



the bushland shire

creating a living environment

BUSINESS PAPER

ORDINARY MEETING

**Wednesday, 16 February, 2011
at 6.30pm**

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AGENDA AND SUMMARY OF RECOMMENDATIONS

PRESENT

NATIONAL ANTHEM

OPENING PRAYER/S

Rev. Geoff Collison of St. Johns Anglican Church, Beecroft will be opening the meeting in prayer.

ACKNOWLEDGEMENT OF RELIGIOUS DIVERSITY

Statement by the Chairperson:

"We recognise our Shire's rich cultural and religious diversity and we acknowledge and pay respect to the beliefs of all members of our community, regardless of creed or faith."

ABORIGINAL RECOGNITION

Statement by the Chairperson:

"We recognise the traditional inhabitants of the land we are meeting on tonight, the Darug and Guringai Aboriginal people, and respect is paid to their elders and their heritage."

AUDIO RECORDING OF COUNCIL MEETING

Statement by the Chairperson:

"I advise all present that tonight's meeting is being audio recorded for the purposes of providing a record of public comment at the meeting, supporting the democratic process, broadening knowledge and participation in community affairs, and demonstrating Council's commitment to openness and accountability. The recordings will be made available on Council's website once the Minutes have been finalised. All speakers are requested to ensure their comments are relevant to the issue at hand and to refrain from making personal comments or criticisms."

APOLOGIES / LEAVE OF ABSENCE

PRESENTATIONS

DECLARATIONS OF INTEREST

Clause 52 of Council's Code of Meeting Practice (Section 451 of the Local Government Act, 1993) requires that a councillor or a member of a Council committee who has a pecuniary interest in a matter which is before the Council or committee and who is present at a meeting of the Council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable. The disclosure is also to be submitted in writing (on the form titled "Declaration of Interest").

The Councillor or member of a Council committee must not be present at, or in sight of, the meeting of the Council or committee:

- (a) at any time during which the matter is being considered or discussed by the Council or committee.*
- (b) at any time during which the Council or committee is voting on any question in relation to the matter.*

Clause 51A of Council's Code of Meeting Practice provides that a Councillor, Council officer, or a member of a Council committee who has a non pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable. The disclosure is also to be submitted in writing (on the form titled "Declaration of Interest").

If the non-pecuniary interest is significant, the Councillor must:

- a) remove the source of conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official.*

OR

- b) have no involvement in the matter by absenting themselves from and not taking part in any debate or voting on the issue as if the provisions of Section 451(2) of the Act apply.*

If the non-pecuniary interest is less than significant, the Councillor must provide an explanation of why they consider that the interest does not require further action in the circumstances.

CONFIRMATION OF MINUTES

THAT the Minutes of the Ordinary Council Meeting held on 15 December, 2010 be confirmed; a copy having been distributed to all Councillors.

PETITIONS

MAYORAL MINUTES

NOTICES OF MOTION

RESCISSION MOTIONS

MATTERS OF URGENCY

ITEMS PASSED BY EXCEPTION / CALL FOR SPEAKERS ON AGENDA ITEMS

Note:

Persons wishing to address Council on matters which are on the Agenda are permitted to speak, prior to the item being discussed, and their names will be recorded in the Minutes in respect of that particular item.

*Persons wishing to address Council on **non agenda matters**, are permitted to speak after all items on the agenda in respect of which there is a speaker from the public have been finalised by Council. Their names will be recorded in the Minutes under the heading "Public Forum for Non Agenda Items".*

GENERAL BUSINESS

- *Items for which there is a Public Forum Speaker*
- *Public Forum for non agenda items*
- *Balance of General Business items*

GENERAL MANAGER'S DIVISION

Page Number 1

Item 1 GM1/11 COMPLAINTS HANDLING POLICY

RECOMMENDATION

THAT Council receive and note the contents of General Manager's Report No. GM 1/11 and adopt the amended Complaints Handling Policy.

Page Number 4

Item 2 GM2/11 ONLINE COMMUNITY ENGAGEMENT - POST TRIAL REPORT

RECOMMENDATION

THAT:

1. Council continues to use Twitter to communicate and build relationships with the community in the same manner that it has been managed throughout the trial period. Should Twitter's popularity wane, Council should then reconsider its use of the medium.
2. Council continues to use Flickr to promote a variety of events and achievements in the same manner that it has been managed throughout the trial period, with a view to increasing the quantity of photos on Flickr. Should Flickr's popularity wane, Council should then reconsider its use of the medium.
3. Council should not continue to pursue the use of Vimeo. Vimeo may be considered later where a specific need arises, such as a Council organised online video competition.
4. Due to the large amount of time required for regularly updating a Facebook page, Council's Facebook page continue to consist of general content only.
5. Council's use of social media, including Twitter, Flickr, Facebook and the like should continue to be managed by Council's Web Services Coordinator and Community

Relations team including the maintenance of a flexible attitude towards which tools are adopted as the popularity of social media tools fluctuates.

Page Number 10

Item 3 GM3/11 REVIEW OF INTERNAL AUDIT PLAN 2010/2011 (AS AT 31/12/2010)

RECOMMENDATION

THAT:

1. The contents of General Manager's Report No. GM3/11 be received and noted.
2. A review of the Internal Audit Plan continue to be presented to Council on a half yearly basis.

CORPORATE AND COMMUNITY DIVISION**Page Number 12**

Item 4 CC1/11 DECLARATIONS OF PECUNIARY INTEREST AND OTHER MATTERS RETURNS - COUNCILLORS AND DESIGNATED PERSONS

RECOMMENDATION

THAT Council note that the Disclosure of Pecuniary Interests and Other Matters Returns recently lodged with the General Manager have been tabled as required by the Local Government Act.

Page Number 15

Item 5 CC6/11 REQUEST FOR LEGAL ASSISTANCE - BALLINA SHIRE COUNCIL

RECOMMENDATION

THAT Council not make a contribution towards legal costs incurred by Ballina Shire Council in the matter of *Ballina Shire Council ats SJ Connelly Pty Limited [2010] NSWLEC 128*.

Page Number 19

Item 6 CC7/11 RESOURCING STRATEGY; DELIVERY PROGRAM 2011-2015; OPERATIONAL PLAN 2011/12 INCLUDING BUDGET; SPECIAL VARIATION TO GENERAL INCOME; AND FEES AND CHARGES 2011/12 - ADOPTION OF DOCUMENTS FOR PUBLIC EXHIBITION

RECOMMENDATION

THAT Council

-
1. Adopt for public exhibition and make available for public comment from 17 February to 16 March 2011, the draft documents listed below:
 - The updated Hornsby Shire Community Plan 2010 – 2020.
 - The draft Resourcing Strategy which incorporates the Workforce Plan, the Assets Strategy and Plan and the Long Term Financial Plan.
 - The draft Delivery Program 2011-2015, draft Operational Plan including Budget and Fees and Charges 2011/12
 - The rating information contained in the draft Operational Plan 2011/12, based on the announced 2.8% rate pegging increase, including the rates yield in percentage terms per rating category for 2011/12 as set out in the draft Operational Plan 2011/12.
 2. Adopt for public exhibition from 17 February to 16 March 2011, the “preferred” and “alternative preferred” options for levying a special variation to general income under Section 508A of the Local Government Act 1993, as described in the Delivery Program and Operational Plan being:
 - A rate increase over three years. The first year involves a total rate increase of 7.8% of the general income. In the second year the total rate increase would be 6%, and 4% in the third year. (All percentages include any rate peg amounts). This model includes cessation of the Hornsby Quarry Loan Rate in 2015/16.
 - An “alternative preferred option” of an initial rate increase over two years. The first year (2011/12) involves a total rate increase of 7.8% of the general income. In the second year the total rate increase would be 4%. (All percentages include any rate peg amounts). The rate peg amounts would apply in the third and fourth years. This model includes the retention of the value of the Hornsby Quarry Loan Rate in the fifth year (2015/16) and beyond.
 3. Following the public exhibition period, and after consideration of all submissions, lodge with IPART an application for a special variation to general income in accordance with Section 508A of the Local Government Act.
 4. Following the public exhibition period, and after consideration of all submissions, the draft Resourcing Strategy, draft Delivery Program 2011-2015, draft Operational Plan including Budget 2011/12 Fees and Charges 2011/12 be referred to Council for further consideration and adoption before 30 June 2010.
 5. Levy the Catchments Remediation Rate for 2011/12 on all rateable land in the Shire in accordance with ad valorem rates set out in the draft Operational Plan 2011/12
 6. Levy the Hornsby Quarry Loan Rate for 2011/12 on all rateable land in the Shire.

Page Number 29

Item 7 CC8/11 2010/11 INVESTMENTS AND BORROWINGS REPORT FOR PERIOD ENDING DECEMBER 2010

RECOMMENDATION

THAT the contents of Executive Manager's Report No. CC8/11 be received and noted.

Page Number 32

Item 8 CC9/11 DECEMBER 2010 QUARTER REVIEW AGAINST DELIVERY PROGRAM 2010-2014 INCLUDING OPERATIONAL PLAN (BUDGET) 2010/11

RECOMMENDATION

THAT the December 2010 Quarter Review of the 2010/11 Operational Plan (Budget) be received and noted.

ENVIRONMENT DIVISION

Page Number 35

Item 9 EN3/11 PARKS CAPITAL WORKS 2010-2011 DECEMBER QUARTER PROGRESS REPORT

RECOMMENDATION

THAT the contents of Executive Manager's Report No. EN3/11 be received and noted.

Page Number 37

Item 10 EN4/11 TENDER T25/2010 TREE SERVICES AND ASSOCIATED ACTIVITIES

RECOMMENDATION

THAT:

1. Council accept the tenders submitted by:

- Active Tree Services Pty Ltd
- Bolans Tree Services Pty Ltd
- Hornsby Tree Services Pty Ltd
- Simply Stumps (for stump grinding work only)

for Tender No T25/2010 Tree Services and Associated Activities

PLANNING DIVISION

Nil

WORKS DIVISION

Page Number 41

Item 11 WK3/11 WORKS PROGRESS REPORT - DECEMBER QUARTER 2010 - DESIGN AND CONSTRUCTION BRANCH

RECOMMENDATION

THAT the contents of Executive Manager's Report No. WK 3/11 be received and noted.

Page Number 50

Item 12 WK4/11 WORKS PROGRESS REPORT - DECEMBER 2010 QUARTERLY - TRAFFIC AND ROAD SAFETY BRANCH

RECOMMENDATION

THAT Council endorse the activities undertaken by the Traffic and Road Safety Branch for the period 1 October 2010 to 31 December 2010.

Page Number 55

Item 13 WK5/11 WORKS PROGRESS REPORT - DECEMBER 2010 QUARTER - ASSETS BRANCH

RECOMMENDATION

THAT the contents of Executive Manager's Report No. WK5/11 be received and the progress of the 2010/11 Assets Branch Programmes for the December 2010 quarter be noted.

Page Number 64

Item 14 WK6/11 WORKS BUILDING SERVICES - GRAFFITI AND VANDALISM DECEMBER 2010 QUARTERLY REPORT

RECOMMENDATION

THAT the contents of Executive Manager's Report No. WK6/11 be received and noted.

Page Number 67

Item 15 WK7/11 ENGINEERING SERVICES - BUILDING CAPITAL WORKS PROGRAM 2010/2011 - DECEMBER 2010 QUARTERLY REPORT

RECOMMENDATION

THAT the contents of Executive Manager's Report No. WK7/11 be received and noted.

Page Number 69**Item 16 WK8/11 TENDER NO. T32/2010: CONSTRUCTION OF VEHICULAR CROSSINGS AND FOOTPATHS****RECOMMENDATION**

THAT Council accepts the tenders of:

- (i) Pave-rite Excavations,
- (ii) Devcon Civil Pty Ltd, and
- (iii) Aston and Bourke Pty Ltd,

for Tender No. T32/2010: Construction of Vehicular Crossings and Footpaths.

Page Number 72**Item 17 WK9/11 TENDER T35/2010 - LEASE OF LAND - KANGAROO POINT BROOKLYN****RECOMMENDATION**

THAT:

1. Council accept the tender of Gen March Pty Limited for Tender No. T35/2010 for the lease of land – Kangaroo Point Brooklyn.
2. Council authorise the General Manager to enter into detailed negotiations associated with Tender No. T35/2010 for the lease of land – Kangaroo Point Brooklyn.
3. The General Manager be authorised to execute all associated documents under Power of Attorney or pursuant to this delegation.

SUPPLEMENTARY AGENDA**CONFIDENTIAL ITEMS****Item 18 WK10/11 COMPULSORY ACQUISITION OF LAND FOR OPEN SPACE - PART OF 8B PARK AVENUE, BEECROFT**

This report should be dealt with in confidential session, under Section 10A (2) (c) of the Local Government Act, 1993. This report contains information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

PUBLIC FORUM – NON AGENDA ITEMS

MAYOR'S NOTES

Page Number 77

Item 19 MN1/11 MAYOR'S NOTES FROM 1 TO 31 DECEMBER 2010

Page Number 80

Item 20 MN2/11 MAYOR'S NOTES FROM 1 TO 31 JANUARY 2011

QUESTIONS OF WHICH NOTICE HAS BEEN GIVEN

QUESTIONS WITHOUT NOTICE

1 COMPLAINTS HANDLING POLICY

EXECUTIVE SUMMARY

At the Ordinary Meeting held on 15 September 2010, Council considered Executive Manager's Report No. CC55/10, which dealt with the cost of processing Code of Conduct complaints and access to information requests, and required a review of Council's Complaint Handling Policy to take into consideration the Management Strategies contained within the NSW Ombudsman's "Managing Unreasonable Complainant Contact Practice Manual".

Council's Policy "Complaints Handling" has been reviewed and amended to take into consideration the aspects of the Ombudsman's Manual referred to in Report No. CC55/10. The amended Policy is attached for consideration and adoption by Council.

PURPOSE/OBJECTIVE

The purpose of this Report is to respond to Council's resolution of 15 September 2010 requesting a review of Council's Complaints Handling Policy.

DISCUSSION

At the Ordinary Meeting held on 15 September 2010, Council considered Executive Manager's Report No. CC55/10, which dealt with the cost of processing Code of Conduct complaints and access to information requests.

Following its consideration of the matter, Council resolved, inter alia, that:

"4. A review of Council's Complaint Handling Policy be undertaken to take into consideration the Ombudsman's Manual Management Strategies.

In Report No. CC55/10, specific reference was made to a publication by the NSW Ombudsman's office titled "Managing Unreasonable Complainant Contact Practice Manual, First Edition, June, 2009" which is referred to in that Report, and subsequently in this Report, as the "Ombudsman's Manual".

The Ombudsman's Manual is available on the NSW Ombudsman's website (www.ombo.nsw.gov.au/guideorganisations/guidepubsecagencies).

References in Report No. CC55/10 to the Ombudsman's Manual included:

1. Dealing with unreasonable complainant conduct is seen as part of the core function of a complaint handling agency, not just an occupational hazard or interruption to the normal routine, and imposition or a nuisance on the periphery of core work.
2.
 - Every complainant deserves to be treated with fairness and respect
 - In the absence of very good reasons to the contrary, members of the public have a right to access the agency

- No complainant, regardless of how much time and effort is taken up in responding to their complaint, should be unconditionally deprived of having their complaint properly and appropriately considered
 - A complainant whose conduct is unreasonable, may have a legitimate complaint
 - The substance of the complaint dictates the level of resources allocated to it, not the complainant's wishes, demands or behaviour.
3. There is a responsibility on the complainant to ensure that the complaint clearly identifies the issues being complained about; refers to relevant dates, places and times; gives a concise description of the incident or problems; gives details of any relevant phone conversations and meetings; and gives relevant explanations and includes copies of all relevant documents (and only relevant documents).
 4. The Ombudsman's Manual contains a Table which provides a checklist on the warning signs of unreasonable conduct by complainants.
 5. In cases where it is clear that a complainant will not accept the agency's decision on the matter and all appropriate avenues of internal review or appeal have been exhausted, and the complainant continues to contact the agency, it may be appropriate to notify the complainant that in future;
 - No phone calls will be accepted or interviews granted concerning the specific matter already reviewed
 - Correspondence will be received, read and filed but only acknowledged or responded to if they provide significant new information about their complaint or concern or raise new issues which, in the agency's opinion, warrant fresh action.

In these cases, it is important that adequate documentary records are made and maintained.

6. Agencies can refuse to correspond further with complainants if they persist in their complaint after the agency's complaint process has been exhausted. In this case, a letter needs to be written to the complainant, advising that any further correspondence from them will be filed without acknowledgement, unless a substantially new issue is raised which the CEO of the agency considers warrants attention. This letter needs to be signed by the CEO.

Council's Policy "Complaints Handling" has been reviewed and amended to take into consideration these aspects of the Ombudsman's Manual. The amended Policy is attached for consideration by Council with the amendments, excluding re-numbering, shown in *italics*.

BUDGET

There are no budgetary impacts.

POLICY

This Report recommends review and amendment of Council's Complaint Handling Policy.

CONSULTATION

There has been no consultation in the preparation of this Report.

TRIPLE BOTTOM LINE SUMMARY

The Triple Bottom Line is a framework for improving Council's decisions ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting upon Council's strategic themes. Adoption of the draft Policy should contribute to the following Triple Bottom Line considerations:

Governance - Timely and responsive services
- Consistent and effective policy and plans.

Society and Culture – Meet our diverse community needs.

RESPONSIBLE OFFICER

The General Manager, Mr Robert Ball

RECOMMENDATION

THAT Council receive and note the contents of General Manager's Report No. GM 1/11 and adopt the amended Complaints Handling Policy.

ROBERT BALL
General Manager
General Manager Division

Attachments:

1. Policy - Complaints Handling

File Reference: F2011/00024
Document Number: D01584049

2 ONLINE COMMUNITY ENGAGEMENT - POST TRIAL REPORT.

EXECUTIVE SUMMARY

At Council's Ordinary Meeting 21 April 2010, Council agreed to trial three forms of social media, Twitter, Vimeo and Flickr, as Community Relations tools.

The trial commenced in June 2010. Both Twitter and Flickr have been implemented with success, however Vimeo has provided comparatively less value to Council to date.

During this period, it has become necessary to develop a Hornsby Shire Council Facebook page in order to prevent Facebook creating the page on Council's behalf. This page only contains generic contact details and a link to the website.

This is the post-trial report.

