.

With this in mind it is perhaps appropriate for Council to investigate alternative models for providing infrastructure in order to mitigate the net cost to Council, particularly if an added benefit can be offered to the community. A number of councils in recent times have given greater priority to *Third Party Provisioning* to help address basic infrastructure needs. Council itself has even undertaken this approach to supply some bus shelters in the past (on a trial basis).

In such partnerships, an element of advertising is introduced on to the infrastructure to enable it to be supplied commercially. Examples of street signs and bus shelters provided on this basis are shown below to indicated the nature of the introduced advertising on to the infrastructure that would be likely for the street signs and bus shelters in questions. Referred to as Street Signs and Bus Shelters with Advertising (paid) in the remainder of the report.

To view this image,
Please refer to the separate
Attachments Document (Maps)

Note: Some Street Signs and Bus Shelters with Advertising are illuminated with lights and draw on energy to operate. Council's Green Energy Strategy is being reviewed and will be finalised November 2006, as required by Dept Utilities, Energy and Sustainability. The Dept requires all council's to have annual energy and water saving action plans, achieving reductions in usage on all Council properties. Solar-power illuminated street signs and bus shelters infrastructure may be preferred.

Examination of Matters

(a) Existing Situation

Street signs are located throughout the area, with more provided in urban areas. There are 15 bus routes servicing the Hawkesbury, which have 73 designated bus stops. There are 27 bus shelters in the area (varying condition), with their locations being determined by demand and likely usage.

At this stage, there are no Street Signs with Advertising in the area, though Council considered a proposal for one on the corner of Windsor Road and Groves Avenue, Mulgrave at its meeting of 27 March 2001. Council declined the proposal at the time.

In terms of bus shelters, Council had a previous agreement with Australian Posters Pty Ltd (now Claude Outdoor) for five Bus Shelters with Advertising at the following locations:

- March Street, Richmond (near corner with East Market St),
- East Market Street, Richmond (near railway line),
- George Street, Windsor (near Windsor Public School),
- Macquarie Street, South Windsor (near James St), and
- George Street, South Windsor (near Ham St)

These bus shelters are now in poor condition and it appears the agreement expired in 1990 (signed 1980 for period of 10 years). The agreement was for the supply of the shelters with no revenue return to Council.

Council has also, from time to time, allowed groups with community messages to utilise bus shelters, at no cost, for what would appear to be advertising of community messages. Other forms of (paid) promotion on Council infrastructure that has attracted some incremental return to Council includes the Banner Policy (popular) and the Industrial Areas-Business Directory Boards. Advice from the Infrastructure Services Division shows that the banner poles at the three locations (Pitt Town Road, Ham Common, Bells Line of Road - North Richmond) are booked out anywhere from 3 to 6 months ahead. This is currently restricted to the prevention of community organisations - actions or events of a community interest.

(b) Road Reserves and Legislative Framework

All public roads are classified as such with the Roads and Traffic Authority (RTA) and/or local councils being the authority for approving road works and ancillary structures on reserve under the Roads Act. This includes the installation of any type of street signs and bus shelters. Where street signs and bus shelters are proposed on State roads, approval is required from the RTA and there is a process for seeking authorisation via Section 138(Works Structures) of the Roads Act. Such approval may be in addition to consent under the Environmental Planning and Assessment Act.

Hawkesbury Local Environmental Plan, 1979, (HLEP) permits an advertisement on a signage structure with land owners and development consent in the following zones:

(a) Business Zone - 3(a) and 3(b); and
(b) Industrial Zone - 4(a) and 4(b).

As such Street Signs and Bus Shelters with Advertisements can be permitted on roads reserves adjacent to the two zones (not withstanding any other provisions like heritage) as the reserve adopts the land use provisions of the adjacent zone. It may also be appropriate to control the development by provisions in

Hawkesbury Development Control Plan. Bus shelters without advertisements are permitted on road reserves adjacent to any zone.

The two zones are the locations in which the majority of business is undertaken in the area. A series of maps have been prepared which show zone locations where Street Signs and Bus Shelters with Advertising on road reserves could be considered will be available at the meeting. Table (1) provides a summary.

It would be the main roads intersections that would be most attractive in the market and some limited business interests has been shown in accessing street signs and bus shelters to advertise businesses in the Richmond and South Windsor.

Table (1) - Locations were Street Signs and Bus Shelters with Advertisements could be located

Zone	**Location**	**Types of roads**	**Authority**
Business 3(a)	McGrath Hill Shops	local roads and Windsor Rd	HCC, RTA
	Windsor CBD	local roads and Windsor Rd/ Macquarie St	HCC, RTA
	South Windsor Shops	local roads	HCC
	South Windsor Industrial Area	local roads	HCC
	Wilberforce Shops	local roads	HCC
	Richmond CBD	local roads and Windsor/ March/ Bosworth Sts	HCC, RTA
	Pitt Town Shops	local road and Bathurst/Eldon Sts	HCC, RTA
	North Richmond Shops	local and Bells Line of Road	HCC, RTA
	Kurrajong Shops	local roads	HCC
	Kurrajong Heights	Bells Line of Road	RTA
	Bligh Park Shops	local roads	HCC
	Glossodia Shops	local road	HCC
	Kurmond Shops	Bells Line of Road	RTA
Business 3(b)	McGrath Hill Industrial Area	Windsor Rd and local roads	HCC, RTA
Industrial 4(a)	McGrath Hill Industrial Area	local roads and Windsor Rd	HCC, RTA
	South Windsor Industrial Area	local roads	HCC
	Wilberforce Woodlands Area	local roads	HCC
	North Richmond	local and Bells Line of Road	RTA
	Clarendon (Racecourse Ave)	local road	HCC
Industrial 4(b)	McGrath's Hill Industrial Area	Windsor Rd and local roads	HCC, RTA
	South Windsor Industrial Area	local roads	HCC
	Richmond East	local roads and Windsor-Richmond Rd	HCC
	Richmond CBD	local road and March St	HCC

(c) Third Party Partners and Industry Operating Models

A review of the industry, which is generally referred to as the street furniture industry, revealed four main operators who supply and manage Street Signs an Bus Shelters with Advertisement. Claude Outdoor and Adshel are the best known. Table (2) below lists the main operators.

Table (2) - Street Furniture Industry Operators	
Operator	**Focus area**
Claude Group- Claude Outdoors [bought out Australian Posters 3M in 1997]	Street signs
Adshel Street Furniture	Bus shelters, walkways, bins, seating
JC Decaux	Bus shelters, message boards (City of Sydney)
The Furphy Foundry- Street and Park Furniture	Bus shelters, seat, bins

While the operators where not willing to disclose commercial details, they generally negotiate individual agreements with each partner council. The review of the experience of Council and other councils therefore reveals more detail about likely operating models, including financial and infrastructure returns.

Key facts that do drive the street furniture industry, includes the nature of advertising with street signs attracting more local business interest and bus shelters attracting more regional businesses interest. Some information obtained revealed that some bus shelters attract a financial return only in exceptional circumstances in high volume areas (eg Military Road, North Sydney). Claude Outdoors recent product brochure sent to Council (dated 8 June 2006) refers to its "street furniture/community infrastructure program" and indicates it would source local business interest after signing an agreement with a council.

(d) Other Council Experiences

Table (3) below provides a brief survey of other council experiences with Street Signs and Bus Shelters with Advertisements. It provides an indication of the variety of operating models adopted by the councils and the street furniture industry depending on the circumstances of the case i.e. revenue return or infrastructure provision. This suggests that Council should have a clear idea about its expectations for such a program prior to making any offer to the market or negotiating with prospective *third parties*. Most councils historically have approached the matter to address infrastructure needs, with some "renewed" agreements obtaining financial returns, but with increased numbers of Street Signs with Advertising in particular. This possibly reflects local governments increasing difficulty to fund its activities from traditional funding sources.

Table (3) - Other Council Experiences with Street Signs and Bus Shelters with Advertisements				
Council	**Type**	**Provider**	**Return/ Number/ Location**	**Summary Points**
Bankstown	Street Signs	Claude Outdoor	Additional signage infrastructure 50 poles max. Industrial Zone, and upgrade of existing poles in Business /CBD Zone	Former contract expired 3years ago and council was not going to continue program - existing signs old, not effective/ used and vacant. Provider made representations. New contract from 2005, Provider responsible for maintenance. Council approach - - New Corporate Signage Pallete for LGA could not be funded, so negotiated with Provider to supply Suburb Signs from the Pallete in addition to upgrading existing and new Street Signs. Provision - Smart Poles. Road reserve only, install 40 Suburb Signs in first 2 year of contract (only 1 installed to date), display community message if no demand for advertising (vacant), all poles to have council colour graphic band, not referred to RTA where RTA roads involved. Process - RTA approval for poles on RTA roads and development consent required.
Baulkham Hills	Street Signs	Claude Outdoor	Financial ($50k per annum) 50 poles maximum Road Reserves – Council Policy (no comment on land use zones)	Former contract – for 4 old poles, Provider approached council to renew at end of contract and proposed additional poles/ high profile locations, Provider pays for electricity New agreement – 15 years. Provision -Road reserve only, install 40 Suburb Signs in first 2 year of contract (only 1 installed to date), display community message if no demand for advertising (vacant), all poles to have council colour graphic band, Process – via Council Policy (advertising integral part of infrastructure allowed), not referred to RTA where RTA roads involved.
	Bus Shelters	Adshel	Financial (approx. $50k per annum) Key stops on bus routes	Current agreement will expire in 2008 and then new proposal/ Council report, percentage of revenue as a council fee New agreement – 15 years. Process – via Council Policy (advertising integral part of infrastructure allowed), not referred to RTA where RTA roads involved
Blacktown	Street Signs	Claude Outdoor	About 37 poles Business and Industrial Zones	Licence agreement for about 8 years - non exclusive, yearly rental fee per sign, Provider pays for electricity, public liability insurance, Provider responsible for maintenance. Provision - display community message if no demand for advertising (vacant), colour regime. Process - development consent required (definition of Illuminated Sign in LEP), Provider nominated locations and acceptable to Development Services Unit.

Table (3) - Other Council Experiences with Street Signs and Bus Shelters with Advertisements				
Council	**Type**	**Provider**	**Return/ Number/ Location**	**Summary Points**
Holroyd	Street Signs	Claude Outdoor	Financial 6 poles Business/ CBD Zone	Licence agreement for more than 6 years, Provider responsible for maintenance (no issues to date) Process - Provider nominated locations, Council evaluated Provision- main part of Merrylands, development consent required (LEP/ DCP provisions).
	Bus Shelters	Adshel		Agreement about to expire (8 years), Provider responsible for maintenance (no issues to date). Council Approach - need to replace all shelters from an operational need (condition) and Provider will need to replace (subject to negotiation) and provide 2 additional shelters without advertising per year for other bus stops. 160 bus tops in area, looking to have a 25% with shelters with advertising.
Liverpool	Street Signs	Claude Outdoor	(About 15)	Former 6 year contract - not renewed, community concerns and concerns of RTA for signs on main roads, advertiser paid the Provider to install poles, Development consent required and via local traffic committee
	Bus Shelters	Adshel	Additional bus shelter/seats infrastructure About 10 shelters	Former contract – for every 2 shelters with advertising, 1 non- advertising shelter/seats to be provided at nominated sites. Additional infrastructure not supplied – 2 year process to terminate contract via courts. Status - no new bus shelters in are for three years. 20 on list
Wollongong	Street Signs	-	-	Council resolution to reduce signage as visual pollution (Aus Road Rules).

Note: Knowledge about other councils indicates other councils have adopted the Wollongong position (e.g. Ku-ring-gai) or have taken a similar approach to Baulkham Hills (e.g. Auburn).

(d) Location Advantage

With all proposals, the location advantage of an area must be considered as a component of the commercial risk assessment. In terms of Street Signs with Advertisements, the community is often divided with the business community tending to be more supportive. Feedback from other Councils also indicates that Bus Shelters with Advertisements are often better received in the community, perhaps because they have become more commonplace and serve a community purpose. If Council wishes to pursue a sponsored street sign program, then this should be based on list of preferred sites to test both the market and community acceptance.

Other market considerations are:

- The surveyed councils in Table (3) are urban locations with a greater density of residents, business and visitors;
- The Hawkesbury is located on the outer urban fringe and is predominantly rural in nature with dispersed urban locations and townships. The density of residents and business are lower with higher proportion of road lengths;

- A small percent of Business and Industrial Zones front main roads in The Hawkesbury, which are generally the preferred locations for Street Signs with Advertisements;

- The highest traffic volume roads in The Hawkesbury align with the State Road Network being:

  - o Bells Line of Road
  - o Lennox/Windsor/East Market Streets;
  - o Richmond/Blacktown Roads;
  - o Windsor Road;
  - o Wilberforce/Singleton Roads;
  - o Macquarie /George Streets; and
  - o Pitt Town Road.

Options

Based on the teams' examinations, it is considered that Council should formally explore market interest in the provision of Street Signs and Bus Shelters with Advertisements to help offset ongoing costs to Council.

(a) Locations

It is considered that the market (including the street furniture industry and likely advertisers) would be most receptive to such infrastructure in the locations detailed in Table (4), being frontages to the industrial areas of McGraths Hill and to the South Windsor and in the Wilberforce and North Richmond retail areas. These locations are desirable high usage or main thoroughfare road locations, taking into account the road reserve/zones that permit the development, environmental matters and the Hawkesbury's location in the urban system. A stage 2 consideration might be to offer other local street intersections in the industrial areas of McGraths Hills and South Windsor.

Table (4) – Considered preferred locations for Street Signs and Bus Shelters with Advertisement					
Street Signs				**Bus Shelters**	
Location	**Intersection**	**No. -new min. (max.)**		**LOCATION**	**No. - replace**
Windsor Rd, McGraths Hill Industrial Area	Mulgrave Rd	1 (2)		Windsor Rd, (Mulgrave- Vineyard)	4
	Curtis Ave	1 (2)		George St, Windsor (near Windsor Public School)	1
	Grooves Ave	1 (2)		Kable St, Windsor	1
	Henry Rd	1 (2)		East Market St, Richmond (near railway line),	2
	Park Rd	1 (2)		March St, Richmond (near corner with East Market St)	1
Macquarie St, South Windsor Industrial Area	Argyle St	1 (2)		Bells Line of Rd, Kurmond (near Douglas Rd)	1

	Drummond St	1 (2)		Macquarie Street, South Windsor (near James St)	
Wilberforce Rd, Wilberforce Shops	King Rd	1 (2)			
Bells Line of Rd, North Richmond Shops	Grose Vale Rd	1 (2)			
	Charles St	1 (1)			
Total		**10 (19)**			**11**

(b) Projected Return

Council would need to decide whether it wishes to achieve an income stream and/ or additional infrastructure as its return on investment if it wishes to pursue the proposal. The survey of other council experiences mainly showed that an income stream was possible from Street Signs with Advertisements.

Utilising Table (4) and the Baulkham Hills case, Table (5) shows a potential income for Street Signs ranging from **$10,000 to $19,000** per annum. Over a possible 10-year service agreement period, this may constitute **$100,000 to $190,000**. This income could be used to provide other street signs and bus shelters or for other Council purposes.

If Council achieved the replacement of the 11 preferred Bus Shelters with Advertisements in Table (4) and obtained a commitment to provide additional infrastructure (eg. shelters without advertisement, other street furniture), this would represent a minimum cost saving of **$198,000** to replace the shelters (average lifespan) and would enable Council to provide the infrastructure in the short term for the community (@ $18,000 per new unit). If a 2-for-1 deal were struck, each additional bus shelter with no advertisements would be a cost saving of $18,000. An income stream from the bus shelters could also be explored through any negotiation process.

Table (5) – Potential Income – Street Signs with Advertisements (Baulkham Hills case)

Hawkesbury preferred locations - min (max)	**Baulkham Hills (1 pole @ $1,000 pa)**
10 (19)	$10,000 ($19, 000)

(c) Cost-Benefit

A potential return on investment for the infrastructure is subject to negotiation in the market place. An offer packaged and marketed to the street furniture industry may provide an additional incentive enabling Council to negotiate an appropriate return. There would be some indirect cost to Council that needs to be considered like the Management of any contractual agreements and enquiries, etc.

Other Options – Community Message signage

It is considered that the opportunities presented by community message signage (potentially approved as a Community Facility under H-LEP) should be further explored as an alternative and parallel option to the above options. Electronic billboards at key locations can provide opportunities for Council to display essential community information about local events, bushfire prevention, etc and have these services sponsored by local businesses.

Proposal

It is proposed that Council seek market interest for the provision of Street Signs with Advertisements and Bus Shelters with Advertisements as outlined in Table (4); and explore opportunities to create a community message signage program with a further report to be brought back to Council on that matter.

Conformance to Strategic Plan

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

> *"Objective:* Investigating and Planning the City's future in consultation with our community, and co-ordinating human and financial resources to achieve this future.*"*

Funding

Apart from staff it is considered that there would no incremental cost to Council in seeking the provisioning of infrastructure via third parties.

RECOMMENDATION:

That:

1. Authority be delegated to the General Manager to seek market interest in the provisioning of infrastructure pertaining to bus shelters and street signs (as outlined in Table (4) of this report) via a formal competitive bidding process.

2. A community message signage program be explored through the use of electronic billboards and a report be brought back to Council.

3. Authority be given to prepare and execute all necessary documents (including the use of the seal of Council as required), subject to satisfaction of the General Manager, with all associated parties being advised that Council is not and will not be bound by the terms of this resolution until such time that all appropriate legal documentation required to give effect to this resolution has been agreed and executed by all parties, to give effect to part (1) above.

ATTACHMENTS:

AT - 1 Maps – Locations where Street Signs and Bus Shelters with Advertisements are permitted with development consent - *(To Be Tabled at the Meeting)*.

oooO END OF REPORT Oooo

INFRASTRUCTURE SERVICES

Item: 272 IS - Status of Environmental Stormwater Management Program - (79357)

REPORT:

The Environmental Stormwater Levy was proposed by Council for a period of ten years and approved by the NSW Minister for Local Government in 2002 for a period of five years. To extend the levy for a further five years would require a new application.

As part of the process, a ten year Environmental Stormwater Management Plan was adopted by Council and formed part of the proposal sent to the Minister for Local Government for approval.

The Management Plan, which incorporates a Biodiversity Strategy (Section 2), proposed works to be undertaken in the 2002/2003 period and from 2003 to 2012 the works were then to be prioritised each following year as part of the Management Plan/Budget Process.

On approval of the levy, a charge of $36.55 was set, which has increased with CPI to the current charge of $42.00, payable by every property owner to fund the Environmental Stormwater Management Program.

The attached table (Table 1) lists the projects proposed and undertaken through the adopted Environmental Stormwater Program for the years 2002/2003, 2003/2004, 2004/2005, and 2005/2006 up to period 8, along with their aim, budget, expenditure and status in each year.

As can be seen from Table 1 works have been continual, however, slower than anticipated resulting in unexpended funds over the period. One of the main reasons why levy funds have been underspent is due to the Stormwater Co-ordinators position, which was not filled until 10 months after the levy had begun. This resulted in the management plan not being initiated for a similar period. Unspent funds are held in a specific reserve to fund projects identified within the program.

Funds generated from this levy have been used to attract additional grant funds to extend the programmed works. An example is the works that have been undertaken on the Macdonald Valley Riverbank Project to the order of $492,000 as illustrated in the table below (Table 2), which does not include $89,000 from the Fisheries Grant awarded or $60,000 (estimated) in-kind landholder contribution arising from this grant. There is also $30,000 in the budget for contingencies and this amount should attract a further $30,000 value in land holder contributory work. That is, the total value of works on the Macdonald Valley Riverbank Project is approximately $671,000 with a capital outlay of only $125,000.00 from the Environmental Stormwater Reserve. As a result of in-kind contributions plus grant funding capital expenditure from the Environmental Stormwater Reserve has been greatly enhanced. The additional work achieved, has however, also resulted in delays to the overall program.

Table 2 : Investment in Macdonald Valley River Recovery Project January 2006 – June 2006
A Partnership between Hawkesbury City Council, the Hawkesbury Nepean Catchment Management Authority and the Macdonald Valley Community

Source of funds	Cash	In-kind	Activities
Hawkesbury City Council	$90,000		Riverbank Officer salary and on-costs
	$30,000		On-ground works
		$5,000	HCC staff input to project
Hawkesbury Nepean Catchment Management Authority	$142,457 (NHT)		On-ground works
		$40,000	Project management
Landholders / community		$179,411	On-ground works
		$5,000	Project planning and participation on assessment panels
TOTAL	**$262,457**	**$229,411**	
Total Project Value Jan-Jun 2006	**$491,868**		

Macdonald Valley River Recovery Project outputs:

- 30 site assessments carried out
- 30 Riverbank Management Reports prepared
- 20 individual projects funded
- 6 more projects developed but not yet funded
- 12km of riverbank undergoing rehabilitation
- 29 hectares of riverbank land undergoing rehabilitation
- 22 hectares of bush regeneration
- 6,500 hours of bush regeneration / weed control
- 6km of riverbank fencing
- 7 off-river stock watering systems installed

With the recently introduced legislation regarding the ability of Councils to introduce a 'Charge' to fund certain aspects of Stormwater Management, Council may consider four options for the future.

a) Apply to continue the existing levy of $42.00 (in the 2006/2007 financial year) and indexed by rate pegging for the next five years;

b) Apply to continue the existing levy at a reduced rate for the next five years;

c) Remove the levy altogether and introduce the charge as now allowed in the *Local Government (General) Amendment (Stormwater) Regulation 2006* which commenced on 13 April 2006; or

d) Discontinue the environmental levy, identify the ongoing operational costs associated with the current levy (eg ongoing cleaning of gross pollutant traps) and incorporate these costs into an overall variation to general income (rate rise).

Should Council consider Option a), that is to continue with the existing levy, approval from the Minister for Local Government would need to be sought and approval granted to continue for a further five years. If this option is adopted, works would continue in accordance with the adopted Environmental Stormwater Management plan.

Should Council choose to consider Option b), approval would also need to be sought from the Minister for Local Government to continue the levy for a further five years, in a reduced amount. The previously adopted program would need to be reprioritised in accordance with the reduced funding scenario.