PURPOSE/OBJECTIVE

This report provides Council with statistical and observational feedback about each form of social media that was trialled and serves to explain the social media methods Community Relations recommend for Council's communications needs in 2011 and onwards.

DISCUSSION

At Council's Ordinary Meeting held on 9 December 2009, a Notice of Motion (13/09) was adopted requiring: *"THAT a working party consisting of key staff and interested Councillors be formed to consider Council's approach to on-line community engagement and that a report containing the recommendations from the working party be provided for Council's consideration by the April 2010 Ordinary Meeting. The report should contain an evaluation of opportunities to use services like You Tube, Facebook, Twitter and other online media to promote Council services and activities at a minimal cost. The report should also contain comment on issues associated with the generation and moderation of content for these online communication forums."*

In December 2009 and January 2010, Community Relations conducted some preliminary investigations and the Manager, Community Relations convened an Online Community Engagement Working Party.

The Online Community Engagement Working Party met across February and March 2010. It comprised key staff members and interested Councillors and was charged with evaluating opportunities to use social media to promote Council services and activities at minimum cost. The working party members included the following twelve people: Councillor Nick Berman (Mayor), Councillor Michael Hutchence, Ms Michelle Edmunds (Manager - Community Relations) (Convener), Mr David Johnston (Manager - Community Services Branch), Mr Craig Munns (Manager - Information Systems Branch), Ms Julie Williams (Manager - Corporate Strategy Branch), Ms Liz Berger (Graphic Designer), Ms Lisa Cahill (Community Development Manager), Ms Cheryl Etheridge (Manager - Library and Information Services

Branch), Mr David Hayes (Media Coordinator), Ms Sharon Mizzi (Coordinator, Youth Services) and Ms Laura Plini (Graphic Designer).

The Online Community Engagement Working Party conducted a review of web-based information sharing facilities focusing on the more well-known Web 2.0 services that were currently used by other councils in metropolitan Sydney. The research was also limited to those services that did not impact on identified time or budget constraints.

The social media tools considered by the working party included: blogs, del.icio.us, Facebook, Flickr, My Space, Nings, Twitter, Vimeo, webcasting and You Tube.

At this time, Council did not have a Web Services Coordinator. This role was filled subsequently by Ms Nicole Mudge who commenced with Council in March 2010.

The Ordinary Meeting of Council held on 21 April 2010 received the Community Engagement Report submitted by the Manager, Community Relations. Following the details of each of the above mentioned social media tools and their suitability to achieve the budgetary and communications needs of Council, the recommendations adopted by Council were:

- 1. Council trial Twitter for six months as a tool to communicate and build relationships with the community.*
- 2. Council trial Flickr for six months as a tool to promote Council events, services and activities.*
- 3. Council trial Vimeo for six months to inform and educate the community about Council's services and activities.*
- 4. A further report on social media be presented to Council at the end of the trial period.*

The six month trial commenced in June 2010 and concluded November 2010. The findings are as follows:

1. Council trial Twitter for six months as a tool to communicate and build relationships with the community.

Twitter is a free social media tool which allows Council to quickly publish short notices (with or without hyperlinks). These messages are publicly available to all, but are pushed to our followers.

Council currently posts up to 2 tweets every day, and each one takes only a few moments to complete.

Council has promoted its use of Twitter on Council's website, regularly in Council Columns, and also in Mayoral Columns and the Bushland Shire News. Examples of these are attached.

Tweets have included announcements about events, vacant positions, exhibitions and other news. As Twitter continues to become more popular, requests from other groups within Council to have their news and events tweeted is increasing.

On a few occasions, followers have responded to posts asking questions or offering criticism, and where appropriate Council has provided a response.

Though Twitter provides details on how many followers Council has, it does not provide any statistical information on how many followers actually read our tweets.

While it is difficult to ascertain firm statistics on readership, Council's presence in this domain appears to be creating enough interest to make our efforts worthwhile. Due to the minimal time cost incurred in using Twitter, it is worthwhile to continue making use of this medium, even if only to offer our residents another forum to communicate with us.

Examples of Twitter posts are attached. All Council tweets are recorded and saved in TRIM.

Whilst no particular changes are recommended at this point in time, there may be opportunities in the future to create separate accounts for niche audiences. These should be judged on an individual basis and as needs arise.

Statistics:

- Followers: 361
- Following: 487
- Number of tweets: 328
- Our tweets, retweeted by others: 52

2. Council trial Flickr for six months as a tool to promote Council events, services and activities.

Flickr provides an online space where photos can be uploaded and publicly viewed.

Council's website does have an in-built photo gallery function, however Flickr provides far more flexibility in the arrangement of images, allows for quick bulk uploading, and allows users to easily see other photo sets which may interest them.

Council has established photo sets for events, exhibitions, community centres and some environmental projects, many with quite high view counts. Links to these sets were included on relevant web pages. The most popular sets are typically the arts focused images, which are visually very interesting.

Initially Council's account was free, which restricted the number of photos that Council could upload. This created some issues for promoting events such as the Art Prize, where only a few entries could be included in the set. The account has recently been upgraded for a small fee (circa \$50) to allow unlimited photos.

More extensive use should be made for exhibitions and major festivals as these images have been shown to create more interest.

Screenshots of all sets are attached.

Statistics:

- Sets (albums): 17
- Views: 11 – 1142 per album

3. Council trial Vimeo for six months to inform and educate the community about Council's services and activities.

To date, Council has not found a suitable use for Vimeo. Vimeo only allows non-promotional video content and the only video content that has been produced by Council is for promoting some of our community centres.

As Council's website CMS has the functionality to embed videos within the site, this is sufficient for Council's current use of video media.

There have been no requests from Council staff to publish video content, although opportunities do exist to create videos for residents explaining common Council procedures. Examples could include a "Welcome for new residents" or "Development Applications explained"; however these would require a high level of filming, editing and presentation skills.

As Council's website CMS includes the functionality to embed videos, this should be done wherever possible.

Statistics:

- Videos: 0

BUDGET

Twitter and Flickr communications have been managed by Council's Web Services Coordinator and/or Council's Media Coordinator as part of their daily roles and as such the communications have not had a budgetary implication on Council.

Continuing as per the trial will not incur any additional cost to Council.

POLICY

Council's Web Services Coordinator has completed a draft *Web and Social Media Policy* which is currently with the General Manager for review.

Council's representation to date via Twitter and Flickr has complied with the following Council policies:

- Publications by Council - visual presentation
- Corporate Colours
- Council's Spokesperson for Media Enquiries

CONSULTATION

As required, consultation has occurred within Council's Community Relations team and with those officers and managers relevant to the specific / topical communication needs.

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line is a framework for improving Council's decisions ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting upon the following Council's strategic themes.

Working with our Community

On line media provides an opportunity to engage a significant proportion of our community more quickly and effectively than is possible using traditional media.

Conserving our natural environment

The use of on-line media may ultimately reduce the need to use paper based products to deliver a range of messages to residents within the shire.

Maintaining sound corporate financial management

The use of social media during Council's trial period has not incurred any additional ongoing expense to Council because all activities to date have been carried out by Council Officers - Web Services Coordinator and Media Coordinator.

RESPONSIBLE OFFICER

The responsible officer is Michelle Edmunds, Manager, Community Relations, telephone 9847 6702 between 8.30am – 5pm, Monday to Friday.

RECOMMENDATION

THAT:

1. Council continues to use Twitter to communicate and build relationships with the community in the same manner that it has been managed throughout the trial period. Should Twitter's popularity wane, Council should then reconsider its use of the medium.
2. Council continues to use Flickr to promote a variety of events and achievements in the same manner that it has been managed throughout the trial period, with a view to increasing the quantity of photos on Flickr. Should Flickr's popularity wane, Council should then reconsider its use of the medium.
3. Council should not continue to pursue the use of Vimeo. Vimeo may be considered later where a specific need arises, such as a Council organised online video competition.
4. Due to the large amount of time required for regularly updating a Facebook page, Council's Facebook page continue to consist of general content only.
5. Council's use of social media, including Twitter, Flickr, Facebook and the like should continue to be managed by Council's Web Services Coordinator and Community Relations team including the maintenance of a flexible attitude towards which tools are adopted as the popularity of social media tools fluctuates.

ROBERT BALL
General Manager
General Manager Division

Attachments:

1. Twitter
2. Flickr
3. Bushland Shire News
4. Mayor's Column
5. Northern District Times

File Reference: F2009/00853
Document Number: D01593340

3 REVIEW OF INTERNAL AUDIT PLAN 2010/2011 (AS AT 31/12/2010)

EXECUTIVE SUMMARY

A six monthly report is presented to Council on the progress of the Internal Audit (IA) Plan. Report No. GM 17/10 presented to Council's Ordinary Meeting on 18/08/2010 set out the progress details of the 2009/10 IA Plan as at June 2010. It also provided details of the proposed reorganised 2010/11, 2011/12 and 2012/13 Plans.

Progress outlined in this report as at December 2010 resulted in a 43% completion rate of the yearly plan. This overall calculation is based on a 28% completion rate of the original audits and a completion rate of 55% of the other (IA) Plan items including two additional internal and two additional external engagements.

PURPOSE/OBJECTIVE

To review the progress made within the 2010/11 Internal Audit Plan as at December 2010.

DISCUSSION

A full review schedule of the Internal Audit function to date is attached, together with progress made, and additional engagements incorporated since the last report.

As a result of the adopted recommendations of the 2010 external Quality Assessment Report on the Internal Audit Function regarding reporting format of the IA Plan, the reporting table separates adopted internal audits from other work activities and additional engagements conducted by the Internal Auditor.

Consequently separate completion rates of 28% for the adopted audits and 55% for the other (IA) Plan items which included two additional internal and two additional external engagements have resulted in an over all completion rate of 43% of the yearly plan as at December 2010.

These additional engagements have included investigations into two protected disclosures, a probity audit and preparation of information, records and documents for a state government agency. The inclusion of these engagements has had an impact on the completion rate of the original adopted audits.

BUDGET

There are no budget implications arising from this report.

POLICY

There are no policy implications arising from this report.

CONSULTATION

Consultation was conducted, where applicable, with the ICAC, external providers, the General Manager, Executive Managers, Branch Managers and other appropriate staff during investigations and audits.

TRIPLE BOTTOM LINE SUMMARY

The Triple Bottom Line is a framework for improving Council decisions by ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting on Council's strategic themes.

As this report simply provides Council with information and does not propose any actions which require a sustainability assessment, no Triple Bottom Line considerations apply.

RESPONSIBLE OFFICER

Mr Brian Thompson, Internal Auditor.

RECOMMENDATION

THAT:

1. The contents of General Manager's Report No. GM3/11 be received and noted.
2. A review of the Internal Audit Plan continue to be presented to Council on a half yearly basis.

ROBERT BALL
General Manager
General Manager Division

Attachments:

1. 2010/11 IA Plan - Adopted Audits, Other Work and Activities and Additional Engagements

File Reference: F2004/06186-02
Document Number: D01594655

4 DECLARATIONS OF PECUNIARY INTEREST AND OTHER MATTERS RETURNS - COUNCILLORS AND DESIGNATED PERSONS

EXECUTIVE SUMMARY

Section 449 of the Local Government Act (the Act) details the statutory requirements in respect of the lodgement of Disclosure of Pecuniary Interests and Other Matters Return/s by Councillors and Designated Persons. Section 450A(2) of the Act details the reporting requirements associated with the lodgement of such Returns.

In accordance with those Sections of the Act, this Report provides information regarding the Return/s recently lodged with the General Manager. It is recommended that Council note that the Disclosure of Pecuniary Interests and Other Matters Return/s lodged with the General Manager have been tabled in accordance with the requirements of the Act.

PURPOSE/OBJECTIVE

The purpose of this Report is to table the Disclosure of Pecuniary Interests and Other Matters Return/s lodged by Councillors/Designated Persons who have left, commenced with, or internally transferred to a relevant position within Council.

DISCUSSION

Section 449(1) of the Act requires a Councillor or Designated Person to complete and lodge with the General Manager a Disclosure of Pecuniary Interests and Other Matters Return within three months after becoming a Councillor or a Designated Person. Section 449(3) requires a Councillor or Designated Person holding that position at 30 June in any year to complete and lodge with the General Manager a Return within three months after that date. Section 449(5) states that nothing prevents a Councillor or Designated Person from lodging more than one Return in any year.

Section 450A(2) of the Act requires that Returns lodged under Section 449 are to be tabled at a meeting of Council. Returns lodged under Sections 449(1) and 449(3) are to be tabled at the first meeting held after the last day for lodgement under those Sections; and Returns lodged for any other reason are to be tabled at the first meeting after their lodgement.

Council's procedures in respect of the disclosing of interests have been developed to cater for the election/appointment/employment/retirement/resignation/etc of Councillors or Designated Persons. These procedures:

- require all Councillors and Designated Persons who hold that position at 30 June in any year to submit Returns to the General Manager by 30 September in that year (i.e. they are lodged under S449(3)). These Returns are tabled at the October Ordinary Meeting of Council in that year;

- require newly elected Councillors or newly appointed Designated Persons to lodge Returns to the General Manager within three months of their election/appointment (i.e. they are lodged under S449(1). These Returns are tabled at the next available Ordinary Meeting of Council; and
- require those Councillors or Designated Persons who are leaving Council (because of retirement, resignation, etc) to lodge Returns to the General Manager by their last day with Council. These Returns are tabled at the next available Ordinary Meeting of Council.

Returns lodged in accordance with Section 449(1) and/or 449(5) of the Local Government Act and Council's Procedures

Council last considered the tabling of Disclosure of Pecuniary Interests and Other Matters Returns at the Ordinary Meeting held on 15 December 2010 (see Report No. CC75/10). Since that time, an additional Return has been lodged with the General Manager and is now tabled as required by the Local Government Act.

Date Lodged	Councillor/Designated Person (Position)	Reason for Lodgement
4/01/2011	Hornsby Aquatic Centre Supervisor	Leaving Council

BUDGET

There are no budgetary implications associated with this Report.

POLICY

There are no policy implications associated with this Report.

CONSULTATION

Consultation has occurred with those required to complete a Disclosure of Pecuniary Interests and Other Matters Return.

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line is a framework for improving Council decisions by ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting upon Council's strategic themes.

As this Report simply provides Council with information and does not propose any actions which require a sustainability assessment, no Triple Bottom Line considerations apply.

RESPONSIBLE OFFICER

The officer responsible for the preparation of this Report is Council's Senior Access to Information Officer – Stephen Waller who can be contacted on 9847 6749.

RECOMMENDATION

THAT Council note that the Disclosure of Pecuniary Interests and Other Matters Returns recently lodged with the General Manager have been tabled as required by the Local Government Act.

SCOTT ALLEN
Risk & Insurance Manager - Risk &
Insurance
Corporate and Community Division

ROBYN ABICAIR
Manager - Administration Services
Corporate and Community Division

GARY BENSLEY
Executive Manager
Corporate and Community Division

Attachments:

There are no attachments for this report.

File Reference: F2010/00368
Document Number: D01561295

5 REQUEST FOR LEGAL ASSISTANCE - BALLINA SHIRE COUNCIL

EXECUTIVE SUMMARY

Council has been advised that the Local Government and Shires Associations (LGSA) have approved an application by Ballina Shire Council for assistance under the LGSA's Legal Assistance Policy.

This Report provides the facts of the relevant matter, details of the LGSA's Legal Assistance Policy, the costs incurred by Ballina Shire Council, the contribution requested from Hornsby Shire Council under the Policy and comments from relevant Hornsby Council officers about whether Council should make a contribution.

The recommendation is that Council not make a contribution towards legal costs incurred by Ballina Shire Council.

PURPOSE/OBJECTIVE

The purpose of this Report is to provide information to allow consideration of a request for Council to make a contribution, under the Local Government and Shires Association's Legal Assistance Policy, to legal costs incurred by Ballina Shire Council.

DISCUSSION

Council is in receipt of correspondence from the LGSA (copy attached) which advises that their Executives have approved an application by Ballina Shire Council for assistance under the LGSA's Legal Assistance Policy in the matter of *Ballina Shire Council ats SJ Connelly Pty Limited [2010] NSWLEC 128*.

The LGSA's Legal Assistance Policy (copy attached) allows for a council to request the support of the LGSA in seeking contributions from all councils to legal costs in a matter that involves a major local government principle, even where the council is not so seriously affected by the outcome of the case that the legal costs associated with the principle outweigh any other consequence.

It is noted that if a council's application to the LGSA is successful, all NSW councils are asked to contribute. The amount sought from each council is based on a pro rata basis according to the basic membership subscription assessed against each council and either the estimated costs at the time of the request or updated costs provided by the applicant council at a later date. Any contribution is entirely voluntary and no council is under any obligation to contribute under any circumstance.

The following are the main facts of the matter, which are summarised from advice provided by the LGSA.

Ballina Shire Council has recently been the respondent in a Class 4 matter in the Land and Environment Court.

Class 4 of the Land and Environment Court deals with environmental planning and protection matters (civil enforcement and judicial review).

The question that the Court was required to answer was whether the development proposed is designated development within the meaning of the Environmental Planning and Assessment Act 1979.

Council argued that the development was designated development, being an extractive industry, and therefore an environmental impact statement was required and as such would not determine the development application.

The applicant contended that the development was not an extractive industry and therefore was not designated development.

The applicant lodged a development application with council being for the temporary stockpile of 100,000m³ of soil and rock on the residue lot.

Council received advice from their solicitors that the proposal came within the definition of extractive industry and therefore was designated development.

The applicant did not enter into discussions with council over this matter but rather made an application to the Court to decide the issue.

Council argued that it was necessary to defend the matter as it was unclear whether the development application was for designated development and therefore council was not in a position to approve the application.

Council claims that as a result of these proceedings there is now a definitive interpretation of “extractive industry” and “industry” for the purposes of Clause 19 of Schedule 3 of the Environmental Planning and Assessment Regulation 2000.

Clause 19 of Schedule 3 of the EP&A Regulations requires that an extractive industry as designated development needed to be an industry that obtains extractive materials by methods including excavating, dredging, tunnelling or quarrying and that the industry is one that stores, stockpiles or processes extractive materials by methods that include washing, crushing, sawing or separating those materials.

The Court held that while the method requirements of Clause 19 appeared to be fulfilled, the activity must be an “industry” and have an industrial connotation. The word industry should therefore be taken to identify “commercial activities carried on through industrial process”.

The Court held that it did not consider the preparatory works and the maintenance of static stockpiles as an industrial process and that the stockpiling on the site of preloaded soil and rock is not being undertaken in the course of a particular branch of trade or manufacture nor is it being undertaken as part of a large-scale business activity.

The LGSA have advised that the costs incurred by Ballina Shire Council in pursuing the matter total \$90,000.00 and that Hornsby’s contribution under the LGSA’s Legal Assistance Policy has been calculated at \$1,014.64.

In evaluating whether or not Council should agree to make the requested contribution, in addition to taking into consideration the comments provided by LGSA, Council officers also reviewed the Court's decision of the matter in order to gain a full understanding of the issue. The full judgement can be accessed at:
<http://www.lawlink.nsw.gov.au/lecjudgments/2010nswlec.nsf/c45212a2bef99be4ca256736001f37bd/7c5133451732ee8dca25776700127299?OpenDocument>

Council officers have reviewed the information made available in respect of this matter and make the following points:

1. The claim by Ballina Shire Council that these proceedings have resulted in there now existing a definitive interpretation of “extractive industry” and “industry” for the purposes of Clause 19 of Schedule 3 of the Environmental Planning and Assessment Regulation 2000 is not necessarily supported. In this regard, any interpretation of the decision would need to take into account the specific nature of work being carried out, and a precedent is only formed if a future Development Application were to involve *exactly* the same functions as in this case.
2. The claim by Ballina Shire Council that any other Council “*can now confidently consider development applications of this nature without requiring the submissions of an Environmental Impact Statement and it has the potential to significantly reduce the environmental impacts associated with the use of approved disposal areas such as landfill sites for the inappropriate disposal of clean extractive materials*” may not have as broad an application as is believed by Ballina Shire Council.

In reviewing the case, the Executive Manager, Planning has commented that:

I note that Ballina Council has found itself the defendant of the Class 4 action based on its own decision making. I further note that Council acted on legal advice provided by its solicitor.

In the circumstances, I do not consider it appropriate that Council contributes towards the cost of this appeal. I consider it more appropriate that Ballina Council negotiates the matter with its own Solicitor.

Having considered the facts of the matter provided by the LGSA, the details of the Court proceedings, and the comments from relevant Council officers, it is recommended that Council not contribute towards Ballina Shire Council's legal costs.

BUDGET

There is provision in Council's 2010/11 Budget for corporate legal expenses. Should Council determine to contribute towards Ballina Shire Council's legal costs for the amount requested, this could be provided from within the corporate legal expenses budget allocation

POLICY

The relevant policy relating to this Report is the LGSA's Legal Assistance Policy.

CONSULTATION

The preparation of this Report has involved consultation with the Executive Manager, Planning, and has had regard to the Court's written decision and information provided by the LGSA.

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line is a framework for improving Council decisions by ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting upon Council's strategic themes.

As this Report simply provides Council with information and does not propose any actions which require a sustainability assessment, no Triple Bottom Line considerations apply.

RESPONSIBLE OFFICER

The officer responsible for the preparation of this Report is the Manager, Administration Services Branch – Robyn Abicaire – who can be contacted on 9847 6608.

RECOMMENDATION

THAT Council not make a contribution towards legal costs incurred by Ballina Shire Council in the matter of *Ballina Shire Council ats SJ Connelly Pty Limited [2010] NSWLEC 128*.

ROBYN ABICAIRE
Manager - Administration Services
Corporate and Community Division

GARY BENSLEY
Executive Manager
Corporate and Community Division

Attachments:

1. Legal Assistance Policy
2. Correspondence from LGSA - Legal Assistance, Ballina Shire Council

File Reference: F2004/10147
Document Number: D01576893

**6 RESOURCING STRATEGY; DELIVERY PROGRAM 2011-2015;
OPERATIONAL PLAN 2011/12 INCLUDING BUDGET; SPECIAL
VARIATION TO GENERAL INCOME; AND FEES AND CHARGES 2011/12 -
ADOPTION OF DOCUMENTS FOR PUBLIC EXHIBITION**

EXECUTIVE SUMMARY

The Hornsby Shire Community Plan 2010 - 2020 is the highest level Council plan and it sets the direction for where the people of the Shire want to be in 2020. The draft Resourcing Strategy and the draft Delivery Program 2011-2015 are Council's responses to the aspirations in the Community Plan. The Resourcing Strategy contains the Workforce Plan, the Assets Framework and the Long Term Financial Plan. The Delivery Program includes the annual Operational Plan and contains detail regarding the proposal to seek a special variation to general income (a rate increase), to be implemented in July 2011, to address the major issue of the Shire's ageing infrastructure.

The Operational Plan includes budget information at the branch and organisational levels in a format comparable to the statutory General Purpose Financial Reports. Supporting information includes an expanded Rating Statement both with and without the proposed rate increase. Constraints in preparing the Budget are also identified.

The draft Delivery Program 2011-2015 and Operational Plan 2011/12 are based on the announced rate increase of 2.8%. This is less than the percentage increase required for financial sustainability particularly in light of the increasing costs of materials such as oil and bitumen and increased street lighting charges well above the rate pegging allowance. It is also below the expected increase in costs of major expenditure items and places considerable pressure on council's ability to maintain services at existing levels.

The draft 2011/12 Annual Budget provides for an estimated deficit of \$136,277.

Following Council's adoption for public exhibition of the amended Hornsby Shire Community Plan 2010-2020, draft Resourcing Strategy, draft Delivery Program 2011-2015 and Operational Plan 2011/12 and incorporated documents, the documents will be exhibited for comment from 17 February to 16 March 2011. The exhibition period allows members of the public, as well as Councillors and staff, to make submissions on any aspect of the contents of the draft documents, including the proposed rate increase.

At the conclusion of the public exhibition period, all submissions regarding the draft documents will be referred to Council for further consideration and adoption.

PURPOSE/OBJECTIVE

The purpose of this Report is to present to Council for adoption for the purpose of public exhibition from Thursday 17 February to Wednesday 16 March 2011, the amended Hornsby Shire Community Plan 2010-2020, the draft Delivery Program 2011-2015, and the draft Operational Plan 2011/12 incorporating the Budget and Fees and Charges for 2011/12. The Delivery Program and Operational Plan also include detail regarding Council's proposal to

seek a special variation to general income (a rate increase) in accordance with Section 508A of the Local Government Act 1993.

DISCUSSION

Hornsby Shire Council has progressed to the Division of Local Government's (DLG) Integrated Planning and Reporting Framework. At its essence, the Framework encourages councils to undertake longer term thinking and planning based on community aspirations for the future.

The Integrated Planning Framework approaches management planning from the paradigm of community aspirations and preferences. It requires that the community be presented with the key issues and challenges facing the Shire in order that the community can have deliberative input into how Council, other government agencies and the community will respond to those issues and challenges. The aspirations of the various communities that make up the Shire are contained in the ten year Community Plan. Council's response is documented in the four year Delivery Program and the annual Operational Plan which contains the Budget and financial detail. The Resourcing Strategy documents the approach Council will take to augment and maximise the use of resources available to the organisation.

The Hornsby Shire Community Plan 2010 –2020

The Hornsby Shire Community Plan 2010 – 2020 was adopted by Council on 30 June 2010. It represents a strategy for the future of Hornsby Shire. It is the highest level Council plan and it sets the direction for where the people of the Shire want to be in 2020.

Since its adoption by Council the Division of Local Government has reviewed the Hornsby Shire Community Plan 2010 – 2020 and suggested amendments to format and layout to improve readability. The suggested amendments have been included in the attached version, however every effort has been taken to ensure the aspirations and community intent expressed in the document have not changed.

The amended Hornsby Shire Community Plan 2010 – 2020 is presented to Council for public exhibition and comment to ensure it accurately represents community sentiment.

The Hornsby Shire Council Resourcing Strategy

Council's Resourcing Strategy is a broad framework focussed on three aspects; firstly the workforce needs in the coming four years, secondly an asset strategy and asset plan for the coming ten years and thirdly a long term financial plan that looks ahead ten years.

The Resourcing Strategy has been updated and revised to reflect recent asset data, which has in turn impacted on the Long Term Financial Plan. The Long Term Financial Plan also contains detail regarding the proposed rate increase to fund the repair, renewal and upgrade of community assets and therefore the Resourcing Strategy is presented to Council to adopt for public exhibition.

In 2010 Council undertook a comprehensive review of its community assets. The Asset Framework (Strategy and Plan) in the Resourcing Strategy has been updated to reflect the most recent asset data including condition maps, expenditure and future funding requirements.

Draft Delivery Program 2011 - 2015

The draft Delivery Program 2011 – 2015 is Council’s response to the aspirations in the Community Plan. The Delivery Program describes the principal activities to be undertaken by Council to implement the outcomes desired by the community. It also contains the resources required to fund the activities and the performance indicators to measure the success of those activities. The draft Delivery Program comprises a number of documents, namely:

1. Delivery Program 2011 – 2015 - a rolling four year program of proposed activities in response to the aspirations in the Hornsby Shire Community Plan 2010-2020
2. Operational Plan 2011/12 (including budget) - contains detail regarding the activities proposed to be undertaken in the coming year and the funds being allocated to those activities
3. Fees and Charges 2011/12 – fees proposed for the coming year

The draft Delivery Program and Operational Plan also contains detailed information regarding Council’s proposed special variation to general income (rate increase) including a rating statement with and without the rate increase, the rationale for the application for a rate increase and the capital works to be funded by the proposed rate increase. Council staff have investigated two potential scenarios for the proposed rate increase, and these are discussed in the section titled ‘A Rate Increase’ in this report.

The Budget for 2011/12

Council staff commenced preparation of the 2011/12 Budget in November 2010 on receipt of Budget parameters approved by Council’s Executive Committee (ExCo).

To minimise some of the impacts of the constraints and considerations outlined later in this Report, and to avoid excessive demands which could not be met, the parameters approved by ExCo included:

- A nil increase to Divisional expenditure (net of direct labour). As a consequence, this means that those activities that do not have a direct labour component have had their allocations frozen at the same dollar amount for the past five budgets. This cannot continue without adversely impacting on service delivery.
- The use of Council staff where possible to undertake Section 94 Development Contributions projects and other funded projects.
- New projects to be included in phase-up requests rather than be included in the draft Budget.
- Direct salaries and wages to include 2.6% increase based on the award, and calculated on 50 pay weeks. The two week reduction represents organisational savings which occur as a result of the average delay in replacing staff members who retire/resign/etc and/or productivity improvements that are required.
- A rate increase of 2.8% as advised by the Independent Pricing and Regulatory Tribunal (IPART) on 10 December 2010.

In order to maintain tight control over expenditure levels in the budget process, advice was provided to budget managers that no increase was able to be applied to operating budget material and contract expenditure. This was despite substantial price increases, particularly for construction materials. Any increase has been required to be offset by productivity improvements, service reductions or increased fees.

An informal Councillor workshop was held on Wednesday 2 February 2011 to review the format and intent of the draft Delivery Program 2011-2015 and the Operational Plan 2011/12 including the proposed rate increase. This workshop enabled Councillors to review the draft Budget details in the context of service delivery commitments, the Long Term Financial Plan and the key challenges posed by ageing infrastructure and the community desire for additional infrastructure. Councillors noted the significant unfunded capital programmes in excess of the phase-ups including the replacement of the Hornsby Aquatic Centre, replacement of the pedestrian bridge over George Street, the need for additional courts at the Brickpit Sports Stadium, the need for drainage improvement and enhancements and the community's desire for additional footpaths and additional amenities at local parks and ovals.

The current draft Budget for 2011/12, within the strict parameters applied, achieves a deficit of \$136,277. The financial constraints referred to above required considerable effort from staff and Councillors in order to achieve this result.

The most significant initiative to improve the financial position involved the review of all internal services. The consequences of this review cannot be determined at this stage, but staff and the community will be informed of the decisions that may affect them.

An important project associated with the preparation of the 2011/12 Budget has been the Long Term Financial Plan covering a ten year period. This document contains detailed financial information in respect of Council's key financial statements and an assessment of key financial performance indicators covering a ten year period.

Fees and Charges

Fees have been reviewed and increased by CPI or by an amount which has had regard to market conditions and the appropriate cost recovery level. Opportunities to recover administrative and overhead costs in respect of business activities have also been investigated and implemented where appropriate. Where applicable, the final price includes GST which does not contribute revenue to Council but is forwarded to the Federal Government.

Loans

The Budget includes loan proceeds of \$1 million which is the same amount as in 2010/11. For each \$1 million borrowed, Council is required to apply approximately \$160,000 from future year's budgets towards debt servicing. The estimated debt servicing requirement is based on Council taking out a loan for a 10 year period and making equal annual principal and interest repayments over the term of the loan.

A rate increase

Based on community feedback from extensive engagement and consultation activities, in May 2010 Council sought approval from the Minister for Local Government for a one-off special variation to general income of 5.8% above the rate peg to improve Hornsby's ageing infrastructure and build new facilities to meet the changing needs of the community. The application was not approved by the Minister substantially because the Department of Local

Government considered the variation had a long term impact and preferred that Council apply for a rate increase under S508A rather than under S508(2), as permitted by the guidelines.

Community research in late 2010 showed that, while recognising there would be a cost, the majority of those surveyed (76%) were prepared to pay more in order to receive additional facilities and services. Additional footpaths, amenities at local parks and ovals, including lighting, parking and drainage and replacement of the Hornsby pool were ranked as the highest priorities for additional funding. Residents also want the George Street pedestrian overbridge replaced, improvements to stormwater drainage, more cycleways and BMX tracks, improved playgrounds and upgrades to community centres.

Councillors determined to seek a rate increase spread over two or three years. The funds generated by the rate increase are to be directed to repairing, replacing and upgrading the community assets listed above and contributing towards the long term financial sustainability of Council.

The guidelines for the preparation of an application to IPART for a special variation to general income in 2011/12 (a rate increase), required that Councils formally advise IPART by letter on or before 28 January 2011, of the intention to submit an application under S508A of the Local Government Act.

The letter of intent was to outline the purpose of the special variation and provide details of the proposed increase both in percentage and dollar terms. If a Council had not yet finalised these details an estimate may be provided.

Since there were no scheduled meetings or workshops for Councillors before the prescribed date, an estimate of the proposed application was forwarded to IPART. IPART was advised that the purpose of a special variation application to be submitted by Council was twofold.

- Firstly, to fund the infrastructure enhancements desired by the community in the short term. The enhancements were expressed during the Hornsby Community Plan process and subsequent research.
- Secondly, to fund the renewal and upgrade of significant community infrastructure over the longer term.

Council's application for a rate increase must be expressed as a percentage increase to general income inclusive of the rate peg. General income is defined in the Local Government Act 1993 as income from ordinary rates, special rates and annual charges, excluding annual charges for domestic waste management services. All funds generated by an increase to general income will be applied to renew, repair and replace the Shire's infrastructure and contribute towards the long term financial sustainability of Council.

Council staff had investigated two options for a rate increase, a preferred and an alternative preferred option and estimated the proposed increases. IPART was informed of both options, which are predicated on the announced 2.8% rate peg in 2011/12 and an estimated 3% rate peg in following years.

The following table refers to a total increase in general income inclusive of the rate peg.

PREFERRED Scenario based on the average rate of \$930 per annum (excludes the waste charge)		ALTERNATIVE PREFERRED Scenario based on the average rate of \$930 per annum (excludes the waste charge)
<i>Rate increase</i>	<i>Year</i>	<i>Rate increase</i>
7.8% - total annual rate increase \$72.54	2011/12	7.8% - total annual rate increase \$72.54
6% - total annual rate increase \$60.18	2012/13	4% - total annual rate increase \$40.10
4% - total annual rate increase \$42.52	2013/14	As determined by IPART
As determined by IPART	2014/15	As determined by IPART
As determined by IPART, but no rate increase because rates decrease by the value of the Hornsby Quarry Loan Rate (about \$30).	2015/16	As determined by IPART PLUS retain the value of the Hornsby Quarry Loan Rate (about \$30) and refocus the funds to infrastructure improvements
As determined by IPART	2016/17 and beyond	As determined by IPART

In both options the first year (2011/12) involves the greatest impact on ratepayers, however, in that year the total rate increase including the rate peg amount would be \$72.54 (\$1.40 per week) which is well within the range supported by the majority of people.

Both options were pursued with the intent of providing Council with a level of financial certainty for the future and sufficient funds to enable a broad range of infrastructure improvements to be undertaken including the Hornsby Aquatic Centre, the George Street pedestrian overbridge, drainage improvements, additional footpaths and improvements to amenities at local ovals and parks.

The “preferred option” of a rate increase over three years includes the cessation of that part of Council’s general income currently classified as the Hornsby Quarry Loan Rate. This option has the advantage of meeting the Minister for Local Government’s original 10 year timeframe approval in respect of the Quarry Rate and maintaining the confidence of ratepayers in respect of the cessation of the Rate. The community research undertaken in 2009/10 showed that extending the equivalent of the Hornsby Quarry Loan Rate was seen as unacceptable by the majority of people spoken with, as ratepayers were keen to see Council fulfil its commitment to repay the loan and cease the rate at the end of 2014/15.

The “alternative preferred option” of an initial rate increase over two years and retention of the equivalent amount of the Hornsby Quarry Loan Rate was considered to offer a more affordable increase for ratepayers in the first years, but does require the continuation and refocus of the equivalent quantity of the Hornsby Quarry Loan Rate, which was not supported by the community in 2009/10.

A detailed assessment of both options has shown that, with a rearrangement of the proposed program of works across the various years of the program, either option improves the financial sustainability of Council. Whilst the “alternative preferred option” defers the receipt of some funding to later in the program period, by the end of that period it provides additional funding which can be allocated towards the achievement of various capital works programmes.

Council staff, having reviewed the community research, the projects and enhancements desired by the community and the infrastructure funding required over the medium to long term to deliver that level of community assets, recommend that Council offer the choice to ratepayers and exhibit both for public comment. After consideration of feedback received Council can then determine the preferred option to be submitted to IPART for approval.

Councillors are aware of the financial burden for pensioners and, therefore, a \$20 rebate per annum for pensioners and others eligible for financial relief in accordance with Council's Hardship Policy is proposed.

Submissions, community comment and feedback regarding the proposed rate variation will be collected and collated during the public exhibition period from 17 February to 16 March 2011 to provide Councillors with valid data reflective of community opinion.