Should Option c) be considered, no approval is required from the Minister for Local Government, as this is now made available under current legislation in the Local Government Act, however, public consultation must be undertaken. This may appear to be a reasonable option, however, the charge is less than $25.00 and can only be used to recover some or all costs of providing new or additional stormwater management services to eligible land i.e. urban residential land which is within a city, town or village and is not vacant. Further, the charge cannot be levied against rural land. The charge cannot be used to fund any permanent position, e.g. Stormwater Co-ordinator currently employed, nor can it be used to fund maintenance of existing stormwater pollution devices (GPT's) constructed prior to the charge being introduced. This will result in a substantial amount of operational expense that will need to be funded from General Operating Funding.

It is considered that should Council apply for a special variation in the vicinity of 9.5% for the 2007/2008 financial year, which would include the environmental levy of around 4.93% and a rate pegging limit estimated at 3.6%, this would leave approximately 0.97% ($199,000) to assist in narrowing the income/expenditure divergence. A more rational approach would be to identify those ongoing operational costs attributable to environmental maintenance and include these costs as part of a special variation application. Once again, based on a Special Rate Variation of 9.5% these maintenance cost of approximately $290,000 would amount to approximately 1.35% of the variation.

Should this approach be taken it would be necessary to review and reprioritise projects identified within the current environmental levy program to be funded from the environmental levy reserve.

It should be noted that in the preparation of the current budget including review of the environmental levy program, the operation of the mechanical street sweeper was identified as being integral in the removal of litter and sediment from urban streets, thus improving the quality of urban runoff and reducing maintenance intervention of some gross pollutant traps. As such, this cost ($60,000) has been included as part of the Environmental Stormwater Management Plan.

Conformance to Strategic Plan

The proposal is deemed not to conform with the objectives set out in Council's Strategic Plan

Funding

Funding impacts outlined within the report.

RECOMMENDATION:

That the:

1. Environmental Stormwater Levy <u>not</u> continue after the 2006/2007 financial year.

2. Essential ongoing operational costs be included as part of a Special Rate Variation application for 2007/2008.

3. Current Environmental Stormwater Levy projects be reprioritised with a view to funding those projects from the Environmental Stormwater Levy Reserve and this matter be reported to Council for approval.

4. Mechanical street sweeper be funded from current environmental stormwater funds in an amount of $60,000 for the current year.

ATTACHMENTS:

AT 1 - Table 1 **-** Structural, Information and Community Projects undertaken through the Environmental Stormwater Program for the period 2002 - Period 8 of 2006 - *(For Clarity, this attachment has also been distributed under separate cover).*

AT 1 - Table 1 - Structural, Information and Community Projects undertaken through the Environmental Stormwater Program for the period 2002 - Period 8 of 2006.

To view this image,
Please refer to the separate
Attachments Document (Maps)

To view this image,
Please refer to the separate
Attachments Document (Maps)

**To view this image,
Please refer to the separate
Attachments Document (Maps)**

oooO END OF REPORT Oooo

SUPPORT SERVICES

Item: 273 SS - September Quarterly Review - 2006-2007 Management Plan - (96332)

REPORT:

Within two months of the end of each quarter, Council is required to review progress in achieving the objectives set out in its Management Plan.

Management Plan

Council adopted its Management Plan for 2006/2007 on 26 June 2006.

Section 407 of the Local Government Act 1993 requires the General Manager to report to Council the extent to which strategies set by the Council's current Management Plan have been achieved during that quarter.

The September quarter review has been prepared and is attached for Council's information.

Financial Position

As part of the Management Plan review, Clause 203 of the Local Government (General) Regulation 2005 requires a revised estimate of the income and expenditure for the year.

The September review recommends budget adjustments that result in a balanced adjustment for the quarter, made up of a number of both positive and negative impacts on the adopted budget.

The more significant items include:

Operational Variations

- ***Financial Assistance Grant - Unfavourable***

  The Financial Assistance Grant budgeted estimated amount has been adjusted down by $45,410 as per actual amount received.

- ***Asset Management Plan Funding - Nil Variance***

  A total of $17,000 has been allocated to the development of an Asset Management Plan, currently in progress. These funds have been allocated $3,000 from each of the respective asset management areas - Building Services, Waste Water, Roads, parks and stormwater and $2,000 from Financial Planning.

- ***Property Leasing - Nil Variance***

  A reduction in lease income of $2,200 from Sackville Ferry Master Cottage as the property has been sold. This is offset by an increase in estimated lease income from other properties.

- ***Grant income - Nil Variance***

  Additional Grants have been received and included in the review. These grants include the Library Development Grant of $22,789, $25,364 from the Federal Government in respect of managing emergencies, and $541,546 from DOCS for the Nepean Early Intervention program. These are tied grants and can only be allocated to the specific expenditure for which they are intended.

- ***Additional Revenue - Favourable***

  - *Health Services*

    Income from S735A Certificates had not been included in the 2006/2007 budget. An adjustment of $33,400 has been included in the review.

  - *Building Control*

    Favourable adjustments of $9,024 in respect of additional income from Licences for places for public entertainment and $25,875 for the sale of drainage diagrams has been included in the review.

- ***Car Parks - Favourable***

  A favourable adjustment was identified in the operational expenditure for the car parks cost centre. Rates paid are $2,952 less then estimated.

- ***Computer Services - Favourable***

  Additional income of $9,526 was received from the sale of computers.

Capital Variations

- ***South Windsor Multi Purpose Hall and Museum - Favourable***

  The sale of property in Ham Street, South Windsor ($275,000) is currently in progress and sales proceeds have been identified to be quarantined for the South Windsor Multi Purpose Hall. The sale of Greenway Crescent is also in progress and sales proceeds have been quarantined to partly fund the construction of the Museum. A saving of $69,356 in salaries, previously budgeted to be funded by General Funds has resulted from the receipt of a grant to fund these costs. These funds have been quarantined for the South Windsor Multi Purpose Hall.

- ***Additional RTA funding - Favourable***

  Additional RTA funding has been received and identified in the review. $34,100 has been allocated to road maintenance in Atkins Crescent, $10,000 to road lines and signs maintenance and $37,000 (Black Spot Funding) to the Freemans Reach / Gorricks Lane Roundabout.

- ***Drainage Construction - Nil Variance***

  $24,500 has been allocated to drainage construction in Florence Avenue from the budget for drainage construction in various locations.

- ***Parks & Recreation - Nil Variance***

  $10,000 has been reallocated from Bushcare Officer operational program to fund the replacement of the Bushcare Officer's vehicle.

Provision for Contingencies - Favourable

Whilst increases in income and savings have been identified in this review, trends in some areas have indicated likely future unfavourable variances in 2006/2007. These expenditure trends will be re-assessed in the second quarter review. To this effect a total of $190,695 has been quarantined to fund future deficits. Of this amount $156,638 has become available as a result of an unbudgeted refund received by Council in respect of payroll tax.

Conformance to Strategic Plan

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

"Preparation of quarterly reviews of management targets and financial information"

Funding

Funding and budget impacts have been specified within this report and attached review documents.

RECOMMENDATION:

That:

1. The information contained in the report on the 2006-2007 Management Plan **-** September Quarter Review be received.

2. The quarterly review of the 2006-2007 Management Plan and Financial Statement for the period ending 30 September 2006 be adopted.

ATTACHMENTS:

AT - 1 2006-2007 Management Plan Review - September Quarter - *(Distributed Under Separate Cover)*

oooO END OF REPORT Oooo

Item: 274 **SS - General Purpose Financial Report and Special Purpose Financial Report for 2005/2006 - (96332)**

REPORT:

The Local Government Act requires the following steps:

1. *Council staff prepare the annual financial statements*
2. *Council refers the statements to its auditors for checking*
3. *Council issues a statement that the accounts are in order*
4. *The auditor returns the statements with an audit opinion attached*
5. *The statements are placed on public display and the community may make submissions*
6. *The statements are formally presented during a council meeting.*

This report recommends completion of step 3 at tonight's meeting.

Clause 215 of the Local Government (General) Regulation 2005 determines the format of Council's declaration. It requires that the statement must:

(a) Be made by resolution of Council

(b) Be signed by:
   (i) the Mayor and
   (ii) at least one other member of the council and
   (iii) the General Manager and
   (iv) the Responsible Accounting Officer

(c) State whether or not Council's annual financial reports have been drawn up in accordance with:
The Local Government Act and Local Government (General) Regulation; and
The Local Government Code of Accounting Practice and Financial Reporting; and
The Local Government Asset Accounting Manual; and
The Australian Accounting standards

(d) State whether or not those reports present fairly the Council's financial position and operating result for the year

(e) State whether or not those reports are in accordance with the Council's accounting and other records

(f) State whether or not the signatories know of anything that would make those reports false or misleading in any way.

Council's financial reports have been prepared in accordance with the requirements detailed in (c) to (e) above and as Responsible Accounting Officer, I consider that these statements fairly present Council's financial position.

Conformance to strategic Plan

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

"*Investigating and planning the city's future in consultation with our community and coordinating human and financial resources."*

Funding

Not applicable.

Rob Stalley
Responsible Accounting Officer

RECOMMENDATION:

That Council:

1. Note the following Statement in respect of Section 413(2)(c) of the Local Government Act 1993 as to its Annual Financial Reports:

   (a) Council's annual financial reports have been drawn up in accordance with:
   The Local Government Act and Local Government (General) Regulation; and
   The Local Government Code of Accounting Practice and Financial Reporting; and
   The Local Government Asset Accounting Manual; and
   The Australian Accounting standards; and

   (b) The reports present fairly the Council's financial position and operating result for the year; and

   (c) The reports are in accordance with the Council's accounting and other records; and

   (d) The signatories do not know of anything that would make these reports false or misleading in any way.

2. Sign the "Statement by Councillors and Management". The statement is to be signed by the Mayor, Deputy Mayor, General Manager and the Responsible Accounting Officer.

3. Council seek a presentation from its external auditor, PricewaterhouseCoopers, at the next Council meeting.

ATTACHMENTS:

AT - 1 Statement by the Council on the General Purpose Financial Report and Special Purpose Financial Report for the year ended 30 June 2006.

AT - 1 Statement by the Council on the General Purpose Financial Report and Special Purpose Financial Report for the year ended 30 June 2006.

HAWKESBURY CITY COUNCIL

ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 June 2006

STATEMENT BY COUNCILLORS AND MANAGEMENT

MADE PURSUANT TO SECTION 413 (2) (c)
OF THE LOCAL GOVERNMENT ACT 1993 (as amended)

The attached Annual Financial Statements have been drawn up in accordance with:

- The Local Government Act 1993 (as amended) and the Regulations made there under
- The Australian Accounting Standards and professional pronouncements
- The Local Government Code of Accounting Practice and Financial Reporting
- The Local Government Asset Accounting Manual.

To the best of our knowledge and belief, these reports

- Present fairly the Council's financial position and operating result for the year, and
- Accord with Council's accounting and other records; and

We are not aware of any matter that would render the reports false or misleading in any way.