If IPART approves Council's application for a special variation, Council will report progress to the people of Hornsby Shire in a variety of ways, including in the Annual Report to the Community and on Council's website, so that those with an interest are able to easily find the information and make comment. This has proved successful with both the Catchments Remediation and Hornsby Quarry Loan Rates.

Rating Structure

Council most recently reviewed its rating structure at the April 2006 Ordinary Meeting via Report No CC20/06 and that structure has applied in respect of the calculation of the 2006/07, 2007/08, 2008/09 and 2009/10 rates. It is recommended that the same rating structure continue in 2010/11.

Details of the rate types and yields, rating categories, base amounts, minimum rates for business properties, ad valorem amounts and other statutory rating information are set out in the draft Delivery Program document. The rating information is based on the 2.8% rate increase announced by the Independent Pricing and Regulatory Tribunal on 10 December 2010.

The base amount for ordinary residential and farmland rates will increase from \$401 in 2010/11 to \$413 in 2011/12. The Valuer General supplied Council with new land values for properties across the Shire as at 1 July 2008. These values are being used for the three financial years i.e. 2009/10, 2010/11 and 2011/12.

As described in the section above titled 'A rate increase', Council has established its intent to seek a special variation to general income (a rate increase), which if approved, will commence in July 2011. The proposed 7.8% rate increase to general income in 2011/12 will impact all rate types and yields, rating categories, base amounts and minimum rate features of the rating structure. The anticipated increased levy for 2011/12 of the Hornsby Quarry Loan Rate will correspond to the application of the 2.8% rate increase. The anticipated increased levy for 2011/12 of the Catchments Remediation Rate will be in accordance with the Minister's approval for that rate.

BUDGET

The budget implications are discussed in the section titled 'Budget' in the body of the report.

POLICY

The Hornsby Shire Community Plan 2010 – 2020, the draft Resourcing Strategy and the draft Delivery Program 2011 – 2015, including the annual Operational Plan 2011/12 assists and documents the future direction of Council.

CONSULTATION

The Hornsby Shire Community Plan 2010 – 2020 was compiled in early 2010 following extensive consultation with various communities across the Shire.

The draft Resourcing Strategy, draft Delivery Program 2011 – 2015, the draft Operational Plan 2011/12 including the Fees and Charges 2011/12 have been developed after considerable community engagement with many of the communities in the Shire, and detailed discussion with relevant staff, taking into account the key issue for Councillors, together with phaseups/issues nominated by staff and Councillors leading up to and during the Budget meetings.

The formal exhibition period is scheduled from Thursday 17 February to Wednesday 16 March 2011. During this time Council will host three community meetings and undertake various activities to seek community opinion about the proposed rate increase. Comments received during the formal exhibition period will be considered prior to submission to IPART.

A copy of the Hornsby Shire Community Plan 2010 – 2020, draft Resourcing Strategy, draft Delivery Program 2011 – 2015, draft Operational Plan including Budget and Fees and Charges 2011/12 will be forwarded to various individuals, community groups, progress associations and Chambers of Commerce together with a letter inviting comment.

Council's Corporate Strategy Branch is available to make presentations about the documents to interested community groups.

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line is a framework for improving Council decisions by ensuring accountability and transparency on social, environmental and economic factors.

The Hornsby Shire Community Plan 2010 – 2020, draft Delivery Program 2011 – 2015, draft Operational Plan including Budget 2011/12 are aligned to Council's strategic themes which are based on triple bottom line principles plus governance.

A Community Strategic Plan and Resourcing Strategy, including a special variation to general income to fund infrastructure improvements, will contribute to community development through the provision of sustainable facilities and services by enhancing the amenity and use of recreation facilities and public open space.

Enabling the community, in collaboration with Councillors, to influence the projects to be funded by a rate increase encourages community pride in the area. This proposal will also have a positive impact on the use of existing infrastructure by upgrading and improving the functionality and public safety of civil assets. The proposed rate increase will also enable Council to maintain its assets in a financially viable manner.

RESPONSIBLE OFFICER

The Manager Financial Services, Glen Magus, and the Manager Corporate Strategy, Julie Williams are responsible for matters relating to the Hornsby Shire Community Plan 2010 – 2020, draft Resourcing Strategy, draft Delivery Program 2011 – 2015, draft Operational Plan including Budget and Fees and Charges 2011/12. They can be contacted on 9847-6635 and 9847-6790 respectively.

RECOMMENDATION

THAT Council

1. Adopt for public exhibition and make available for public comment from 17 February to 16 March 2011, the draft documents listed below:
 - The updated Hornsby Shire Community Plan 2010 – 2020.
 - The draft Resourcing Strategy which incorporates the Workforce Plan, the Assets Strategy and Plan and the Long Term Financial Plan.
 - The draft Delivery Program 2011-2015, draft Operational Plan including Budget and Fees and Charges 2011/12
 - The rating information contained in the draft Operational Plan 2011/12, based on the announced 2.8% rate pegging increase, including the rates yield in percentage terms per rating category for 2011/12 as set out in the draft Operational Plan 2011/12.
2. Adopt for public exhibition from 17 February to 16 March 2011, the “preferred” and “alternative preferred” options for levying a special variation to general income under Section 508A of the Local Government Act 1993, as described in the Delivery Program and Operational Plan being:
 - A rate increase over three years. The first year involves a total rate increase of 7.8% of the general income. In the second year the total rate increase would be 6%, and 4% in the third year. (All percentages include any rate peg amounts). This model includes cessation of the Hornsby Quarry Loan Rate in 2015/16.
 - An “alternative preferred option” of an initial rate increase over two years. The first year (2011/12) involves a total rate increase of 7.8% of the general income. In the second year the total rate increase would be 4%. (All percentages include any rate peg amounts). The rate peg amounts would apply in the third and fourth years. This model includes the retention of the value of the Hornsby Quarry Loan Rate in the fifth year (2015/16) and beyond.
3. Following the public exhibition period, and after consideration of all submissions, lodge with IPART an application for a special variation to general income in accordance with Section 508A of the Local Government Act.
4. Following the public exhibition period, and after consideration of all submissions, the draft Resourcing Strategy, draft Delivery Program 2011-2015, draft Operational Plan including Budget 2011/12 Fees and Charges 2011/12 be referred to Council for

further consideration and adoption before 30 June 2010.

5. Levy the Catchments Remediation Rate for 2011/12 on all rateable land in the Shire in accordance with ad valorem rates set out in the draft Operational Plan 2011/12
6. Levy the Hornsby Quarry Loan Rate for 2011/12 on all rateable land in the Shire.

GARY BENSLEY
Executive Manager
Corporate and Community Division

ROBERT BALL
General Manager
General Manager Division

Attachments:

1. Hornsby Shire Community Plan 2010/20 – Provided under separate cover
2. Hornsby Shire Council Delivery Program 2011/15 draft – Provided under separate cover
3. Hornsby Shire Council Operational Plan 2011/12 draft – Provided under separate cover
4. Hornsby Shire Council Fees and Charges 2011/12 draft – Provided under separate cover
5. Hornsby Shire Council Resourcing Strategy draft – Provided under separate cover

File Reference: F2010/00460
Document Number: D01582399

**7 2010/11 INVESTMENTS AND BORROWINGS REPORT FOR PERIOD
ENDING DECEMBER 2010**

EXECUTIVE SUMMARY

Council is provided with a monthly report summarising current general economic conditions which may have an impact on investment returns. The report includes schedules detailing Council's investments and borrowings and highlights the monthly and year to date performance of the investments. In this regard, investments are generally held for the medium to long term.

This Report indicates that the total investment income for the period ending December 2010 was \$996,000 compared to the revised budgeted income for the same period of \$803,000. Of the investment income earned, 33% relates to externally restricted funds (such as those collected under Section 94 of the Environmental Planning and Assessment Act), and is required to be allocated to those funds.

PURPOSE/OBJECTIVE

The purpose of this Report is to advise Council of funds invested in accordance with Section 625 of the Local Government Act; and details as required by Clause 212(1) of the Local Government (General) Regulation 2005 and Council's Investment Policy and Strategy (which was last reviewed by Council at its 8 April 2009 Ordinary Meeting).

DISCUSSION

Council's Investment Performance – December 2010

- The At-Call and Term Deposits achieved an annualised return of 5.88% for the month compared to the benchmark of 4.75%.
- NSW T-Corp Long Term Growth Facility achieved a marked to market annualised return of 20.34% for the month compared to the benchmark of 21.49%. This fund has a 70% allocation to growth assets. Short term performance is expected to be volatile and the investment should be viewed over the longer term. The current market value for this investment category as at 31 December 2010 is \$1.050 million.
- Floating Rate Notes (FRNs) are bonds that have a variable coupon equal to a money market reference rate. This FRN investment achieved an annualised return of 7.00% for the month compared to the benchmark of 5.11%. The current market value for this investment category as at 31 December 2010 is \$1.985 million.
- Direct investments in Collateralised Debt Obligations CDO's achieved an annualised return of 6.23% for the month compared to the benchmark of 5.11%. The remaining CDO's, namely SAIL and Herald Quartz notes matured on 14 and 20 December 2010 respectively (with both principal and interest redeemed in full).

- The Capital Guaranteed Notes achieved an annualised return of 0% for the month compared to the benchmark of 5.11%. No interest will be accrued for the remaining life of the securities. The current market value for this investment category as at 31 December 2010 is \$3.927 million.

For total investments, the annualised return for December 2010 was 5.60% compared to the benchmark of 5.25%. It is noted that for the 2010/11 year to date, the annualised return is 5.20% compared to the benchmark of 5.03%.

Economic Commentary

The Reserve Bank of Australia has raised its cash rate seven times since October 2009 (currently at 4.75%), which is in contrast with the US Federal Reserve's policy benchmark rate near 0.00% since December 2008. That divergence has contributed to a 13% increase in the local dollar versus the US currency during 2010. The Australian dollar, which traded at \$1.0163 in December 2010, also made record highs against the British Pound and Euro. This also reflected the speculation that global growth is gathering momentum, boosting demand for commodity linked currencies.

Borrowings

In respect of borrowings, the weighted average interest rate payable on loans taken out from 2001 to 2010, based on the principal balances outstanding, is 6.81%. The Borrowings Schedule as at 31 December 2010 is attached for Council's information.

BUDGET

Total investment income for the period ending December 2010 was \$996,000. The revised budgeted income for the same period was \$803,000. Of the total variance, \$130,000 relates to the recovery of the written down fair value of the CDO's which matured in December 2010 and the Capital Guaranteed Note which was sold in October 2010.

Approximately 33% of the investment income relates to external restrictions (Section 94) and is, therefore, restricted.

POLICY

All investments have been made in accordance with the Local Government Act, the Local Government (General) Regulation 2005 and Council's Investment Policy and Strategy.

CONSULTATION

Initial investments and reallocation of funds are made, where appropriate, after consultation with Council's financial investment adviser and fund managers.

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line is a framework for improving Council decisions by ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting upon Council's strategic themes. As this Report simply provides Council with information and does not propose any actions which require a sustainability assessment, no Triple Bottom Line considerations apply.

Council's Investment Strategy does recognise, however, the desirability of "ethical" or "socially responsible" investments and has invested in such products in the last year. These are referenced in the Investment Portfolio in Attachment 1. Council will continue to review new products, subject to funds availability and asset allocation and credit quality parameters contained in the Strategy.

RESPONSIBLE OFFICER

The officer responsible for the preparation of this Report is the Manager, Financial Services - Glen Magus. He can be contacted on 9847 6635.

RECOMMENDATION

THAT the contents of Executive Manager's Report No. CC8/11 be received and noted.

GLEN MAGUS
Manager - Financial Services
Corporate and Community Division

GARY BENSLEY
Executive Manager
Corporate and Community Division

Attachments:

1. HSC Investment Portfolio as at 31 Dec 2010
2. HSC investment Portfolio as at 30 Nov 2010
3. HSC Borrowings Schedule as at 31 Dec 2010
4. HSC Borrowings Schedule as at 30 Nov 2010

File Reference: F2004/06987
Document Number: D01582937

8 DECEMBER 2010 QUARTER REVIEW AGAINST DELIVERY PROGRAM 2010-2014 INCLUDING OPERATIONAL PLAN (BUDGET) 2010/11

EXECUTIVE SUMMARY

Accountable organisations like Council review their budget and operational performance each quarter. In this regard, the December 2010 Quarter Review of the Delivery Program 2010 – 2014, including the Operational Plan (Budget) for 2010/11 is attached.

The 2010/11 Original Budget forecast a deficit at 30 June 2011 of \$802K. The September 2010 Quarter Budget Review resulted in positive budget changes totalling \$813K. The 2010 December Quarter Budget Review recommends no net changes to the current budget. Therefore, the amended 2010/11 Budget forecast at 30 June 2011 remains at a surplus of \$11K. This liquidity result is satisfactory in maintaining Council's current working funds position.

The operational performance of the organisation has been in line with the service delivery standards adopted by Council as demonstrated in the attached graphs.

PURPOSE/OBJECTIVE

The purpose of this Report is to present for Council's consideration the December 2010 Quarter Review of the Delivery Program 2010 – 2014, including the Operational Plan (Budget) for 2010/11.

DISCUSSION

Operational comment

On 10 June 2010, Council adopted its 2010 – 2014 Delivery Program which included the 2010/11 Operational Plan and 2010/11 Fees and Charges. The Delivery Program sets out the manner in which Council intends to align its business goals with its intent of "*creating a living environment*" and is divided into the following five elements:

- Governance
- Ecology
- Economy
- Society and culture
- Human Habitat

The attached graphs demonstrate satisfactory operational performance during the September and December 2010 Quarters.

Budget comment

This Review includes the first and second quarter results for 2010/11, comparing actual expenditure and income for the first half of the year against the budget for the same period.

The Net Operating and Capital result after internal funding movements shows a favourable variance of \$3.9 million as compared to the December 2010 Quarter Budget. This variance has largely been the result of the timing differences of project related works and the initial phasing of the 2010/11 Budget.

The 2010/11 Original Budget forecast a deficit at 30 June 2011 of \$802K.

The September 2010 Quarter Budget Review resulted in the following positive budget changes totalling \$813K, thus forecasting a budget surplus of \$11K.

- -\$150K – Reduction in net costs associated with Aquatic Centre operations
- -\$123K – Reduction in labour related costs
- -\$260K – Increase interest on investment returns
- -\$345K – Increase in Financial Assistance Grant income
- -\$190K – Reduction in Internal Loan repayments - Loan being paid off in 2009/10
- +\$150K – Increase in costs (above CPI) associated with NSW Fire Brigade and State Emergency Service contributions
- +\$105K – Increases in other costs

This December 2010 Quarter Budget Review recommends no further net changes to the 2010/11 Budget. There are, however, contra budget changes which recognise revenue received from legal recoveries being set aside into the Hornsby Quarry Restricted Asset. Also, Council closed the Hornsby Aquatic Centre on 24 December 2010 and costs associated with the decommissioning of the Centre will be brought to account at the March 2011 Quarter Budget Review.

Based on inflows and outflows of funds, the forecast budget result at 30 June 2011 is a surplus of \$11K. This liquidity result is satisfactory in maintaining Council's current working funds position.

It is noted that the General Manager has asked each Division to review their expenditure and revenue budgets in subsequent quarterly reviews, having regard to the provision of reasonable service levels and community expectations, in an attempt to identify funds which can be allocated towards Council's ageing infrastructure.

BUDGET

This Report provides the December 2010 Quarterly Review of the 2010/11 Operational Plan (Budget).

POLICY

There are no specific policy implications associated with this Report.

CONSULTATION

All Divisions and appropriate staff have had input into the December 2010 Quarterly Review process.

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line is a framework for improving Council's decisions by ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting upon Council's strategic themes.

As this report does not propose any actions which require a sustainability assessment, no Triple Bottom Line considerations apply.

RESPONSIBLE OFFICER

The officers responsible for preparation of this Report are Julie Williams - Manager, Corporate Strategy and Glen Magus - Manager, Financial Services. They can be contacted on 9847-6790 and 9847-6635 respectively.

RECOMMENDATION

THAT the December 2010 Quarter Review of the 2010/11 Operational Plan (Budget) be received and noted.

GARY BENSLEY
Executive Manager
Corporate and Community Division

ROBERT BALL
General Manager
General Manager Division

Attachments:

1. Operational Plan (Budget) 2010/11

File Reference: F2009/00617
Document Number: D01589830

9 PARKS CAPITAL WORKS 2010-2011 DECEMBER QUARTER PROGRESS REPORT

EXECUTIVE SUMMARY

The Parks Capital Works Program for 2010/2011 contains works required to maintain park assets in a safe and enjoyable condition. It also includes a works program for improving the parks of Hornsby Shire with funding from development contributions levied under Section 94 of the Environmental Planning and Assessment Act, 1979.

The majority of projects assigned to the Parks and Landscape Team have been substantially progressed.

PURPOSE/OBJECTIVE

This report is to inform Council of the progress of the 2010/11 Parks Capital Works Program as at 31 December 2010.

DISCUSSION

Attachment 1 is a status report on projects listed for 2010/11.

As indicated in the attachment the majority of projects assigned to the Parks and Landscape Team have been substantially progressed.

BUDGET

There are no budget implications arising from this report.

POLICY

There are no policy implications arising from this report.

CONSULTATION

No consultation was necessary for the preparation of this report.

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line is a framework for improving Council decisions by ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting upon Council's strategic themes.

As this report simply provides Council with information and does not propose any actions which require a sustainability assessment, no Triple Bottom Line considerations apply.

RESPONSIBLE OFFICER

The responsible officer is Peter Kemp, Manager, Parks and Landscape, telephone 9847 6792, hours 9am to 5pm, Monday to Friday.

RECOMMENDATION

THAT the contents of Executive Manager's Report No. EN3/11 be received and noted.

ROBERT STEPHENS
Executive Manager
Environment Division

Attachments:

1. Parks Capital Works Progress Report December 2010

File Reference: F2004/06971
Document Number: D01581063

10 TENDER T25/2010 TREE SERVICES AND ASSOCIATED ACTIVITIES

EXECUTIVE SUMMARY

Council is currently under contract with a panel of suppliers for tree services and associated activities. Due to the imminent expiry of the contracts, Tender No T25/2010 was issued in November 2010, with a closing date of 15 December 2010. Because of the diverse requirements relating to tree services and associated activities, it is proposed that a panel of preferred suppliers be identified under a new contract to provide any or all of the services at best value to Council. It is also proposed that the new contract be for a period of two years, with a one year option to extend the contract based on the preferred suppliers' satisfactory performance.

A total of 10 responses were received in respect of the tender. The tender responses were subsequently evaluated against a number of relevant criteria. Based on the results of that evaluation process the following companies are recommended to be appointed to a panel of preferred suppliers for the provision of tree services and associated activities.

- Active Tree Services Pty Ltd
- Bolans Tree Services Pty Ltd
- Hornsby Tree Services Pty Ltd
- Simply Stumps (for stump grinding work only)

PURPOSE/OBJECTIVE

The purpose of this report is to provide appropriate information to Council as to the tender evaluation and selection methods applied to Tender No T25/2010 Tree Services and Associated Activities and to make a recommendation for the acceptance of a preferred panel of suppliers.

DISCUSSION

Tender No T25/2010 is a Schedule of Rates tender.

Council currently has a contract (expiring in April 2011) with a panel of suppliers for tree services and associated activities. It is noted that expenditure for these services during the 2009/10 financial year was approximately \$445,000.

Due to the impending expiry of the contract, Tender No T25/2010 was issued in 2010 with a closing date of 15 December 2010. The objectives of the tender were to investigate opportunities to reduce costs and where possible introduce improvements to current processes. Tenders were invited for the requirements specified in the tender documentation.

To meet the differing needs of the shire in relation to this service, it is proposed that a panel of preferred suppliers be identified under a new contract to provide any or all of the services at best value to Council. It is also proposed that the new contract be for a period of two years, with a one year option to extend based on the preferred suppliers satisfactory performance.

A total of 10 responses were received in respect of the tender from the companies below.

- A&A Arbor Pty Ltd
- Active Tree Services Pty Ltd
- Bolans Tree Services
- Hornsby Tree Services Pty Ltd
- Luhrmann Environment Management
- Sydney Metro Tree Services
- Plateau Tree Services Pty Ltd
- City Wide Tree Services Pty Ltd
- Advanced Arbor Tree Services Pty Ltd
- Simply Stumps Pty Ltd

The tender responses were evaluated against the following weighted and unweighted criteria:

Unweighted criteria:

- Uniforms and personal protective equipment (PPE)
- Membership of appropriate professional organisation
- Company financial details
- Referees
- Account management and contact details
- Trading terms, discounts, invoices and payments
- Statutory declaration – pecuniary interest
- Statutory declaration- authorised signature/collusion
- Tender form

Weighted criteria:

- Price
- Ethical behaviour
- Experience and qualifications
- Plant and equipment
- OH&S management
- Past performance
- Quality assurance
- Local business and industry
- Understanding our requirements
- Site safety plan
- Commitment to sustainability

The tender responses were scored by each member of the evaluation team against the above weighted criteria. Those scores were in the range 0 to 10, with 0 being an unacceptable response (i.e. fails to meet the criterion) and 10 relating to an excellent response (i.e. fully satisfies the criterion). Scores were then added and multiplied by the “weight” of the criterion to determine initial scores. These initial scores comprised 50% of the total overall score.

The suppliers were then ranked against the price criteria which contributed to the remaining 50% of the total score.

The evaluation team determined that the following firms be added to a panel of preferred suppliers:

- Active Tree Services Pty Ltd
- Bolans Tree Services Pty Ltd
- Hornsby Tree Services Pty Ltd
- Simply Stumps (for stump grinding work only)

The procurement staff and members of the evaluation team will regularly review the performance of the recommended suppliers and their ongoing commitment to the contract.

Full details of the tender evaluation process are detailed in the attached confidential memorandum and are available in the relevant Trim folder. These details include some commercial in confidence information supplied by the tenderers.

BUDGET

The various divisions within Council have allocated budgets for their requirements for tree services and associated activities.

POLICY

The tender process was conducted in accordance with Council's tendering policy.

CONSULTATION

The tender evaluation team consisted of:

- Geoff Witt - Co-ordinator, Parks Service Unit
- Dennis Hoye - Co-ordinator, Tree Management
- Robyn McKenzie - Procurement Manager
- Gail Tighe - Procurement Contracts and Catalogue Co-ordinator

Input to the evaluation was also received from the following interested stakeholders:

- Donna Fitton – Bushland Environmental Scientist
- Julia Morton – Parks Assets Officer

TRIPLE BOTTOM LINE SUMMARY

Working with our community

The community was informed of the tender through advertising in the Sydney Morning Herald and the Advocate newspapers.

Conserving our natural environment

As part of the evaluation criteria, tenderers were requested to provide information on their organisational commitment to Environmental Management and Sustainability. The tenderer's quality assurance, OH&S and environmental management systems were also taken into consideration in the evaluation of tenders for the purpose of sustaining our environment.

Contributing to community development through sustainable facilities and services

Facilitating tree services and associated activities has a positive effect on the social and environmental requirements of the Shire.

Fulfilling our community's vision in planning for the future of the shire

The provision of tree services and associated activities will help conserve and enhance Council's bushland environment to meet the expectations of residents and the general public.

Supporting our diverse economy

The inclusion of two local businesses in the panel of preferred suppliers will potentially encourage investment in the local community and employment and training of local residents employed by these businesses.

Maintaining sound corporate and financial management

By tendering the work of tree services and associated activities, Council is testing the market for the best value to Council.

RESPONSIBLE OFFICER

The responsible officer is Robyn McKenzie, Procurement Manager, who can be contacted on 9847 6642, Monday to Friday between 8.30am and 5pm.

RECOMMENDATION

THAT:

1. Council accept the tenders submitted by:

- Active Tree Services Pty Ltd
- Bolans Tree Services Pty Ltd
- Hornsby Tree Services Pty Ltd
- Simply Stumps (for stump grinding work only)

for Tender No T25/2010 Tree Services and Associated Activities

ROBERT STEPHENS

Executive Manager

Environment Division

Attachments:

1. Confidential Memo - Tender T25/2010 Tree Services and Associated Activities - *This attachment should be dealt with in confidential session, under Section 10A (2) (c) of the Local Government Act, 1993. This report contains information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*

File Reference: F2010/00523

Document Number: D01592607

11 WORKS PROGRESS REPORT - DECEMBER QUARTER 2010 - DESIGN AND CONSTRUCTION BRANCH

EXECUTIVE SUMMARY

This is a report on the progress of works which are carried out by the Design and Construction Branch of the Works Division for the second quarter of 2010/2011. Overall, projects were undertaken in accordance with the timing and budgets shown in the previously adopted program. A number of changes to the Program are highlighted under the heading of "Significant Impacts", and reflected in the Gantt charts.

PURPOSE/OBJECTIVE

The purpose of this report is to provide information as to the progress of the various 2010/2011 Improvement Programs (Civil Works), and other works undertaken by the Design and Construction Branch.

DISCUSSION

Improvement Program

Construction works are carried out under Council's various Improvement Programs namely: Local Roads, Footpaths, Stormwater Drainage, Traffic Facilities and Special Projects. In addition to this, the Design and Construction Branch is involved in other works such as Catchment Remediation projects for the Water Catchments Team of the Environment Division and civil works for the Parks and Landscape Team.

The Gantt charts for the programs listed above, together with comments in the right hand column as to the status of each project, form part of this report.

Any change in the timing of construction for any project from the adopted program, is shown on the Gantt charts by shading the construction period shown on the previously adopted program.

Individual projects have been financed from Divisional allocations as previously approved by Council when it adopted the 2010/11 budget. If complementary grant funding identified for a project alters, the program will be reviewed and reported to Council in a subsequent quarterly review.

Significant Impacts

There have been a number of changes to the Program since reported (Report WK77/10) to Council at the November 2010 Ordinary Meeting. These changes include:

- Edgeworth David Avenue, Waitara – median island at Balmoral Street. Council at its workshop on 24 November 2010, resolved not to progress with this project in its current form using a median strip solution. The Traffic and Road Safety Branch is

investigating other solutions. The program (Gantt chart) has been amended to reflect this decision. As a result of the external source of funding (100% Federal Blackspot Funding) for this project there are no budget implications.

- County Drive, Cherrybrook - on road cycleway. An alternative bicycle route via David Road, Woodgrove Avenue, Greywood Street, Darlington Drive, Merriwa Place and Purchase Road, has been submitted to the RTA for approval. Currently awaiting notification from the RTA.
- Burdett Street at Hunter Street, Hornsby – controlled right turn arrow. The RTA has notified Council that it will not be able to undertake these works on Council's behalf. Hence the program has been amended to reflect this change with the works being managed by Council staff, and will be undertaken by consultants and contractors.
- 27A & 29 Royston Parade, Asquith – increase drainage capacity (Budget \$80,000). A detail investigation of the existing drainage system has resulted in a considerable increase in the scope of works required to address the drainage issues at this location. The final proposal involves substantial roadworks and street drainage along this section of Royston Parade at an estimated cost of approximately \$780,000 and \$140,000 for the drainage upgrade within 29 Royston Pde. Both the roadworks and drainage upgrade need to be carried out concurrently. Funds to undertake these works are not available in the current financial year.

It is proposed that this project be deferred and that the roadworks in Royston Parade and drainage upgrade within 29 Royston Parade be considered for inclusion in the Local Road Improvements program and Minor Drainage works program for 2011/2012 respectively. Also as part of these works it will be necessary for Railcorp to adjust a section of drainage within the rail corridor. The adjustment of this drainage segment is crucial if the design capacity is to be achieved in the proposed system. Negotiations on this matter will continue between Council and Railcorp.

It is proposed that the \$80,000 budget for 27A & 29 Royston Parade be reallocated to minor drainage works at 22 Boronia Avenue; 46 Boronia Avenue and 14 & 16 Oaklands Avenue listed below.

- 22 Boronia Avenue, Cheltenham – channel upgrade and flow containment. The estimated cost of this project has increased from \$20,000 which was based on a 'ball park' budget estimate without any detailed investigation or plans to \$55,000 now that preconstruction activities have been completed together with a detailed estimate. The additional \$35,000 required for these works will be allocated from the available minor drainage funds.
- 46 Boronia Avenue, Cheltenham – pipe outlet scour, overflow and driveway adjustments. The project has been added to the Minor Drainage program due to the deferral of 27A & 29 Royston Parade. Funds of \$20,000 will be allocated from the available minor drainage funds.
- 14 & 16 Oakland Avenue, Cheltenham - adjust pipe crossings and footway. The project has been added to the Minor Drainage program due to the deferral of 27A & 29 Royston Parade. Funds of \$25,000 will be allocated from the available minor drainage funds.

- Hornsby CBD Drainage – 73 Albert Street & 21 Water Street, Hornsby. The project has been added to the program to progress the investigation of flood proofing at 73 Albert Street and to provide technical advice to the owners at 21 Water Street as outlined in report WK87/10, reported to Council at the December 2010 Ordinary Meeting.
- Plympton Road, Carlingford – culvert upgrade. The project has been added to the program following advice received from Douglas and Partners (geotechnical consultants) concerning the stability of the existing retaining structure adjacent to No 26 Plympton Road. The consultant has advised that immediate repairs are required. As a temporary measure, the wall has been braced so as to prevent any lateral movement which could lead to a full failure of the wall.

Since the retaining structure forms part of the existing drainage channel at this location, it is proposed that the existing pipe culvert be extended for the full length of the wall, eliminating the need to reconstruct the retaining wall. An estimated cost of these works is in the order of \$200,000. A budget reallocation of \$200,000 from the drainage maintenance program (Assets Branch) is proposed in the current financial year to fund this urgent project.

- Dangar Island RFS – replacement of existing building. The project has been added to the program to progress the design of the new RFS building. A budget allocation of \$50,000 is available in the current financial year from the Rural Fire Fighting fund.
- Saltpan Reserve, Brooklyn – Community garden. The project has been added to the program for preparation and management of the tender to progress a site investigation. A budget allocation of \$60,000 has been made available in the current financial year from the Catchments Remediation Rate (CRR).

The Design and Construction Branch has a number of staff vacancies in the Design Team. These staff vacancies will have an impact on preconstruction activities for the 2011/2012 Program. Some additional contract resources are being utilised with a view of catching up on programs. Progress in this regard will be monitored and further reported in the future.

2010 / 2011 IMPROVEMENTS PROGRAM - Civil Works (as at 31-December-2010)

WARD	LOCAL ROADS - Construction	BUDGET	2010												2011												PROJECT STATUS AT 31-December-2010	EXP	EXP/ BUDGET
			JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JAN	FEB	MAR	APR	MAY	JUN									
A	Warrina Street - Hillcrest Road to Berowra Waters Road	\$450,000	d d d d	d d	d d	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	Construction Completed	\$431,000	96%
A	Berowra Waters Rd, Berowra Waters (1.0-1.2km east of Ferry) [\$175K REPAIR]	\$350,000	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	d d d d	Calling Tenders	\$21,000	6%
A	Bay Road, Berowra Waters/Berrilee - Pavement Widening - Carpark to 1.4 km [REPAIR]	\$350,000																									Works by Assets Branch	\$24,000	7%
B	Douglas Avenue, Wahroonga - Edgeworth David Ave to Lochville St	\$200,000																									Construction Completed	\$151,000	76%
B	Lochville Street, Wahroonga - Woonona Ave to Douglas Ave	\$200,000																									Construction Completed	\$151,000	76%
C	Oxford Street, Epping - Stage 2B [\$300K R2R +\$67K RLCIP]	\$977,000	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	c c c c	Construction Completed	\$1,030,000	105%
Rural	Somerville Road, Hornsby Heights Stage 2 - Upgrading 1.30km of unsealed road	\$280,000																									Construction Completed	\$194,000	69%
Rural	Fagans Road, Arcadia - Upgrading 0.4km of remaining unsealed road	\$60,000	d d d																								Construction Completed	\$96,000	143%
LOCAL ROADS - Preconstruction 2011 / 2012																													
Various		\$150,000																											

WARD	FOOTPATHS	BUDGET	2010												2011												PROJECT STATUS AT 31-December-2010	EXP	EXP/ BUDGET	
			JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JAN	FEB	MAR	APR	MAY	JUN										
A	Flora Avenue, Mt Colah - West Side - Parklands Road to Hillside Parade	\$19,000																										Construction Completed	\$13,000	68%
A	Amor Street, Asquith - North Side - Bouvardia Street to Lords Avenue	\$11,000																										Construction Completed	\$9,000	82%
B	Merriva Place, Cherrybrook - West Side - Darlington Drive to End	\$10,000																												
B	Quarter Sessions Road, Westfleigh West Side - Colin Place to No.149	\$26,000																												
C	Ray Road, Epping - North Side - Magnolia Avenue to Midson Road	\$20,000																												
C	Grayson Road, Nih Epping Stage 1 - North Side - Holland Street to Devon Street	\$14,000																										Construction Completed	\$10,000	71%
Rural	Old Northern Road, Dural - East Side - Quarry Road to New Line Road	\$16,000	c c																									Construction Completed	\$16,000	100%

d d d denotes preconstruction (including design) by Council
 c c c denotes preconstruction (including design) by Consultants
 . . . denotes calling tenders/quotations, reporting & contract documentation
 c c denotes construction by Subcontractors + Council (crew No. 2)
 c c c denotes construction by Contractors
 . . . denotes approvals, consultation, property negotiations etc.
 █ denotes programmed construction period in the last reported program.

2010 / 2011 IMPROVEMENTS PROGRAM - Civil Works (as at 31-December-2010)

WARD	TRAFFIC - Construction	BUDGET	2010												PROJECT STATUS AT 31-December-2010	EXP	EXP/ BUDGET		
			JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN					
	Minor Traffic facilities																		
A	Pacific Highway, Asquith - Ped Refuge (near Lodge St) [50% RTA]	\$36,000															Design Completed	\$1,000	3%
A	Pacific Hwy Hornsby - Threshold at TAFE ped lights	\$70,000															c t c c	\$2,000	3%
A	Berowra Waters Road - at Hillcrest Rd Wombat /Threshold [50% RTA]	\$50,000															C 2 C	\$1,000	2%
B	County Drive, Cherrybrook - Traffic Calming - Castle Hill Rd to New Line Rd - 2009/10 Prog [R2R]	\$35,000															Works Completed	\$35,000	100%
B	County Drive, Cherrybrook - on road cycleway [50% RTA & 50% R2R]	\$150,000															David Rd option-RTA to notify		
B	Edgeworth David Ave - Median Island at Balmoral St [100% Federal Blackspot Funding]	\$85,000															Traffic Branch to investigate	\$1,000	1%
B	Burdett St at Hunter St - Controlled Right Turn Arrow [100% Federal Blackspot Funding]	\$80,000															Consultant to be engaged		
B	County Drive, Cherrybrook - Ped Refuge near Darlington Rd	\$30,000															Design Completed	\$3,000	10%
B	Shepherds Drive, Cherrybrook - Off road Cycleway - Kenburn Rd to New line Rd	\$57,000																	
C	Victoria Road, West Pennant Hills - Cycleway [50% RTA]	\$50,000															Design Completed		

WARD	TRAFFIC - Preconstruction (Future programs)	BUDGET
Various	Various 2011 / 2012 projects	\$30,000

WARD	DRAINAGE - Construction	BUDGET
	Minor Drainage	
A	27A & 29 Royston Parade, Asquith - increase drainage capacity	
A	Hornsby CBD Drainage - 21 Water Street, Hornsby - provide technical advice [S94]	\$5,000
A	Hornsby CBD Drainage - 73 Albert Street, Hornsby - investigate flood proofing [S94]	\$20,000
C	22 Boronia Ave Cheltenham - channel upgrade and flow containment	\$55,000
C	46 Boronia Ave Cheltenham - pipe outlet scour, overflow and driveway adjustments	\$20,000
C	14 & 16 Oaklands Avenue, Beecroft - flow containment	\$25,000

WARD	DRAINAGE - Preconstruction (Future programs)	BUDGET
Various	Preconstruction 2011 / 2012 program	\$10,000

d d d denotes preconstruction (including design) by Council
 d d d denotes preconstruction (including design) by Consultants
 ! ! ! denotes calling tenders/quotations, reporting & contract documentation
 c t c denotes construction by Subcontractors + Council (crew No. 2)
 c c c denotes construction by Contractors
 - - - denotes approvals, consultation, property negotiations etc.
 ■ denotes programmed construction period in the last reported program.