Signed in accordance with a resolution of Council made on 14 November 2006

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Councillor Rex Stubbs, Mayor	***Councillor Bart Bassett, Deputy Mayor***
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Graeme Faulkner, General Manager	***Rob Stalley, Responsible Accounting Officer***

HAWKESBURY CITY COUNCIL

SPECIAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2006

STATEMENT BY COUNCILLORS AND MANAGEMENT
MADE PURSUANT TO THE LOCAL GOVERNMENT CODE OF ACCOUNTING PRACTICE AND FINANCIAL REPORTING

The attached special purpose Financial Statements have been drawn up in accordance with:

- The Local Government Code of Accounting Practice and Financial Reporting
- NSW Government Policy Statement *"Application of National Competition Policy to Local Government"*
- Department of Local Government guidelines *"pricing & Costing for Council Businesses: A Guide to Competitive Neutrality"*
- The Department of Energy, Utilities and Sustainability *"Best Practice Management of water Supply and Sewerage"* guidelines.

To the best of our knowledge and belief, these reports

- Present fairly the financial position and operating result for each of Council's declared Business Units for the year, and
- Accord with Council's accounting and other records

We are not aware of any matter that would render the reports false or misleading in any way.

Signed in accordance with a resolution of Council made on 14 November 2006

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Councillor Rex Stubbs, Mayor	***Councillor Bart Bassett, Deputy Mayor***
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Graeme Faulkner, General Manager	***Rob Stalley, Responsible Accounting Officer***

oooO END OF REPORT Oooo

Item: 275 **SS - Enquiry into Rate Increase Rejection - (95496, 96332)**

Previous Item: NM 1, Ordinary (8 August 2006)

REPORT:

At the meeting of Council held on 8 August 2006 consideration was given to a Notice of Motion submitted by Councillor T Books in connection with the recent rejection of Council's Special Rate Variation submission by the Minister for Local Government.

Subsequently the Council resolved as follows:

"That Council request:

1. *Staff to prepare a report to Council on the number and size of the rate increase approvals given to local Councils in 2006 by the Minister for Local Government.*
2. *Staff to include in the report those Councils whose requests were rejected outright and the reasons given for the rejection.*
3. *The report include to what extent did other Councils, who were successful in their applications, consult with their communities."*

In connection with parts 1 and 2 of Council's resolution, contact was initially made with the Department of Local Government in an endeavour to obtain the relevant information. However, staff who contacted the Department were advised that the Department was not in a position to make the information available and that details concerning submissions received by the Department for special rate variations would, as had occurred in the past, be listed in the Department's Annual Report. The Department's Annual Report providing this information is generally issued in November.

In an endeavour to further progress this matter contact was then made with the Local Government and Shires Association who were able to provide Council with details of submissions by various councils for special rate variations under the provisions of section 508(2) and 508A of the *Local Government Act* for the 2006/2007 rating year. The information provided by the Associations in this regard is included as Attachment 'A' to this report.

With regard to part 3 of Council's resolution, as there were 40 councils who were successful in their applications for special rate variations, resources have not been available to contact all of these councils to determine the community consultation process utilised. However, a sample of 8 of these councils was taken and the councils contacted to ascertain details in this regard. Details of the information obtained is summarised hereunder.

Section 508(2) Variations:

<u>Ashfield</u>

- Media releases to local newspapers and two separate advertisements.
- Proposal addressed in Mayoral Column, details on Council Noticeboards and information distributed to all residents.
- Information as required in draft Management Plan
- Information kits available at Council counters and on website with Feedback Form
- Residents invited to special meeting to discuss proposal
- Information also available in Italian and Chinese.

Hurstville

- Process commenced 12 months prior to application being submitted after discussions with Local Members and subsequent community groups such as sports clubs, schools etc.
- Information pamphlet and survey to all residents.
- Public information session in each of the three wards involving a briefing by the General Manager with attendees subsequently being invited to attend booths around the venue addressing various aspects of the proposal. A total of 120 people attended sessions.
- Information placed on website which incorporated a Feedback Form.
- Telephone hot line established together with public displays in the Customer Service Centre and Central Library, advertising in local newspaper and monthly community news letter.

Port Stephens

- Letter forwarded to residents with Feedback Form.
- Information incorporated in Management Plan with exhibition process from April 2006.
- Public meeting and two business breakfasts held, together with a media briefing.
- Covering letter and a survey forwarded and based upon various locations in the LGA providing examples of rates for the area concerned.
- Regular news letter and information on the website.

Wingecarribee

- Information included in monthly news letter with subsequent significant coverage of the proposal by the media in local newspapers.
- Two public meeting held with external facilitator running the meeting and senior officers providing a presentation regarding the proposal.
- Of these meetings members of the community were requested to express their interest in attending a workshop at Council for subsequent response at the second briefing to provide details of information they found useful as a result of the workshop.
- Approximately 80 people attended the two public meetings.
- Information incorporated into the draft Management Plan.

Section 508A Variations:

Burwood

- Hired consultants at a cost of $38,000 to formulate public consultation and prepare an information package expanding on what was intended for the special rate variation with the consultants going into the shopping centres and plazas on Saturday mornings to answer questions.
- Letters sent to residents and business and public meetings held.

Shoalhaven

- Required information included within draft Management Plan together with appropriate media releases.
- Information on the proposal over a period of four or five financial years and purpose of the funds was detailed within media releases specifically dealing with the Management Plan, the special rate and what the proposed special rate increases would be utilised for.
- Information provided on website included a tool where people entered their land valuation and obtained rating details.
- Public meeting held to deal specifically with sub-division issues being a significant issue in that area.

Wagga Wagga

- Community consultation process included PowerPoint presentations to the community on three occasions during the process.

- Newsletters forwarded to residents, together with inserts in the local newspaper detailing the proposed use of the funds.
- Required information included within draft Management Plan.

Wollondilly

- Public meetings and public information nights held at various townships around the Shire.
- Regular monthly community forum used to provide information.
- Information provided in Council's newsletter, including a Feedback Form and also details in the local newspaper. Feedback Form also forwarded to every ratepayer.
- Relevant details incorporated in draft Management Plan.
- Independent phone poll conducted.
- Community representative of Council's Audit Committee presented information concerning proposal at Community Forum and public meetings held in the Wards.
- Website included information regarding the process with regular update.

Conformance to strategic plan:

Not applicable

Funding

Not applicable.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

AT - 1 Attachment 'A' - Information provided by Association

ATTACHMENT A

SPECIAL RATE VARIATIONS

2006/2007 RATING YEAR

A - SECTION 508(2) VARIATIONS

COUNCIL	AMOUNT SOUGHT (%)	PURPOSE	AMOUNT APPROVED (%)
Ashfield	8.75	Infrastructure Maintenance	8.75
Auburn	13.5	Road Rehabilitation	Not Approved
Ballina	7.92	Asset Maintenance	7.92
Bega	6.42	Infrastructure, Rural Fire Service contributions	6.42
Berrigan	5.6	Risk Management Projects for 5 years	5.6
Bombala	9.43	Noxious Weeds	9.43
Byron	7.57	Infrastructure and maintenance of current level of services	7.57
Campbelltown	5.73	Roads infrastructure for 5 years	5.73
Cessnock	9.65	Infrastructure replacement	9.65 for 5 years only
Coffs Harbour	9.56	Community Facilities Program	9.56
Dungog	9.45	Maintain current level of services	Not Approved
Eurobodalla	8.37	Infrastructure renewal and rehabilitation	8.37
Great Lakes	9.6	Maintain current level of services	Not Approved
Greater Hume	9.7	Address deficit following amalgamation	9.7
Greater Taree	9.55	Roads & Bridges	9.55
Gwydir	8.3	Tourist Information Centre	Withdrawn
Hurstville	9.95	Infrastructure maintenance and renewal for 15 years	9.95
Kempsey	9.6	Road and bridge rehabilitation	Not Approved
Kogarah	6.67	Environment levy for 7 years	6.67
Ku-ring-gai	8.57	Road Infrastructure for 7 years	8.57
Lake Macquarie	3.75	Belmont Main Street Program for 3 years	3.75
Lithgow	9.47	Fire Levy and Tourism Services	9.47
Liverpool Plains	4.67	Rectify anomaly regarding mining rate	4.67
Maitland	9.73	Infrastructure renewal; environmental programs	9.73
Nambucca	6.11	Roads and Bridges	6.11
Newcastle	9.29	Infrastructure for 7 years	Withdrawn
Penrith	8.8	Asset renewal and revitalisation for 10 years	8.8
Port Stephens	9.96	Roads and Environmental Rehabilitation	9.96
Shellharbour	9.5	Infrastructure maintenance and replacement	9.5
Singleton	9.19	Maintenance and refurbishment of parks and community facilities	9.19
Tumut	7.85	Infrastructure Improvements for 14 years	7.85
Warringah	9.5	Infrastructure	9.5
Waverley	7.64	Environmental Projects for 5 years	7.64

Wellington	Minimum for special rate only	No increase to general income	Minimum rates
Wingecarribee	8.6	Infrastructure	8.6
Woollahra	14.28	Infrastructure renewal for 5 years	9.58

B - SECTION 508A VARIATIONS

BURWOOD
Percentage sought: 9.9 percent in 2006-07 and 9.3 percent in 2007-08
Approved in full.

DUBBO
Percentage sought: 8.5 percent per year for 2006-07 and 2007-08.
Approved in full.
To fund the Regional Entertainment and Conference Centre.

HAWKESBURY
Percentage sought: 43 percent over four years.
Application rejected in full.

PALERANG
Percentage sought: an increase of 9.9 percent each year for six years.
9.9 percent approved for 2006/07 only.

PARRAMATTA
Percentage sought: 9.83 percent increase to upgrade and maintain infrastructure, and improve services.
Approved: 8.24 percent for one year.

RYDE
Percentage sought: 12.2 percent rate increase.
Approved: 6.41 percent for 2006-07.

SHOALHAVEN
Percentage sought:

- 6.5 percent in 2006-07
- 5 percent in 2007-08
- 6 percent in 2008-09
- 5 percent in 2009-10

Application approved in full.

TWEED
The application proposed to increase rates by:

- 7.6 percent in 2006-07
- 8 percent in 2007-08
- 9 percent in 2008-09
- 9 percent in 2009-10
- 8 percent in 2010-11
- 7 percent in 2011-12
- 7 percent in 2012-13

Approval 7.6 percent in 06/07 and 8 percent in 07/08 only.

WAGGA WAGGA
Percentage sought: 49.49 percent over 6 years.
Approved a one-year increase of 9.25 percent in 2006-07.

WAKOOL
Percentage sought: 47.84 percent for one year.
Approval for 13 percent for 2006/07.

WOLLONDILLY
Percentage sought: 10 percent each year for 4 years.
Application approved in full.

Notes:

1. The amounts sought and approved include the rate-pegging percentage of 3.6%.
2. Where applications were not approved, councils will be able to increase their general income by the rate-peg amount (3.6%) and any other adjustments only.

oooO END OF REPORT Oooo

Item: 276 **SS - Policy for Payment of Expenses and Provision of Facilities to Councillors - Review - (95496)**

Previous Item: 191, Ordinary (8 August 2006)

REPORT:

At the meeting of Council held on 8 August 2006 a report was considered regarding a required review of Council's current Policy concerning the Payment of Expenses and Provision of Facilities to Councillors. This Policy was last reviewed in September 2005 and adopted in its current form by Council at its meeting on 15 November 2005.

The previous report indicated that Section 252 of the *Local Government Act* 1993 required a Council, within five months after the end of each financial year, to adopt a Policy in this regard and that Section 253 of the Act also detailed requirements to be complied with prior to such policy being adopted or amended. The requirements are as follows:

"(1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.

(2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.

(3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.

(4) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:

(a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and

(b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and

(c) a copy of the notice given under subsection (1).

(5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy."

Subsequently Council resolved that:

"In accordance with the requirements of Section 253 of the Local Government Act 1993 the Policy for Payment of Expenses and Provision of Facilities to Councillors be placed on public exhibition for a period of 28 days."

The above resolution was based upon the fact that no amendment to the Policy, as then existed, were proposed. A copy of Council's existing Policy is included as Attachment 1 to this report.

In the previous report on this matter it was indicated that the Department of Local Government had, some time previously, advised that it would be issuing guidelines for the preparation of this Policy, which would need to be complied with in respect of any Policy subsequently developed. However, at the date of preparation of the earlier report the guidelines had not been issued.

By Circular No. 06-57 dated 5 September 2006 the Department of Local Government has now issued guidelines for the preparation of Policies for the Payment of Expenses and Provision of Facilities to Mayors and Councillors. A copy of these guidelines are included as Attachment 2 to this report.

In view of the Department of Local Government issuing guidelines in relation to the preparation of this Policy there was no point in proceeding with the public exhibition of Council's existing Policy, in accordance with Council's resolution of 8 August 2006, as such Policy now requires review in the light of these guidelines.

Included as Attachment 3 is a copy of the proposed Policy which has now been prepared in the light of the guidelines issued by the Department of Local Government. In reviewing the current policy, to formulate the one now proposed, its content has been rearranged with some minor amendments or alterations of wording that does not alter the provisions or intent of the Policy.

Where new sections have been introduced into the Policy, or other alternations not of a minor nature or simple rewording have been made, these have been highlighted within the proposed Policy. In summary the changes introduced into the Policy, as a result of the review and in accordance with the Department's guidelines, are summarised as follows:

"

- ***Part 1 - Introduction*** *- Inserted into policy.*
- ***Part 2 - Payment of Expenses:***
  The following clauses subject to minor amendments:
  - *1a. - The word "allowances" removed.*
  - *1c. - The third word "allowances" removed and replaced with "costs re-imbursed."*

  The following clauses amended or inserted:
  - *1e. - Expenses for attending conferences altered to provide for re-imbursement for actual expenses up to $75.00 per day.*
  - *1f. - An advance for conference expenses of up to $75.00 per day may be paid subject to reconciliation requirements and repayment of unexpended amounts.*
  - *1g. - Claims for re-imbursement of expenses or reconciliation of advance paid to be submitted within one month from end of event claimed for.*
  - *1h. - Councillors can be accompanied at conferences by spouse/partner subject to no additional costs being incurred by Council.*
  - *1i. - Where Mayor attends function on behalf of Council he/she may be accompanied by spouse/partner at Council's costs.*
  - *1j. - Where Mayor requests Councillors to represent him/her in his/her stead that Councillor may be accompanied by spouse/partner at Council's cost.*
  - *1k. - Where Councillors are attending an official Council function in the performance of their councillor role and it would normally be expected that the Councillor would be accompanied by their spouse/partner the Council will meet the cost of the attendance of the Councillors spouse/partner at the function.*
- ***Part 3 - Provision of Facilities****.*
  - *Subsection 3. Private Use of Equipment and Facilities inserted.*
  - *Subsection 3, Part c. Amended by insertion of words "for council related issues" and "subject to availability and approval by the General Manager".*
- ***Part 4 - Other Matters -***
  - *1. Acquisition and Return of Facilities and Equipment by Councillors - Inserted into policy.*
  - *2. Status of Policy - Inserted into policy."*

It should be noted that any changes to the Policy as a result of this review have been based upon the guidelines issued by the Department and following acceptance by Council the draft Policy will need to be placed on public exhibition for 28 days prior to its adoption by Council.

In this regard it should be noted that in issuing the guidelines the Department has indicated that for the 2006/2007 financial year, councils must submit a Policy that complies with the guideline by 28 February 2007.

Conformance to Strategic Plan

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

> *"Establish processes that build community capacity to identify and respond to diversity and difference."*

Funding

No effect on the budget as provision has already been made to meet the expenses provided for within the Policy.

RECOMMENDATION:

That in accordance with the requirements of Section 253 of the *Local Government Act* 1993 the draft Policy for the Payment of Expenses and Provision of Facilities to Councillors, prepared in accordance with the guidelines issued by the Department of Local Government, be placed on public exhibition for a period of 28 days.

ATTACHMENTS:

AT - 1 Council's existing Policy - *(Distributed Under Separate Cover).*
AT - 2 DLG Circular 05-57 - *(Distributed Under Separate Cover)*
AT - 3 Proposed Policy - *(Distributed Under Separate Cover)*

oooO END OF REPORT Oooo

Item: 277 **SS - Pecuniary Interest Return - (79337)**

REPORT:

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

"**450A Register and tabling of returns**

(1) The general manager must keep a register of returns required to be lodged with the general manager under section 449.

(2) Returns required to be lodged with the general manager under section 449 must be tabled at a meeting of the council, being:

(a) in the case of a return lodged in accordance with section 449 (1) - the first meeting held after the last day for lodgement under that subsection, or

(b in the case of a return lodged in accordance with section 449 (3) - the first meeting held after the last day for lodgement under that subsection, or

(c) in the case of a return otherwise lodged with the general manager - the first meeting after lodgement."

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

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

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

Position	Return Date	Date Lodged
Manager- Cultural Services	24/07/2006	2/08/2006

The Return has been lodged prior to the due date for the receipt of the Return, being three (3) months after the return date.

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

Conformance to Strategic Plan

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

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

Funding

Not applicable.

RECOMMENDATION:

That the information be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ordinary

section 5

reports of committees

SECTION 5 - Reports of Committees

ROC - Floodplain Risk Management Committee Minutes - 24 July 2006 - (86589)

Minutes of the Meeting of the Floodplain Risk Management Committee held in Council Committee Rooms, Windsor, on 24 July 2006, commencing at 4:00pm.

ATTENDANCE

Present:	Mr David Avery Mr Kevin Jones Mr Bill McMahon Councillor Kevin Connolly Councillor Trevor Devine Councillor Bob Porter Mr Les Sheather Mr David Scott Mr Peter Cinque
Apologies:	Councillor Ted Books Mr John Miller
In Attendance:	Mr Malcolm Ryan Mr Philip Pleffer Mr Greg Murphy

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DECLARATION OF INTEREST

Council has received advice from the Director General of the Department of Local Government regarding pecuniary interest indicating the Minister has determined by instruments dated 9 May 2006 that it is appropriate to exercise his discretion so as to remove the pecuniary interest disabilities of Councillors Books, Conolly, Devine, Paine, Porter, Rasmussen, Stubbs, Wearne and Williams in relation to the consideration of and voting on floodplain management issues.

Disclosure of interests were received from Councillor Conolly, Councillor Devine Painend Councillor Porter for Items 5 and 6

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Porter and seconded by Councillor Devine that the Minutes of the Floodplain Risk Management Committee held on 21 November 2005, be confirmed.

SECTION 4 - Reports for Information

Item: 1 Functionality of the Floodplain Risk Management Committee

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Mr Bill McMahon declared an interest in this Item.

MOTION:

RESOLVED on the motion of Mr Les Sheather, seconded by Mr Bill McMahon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

Item: 2 Natural Disaster Mitigation Programme 2006/2007 - Hawkesbury Digital Terrain Model

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MOTION:

RESOLVED on the motion of Mr Les Sheather, seconded by Mr Peter Cinque.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

Item: 3 Brisbane Flood Level Information

MOTION

RESOLVED on the motion of Mr Peter Cinque, seconded by Les Sheather.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That that the information be received.

Item: 4 Legal Advice on Wording in Section 149 Certificate

MOTION:

RESOLVED on the motion of Councillor Trevor Devine, seconded by Les Sheather.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The information be received.

SECTION 3 - Reports for Determination

Item: 5 Penrith Lakes Scheme and Effects on Flood Evacuation Routes

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MOTION:

RESOLVED on the motion of Councillor Devine, seconded by Councillor Porter.

That:

1. The Technical Working Group of the Hawkesbury Floodplain Management Committee investigate the flood evacuation needs of Hawkesbury residents and when available, provide comment on the proposed flood evacuation measures for the Penrith Lakes Scheme and report back to the Floodplain Risk Management Committee.

Item: 6 Floodplain Development Manual

MOTION:

That:

1. Existing known relevant data regarding flooding on the Hawkesbury Nepean floodplain be collated, and the Committee identify any areas which need revision/augmentation.

2. Council staff in association with representatives from relevant State Agencies prepare the following:

   a. ‘Consultants Brief’ for data collection revision/augmentation;
   b. A Flood Study; and
   c. A Floodplain Risk Management Study.

3. Council make budgetary provisions, and endeavour to secure external funding for the implementation of 'Recommendation 2'.

4. Council staff and consultants investigate the social and economic impacts of a freeboard and report back to the Committee.

5. That in order to offset the freeboard, that Council staff and relevant state agencies provide a report on dredging the river.

SECTION 5 - General Business

1. Les Sheather raised concerns regarding the impact of the increasing population in the area subject to flood risk. Malcolm Ryan advised this issue is to be included in the Risk Study.

2. Councillor Conolly queried the status of the Thorley Flood evacuation. Malcolm Ryan advised matter to be reported to next meeting.

3. Les Sheather raised the issue of the overland flow study. Malcolm Ryan advised matter to be reported to next meeting.

The meeting terminated at 5.45pm.

Submitted to and confirmed at the meeting of the Floodplain Risk Management Committee held on 9 October 2006.

oooO END OF REPORT Oooo

ROC - Hawkesbury Civic and Citizenship Committee - 2 August 2006 - (96972)

The meeting commenced at 5:40pm in Council Chambers.

Present:	Councillor Bart Bassett Councillor Rex Stubbs Barry Adams representing The Richmond Club David Bertenshaw representing the Hawkesbury Sports Council Ruth Hart representing the Hawkesbury Independent Vanessa O'Donnell - Public Relations Coordinator
Apologies:	Jean Peare (Community representative) Councillor Dianne Finch Esther Perry -Corporate Communication Manager - voting delegation given to Vanessa O'Donnell

REPORT:

APOLOGIES

Apologies for absence were received from Councillor Dianne Finch, Jean Peare and Esther Perry.

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Adams that the apologies be accepted.

DECLARATION OF INTERESTS

Nil

SECTION 1: Confirmation of Minutes

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Bertenshaw, that the minutes of Hawkesbury Civic and Citizenship Committee Meeting held on the Wednesday 23 November 2005, be accepted.

Section 2 - Reports for Determination

ITEM: 1 Election of Chairperson and Deputy Chairperson

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Bertenshaw.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Bertenshaw.

That the election of Chairperson and Deputy Chairperson for the 2006/2007 period be deferred until after Council elects Councillor representatives to committees in September 2006.

ITEM: 2 Selection of Sports Awards Recipients

RESOLVED on the motion of Mr Bertenshaw and seconded by Councillor Stubbs.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Bertenshaw and seconded by Councillor Stubbs.