2010 / 2011 IMPROVEMENTS PROGRAM - Civil Works (as at 31-December-2010)

WARD	OTHER PROJECTS	BUDGET	2010												2011		PROJECT STATUS AT	EXP	EXP/		
			JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN							
A	George Street Pedestrian Bridge replacement																	Awaiting Funding			
A	Parsley Bay Brooklyn - Seawall repairs [100% WaSIP]	\$300,000	D									C	C					Construction 75% Completed	\$154,000	51%	
A	Hornsby Quarry & Associated Land - Pumping and Monitoring [Quarry RA]	\$150,000																Pumping Continuing	\$57,000	38%	
A	Hornsby Quarry Filling Approval [Quarry RA]	\$240,000																Ongoing Assessment	\$121,000	50%	
A	Galston Road, Galston - kerb & gutter at Galston Village [100% RTA]																	Awaiting RTA advice			
A	Bujwa Bay Road, Cowan - unsealed road construction program	\$100,000	D	D														Construction Completed	\$32,000	80%	
A	Cowan Street, Brooklyn - unsealed road construction program																	Construction Completed	\$48,000	80%	
C	Epping Community Centre - Access Ramp	\$18,000																Design Completed	\$1,000	6%	
A	Hornsby Aquatic Centre Development	\$600,000	t	t														Contract Signed	\$40,000	7%	
C	Storey Park Community and Daycare Centre [\$4M S94 & \$3M Sale of Property]	\$7,000,000	t	t														Tender awarded	\$34,000	0%	
C	Plympton Road Culvert Upgrade [Capital Maintenance Program]	\$200,000																			
A	Dangar Island RFS - Replace existing building	\$50,000																			

Hornsby Town Centre Civic Improvements

B	Hornsby Town Centre (HTC) preconstruction activities for 11/12 program (S94)	\$50,000																			
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DDD denotes preconstruction (including design) by Council
 d d d denotes preconstruction (including design) by Consultants
 t t t denotes calling tenders/quotations, reporting & contract documentation

c c c denotes construction by Subcontractors + Council (crew No.2)
 c c c denotes construction by Contractors
 - - - denotes approvals, consultation, property negotiations etc.
 █ denotes programmed construction period in the last reported program.

Tenders/Contracts

Tenders called during the December quarter were:

1. Grinding of Concrete Footpaths
3. Construction of John Purchase Oval Extension and Car Park at 46-60 Purchase Road, Cherrybrook
2. Construction of Vehicular Crossings and Footpaths
4. Design and Project Management – Storey Park Community and Child Care Centre

Current contracts include:

1. Material Testing of Site Investigation
2. Concreting Form and Finish
3. Supply of Delivery of Precast Concrete Drainage Products
4. Electrical Services
5. Supply and Delivery of Road Materials
6. Supply and Delivery of Concrete
7. Design and Construction Epping Water Harvesting Schemes
8. Construction of Water Supply to Crosslands Reserve
9. Patching of Road Pavements in Full Depth Asphalt
10. Supply and Lay Asphaltic Concrete
11. Grass Cutting of Roadsides
12. Minor Asphalt Works
13. Stabilisation of Road Pavements
14. Plumbing Services
15. Construction and Reconstruction of Vehicular Crossings and Footpaths
16. Sprayed Bituminous Surfacing
17. Pavement Marking (NSROC)
18. Grass Cutting of Roadsides
19. Cherrybrook Community Childcare Facility – Consultant to Finalise Plans and Documentation
20. Construction of Hornsby Ku-ring-gai District Rural Fire Centre and Emergency Facility
21. Hornsby Quarry – Land Filling Approval
22. Design and Construction Management of Hornsby Aquatic Centre

Tenders expected to be called in the third quarter of 2010/11 are:

1. Sprayed Bituminous Surfacing
2. Widening Berowra Waters Road

Vehicular Crossing Construction

The Design and Construction Branch is also responsible for issuing plans and specifications and supervising vehicular crossing construction. Property owners have the choice of using a contractor from Council's Authorised Contractors List, or pay Council to construct vehicular crossings on their behalf. There are currently 63 Authorised Contractors, including three new contractors authorised during the quarter.

During the December quarter 73 plans and specifications were issued and 4 crossings were constructed by Council's contractors.

BUDGET

Any budget implications are covered under the heading of "Significant Impacts" in this report.

POLICY

There are no policy implications.

CONSULTATION

The program has been developed in consultation with the respective program managers.

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line is a framework for improving Council decisions by ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting upon Council's strategic themes.

As this report simply provides Council with information and does not propose any actions which require a sustainability assessment, no Triple Bottom Line considerations apply.

RESPONSIBLE OFFICER

The responsible officer is the Manager, Design and Construction branch Mr Rob Rajca telephone 9847 6675 between 8:30 a.m.-5:00 p.m., Monday to Friday.

RECOMMENDATION

THAT the contents of Executive Manager's Report No. WK 3/11 be received and noted.

MAXWELL WOODWARD
Executive Manager
Works Division

Attachments:

There are no attachments for this report.

File Reference: F2004/05959-02
Document Number: D01580383

12 WORKS PROGRESS REPORT - DECEMBER 2010 QUARTERLY - TRAFFIC AND ROAD SAFETY BRANCH

EXECUTIVE SUMMARY

This report provides Council with information on the works and activities undertaken by the Traffic and Road Safety Branch for the period 1 October 2010 to 31 December 2010. The report outlines the numerous and diverse projects undertaken by the Branch during the 2010/11 Annual Operating Program.

PURPOSE/OBJECTIVE

The objective of this report is to provide Council with an overview of the functions of the Traffic and Road Safety Branch during the period of review and to seek Council's endorsement of the activities undertaken.

DISCUSSION

The Traffic and Road Safety Branch comprises **18** staff, i.e. 1 x Senior Traffic Engineer, 1 x Transport Planner, 1 x Assistant Traffic Engineer, 1 x Traffic Officer, 1 x Road Safety Officer, 9 x Rangers, 1 x Ranger Coordinator, 1 x Branch Secretary, 1 x Administration Assistant and 1 x Manager. The areas of responsibility within the Branch are; Traffic and Transport *Planning*, Traffic *Engineering*, Traffic and Road Safety *Education* and Traffic and Car Parking *Enforcement*. The core activities undertaken within these areas of responsibility are:-

- * **Management and Administration**
- * **Traffic Management**
- * **Traffic and Transport Planning**
- * **Car Parking Management**
- * **Road Safety Education**
- * **Bicycle and Pedestrian Facilities Planning**
- * **Development Assessment**

Management and Administration

The Traffic and Road Safety Branch has two responsibility centres within the Annual Operating Plan, Traffic and Road Safety and Traffic and Parking Enforcement and as such it is required to provide budget control, program reports through quarterly reviews, program development, annual reporting and human resource management.

Traffic Management

Council is the responsible Authority for the management of traffic on public streets within its proclaimed boundaries other than classified roads. However, the Roads and Traffic Authority has revoked Council's delegated powers to approve traffic facilities that prevent or restrict access of vehicles or pedestrians on public roads and approve some categories of parking restrictions near public transport infrastructure. **Council remains an applicant for**

the implementation of any restriction, e.g. road closures, turning restrictions, etc., on public roads and “No Parking” and “No Stopping” restrictions on currently unregulated roads within a kilometre of Berowra railway station. These applications are determined by the Roads and Traffic Authority.

During the period under review 11 items were referred to the Local Traffic Committee for a recommendation as shown in Attachment 1. Throughout all of the above projects the community was consulted and where possible amendments made to suit the community's needs or requests.

Traffic and Transport Planning

As a Road Authority, proactive measures are required to ensure proposals comply with adopted standards, guidelines and best practice.

Major Traffic and Transport Planning projects undertaken during December 2010 quarter are outlined below:

- Updating of Hornsby CBD and Shire traffic models (on-going)
- Maintain database for traffic and transport planning
- Hornsby Shire Housing Strategy
- Development of Hornsby Town Centre Car Parking Management Study
- Review and assessment of Hornsby Shire Road Hierarchy
- Review and implementation of Hornsby Shire Integrated Land Use & Transport Strategy (on-going)
- Review and assessment of access options for Hornsby Quarry site and Hornsby Aquatic Centre
- Epping Town Centre Study

Since June 2009 considerable time has been spent negotiating with private operators to implement a Carshare scheme in Hornsby town centre, the challenge being to develop a scheme that is cost neutral to Council. The operators regard Hornsby Shire as being too far from the city centre for a Carshare scheme to be viable however they are receptive to a trial in partnership with Council. A Request for Quotation was sent to the two interested companies on 27 August 2009 with a closing date of 30 December 2009. As no conforming bids were received Council staff are negotiating with the companies attempting to develop a cost neutral proposal. The results were due to be reported to Council in late 2010 after legal advice regarding the proposed terms and conditions has been obtained however, they are now in the final steps of amalgamating with a Melbourne operator and intend meeting with us in early February to further progress the Hornsby Car Share Scheme.

Car Parking Management

In addition to patrolling on street parking restrictions Traffic Rangers are contracted to patrol private parking areas used by the public. Discussions are on going with owners of a small private car park regarding patrols. Staff are also considering requests to patrol private roads subject to minimum criteria being met. 1294 parking spaces in 15 car parking areas within the Shire are currently patrolled as shown in Attachment 1.

Car Parking Management activities carried out during the period under review include:-

- * *157 (119) patrols of schools to enforce parking regulations.*

- * 2,729 (3,159) *infringement notices were issued.*
- * 4 (6) *matters were defended in Hornsby Local Court.*

(--) denotes activities from October to December 2009.

The use of electronic handheld devices for the issuing of traffic infringement notices commenced in June 2008. The devices allow improved data collection and transfer of data between the State Debt Recovery Office and Council.

Road Safety Education

The temporary Road Safety Officer replacing the officer on maternity leave commenced duty on 20 December 2010. Projects under development subject to RTA funding include -

- Drink Drive - wallet card with the latest train and bus information as of 10/10/10 will be distributed around all drinking establishments to raise awareness of other methods to get home during the Christmas and New Year period. (RTA funding confirmed) - COMPLETED
- Driver Fatigue - Media campaign - to start 2011
- Motorcycle Awareness week - Distribution of poster and leaflets at motorcycle hotspots - week beginning 25th October - COMPLETED
- Senior Driver Refresher - A informal driver refresher workshop for seniors – to coincide with seniors week in March
- Child Restraint Safety Checks - 2 checks in 2010-2011 - next check 29th November 2010 - Thornleigh Indoor sports stadium - 10am - 2pm) – First checking day COMPLETED
- Are We There Yet - Youth/Speed Project - Youthsafe presentations offered to all high schools and youth groups
- Safety outside Schools - Work with the rangers and police in the new year to make sure traffic rules are being obeyed when the school terms begin. Combination of enforcement and education.
- Graduated Licensing Scheme workshops - Next one to be held in Berowra in Feb 2011 - gives rural communities the opportunity to attend. - (RTA funding confirmed)
- Seniors' Calendar – calendar with road safety facts for senior drivers – NSROC project. - COMPLETED

Bicycle, Pedestrian and Public Transport Facilities and Planning

The position has been deleted from the establishment in order to meet corporate budget targets, however Branch staff have been involved in –

- Audit of all bus stops across the Shire in accordance with Disability Discrimination Act requirements

- Prioritising bicycle projects for Design and Construction Branch, and providing input into other traffic management and road construction projects to improve pedestrian and bicycle access where possible
- Public consultation and development of Brooklyn Shared Path Report
- Assessment and referral to Local Traffic Committee of the M60 Metrobus Route

Development Assessment and advice on Town Planning Issues

The Traffic and Road Safety Branch provides advice to the Planning Division on 'as needed' basis. During the period under review, traffic comments and impact assessments were made on 19 development applications as shown in Attachment 1.

BUDGET

There are no budget implications intended in this report.

POLICY

There are no policy implications.

CONSULTATION

There is ongoing extensive consultation with the community and other stakeholders during the course of the traffic facility and bicycle program implementation.

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line is a framework for improving Council decisions by ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting upon Council's strategic themes.

As this report simply provides Council with information and does not propose any actions which require a sustainability assessment, no Triple Bottom Line considerations apply.

RESPONSIBLE OFFICER

The responsible officer for this report is the Acting Manager Traffic and Road Safety Mr Bernard Choongo telephone 9847 6680.

RECOMMENDATION

THAT Council endorse the activities undertaken by the Traffic and Road Safety Branch for the period 1 October 2010 to 31 December 2010.

MAXWELL WOODWARD
Executive Manager
Works Division

Attachments:

1. Traffic and Road Safety Branch Activities 1 October 2010 to 31 December 2010

File Reference: F2011/00003

Document Number: D01583283

13 WORKS PROGRESS REPORT - DECEMBER 2010 QUARTER - ASSETS BRANCH

EXECUTIVE SUMMARY

This Assets Branch Works Progress Report for the December 2010 Quarter provides information to Council regarding the progress of the adopted 2010/11 Assets Branch Programs relating to works maintenance, road pavement and stormwater management in the Shire, and the implementation of asset management systems for sealed road pavement and drainage.

Key Performance Indicators (KPIs) for the various maintenance activities are included in the report and the completion status of the various programs is presented in the Gantt charts attached to the report. The completion of the various activities is generally in accordance with the adopted programs for the 2010/11 Service Plan.

OBJECTIVE

This report provides information to Council on the progress of the adopted Assets Branch Programs relating to works maintenance, road pavement and stormwater management in the Shire, and the implementation of asset management systems for pavement and drainage.

The report covers work carried out by the Assets Branch of the Works Division for the second quarter of the 2010/11 Service Plan ending 31 December 2010.

WORKS MAINTENANCE

Works maintenance is divided into two districts (Northern District and Southern District) and includes:

- * Road shoulder and Unsealed Road
- * Drainage
- * Footpath and Footway
- * Roadside Furniture
- * Foreshore Facilities

Maintenance works of a routine nature are mainly carried out by Council crews with either Council-owned plant or externally hired plant and occasionally by contractors. Such works include: road shoulder and unsealed road regrading; stormwater drainage system checking and clearing of obstruction/repair of drainage structure; inspection of footpaths and repair/replacement of isolated sections of paths; inspection and repair/replacement of road signs and furniture; and inspection and minor repairs of foreshore facilities.

Upgrading works which are readily defined are generally carried out by Contractors. Such works include road shoulder upgrading, footpath reconstruction, and major repair/replacement of foreshore facilities. Other upgrading works such as construction of drainage pits and pipelines, lining of walls and floor of drainage channels, construction of short lengths of kerb and gutter are generally carried out by Council crews.

Civil assets maintained by the Works Division include:

- * 613km of sealed roads and footways
- * 376km of unsealed road shoulders
- * 36km of unsealed roads
- * 413km of footpaths
- * 18,331 drainage pits
- * 390km of drainage pipelines and channels
- * 6 public wharves
- * 5 pontoons
- * 1 tidal baths
- * 3 boat ramps
- * 1 loading dock
- * 8 sections - 815m of seawall

Works maintenance is undertaken in accordance with programmes adopted by Council and from work requests received. Progress of programmed activities for the Northern and Southern District Works Maintenance Programs are given in Gantt Charts A and B, respectively.

Road Shoulder and Unsealed Road

Road Shoulder Maintenance is carried out to ensure that unsealed road shoulders on roads with only a central sealed pavement are safe and serviceable. Activities carried out include:

- * On demand grass cutting and repair of damaged sections of grassed shoulders and swales;
- * Programmed periodic regrading and repair of worn shoulders;
- * Programmed upgrading of shoulders to reduce/eliminate high frequency maintenance.

Unsealed Road Maintenance is carried out to ensure that unsealed roads are safe and serviceable. Activities carried out include:

- * Programmed routine repair/ and periodic re-sheeting of unsealed roads;
- * Programmed stabilisation/sealing of sections of unsealed roads to minimise/ eliminate dust problem;
- * On demand repair of unsealed roads especially after heavy rainfall.

The Key Performance Indicator (KPI), stated as the average maintenance cost per km per year on unsealed roads, is \$7,100. The performance at the end of the December quarter was \$4,400. The service level, stated as the number of complaints per 100km of unsealed roads, of <30 (less than 30) was 16 at the end of the December quarter.

This activity relates to the Strategic Theme, *Contributing to community development through sustainable facilities and services*.

Drainage

Drainage maintenance is carried out to ensure that Council's drainage systems are effective in providing safety and enhance amenity to the community. Drainage maintenance comprises routine maintenance and minor upgrading of drainage structures.

Routine Maintenance comprises: programmed routine stormwater drainage system checking and clearing by Council crews on an area basis; and on demand drainage structure repair and

lining of the side and floor of open drainage channels. The KPI for drainage maintenance, stated as the average maintenance cost per km per year of urban drainage maintenance, is \$3,500. The performance for at the end of the December quarter was \$1,650.

Minor Upgrading comprises programmed upgrading of drainage pits, construction of short sections of kerb and gutter, pipelines and new pits, and lining of walls and floors of open drainage channels.

Footpath and Footway

Footpath and footway maintenance is carried out to ensure that Council's footpath system provides safe and convenient access. Footpath maintenance comprises routine maintenance, footpath reconstruction and access ramp construction. Footway maintenance comprises programmed routine grass cutting, and programmed on demand reshaping of footway and repair of footway.

Routine Footpath Maintenance comprises programmed routine inspection and repair of isolated section/s of footpath, and programmed re-sheeting of segments of footpaths with asphaltic concrete to eliminate minor trip edges or concrete grinding to address moderate trip edges. The 413km footpath network is inspected at least once a year by Council crews or a contractor. During the December quarter, repairs to footpaths totalled 349 sq. metres and grinding of footpath trip edges totalled 1,824 linear metres. At the end of the December quarter, the cumulative repairs to footpaths were 757 sq. metres and grinding of footpath trip edges were 1,824 linear metres

The KPI for footpath maintenance, stated as the average maintenance cost per km per year, is \$2,400. The performance at the end of the December quarter was \$1,000. The Service Level stated as the number of reported trip and fall incidents on footpaths per 100km of <10 (less than 10) per year was 5 at the end of the December quarter.

Footpath Reconstruction comprises programmed reconstruction by contract for segments of various types of footpaths ranging from concrete slabs to asphalt, brick, tile and heritage slabs. The Service Level for this program is 2.0km of footpath reconstruction. No work was undertaken during the December quarter as work has been scheduled for the March 2011 quarter.

This activity relates to the Strategic Theme, *Contributing to community development through sustainable facilities and services*.

Roadside Furniture

Roadside furniture maintenance is carried out to ensure traffic safety and convenient movement of traffic. Roadside furniture maintenance comprises routine maintenance of street name and traffic signs, guide posts and safety fences.