That all the award recipients be accepted and receive awards as follows:

Nominee Name	Award Nominated For	Years of Service	Nominator Name	Outcome
Belinda Bonnette	10 year certificate	10	Wendy Weibye	10 year certificate
Christine Clarke-Goodison	10 year certificate	10	Wisemans Ferry & Districts Youth Sport	10 year certificate
Ray Turner	10 year certificate	10	Allan Sullivan	10 year certificate
Hazel Hagar	20 year certificate	20	Jennifer Koorey	20 year certificate
Steve Spithall	20 year certificate	20	Allan Sullivan	20 year certificate
Pat Clerk	30 year certificate	30	Allan Sullivan	30 year certificate
Ian Irons	30 year certificate	30	Matthew Reid McKerihan	Sports Medal
Emily Boswell	Sports Medal	10	Wendy Weibye	Sports Medal
Ian Irons	Sports Medal	30	Matthew Reid McKerihan	Sports Medal

Nominee Name	Award Nominated For	Years of Service	Nominator Name	Outcome
Sarah Johnston	Sports Medal	20	Wendy Weibye	Sports Medal
Grant Walker	Sports Medal	20	Ian Irons	Sports Medal
Wendy Weibye	Sports Medal	20	Sarah Johnston	Sports Medal

ITEM: 3 Citizen of the Year Award Policy

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Bertenshaw.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Bertenshaw.

That the criteria be accepted and the policy objectives ratified.

ITEM: 4 Selection of Sports Awards Recipients - Late Nomination Submissions

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Adams.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Adams.

That:

1. The late nominations be accepted.
2. The late award recipients be determined.

RESOLVED on the motion of Mr Bertenshaw and seconded by Councillor Stubbs.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

RESOLVED on the amendment to the motion by Mr Bertenshaw and seconded by Councillor Stubbs.

That:

1. Hawkesbury Cricket Club can not receive a sport medal award as these awards are for individuals only.
2. A letter is to be written to the Hawkesbury Cricket Club stipulating the award criteria.

3. The award recipients receive awards as follows:

Nominee Name	Award Nominated For	Years of Service	Nominator Name	Outcome
Janine Forrest	10 year certificate	13	Hawkesbury Cricket Club	10 year certificate
Debbie Thomas Insch	10 year certificate	10	Hawkesbury Netball Association	10 year certificate
Ray Turner	10 year certificate	10	Allan Sullivan	10 year certificate
Rosalie Cook	20 year certificate	20	Hawkesbury Netball Association	20 year certificate
Merilyn Fowler	20 year certificate	20	Hawkesbury Cricket Club	Moved to receive a Sports Medal
Sharon Greedy	20 year certificate	20	Hawkesbury Netball Association	Moved to receive a Sports Medal
John Hopper	20 year certificate	28	Hawkesbury Cricket Club	20 year certificate
Kay Minichin	20 year certificate	26	Hawkesbury Netball Association	20 year certificate
Deanne Russell	20 year certificate	25	Hawkesbury Netball Association	Moved to receive a Sports Medal
Steve Spithall	20 year certificate	20	Allan Sullivan	20 year certificate
Daryl Todd	20 year certificate	25	Hawkesbury Netball Association	20 year certificate
Leonie Wheeler	20 year certificate	25	Hawkesbury Netball Association	20 year certificate
Lee Cain	30 year certificate	30	Hawkesbury Netball Association	Moved to receive a Sports Medal
Pat Clerk	30 year certificate	30	Allan Sullivan	30 year certificate
Lachlan Eldridge	Sports Medal	10	Hawkesbury Cricket Club	Sports Medal
Bronwyn Golebiowski	Sports Medal	25	Hawkesbury Netball Association	Sports Medal
Christopher Hopper	Sports Medal	10+	Hawkesbury Cricket Club	Sports Medal
Kevin Laylor	Sports Medal	14	Hawkesbury Cricket Club	Sports Medal
Shane Mott	Sports Medal	10	Hawkesbury Cricket Club	Sports Medal
Kay Pettet	Sports Medal	26	Viv Bertenshaw	Sports Medal

Nominee Name	Award Nominated For	Years of Service	Nominator Name	Outcome
Hawkesbury Cricket Club	Sports Medal	21	Janine Forrest	Not accepted as these awards are for Individuals only

Section 3 - Reports for Information

ITEM: 1 Sports Medal Awards Ceremony Location

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Bertenshaw.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Bertenshaw.

That:

1. The information be received.
2. A letter is to be written to The Richmond Club
   a) Inviting them to be partners to the awards
   b) Stating the long history between the Council and The Richmond Club

ITEM: 2 Citizen of the Month Nominations

RESOLVED on the motion of Ms Hart and seconded by Mr Bertenshaw.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Hart and seconded by Mr Bertenshaw.

That the committee members approach the community and encourage nominations for this award.

ITEM: 3 Compliance to the Hawkesbury Civics and Citizenship Committee Constitution

RESOLVED on the motion of Mr Bertenshaw and seconded by Mr Adams.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Bertenshaw and seconded by Mr Adams.

That the information be received.

ITEM: 4 Australian of the Year Awards Nominations

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Adams.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Stubbs and seconded by Mr Adams.

That:

1. The information be received.
2. Possible nominations could be Liz Ellis, Mark Schwazter

ITEM: 5 The Australian Governments Sport Achievement Awards nominations

RESOLVED on the motion of Councillor Stubbs and seconded by Ms Hart.
Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Stubbs and seconded by Ms Hart.

That the information be received.

General Business

Nil

Next Meeting

TBA

The meeting closed at 6:20pm

oooO END OF REPORT Oooo

ROC - Hawkesbury Bicycle and Access Mobility Committee Minutes - 16 October 2006 - (98212, 95414)

The meeting commenced at 4.35pm in the meeting room at Peppercorn Place.

Present:	Councillor Dianne Finch (Chair) Alan Aldrich Robert Bosshard Andrew Docking Mark Newton Peter Rukin	
Apologies:	Richard McHenery Jenni Bousfield Councillor Leigh Williams	(RTA)
In Attendance:	Joseph Litwin (Executive Officer)	

REPORT:

RESOLVED on the motion of Peter Rukin and seconded by Alan Aldrich that the apologies be accepted.

Section 1 - Confirmation of Minutes

1. Matters arising from Previous Minutes

There were no matters arising.

2. Confirmation of Minutes

RESOLVED on the motion of Jan McCormick and seconded by Alan Aldrich that the Minutes of the Hawkesbury Bicycle and Access Mobility Committee held on 14 August 2006 be confirmed.

Section 2 - Reports for Determination

Item 1 – Status Report – October 2006: Notification of Operational Issues

RESOLVED on the motion of Peter Rukin and seconded by Andrew Docking that;

1. The information be received.

Item 2 – Hawkesbury Access Mobility Plan - Hawkesbury Mobility Survey

<u>Discussion</u>

The Executive Officer advised that 200 completed surveys had been returned. Clarification was sought as to whether members of the Committee could complete the Survey. The EO confirmed that as residents of the Hawkesbury, Committee members were entitled to complete the survey.

RESOLVED on the motion of Peter Rukin and seconded by Andrew Docking that;

1. The information be received.

Item 3 – Hawkesbury Access Mobility Plan - Literature Review

Discussion

Committee members commented that the LR was informative and useful. There was some discussion as to the implications of the findings of the LR.

RESOLVED on the motion of Peter Rukin and seconded by Andrew Docking.
that;

1. The information be received.

2. The Committee to consider any amendments or addition to the Review and for the review to be further reported to the Committee together with a staff commentary on the planning implications of the findings of the Review.

Section 3 - General Business

- Alan Aldrich sought some clarification/information as to what action could be taken to educate children to ride bicycles on the correct side of the road. EO indicated that a report could be provided to the Committee from Council's Road Safety Program Co-ordinator on existing programs and possible options.

- Andrew Docking requested information on the current status of works in the Cycleways Program for 2006/2007.

- Mark Newtown commented on the damaged retaining wall at the cycleway outside Kurmond Public School. EO to refer this matter to appropriate Manager.

NEXT MEETING – to be held at 4:30 pm on Monday, 20 November 2006 at The Meeting Room Peppercorn Place, 320 George Street. Windsor.

The meeting closed at 5:05pm.

oooO END OF REPORT Oooo

ROC - Cultural Precinct Advisory Committee Minutes - 17 October 2006 - (97382)

The meeting commenced at 5.04 pm in the Tebbutt Room, Deerubbin Centre.

Present:	Councillor Dianne Finch	Hawkesbury City Council (Chair)
	Michael Ginnings	FoHAC and RAG
	Margarete Formanek	Education Representative
	Judy Newland	Hawkesbury Historical Society
	Johneen Hibbert	Community Representative
	Simon French	Community Representative
	Alan Leek	Tourism Hawkesbury
	Keri Whiteley	Hawkesbury City Council
	Graham Edds	FoHAC&RAG
Apologies:	Glenda Ewing	Community Representative
	Professor Ian Jack	Hawkesbury Historical Society
In Attendance:	Joseph Litwin	Hawkesbury City Council

REPORT:

RESOLVED on the motion of Michael Ginnings and seconded by Margarete Formanek that the apologies be accepted.

It was noted that a letter had been forwarded to Carolyn Kelly thanking her for her participation on CPAC.

SECTION 1 - CONFIRMATION OF MINUTES

1. Matters Arising From Previous Minutes

Corrections were made to the spelling of the names of committee members. Mr. Edds also noted that the recording of the General Business item raised by him, omitted reference to his enquiry as to whether the travelling exhibition he viewed at the Broken Hill Regional Gallery could be considered for exhibition at the HRG. He also noted that the response of the Gallery/Museum Director to this enquiry was not noted in the Minutes.

2. Confirmation of Minutes

RESOLVED on the motion of Graham Edds and seconded by Johneen Hibbert that the Minutes of the Cultural Precinct Advisory Committee held on 15 August be confirmed.

3. Correspondence

Nil.

SECTION 2 - REPORTS FOR DETERMINATION

Item 1 - **Activity Report: Hawkesbury Regional Gallery**

RESOLVED on the Motion of Michael Ginnings and seconded by Johneen Hibbert that:

1. The information be received.

Item 2 - Activity Report: Hawkesbury City Council Library Service

Discussion

The impressive levels of patron activity within the Library were noted. It was requested that future activity reports include a graphical representation of usage data to enable comparisons to be made over time.

RESOLVED on the Motion of Michael Ginnings and seconded by Johneen Hibbert that:

1. The information be received.

Item 3 - Activity Report: Hawkesbury Regional Museum

RESOLVED on the Motion of Michael Ginnings and seconded by Johneen Hibbert that;

1. The information be received.

Item 4 - **Hawkesbury Cultural Plan 2006-2011: Implementation Strategy**

Discussion

The Cultural Services Manager spoke to the report to provide further details on the proposal to establish project teams. Clarification was sought as to the rationale for the prioritising of actions within the Cultural Plan to be implemented over the next twelve months.

RESOLVED on the motion of Alan Leek and seconded by Graham Edds that:

1. The information be received.

2. The Committee endorse the proposed Revised Implementation Strategy.

3. The Committee endorse the establishment of 3 external project teams and nominate CPAC representatives to sit on project teams.

4. The Committee to forward the Revised Implementation Strategy to Council for adoption.

Item 5 - Deed of Agreement

Discussion

It was noted that the Report in the Supplementary Business Papers omitted the name of Margaret Ginnings and Dudley Mercer has having participated on the Collection Policy Sub-Committee. Mr. Ginnings expressed his disappointment at the reported delay in the reporting of this matter to Council. The EO indicated that time was required to enable Council staff to seek legal and industry advice in relation to the content of the Deed of Agreement prior to any recommendation being made to Council in relation to the Deed.

RESOLVED on the motion of Michael Ginnings and seconded by Judy Newland that:

The information to be received.

3. GENERAL BUSINESS

Nil.

4. NEXT MEETING

The next meeting of the Cultural Precinct Advisory Committee will be held on Tuesday, 20 February 2007 at 5:00 pm in the Tebbutt Room.

The Meeting Closed at 6:25pm.

oooO END OF REPORT Oooo

ROC - Local Traffic Committee - 18 October 2006 - (80245, 95495)

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Wednesday, 18 October 2006, commencing at 3.00pm.

ATTENDANCE

Present:	Councillor B Bassett (Chairman) Mr J Christie, Office of Mr A Shearan, MP Mr R McHenery, Roads and Traffic Authority Senior Constable G Crawford, NSW Police Service
Apologies:	Mr R Elson, Department of Transport Mr S Pringle, MP
In Attendance:	Mr C Amit, Manager, Design & Mapping Services Mr T Shepherd, Administrative Officer, Infrastructure Services

SECTION 1 - Minutes

ITEM 1.1 Minutes of Previous Meeting

The Minutes of the meeting held on 20 September 2006 were confirmed.

ITEM 1.2 Business Arising

Nil Business Arising.

SECTION 2 - Reports for Determination

ITEM 2.1 LTC - 18 October 2006 - Item 2.1 - Collectors' Plant Fair 2007- Bilpin (Hawkesbury) - (80245, 74282, 74000, 95450)

REPORT:

Introduction

An application has been received from Trahar Enterprise Pty Ltd seeking approval to hold a Collectors' Plant Fair within the grounds of 27 Powells Road, Bilpin on 21 and 22 April 2007 between the hours of 8.00am and 4.00pm. The event venue is located at the intersection of Powells Road and Bells Line of Road, Bilpin. This event was previously held in 2005 and 2006 and had Development Approval in accordance with DA0975/04.

The event organiser has advised the following:

- Off street parking will be provided within the Trahar's property at 27 Powell's Road, Bilpin for more than 700 cars and marshals will be in place to direct drivers to the different sections of the parking area.

- The majority of visitors will travel west along Bells Line of Road and turn left into Powells Road and proceed to No. 27. All visitors will be directed to the off street parking area. Upon leaving, the majority of visitors will turn right out of Powells Road into Bells Line of Road.

- 2000 visitors on Saturday, 22 April and 1000 visitors on Sunday, 23 April attended the Plant Fair held in 2006.

- Access for the venue via the gate at 3025 Bells Line of Road will only be used in the event of any emergency and an "Emergency Only" sign will be placed at this gate.

Discussion

It would be appropriate to classify this event as a “Class 2” special event under the “Traffic Management for Special Events” guidelines issued by the Roads & Traffic Authority as this event may impact on traffic and transport systems on Bells Line of Road, which is a State Road, and there may be a low scale disruption to the non-event community. There will be considerable traffic turning movements during the event at the intersection of Bells Line of Road and Powells Road. This section of Bells Line of Road carries a volume of traffic in the order of 4000 vehicles per day and the current speed limit is 100 kph.

The event organiser has requested that the Road and Traffic Authority give consideration to permanently reducing the speed limit along Bells Line of Road in the vicinity of Powells Road from 100kph to 80kph. The event organiser advises that the Transport Management Section has indicated that a TCP will not be required if the speed limit is reduced. The Roads and Traffic Authority previously approved a temporary speed limit of 80kph along Bells Line of road in the vicinity of Powells Road for the duration of the 2005 and 2006 events.

The application including the Traffic Management Plan (TMP) and the associated Traffic Control Plan (TCP) should be submitted to the RTA for authorisation due to the traffic impact on Bells Line of Road and due to the proposed temporary speed restriction signs to lower the speed limit from 100 kph to 80 kph on this section of Bells Line of Road during the event.

It will be necessary for the event organiser to lodge an application seeking approval to conduct the event with the NSW Police Service. The TMP and associated TCP submitted by the event organiser are contained within Appendix 1, attached with this report (Dataworks Document Nos. 2322368 and 2324645).

Following a Mayoral Minute in relation to a number of concerns regarding Bells Line of Road, Council at its meeting of 25 July 2006 resolved:

> *"That Council request the RTA to conduct a Safety Audit of Bells Line of Road, North Richmond to Lithgow, focussing on, but not limited to:*
>
> - *Dead and Overhanging Trees*
> - *Line of Sight*
> - *Road Shoulders and*
> - *Speed Limits"*

In response to Council's request, the RTA have advised that a review of speed limits and speed-related signage on Bells Line of Road is currently being undertaken, which will then be used to determine programs of works to commence in the 2006/07 program year.

RECOMMENDATION:

That:

1. The event, "Collectors' Plant Fair", planned for 21 and 22 April 2007, be classified as a “Class 2” special event under the “Traffic Management for Special Events” guidelines issued by the RTA;

2. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser;

3. It is strongly recommended that the event organiser becomes familiar with the contents of the RTA publication “Guide to Traffic and Transport Management for Special Events” (Version 3.3) and the Hawkesbury City Council special event information package which explains the responsibilities of the event organiser in detail;

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

<u>Prior to the event</u>

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

b. the application including the **TMP and the associated TCP should be submitted to the RTA** for authorisation due to the traffic impact on Bells Line of Road and due to the proposed temporary speed restriction signs to lower the speed limit from 100 kph to 80 kph on this section of Bells Line of Road during the event;

c. the event organiser **submitting to Council a copy of its Public Liability Policy** in an amount not less than **$10,000,000 noting Council and the Roads and Traffic Authority as an interested parties on the Policy;**

d. the event organiser advertising the event in the local press stating the entire extent of the event and the traffic impact / delays due to the event, two weeks prior to the event; **a copy of the proposed advertisement be submitted to Council** (indicating the advertising medium);

e. the event organiser notifying the details of the event to NSW Ambulance Services, NSW Fire Brigade / Rural Fire Service and SES at least two weeks prior to the event;

f. the event organiser directly notifying relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses affected by the event at least two weeks prior to the event;

g. the event organiser carrying 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 designing and implementing a risk elimination or reduction plan in accordance with the Occupational Health and Safety Regulation 2000; (information for event organisers about managing risk is available on the Department of Tourism, Sport and Recreation’s web site at http://www.dsr.nsw.gov.au);

h. the event organiser submitting the completed "Special Event - Traffic Final Approval" form to Council;

<u>During the event</u>

i. maintaining the event access, only via the existing driveway on Powells Road;

j. access being maintained for businesses, residents and their visitors;

k. a clear passageway of at least 4 metres width being maintained at all times for emergency vehicles;

l. all traffic controllers / marshals operating within the public road network holding appropriate certification required by the RTA;

m. in accordance with the submitted TMP and associated TCP appropriate advisory signs, including temporary speed restriction signs, shall be placed at the event organiser's cost after all the required approvals are obtained from the relevant authorities, and traffic control devices be placed during the event along the route under the direction of a traffic controller holding appropriate certification required by the RTA;

n. the participants be advised of the traffic control arrangements in place prior to the commencement of the event; and,

o. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately on completion of the activity.

APPENDICES:

AT - 1 Special Event Application - See attached (Dataworks Document Nos. 2322368 and 2324645)

ITEM 2.2 LTC - 18 October 2006 - Item 2.2 - Road Safety Issues - Dight Street, Richmond, near Icely Park - Traffic Calming (Londonderry) - (80245, 73611)

REPORT:

Representation has been made by the Hawkesbury Sports Council Inc. in relation to road safety issues along Dight Street, Richmond, in the vicinity of Icely Park. The Richmond Ex-Serviceman's Soccer Club are regular users of this ground. They have indicated that the volume of traffic and speed of vehicles is causing concerns to the safety of the children using the ground.

The Soccer Club have 350 registered players and all of whom train at the grounds throughout the week with weekend games attracting spectators as well. The grounds are used all year round for soccer and cricket.

The Hawkesbury Sports Council has requested the following:

1. Lowering of the speed limit from 50kph to 40kph;

2. Installation of a speed hump near the cemetery;

3. Additional signage indicating that the area is a high pedestrian usage area;

4. Painting of the speed limit on the road area on either side of the playing field.

Dight Street is a Local Urban, Minor Distributor Road, which extends from Francis Street to the RAAF Base. Whilst it is predominantly within a residential area and serves the properties within its locality, a greater proportion of traffic utilise Dight Street to access the RAAF Base.

The horizontal alignment of Dight Street in the vicinity of Icely Park consists of a straight section of road. Vertical alignment is generally flat in the vicinity of the park.

Icely Park is bounded by Dight Street, Andrew Street, Clarendon Street and Faithfull Street. The latter 3 roads being residential Collector roads. Dight Street to the east of Clarendon street is bounded by the Richmond Lawn cemetery and Sydney Water/Rural Land, with a carriageway width of 6.5 metres with unsealed shoulders. Dight Street between Clarendon Street and Andrew Street is bounded by Icely Park and residential properties, with a carriageway width of 9.20 metres, which includes a parking lane on the northern side where it is kerbed. The southern side adjacent to the park has a grassed shoulder/verge area.

Table 1: Road Section Data

Road Section	Traffic Counters - Sept 2006	Speed Limit	AADT	85% speed	RTA Road Traffic Accident Database
Clarendon Street to Sydney Water Tower	TC1	60kph	1730	73.8kph eastbound 71.3kph westbound	3
Andrew Street to Clarendon Street	TC2	50kph	1433	71.6kph eastbound 68.4kph westbound	1

The 85% speed for both sections of road is relatively high and in particular for eastbound traffic. Eastbound traffic is within a 50kph zone as they approach Icely Park. There is a 50kph sign near Francis Street, approximately 850 metres away, on the approach to Icely Park for eastbound traffic. For westbound traffic, the change in speed zone from 60kph to 50kph is in the vicinity of the intersection of Clarendon Street. This is part of a 700 metre long section of roadway leading to the intersection. It would appear that drivers are not adjusting to the change in speed limit for westbound travel.

It would be appropriate to reposition the change in speed zone of 60kph to 50kph, currently in the vicinity of Clarendon Street, to a further 300 metres east. The change in speed zone would need to be referred to RTA for determination.

As part of a Local Area Traffic Management Plan, it would be appropriate to mark Barrier Lines and Edge lines with RRPMs to establish 3.1 metre wide travelling lanes on both sides of Dight Street, from approximately 150 metres west of Hobart Street through to Clarendon Street. Barrier line should be marked for a distance of 300 metres along Dight Street, east of Clarendon Street. It is also appropriate to install regulatory speed signs at regular intervals and associated road markings, which will reinforce the speed limit to motorists. Refer to details on Plan TR018/06.

It is considered that the line marking treatment is a better option initially, than the installation of devices such as horizontal and vertical deflectors as it is cost effective for this road. Provision of a treatment in isolation, such as a speed hump near the cemetery as requested by the Hawkesbury Sports Council, would not satisfy the relevant standards.

To cater for the pedestrian activity in the area, it is recommended that pedestrian warning signs (W6-3) be installed at each approach to Icely Park.