Street Name and Traffic Signs routine maintenance comprises programmed installation of new advisory and directional signs, and on demand repair/replacement of street name and traffic signs. During the December quarter, 320 signs were maintained and 135 new signs were erected. At the end of the December quarter, the cumulative signs maintained were 674 and new signs erected were 251.

Guide Post and Safety Fences routine maintenance comprises programmed installation of new guide posts and safety fences and on demand repair/replacement of guide posts and safety fences. During the December quarter: 163 guide posts and 150 metres of safety fences were maintained. No new safety fences and guide posts were erected. At the end of the December quarter, the cumulative maintenance of guide posts were 346 and safety fences were 3,085 metres. The cumulative erection of new safety fences was zero and guide posts were 5.

This activity relates to the Strategic Theme, *Contributing to community development through sustainable facilities and services*.

Foreshore Facilities

Foreshore facilities maintenance is carried out to ensure that public facilities are safe and serviceable. Foreshore facilities maintenance comprises routine maintenance and periodic upgrading/replacement of public wharves, pontoons, boat ramps, tidal baths, loading dock and seawalls.

Routine Maintenance comprises programmed routine inspection and minor repairs of public wharves, pontoons, boat ramps and tidal baths by Council crews and specialist contractors, and on demand minor repair works. During the December quarter, all 14 facilities have been inspected. Step, boat ramp and fish cleaning table pressure cleaning were also carried out at Parsley Bay, Berowra Waters and Kangaroo Point during the December quarter.

Upgrading/Replacement normally comprises programmed major repairs/upgrading on public wharves, periodic replacement of pontoons and periodic reconstruction of sea walls by contract. Replacement of some decking and minor footpath construction was undertaken at Milsons Passage Wharf in July 2010.

This activity relates to the Strategic Theme, *Contributing to community development through sustainable facilities and services*.

PAVEMENT MANAGEMENT

Pavement Management is carried out Shire wide for the 613km sealed road network consisting of 1,521 roads. Pavement maintenance activities include:

- * Road Resurfacing
- * Preparation for Resurfacing
- * Pothole Repairs
- * Road Restorations, Hydrants and Car Park Maintenance

Progress of programmed activities for the Pavement Works Maintenance Program is given in Gantt Chart C.

There are two key performance indicators in the Principal Activity Service Plans for sealed roads:

- * The KPI for the sealed road network, stated as the percentage of road network rated in "Good/Very Poor" condition, are $>68/\lt 2$ (greater than 68% / less than 2%). The performance for 2010/11 is only available in February 2011 following the collection of road condition data in the December quarter. These percentages are expected to

remain relatively constant due to the Roads to Recovery and RTA REPAIR Program Funding as well as Council's Sealing of Unsealed Roads Program.

- * The KPI for sealed roads, stated as the average maintenance cost per km, is \$8,000 per year. The performance at the end of the December quarter was \$3,910.

Road Resurfacing

Road resurfacing comprises programmed Reclamite surface treatment, and asphaltic concrete (AC) and flush seal resurfacing by contract. The programmed resurfacing is 135 roads totalling 221,510 square metres. The performance at the end of the December quarter, shown within brackets, was 61 roads totalling 87,058 m2 and was as follows:

- * Asphaltic Concrete resurfacing 56 roads - 85,350 m2 (22 roads - 37,128 m2)
- * Flush Seal resurfacing 19 roads - 47,380 m2 (2 roads - 4,140 m2)
- * Reclamite surface treatment 60 roads - 88,780 m2 (37 roads - 45,790 m2)

A list of roads proposed for resurfacing is identified by Council's Pavement Management System based on funding allocation and appropriate treatment options selected. The roads selected for inclusion in the program are then made following inspection by the Pavements Engineer. Approximately 5% of the road network is resurfaced or treated per year.

Preparation for Resurfacing

Preparation for resurfacing comprises programmed pavement repair by contract and crack sealing by Council crews. Pavement repair involves heavy patching of pavement using AC and pavement stabilisation with cement. On demand pavement repair involving heavy patching of pavement with AC is also carried out by contract as well as by Council crews depending on availability and extent of work required.

The programmed preparation works was 37 roads totalling 16,190 m2. The performance at the end of the September quarter, shown within brackets, was 24 roads totalling 5,914 m2 and was as follows:

- * Heavy Patching with AC 25 roads - 1,660 m2 (24 roads - 5,914 m2)
- * Pavement Stab. with Cement 12 roads - 14,530 m2 (0 roads - 0 m2)

Pothole Repairs

Pothole repair comprises programmed inspection and filling of potholes with AC on 12 patrol area basis by a Council crew with a Flocon truck. During the December quarter, 502 potholes were repaired in 142 roads and consumed approximately 22.4 tonnes of AC. At the end of the December quarter, 1,039 potholes were repaired in 246 roads and consumed approximately 44.7 tonnes of AC.

Road Restorations, Hydrants and Car Park Maintenance

This activity comprises programmed restoration of road openings by public utility authorities and plumbers in asphaltic concrete, rising of hydrants, and carpark maintenance involving some pavement and pothole repair by Council crew, line marking and resurfacing by contractors. During the December quarter, 284 square metres of restorations were carried out on 43 roads and no service adjustments were made. At the end of the December quarter, 1,186 square metres of restorations were carried out on 127 roads and 13 service adjustments were made on 2 roads.

The activities above relate to the Strategic Themes, *Contributing to community development through sustainable facilities* and *maintaining sound corporate and financial management*.

STORMWATER MANAGEMENT

Stormwater management major activities include:

- * General review of all completed Stormwater Catchment Management Plans (SCMPs).
- * Project management of minor stormwater drainage projects.
- * Review of Council's Urban Runoff Management Code.
- * Development of conceptual designs for Stormwater Drainage Improvement Programs.
- * Development of Floodplain Risk Management Plan.

The Service Level, stated as the cumulative percentage of 1,084 known properties subject to stormwater inundation benefiting from Improvement programme is 52.1%.

Progress of programmed activities for Stormwater Management is generally in accordance with the adopted programme given in Gantt Chart D. The Consultant's final flood maps based on the Broadscale Overland Flow Study for the urban areas of the Shire was received in September 2009. This study is part of the Floodplain Risk Management Plan Development and will culminate with the preparation of Flood Planning Maps for the Shire. The inaugural Floodplain Risk Management Committee meeting was held on 16 June 2010 and the second meeting 8 August 2010. A workshop to brief councillors was held on 25 August. The Hornsby Overland Flow Study Report and draft Flood Planning Maps were submitted to the Council Ordinary Meeting on 20 October 2010 wherein Council resolved to endorse and place these documents on public exhibition for a period of 28 days. The Hornsby Overland Flow Study Report and draft Flood Planning Maps were placed on public exhibition from 22 November 2010 with a closing date of 24 January 2011. The closing date was subsequently extended to 28 February 2011. Some 900 submissions have been received as of late January 2011.

Major Drainage improvement works will not be undertaken in 2010/11 as the allocated funding has been placed in a restricted asset account towards the Hornsby CBD Drainage Project Stage 1. Construction will commence only when sufficient funds have been accumulated. Alternative funding options are being considered to commence the project at an earlier date.

This activity relates to the Strategic Themes *Contributing to community development through sustainable facilities and services* and *Maintaining sound corporate and financial management*.

ASSET MANAGEMENT SYSTEMS

Three asset management systems are currently being maintained/implemented:

- * Pavement Management System (PMS)
- * Drainage Asset Management System (DRAMS-PIPEPAK)
- * Footpath Management System (FMS)

The progress of programmed activities for the implementation of asset management systems is generally in accordance with the adopted programme given in Gantt Chart E.

Pavement Management System (PMS)

The Pavement Management System (PMS) Implementation Program consists of the following programmed activities for PMS Model refinement:

- * Investigation of pavement structure by staff from project investigations.
- * Collection of road condition and road roughness data by contract for the third 20% of the network for the Fifth Sweep.
- * Collection of subdivision road data using casual staff.
- * Traffic Counts by contract for 21 "typical" roads for refinement of traffic volume data.

Other PMS development activities include: preparation of valuation for AAS27 requirements; update of feedback system for data updating; preparation of Grants Commission report, and development of PMS-GIS interface to enable graphical access to PMS data. Running of the optimisation model on the PMS in conjunction with the preparation of the 2011/12 Pavement Works Maintenance Program has been scheduled for the March 2011 quarter. Road Fair Value determination for road assets was undertaken in June 2010.

This activity relates to the Strategic Theme, *Maintaining sound corporate and financial management*.

Drainage Asset Management System (DRAMS-PIPEPAK)

The Drainage Asset Management System (DRAMS-PIPEPAK) Implementation Program consists of the collection of stormwater drainage asset data in respect of the location and condition of the pits and pipes. The location of pits in Council's stormwater drainage system was undertaken using a global positioning system (GPS). The collection of the pit and pipe condition was undertaken by field inspection.

The DRAMS database has been converted to the updated version named PIPEPAK.

PIPEPAK implementation activities include: GPS and condition data audit, update of feedback system for data updating; development of PIPEPAK model; formatting PIPEPAK for AAS27 requirements; and development of PIPEPAK-GIS interface for graphical access to PIPEPAK data. Fair Value determination for drainage assets was undertaken in June 2010.

This activity relates to the Strategic Theme, *Maintaining sound corporate and financial management*.

Footpath Management System (FMS)

The Footpath Management System (FMS) Implementation Program consists of the following programmed activities:

- * Collection of footpath condition data for the whole network.
- * Ongoing development of graphical access to FMS data.
- * Formulation of the Annual Footpath Maintenance and Reconstruction Programs.

The collection of footpath condition and inventory data by a contractor has been scheduled for the March 2011 quarter.

This activity relates to the Strategic Theme, *Maintaining sound corporate and financial management*.

BUDGET

There are no budget implications with the preparation of this report.

POLICY

There are no policy implications.

CONSULTATION

Consultation with the Environment and Planning Divisions was made in respect of Stormwater Management activities. Consultation with outside groups is not required with the other activities.

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line (TBL) attempts to improve Council's decisions by being more accountable and transparent on social, environmental and economic factors. It does this by reporting upon Council's Strategic Theme.

A TBL assessment is not required for this progress report.

RESPONSIBLE OFFICER

The responsible officer is the Manager, Assets Branch, Mr Chon-Sin Chua, on telephone No. 9847 6677.

RECOMMENDATION

THAT the contents of Executive Manager's Report No. WK5/11 be received and the progress of the 2010/11 Assets Branch Programmes for the December 2010 quarter be noted.

MAXWELL WOODWARD
Executive Manager
Works Division

Attachments:

1. Gantt Chart A - 2010/11 Northern District Works Maintenance Programme, Progress as at 31 December 2010
2. Gantt Chart B - 2010/11 Southern District Works Maintenance Programme, Progress as at 31 December 2010
3. Gantt Chart C - 2010/11 Pavement Works Maintenance Programme, Progress as at 31

- December 2010
4. Gantt Chart D - 2010/11 Stormwater Management Programme, Progress as at 31 December 2010
 5. Gantt Chart E - 2010/11 Asset Management Systems Implementation Programme, Progress as at 31 December 2010

File Reference: F2004/05959-02

Document Number: D01585338

14 WORKS BUILDING SERVICES - GRAFFITI AND VANDALISM DECEMBER 2010 QUARTERLY REPORT

EXECUTIVE SUMMARY

The Engineering Services Branch has the responsibility to ensure that all of Council's buildings are maintained in a safe and functional condition and conforming to legislative requirements.

This report provides Councillors with progress information relating to the costs of graffiti and vandalism associated with the maintenance of Council's buildings.

PURPOSE/OBJECTIVE

The purpose of this report is to provide information to Council on graffiti removal and vandalism repair to Council's buildings incurred in the provision of the asset maintenance service.

DISCUSSION

The Building Services Team forms part of the Engineering Services Branch of the Works Division and operates from Council's Thornleigh Depot.

The Building Services Team is responsible for providing an asset maintenance service that ensures all of Council's buildings are maintained in a safe and functional condition and conforming to relevant statutory requirements. The Team provides maintenance and construction services to asset building users in meeting the objectives of their various activities.

Building Maintenance is provided under the 5431 Responsibility Centre and consists of proactive and reactive maintenance. Proactive maintenance is programmed work based on the required level of service or renovation cycle agreed with the relevant Responsibility Centre Manager. Reactive maintenance includes graffiti removal, vandalism repairs and faulty asset components.

Vandalism to Council's buildings typically costs Council \$80,000 per year and occurs to amenities blocks, public toilets, bus shelters and community centres in the form of damage to windows, doors and locks. Graffiti typically costs \$100,000 per year.

A graffiti removal service is provided for Council's buildings and aims to remove illegal graffiti within 12 to 48 hours depending on the offensiveness of the vandalism.

Rapid removal requires systematic monitoring and cleaning of sites or facilities affected by graffiti and graffiti recurrence.

Rapid removal discourages graffiti vandalism because:

- It removes the vandal's thrill associated with seeing their name or work on public display.
- It demonstrates that a site is being monitored and cleaned there is an increased risk of detection.
- Vandals will continue to return to and damage a site if it is ignored.

Currently two methods of graffiti removal are used on Council properties:

- Painting out graffiti on painted surfaces.
- On other surfaces, removing graffiti with a high pressure water blaster and heat gun using specialist graffiti removal products.

<i>TYPE</i>	<i>COST</i>
	<i>July 2009 – December 2010</i>
Graffiti	\$34,626
Vandalism	\$15,645
	<hr/>
TOTAL	\$50,281

BUDGET

Costs of vandalism and graffiti are included in Council's budget.

POLICY

There are no policy implications associated with this report.

CONSULTATION

Consultation regarding vandalism and graffiti is carried out with relevant Responsibility Centre Managers.

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line is a framework for improving Council decisions by ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting upon Council's strategic themes.

As this report simply provides Council with information and does not propose any actions which require a sustainability assessment, no Triple Bottom Line considerations apply.

RESPONSIBLE OFFICER

The responsible officer for preparation of this report is the Engineering Services Manager, Peter Powell, on telephone 9847 4803.

RECOMMENDATION

THAT the contents of Executive Manager's Report No. WK6/11 be received and noted.

MAXWELL WOODWARD
Executive Manager
Works Division

Attachments:

There are no attachments for this report.

File Reference: F2004/00728

Document Number: D01585707

15 ENGINEERING SERVICES - BUILDING CAPITAL WORKS PROGRAM 2010/2011 - DECEMBER 2010 QUARTERLY REPORT

EXECUTIVE SUMMARY

Council's Management Plan 2010/2011 provided a list of Capital Works for 2010/2011. This report provides Councillors with progress information for Building Capital Works projects for the period 1 July 2010 to 31 December 2010.

PURPOSE/OBJECTIVE

The purpose of this report is to advise Council on the progress on the 2010/2011 Engineering Services - Building Capital Works Program undertaken by the Building Services Team of the Engineering Services Branch.

DISCUSSION

The Building Services Team forms part of the Engineering Services Branch of the Works Division and operates from Council's Thornleigh Depot.

The Building Services Team is responsible for providing an asset management service that ensures all of Council's buildings are maintained in a safe and functional condition and conforming to relevant statutory requirements. The Team provides maintenance and construction services to asset building users in meeting the objectives of their various activities.

Building maintenance is provided under Responsibility Centre 5431 and consists of proactive and reactive maintenance. Proactive maintenance is programmed work based on the required level of service renovation cycle agreed with the relevant Responsibility Centre Manager. Reactive maintenance includes vandalism, graffiti and faulty asset components.

Building Capital renewals, upgrades, improvements and new works are also provided under Responsibility Centre 5431. Upgrades typically include new kitchens, air conditioning, curtains, and carpeting. Improvement works include the provision of such items as pergolas, sun shades, disable access. New works include the provision of new buildings and major building extensions.

A reform of the method of delivery of services provided by the Building Services team has resulted in the progressive outsourcing of works to contractors, under the control of Building Services supervisory staff. The reform has been affected over a period of time following natural attrition of day labour staff, and has provided cost savings of over 10% in 2010/11.

The attached Gantt Chart displays the completed projects included in the 2010/2011 Building Works program during the period 1 July 2010 to 31 December 2010.

BUDGET

The budgetary considerations of this report are shown in Council's Management Plan for 2010/2011.

POLICY

There are no policy implications.

CONSULTATION

Consultation has been carried out with the following:

- David Johnston – Manager, Community Services
- Samantha Colbert – Community Centre and Hall Co-ordinator
- Scott Hewitt – Aquatic and Recreation Facilities Manager
- Cheryl Etheridge – Manager, Library Services
- Dana Spence – Co-ordinator, Parks Assets

TRIPLE BOTTOM LINE SUMMARY

Triple Bottom Line is a framework for improving Council decisions by ensuring accountability and transparency on social, environmental and economic factors. It does this by reporting upon Council's strategic themes.

As this report simply provides Council with information and does not propose any actions which require a sustainability assessment, no Triple Bottom Line considerations apply.

RESPONSIBLE OFFICER

The responsible officer for preparation of this report is the Engineering Services Manager, Peter Powell, on 9847 4803.

RECOMMENDATION

THAT the contents of Executive Manager's Report No. WK7/11 be received and noted.

MAXWELL WOODWARD
Executive Manager
Works Division

Attachments:

1. Engineering Services - Building Capital Works for 2010/2011

File Reference: F2004/05958
Document Number: D01585712

16 TENDER NO. T32/2010: CONSTRUCTION OF VEHICULAR CROSSINGS AND FOOTPATHS

EXECUTIVE SUMMARY

The proposed contract for “Construction of Vehicular Crossings and Footpaths” is required to service the needs of Council’s Works Division in carrying out construction, maintenance and restoration of footpath and vehicular crossings for Council’s operational works. A small percentage of private crossings will be constructed under this contract, for which costs are recovered by Council.

Council does not have the resources required for this work and therefore open tenders have recently been called in accordance with the Local Government Act. The proposed contract will be for 12 months duration with an option to extend the contract for a further 12 months period. Pave-Rite Excavations, Devcon Civil Pty Ltd and Aston and Bourke Pty Ltd, have been recommended for acceptance for this tender.

PURPOSE/OBJECTIVE

This report provides a recommendation for the acceptance of Tender No. T32/2010: Construction of Vehicular Crossings and Footpaths.