RECOMMENDATION:

That:

1. The following measures be undertaken in Dight Street, Richmond in accordance with Plan TR018/06:

    a. Barrier lines be marked along the centre and associated RRPM's - between Hobart Street and Clarendon Street and extending for a distance of 300 metres east of Clarendon Street;

    b. Edge lines be marked to establish 3.1 metre wide travelling lanes on both sides and associated RRPM's - from approximately 150 metres west of Hobart Street through to Clarendon Street;

c. Repeater regulatory 50kph speed limit signs and pavement markings be installed on both sides, with all regulatory speed limit signage to be 'B' size.

2. The RTA be requested to relocate the existing commencement of the 50kph speed limit for westbound traffic in Dight Street, Richmond, from its existing position adjacent to Clarendon Street to a point 300 metres further east;

3. Pedestrian warning signs (W6-3) be installed at each approach to Icely Park in Dight Street;

4. A speed survey be undertaken three months after installation of these measures.

APPENDICES:

AT - 1 Dight Street, Richmond - Traffic Calming - Drawing No. TR018/06

APPENDIX - 1 Dight Street, Richmond - Traffic Calming - Drawing No. TR018/06

**To view this image,
Please refer to the separate
Attachments Document (Maps)**

ITEM 2.3 LTC - 18 October 2006 - Item 2.3 - B-Double Route Application by Pace Farm Pty Ltd - Various Roads (Hawkesbury) - (80245, 26849)

REPORT:

An application has been received from Pace Farm Pty Ltd seeking approval to operate 25 metre long B-Doubles to access several poultry farms in the Freemans Reach and Wilberforce areas.

The routes include:

i. From Bells Line of Road, North Richmond via Terrace Road, Wire Lane and Kurmond Road, and/or
ii. From Wilberforce Road, Freemans Reach via Freemans Reach Road, Gorricks Lane, Kurmond Road, Wire Lane and Terrace Road, and/or
iii. Creek Ridge Road, Freemans Reach, from Kurmond Road to Putty Road/Singleton Road.

The applicant has advised that specific delivery/pick-up points would be to farms located at;

- 708A Kurmond Road, Freemans Reach, and
- 485 Terrace Road, Freemans Reach.

The roads required to operate the B-Doubles are all generally Distributor Roads and a combination of both Regional and Local Roads. These roads are situated over varying terrain. There are sections of residential properties along roads such as Terrace Road, Kurmond Road and Creek Ridge Road. The other roads are within a mix of Rural/Farmland.

Assessment of the routes is undertaken in accordance with the “Route Assessment Guidelines for Restricted Access Vehicles (May 2002)” issued by the Roads and Traffic Authority. Under the Guidelines, minimum standards are provided for lane and shoulder widths for B-Double routes. These widths are assessed in correlation with the given AADT for the relevant road;

- For an AADT of 500 to 2000, the minimum lane width required is 3.0 metres with 1.0 metre shoulders. Total minimum road formation required = 8.0 metres.
- For an AADT of 2000 to 6000, the minimum lane width required is 3.0 metres with 1.2 metre shoulders. Total minimum road formation required = 8.4 metres.

Table 1: Proposed B-Double Route Data (refer to Plan TR019/06);

Location No.	Chainage (klm)	Seal Width (m)	Shoulder width LHS (m)	Shoulder width RHS (m)	Total Width (m)	AADT (year)
A. Creek Ridge Road, commencing from Putty Road/Singleton Road to Spinks Road						
1	0.30	6.05	1.40	1.30	8.75	2716 (1995)
2	0.70	4.95	0.50	0.80	6.25	2716 (1995)
3	1.80	4.80	0.70	1.60	7.10	2716 (1995)
4	3.60	5.70	1.50	0.50	7.70	2716 (1995)
B. Creek Ridge Road, commencing from Spinks Road to Kurmond Road						
5	0.60	5.80	0.20	0.20	6.20	3616 (2001)
6	2.20	6.30	0.20	0.60	7.10	3616 (2001)
C. Kurmond Road, commencing from Creek Ridge Road to Wire Lane						
7	2.20	5.80	0.90	1.00	7.70	3668 (1997)
8	2.90	5.50	0.50	0.30	6.30	3668 (1997)
9	3.40	5.30	0.60	0.60	6.50	3668 (1997)
D. Wire Lane, commencing from Kurmond Road to Terrace Road						

10	0.70	6.10	1.10	1.10	8.30	1720 (1995)
E. Terrace Road, commencing from Kurmond Road to Bells Line of Road						
11	0.30	5.50	0.90	0.80	7.10	1976 (1997)
12	1.50	5.80	0.80	0.90	7.50	2307 (2004)
13	4.70	6.60	1.20	2.50	10.30	4711 (2006)
14	5.60	6.10	0.30	0.40	6.80	4711 (2006)
15	6.60	6.30	1.50	1.00	8.80	4711 (2006)
F. Gorricks Lane, commencing from Creek Ridge Road to Freemans Reach Road						
16	0.80	6.10	0.70	0.30	7.10	5085 (2005)
G. Freemans Reach Road, commencing from Gorricks Lane to Wilberforce Road						
17	1.25	6.30	0.90	0.80	8.00	5302 (1997)
18	3.60	7.10	0.80	0.40	8.30	5302 (1997)
19	4.10	6.30	0.70	0.80	7.80	5302 (1997)

The available road widths along the proposed routes do not satisfy the minimum requirements set out in the RTA Guidelines. Further the majority of intersections would not comply with the turning manoeuvre of the B-double vehicles. A field trial was not undertaken at the intersections due to the road widths not complying.

Currently semi-trailers operate along these routes, as specific approval, such as that for B-Doubles, is not required. The applicant states that the proposal to operate B-Doubles is to reduce the effective semi-trailer trips by up to 30%. Whilst the reduction of trips is encouraged, the existing road infrastructure cannot sustain the operation of B-double trucks.

Discussions have been undertaken with the applicant to outline the assessment undertaken in evaluating the application.

RECOMMENDATION:

That:

1. the application to operate 25 metre long B-Doubles along the following routes not be supported;

   a. From Bells Line of Road, North Richmond via Terrace Road, Wire Lane and Kurmond Road, and/or

   b. From Wilberforce Road, Freemans Reach via Freemans Reach Road, Gorricks Lane, Kurmond Road, wire Lane and Terrace Road, and/or

   c. Creek Ridge Road, Freemans Reach, from Kurmond Road to Putty Road/Singleton Road.

2. the applicant be offered the option to fund widening of roads comprising the route to 8.8m, including intersections where necessary to accommodate swept paths, under guidelines to allow a field trial to proceed.

APPENDICES:

AT - 1 B-Double Route Application - Drawing No. TR019/06

AT - 2 B-Double Route Assessment

APPENDIX 1 - B-Double Route Application - Drawing No. TR019/06

**To view this image,
Please refer to the separate
Attachments Document (Maps)**

APPENDIX 2 - B-Double Route Assessment

B-DOUBLE ROUTE ASSESSMENT

Route:

Origin Address:	The routes include: iv. From Bells Line of Road, North Richmond via Terrace Road, Wire Lane and Kurmond Road, and/or v. From Wilberforce Road, Freemans Reach via Freemans Reach Road, Gorricks Lane, Kurmond Road, Wire Lane and Terrace Road, and/or vi. Creek Ridge Road, Freemans Reach, from Kurmond Road to Putty Road/Singleton Road.

Destination Address:	▪ 708A Kurmond Road, Freemans Reach, and ▪ 485 Terrace Road, Freemans Reach. The routes include: vii. From Bells Line of Road, North Richmond via Terrace Road, Wire Lane and Kurmond Road, and/or viii. From Wilberforce Road, Freemans Reach via Freemans Reach Road, Gorricks Lane, Kurmond Road, Wire Lane and Terrace Road, and/or ix. Creek Ridge Road, Freemans Reach, from Kurmond Road to Putty Road/Singleton Road.

A completed application form showing route details is attached.

This is to certify that the assessment criteria checklist has been ticked and comments provided as appropriate.

My assessment of the inspected route against the Guidelines is that the route is

not suitable overall

Regional Freight Route Co-ordinator Responsible for the Route Assessment:

Name: Mr Peter Shoemark

Signature: ______________________________

Date: __________

A3.1	Assessor is personally familiar with B-Double operations and regulations	X		
A3.2 **A3.2.1**	**ENVIRONMENT AND COMMUNITY AMENITY** **Noise** Considered views of local community in noise sensitive areas.			N/A Not a noise sensitive area. No additional noise due to B-Doubles replacing Semi-trailers.
A3.2.2	**Community Amenity** Considered local community concerns			Rural area with residential sections. Currently trucks use these routes.
A3.3 **A3.3.1**	**DIMENSIONAL CAPACITY** **Lane and Shoulder Widths** Lane and shoulder widths meet desirable standards.		X	
A3.3.2	**Vehicle Swept Path Requirements** Geometry of corners, roundabouts, intersections, and other traffic management devices adequately accommodates B-Double swept path.		X	
A3.3.3	**Railway Level Crossings and Adjacent Intersections** Signal warning time allows clearance of B-Doubles, or, if passive control, sight distances adequate for B-Doubles.			N/A
	B-Double can clear the crossing/intersection before having to stop at adjacent intersection.			N/A

A3.3.4	**Terminals** Applicant to ensure suitability of terminal. Entry and exit in the forward direction.			Terminals are various and not tested.
A3.4 **A3.4.1**	**ROAD SAFETY AND TRAFFIC MANAGEMENT** **Overtaking Opportunities - Rural Areas** Overtaking opportunities meet the requirements of the route.		X	
A3.4.2	**Sight Distances** Safe Intersection Sight Distances are met.		X	
A3.4.3	**Traffic Signals** Green time satisfactory.	X		Only signalised intersection is Bells Line of Road and Terrace Road.
A3.4	**STRUCTURAL CAPACITY** Bridges are structurally capable of carrying B-Doubles.	X		

Other issues:

Should a trial of the route be undertaken? yes N/A

no **due to road widths**

Work required to overcome obstacles to route approval:

Generally the roads need to be widened.

Assessment of low volume road not included in the checklist: N/A

SECTION 3 - Reports for Information

Nil Reports for Information.

SECTION 4 - General Business

ITEM 4.1 LTC - 18 October 2006 - Item 4.1 QWN - Condition of Jones Road, Lower Portland - (80245)

Councillor B Bassett

REPORT:

Advised of representations received regarding disrepair of Jones Road, Lower Portland, and enquired as to proposed maintenance.

Mr C Amit expressed doubt as to whether Jones Road was a public road under the control of Council.

RECOMMENDATION:

That investigation be undertaken as to the status of Jones Road and, if determined to be a public road under the control of Council, the matter be referred to the Construction and Maintenance Branch for scheduling of required maintenance.

ITEM 4.2 LTC - 18 October 2006 - Item 4.2 QWN - Condition of Lennox Street, Richmond - (80245)

Mr J Christie

REPORT:

Advised of representations received regarding disrepair of Lennox Street, Richmond, between East Market Street and Bosworth/Castlereagh Road intersection.

Mr C Amit advised that this section of Lennox Street is under the control of Council and in particular East Market Street to West Market Street has been included in a forthcoming Roads to Recovery Programme.

RECOMMENDATION:

That the information be received.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Wednesday, 22 November 2006 at 3.00pm in the Large Committee Rooms.

The meeting terminated at 3.50pm.

ooO END OF REPORT Oooo

ordinary meeting

end of business paper

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