DISCUSSION

The Tender No. T32/2010 is a Schedule of Rates tender. A summary of tenders, together with full evaluation details are in folder F2010/00636. Excepting this report, the summary and details of the tenders received are to be treated as confidential in accordance with the Local Government Act.

Six (6) tenders were received for Tender No. T32/2010 from the following companies:

- Aston and Bourke Pty Ltd
- Foster Civil Contracting Construction Pty Ltd
- Kelbon Concrete and Paving
- Pave-Rite Excavations
- Devcon Civil Pty Ltd
- Maintenance Infrastructure Services Pty Ltd

The tenders were evaluated based on the stipulated criteria, namely:-

- Cost of works
- Past performance and experience in similar types of works
- Plant and equipment resources
- Labour and sub-contract resources
- Traffic control systems
- Occupational health and safety systems
- Sustainability

The tendered Schedule of Rates were evaluated for each tender by applying them to estimated annual quantities for the main items of work that would normally be expected for the proposed contract. The other criteria were assessed based on information submitted with each tender, information gained from the tenderers' nominated referees and past performance with previous Hornsby Shire Council works where applicable.

The tender provides various construction rates required in carrying out construction maintenance and restoration of footpath and vehicular crossings for Council's operational works. A small percentage of private crossings will also be constructed under this contract for which costs are recovered by Council.

It is considered that the work available under this contract will require three contractors to provide greater flexibility and efficiency for Council.

The results of the evaluation indicate that the following tenders are the most advantageous.

1. Pave-Rite Excavations
2. Devcon Civil Pty Ltd
3. Aston and Bourke Pty Ltd

The total estimated work under this contract is in the order of \$700,000 per annum. The attached Confidential Memo WD D&C 1/11 provides the evaluated value of each tender for a period of 12 months and a summary of the evaluation. Full details of the tender evaluation are in folder F2010/00636.

BUDGET

There are no budgetary implications.

POLICY

There are no policy implications.

CONSULTATION

The tender has been evaluated in conjunction with the main users of the proposed contract.

TRIPLE BOTTOM LINE SUMMARY

Working with our Community

The community was informed of the tender through advertising in the Sydney Morning Herald and the Advocate newspapers.

Conserving our natural environment

The processes on site are controlled by sediment and erosion minimisation measures, and protecting environmentally sensitive areas. The material excavated, including old concrete footpaths, are recycled where possible.

Contributing to community development through sustainable facilities and services

Construction of new concrete footpaths and crossings and restoration of existing concrete footpaths will enhance and protect Council's assets and provide comfort and safety for the public.

Fulfilling our community's vision in planning for the future of the Shire

Requests from community are given due consideration when the footpath implementation and maintenance program is prepared.

Maintaining sound corporate financial management

The cost effective construction and maintenance of the concrete footpaths and crossings enhances the value of Council's assets and minimises maintenance cost over the life of these assets.

Other sustainability considerations

The company's management policy, OH&S and environmental management systems were taken into consideration in the evaluation of tenders received.

RESPONSIBLE OFFICER

For further information, please contact Engineer construction, Mr Wimal Dasanayake on 98476673.

RECOMMENDATION

THAT Council accepts the tenders of:

- (i) Pave-rite Excavations,
- (ii) Devcon Civil Pty Ltd, and
- (iii) Aston and Bourke Pty Ltd,

for Tender No. T32/2010: Construction of Vehicular Crossings and Footpaths.

MAXWELL WOODWARD
Executive Manager
Works Division

Attachments:

1. Refer to Confidential Attachment to WK8/11, located in the Confidential Section of Business Paper Confidential Memo WD D&C 1/11 (circulated separately to Councillors).
- *This attachment should be dealt with in confidential session, under Section 10A (2) (d) of the Local Government Act, 1993. This report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.*

File Reference: F2010/00636
Document Number: D01586192

17 TENDER T35/2010 - LEASE OF LAND - KANGAROO POINT BROOKLYN

EXECUTIVE SUMMARY

A Selective Tender process has been completed for the Lease of Land at Kangaroo Point Brooklyn. One of the two participants withdrew from the Tender the day prior to closing. Council received one Tender response, which was assessed and reported in the usual manner.

This report provides background information in relation to the Selective Tender, the evaluation process and evaluation report.

PURPOSE/OBJECTIVE

This report recommends that Council accept the tender of Gen March Pty Limited for Tender No. T35/2010 for the lease of land – Kangaroo Point Brooklyn, to enter into a 21 year tenure of the identified land for the purposes of the management of the demolition of the existing old “food bar”, design and construction management of a new takeaway/restaurant facility and associated improvements, and management of the operation of such facility.

It also recommends that the General Manager be authorised to negotiate the detailed terms of the agreement and execute appropriate documentation.

INTRODUCTION/BACKGROUND

At its meeting on 20 October 2010, Council considered Executive Manager’s Report No. WK68/10. That report detailed the results of the Expression of Interest (EOI) 10/2010 for the Lease of Land Kangaroo Point Brooklyn and recommended both the proponents that responded to the EOI be invited to participate in the next step being the selective Tender T35/2010. Council resolved to “*invite Gen March Pty Limited and J & M Griffiths Pty Limited to tender for the lease of land – Kangaroo Point Brooklyn*”. Council also resolved that the “*result of the tender be reported back to Council*”.

Selective Tender T35/2010

On 27 October 2010 formal letters of invitation were sent to both respondents to the EOI inviting their participation in the selective tender. The letters briefly outlined some proposed requirements of the tender, the proposed timeline for the issue of the tender documents and subsequent actions and sought written confirmation of their intention to participate in the selective tender, by way of a signed copy of the letter being returned to Council. Both respondents confirmed their intention to participate.

T35/2010 was formally called on Friday 3 December 2011 to select one of the two invited proponents to enter into a 21 year tenure of the identified land for the purposes of demolition of the existing old “food bar”, design and construction of a new takeaway/restaurant facility and associated improvements, and management of the operation of such facility. Taking into account the Christmas/New Year period, and the scope of the Tender, it was agreed with Council stakeholders, and subsequently the two proponents, that a closing date of 4 February 2011 was appropriate and adequate.

The proposed 21 year lease of the land was altered to a proposal of 4 successive leases of 5 years each, followed by a one year lease for the 21st year of such term. This alteration of the 21 year tenure of the land was due to the receipt of subsequent legal advice regarding the legal requirement to carry out a formal subdivision of the land for leases in excess of 5 years. The new successive leases proposal was provided as a legally acceptable solution to the delays, cost and uncertainties associated with an application for subdivision for a 21 year lease. The usual public notification process of a 21 year lease term will remain to be complied with.

As this was a selective tender involving only two proponents, it was agreed with Council's Procurement Manager and Council's solicitor that there was no need to advertise the Selective Tender or place the Tender on Council's Tenderlinks site.

On Friday 28 January 2011, one of the participants to the selective tender (J & M Griffiths Pty Limited) emailed Council requesting an extension of the closing time of the tender, by 6 weeks, extending the date from 4 February 2011 to 18 March 2011. Councillors were advised by emailed confidential memo dated 31 January 2011 of the decision to refuse such request. Both participants were similarly advised by email.

On Thursday 3 February 2011, J & M Griffiths Pty Limited emailed Council advising that they would not be lodging a tender.

The Tender closed at 10:30am on Friday 4 February 2011, with one response being received from Gen March Pty Limited. Immediately thereafter, the evaluation process commenced.

EVALUATION PROCESS

The Tender documentation contained Council's evaluation criteria (cl.11.1), scoring methodology (cl.11.2) and ten Tender Response Schedules.

Prior to the expiry and opening of Tender submissions, an evaluation panel was set up, comprising Council's Principal Strategic Town Planner, Landscape Co-ordinator and Manager Property Development. The evaluation panel reported to the Executive Manager Works Division and the Executive Manager Environment Division.

Prior to the expiry of the Tender, the evaluation panel finalised the conformance and evaluation criteria in line with the Tender documents with appropriate weights applied to the evaluation criteria.

Conformance of Tender Submissions

The first step of Council's Tender Evaluation Guidelines is to ensure the conformance of submissions with the Tender requirements.

The Tender response was determined to have conformed with the criteria, as detailed in Confidential Attachment One to this report.

Assessment Criteria

In essence, the Tender is primarily a design and construct project for a facility that Council will own in 21 years, and secondarily a 21 year lease (being the means to such end). Therefore, the assessment criteria focussed 50% on the design and construction elements and

the capacity to deliver such. The other 50% considered the operation of the facility, the cashflow and value of assets and compliance elements.

Ultimately, it was considered that the respondent fully satisfied the assessment criteria. The detailed assessment is contained within Confidential Attachment Two to this report.

Proposed Built Form

In essence, the tender proposes to demolish the old food bar and construct a “Pavilion” style 2 level building with a flat “double diamond” design steel roof supported by steel columns, utilizing extensive window areas within painted masonry walls. Attached at the rear (east side) of the building is an open plan large timber deck overlooking the Hawkesbury River and rail bridge to the east. The building has been revised from the original EOI submission to a smaller, more economical size, which effectively reduces the built form on the site and the demand for car parking.

The restaurant is designed to initially seat 60 patrons with the floor space and kitchen designed for up to 100 seats as popularity increases. Cuisine will focus on local seafood and produce, with an Oyster Bar to complement the restaurant. It is proposed that the restaurant will open Wednesday to Sunday from 12pm and 6pm till late.

The takeaway will primarily cater for travellers, visitors and those seeking to enjoy a picnic in the park. It is proposed to be open during the daytime, 7 days per week.

The Masterplan proposes the provision of 62 car parking spaces (excluding the existing fenced enclosure within the adjacent RTA land); to cater for the demand likely to be generated by the existing and other likely future approved uses of the site. The car parking provision was (in part) determined on the basis of a restaurant with floor space limited to the extent of the existing building envelope. The Tender response seeks the provision of at least 30 customer car spaces and 6 staff car spaces. A preliminary evaluation based on the application of Council’s car parking code suggests that this may be a little conservative. Nevertheless, it is well within the car parking capacity of the site.

The car parking demand generated by the proposal will ultimately be identified by a detailed traffic and parking study to be submitted with the Development Application.

The proposal is considered to be consistent with the intent of the Masterplan and will provide significant community benefit. The use of the site for a kiosk/restaurant is consistent with and enhances the recreational use of the site for which it is both zoned and reserved. The demolition of the existing old food bar and the construction of the restaurant and associated amenities will be achieved at minimal cost to Council. Should the redevelopment of a kiosk/restaurant not proceed, the alternative proposed by the Masterplan is the construction of facilities commensurate with the use of the site for passive recreation purposes, at a cost to be determined. A caretaker’s cottage is also contemplated by the Masterplan, but is not supported.

Tender Evaluation Report

The attached Confidential Memo WD 5/2011 provides a summary of the assessment and evaluation of the Tender response.

The Evaluation Report recommends that the respondent, Gen March Pty Limited be invited to enter into a lease agreement for a 21 year tenure of the identified land for the purposes of

demolition of the existing old “food bar”, design and construction of a new takeaway/restaurant facility and associated improvements, and management of the operation of such facility.

BUDGET

No direct adverse budgetary issues are associated with this proposal. However, subject to discussions with the tenderer, there may be a requirement for Council to contribute to general improvements to Kangaroo Point. If this possibility eventuates, Council will be further advised.

POLICY

There are no policy implications, however any agreement reached for a 21 year tenure is subject to the provisions of the *Local Government Act 1993*, requiring public notification and exhibition of the lease proposal, inviting submissions and where any objections are received, they are addressed and, if necessary, an application forwarded to the Minister for consent to the lease proposal.

TRIPLE BOTTOM LINE SUMMARY

A triple bottom line summary is not required for this type of report.

CONSULTATION

The Tender and this report has been prepared and evaluated in consultation with Council’s Procurement Manager, Principal Strategic Town Planner, Landscape Coordinator, Executive Manager Works, Executive Manager Environment. All persons involved in the consultation process have advised that they have no conflicts of interest.

RESPONSIBLE OFFICER

This report has been prepared by Council’s Manager, Property Development, Mr Peter Thompson. Additional information can be obtained by calling 9847 6669.

RECOMMENDATION

THAT:

1. Council accept the tender of Gen March Pty Limited for Tender No. T35/2010 for the lease of land – Kangaroo Point Brooklyn.
2. Council authorise the General Manager to enter into detailed negotiations associated with Tender No. T35/2010 for the lease of land – Kangaroo Point Brooklyn.
3. The General Manager be authorised to execute all associated documents under Power of Attorney or pursuant to this delegation.

MAXWELL WOODWARD
Executive Manager
Works Division

Attachments:

1. Confidential Memo to Councillors - *This attachment should be dealt with in confidential session, under Section 10A (2) (c) of the Local Government Act, 1993. This report contains information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*

File Reference: F2010/00663
Document Number: D01586254

19 MAYOR'S NOTES FROM 1 TO 31 DECEMBER 2010

Wednesday 1 December – The Mayor attended an informal luncheon with Mr John Alexander MP and the Federal Coalition Shadow Cabinet at Ryde Civic Hall.

Thursday 2 December – The Mayor attended Hunters Hill Council's Mayoral Christmas Drinks at Hunters Hill Town Hall.

Thursday 2 December – The Mayoress, on behalf of the Mayor, attended Tangara School for Girls' Presentation Night at The Hills Centre, Castle Hill.

Friday 3 December – The Mayor attended Mount St Benedict College's 2010 Presentation Day at Hornsby RSL Club.

Friday 3 December – The Mayor attended the Hornsby Ku-ring-gai Parkinson's Support Group Christmas Party at Asquith Bowling Club.

Friday 3 December – The Mayor attended Dural Chamber of Commerce Christmas Drinks and Barbecue at Round Corner.

Friday 3 December – The Mayor attended the "Art in Berowra" Exhibition at Berowra Heights.

Friday 3 December – The Mayor attended the Opening of Waitara Public School's Year 5 Opportunity Class Art Exhibition at Hornsby Library.

Saturday 4 December – Councillor Chopra, on behalf of the Mayor, attended the VHP Hindu Social Service Foundation Function at Pennant Hills Community Centre.

Saturday 4 December – The Mayor attended the NSW Sri Lankan Catholic Association Christmas Carols at North Rocks.

Sunday 5 December – The Mayor and Mayoress attended Berowra RSL Sub Branch's Annual Christmas Lunch at Berowra RSL Club.

Sunday 5 December – The Mayor attended the Sydney Welsh Choir Concert at Galston Uniting Church.

Sunday 5 December – Councillor Browne, on behalf of the Mayor, attended the Epping RSL Golden Kangaroos Concert at Hornsby War Memorial Hall.

Sunday 5 December – The Mayor attended Barker College's Advent Festival of Lessons and Carols at Barker Chapel.

Monday 6 December – The Mayor attended a Volunteer Afternoon Tea to celebrate International Volunteer Day 2010 at the Council Chambers.

Monday 6 December – The Mayor attended Galston High School’s Annual Presentation Evening at the School.

Tuesday 7 December – The Mayor and Mayoress attended a dinner with Headmaster Andrew Mullins at Baulkham Hills, followed by Redfield College’s Presentation Evening at the School.

Wednesday 8 December – The Mayor attended Wideview Public School’s Presentation Day at the School.

Wednesday 8 December – The Mayor attended the Members of the Combined Manly Warringah, North Sydney and Northern Suburbs Australian Hotels Association Sub Branches’ Christmas Luncheon at Harbord Beach Hotel.

Wednesday 8 December – The Mayoress, on behalf of the Mayor, attended Berowra Christian Community School’s Service of Thanksgiving at the School.

Thursday 9 December – The Mayor attended Asquith Public School’s Annual Presentation Day at the School.

Thursday 9 December – The Mayor attended Ku-ring-gai Creative Arts High School’s Annual Presentation Day at the School.

Thursday 9 December – The Mayor hosted the Mayor’s Community Christmas Reception at Hornsby RSL Club.

Thursday 9 December – The Deputy Mayor, on behalf of the Mayor, attended Barker College Secondary School’s Celebration/Presentation at Darling Harbour.

Friday 10 December – The Mayor attended Transpacific Cleanaway’s Christmas Luncheon at Woolloomooloo.

Friday 10 December – The Mayor attended St Leo’s Catholic College Presentation Evening at The Hills Centre, Castle Hill.

Friday 10 December – The Deputy Mayor, on behalf of the Mayor, attended The Hills Shire’s Christmas Reception “Midnight at the Oasis” at Castle Hill.

Saturday 11 December – The Mayor attended Mt Errington Early Learning Centre’s Festival of Light End of Year Celebrations at Hornsby.

Saturday 11 December – The Mayor attended Hornsby Community Church’s Carols in the Park at Hornsby Park.

Sunday 12 December – The Mayor attended Hornsby Dog Training Club’s Christmas Party at Rofe Park, Hornsby.

Monday 13 December – The Deputy Mayor, on behalf of the Mayor, attended Galston Public School’s Annual Presentation Day at the School.

Monday 13 December – The Mayor attended Hornsby Girls’ High School’s 2010 Annual Speech Day at Sydney Town Hall.

Monday 13 December – The Mayor attended Asquith Boys' High School's 50th Presentation Evening at the School.

Tuesday 14 December – The Deputy Mayor, on behalf of the Mayor, attended Normanhurst Boys' High School's Presentation Evening at Hornsby RSL Club.

Tuesday 14 December – The Mayor attended Asquith Girls' High School's Annual Presentation Evening at the School.

Thursday 16 December – The Mayor officially opened Angell Productions' presentation of Handel's Messiah at Our Lady of the Rosary, Waitara.

Friday 17 December – The Mayor attended Galston Community Health Centre's Centre Based Meals Christmas Luncheon at Galston.

Friday 17 December – The Deputy Mayor, on behalf of the Mayor, attended the City of Ryde's Christmas Function at Brush Farm House, Eastwood.

Saturday 18 December – The Mayor attended the Hornsby Chinese Language and Culture School's Annual Presentation Day at Hornsby Girls' High School Hall.

Saturday 18 December – The Mayor attended The Church of Jesus Christ of Latter-day Saints' Christmas Lights Reception at Carlingford.

Monday 20 December – The Mayor welcomed residents to Council's Annual Christmas Spectacular at Waitara Oval.

Note: These are the functions that the Mayor, or his representative, has attended in addition to the normal Council Meetings, Workshops, Mayoral Interviews and other Council Committee Meetings.

File Reference: F2004/07053

Document Number: D01593534

20 MAYOR'S NOTES FROM 1 TO 31 JANUARY 2011

Sunday 16 January – The Mayor attended the Indian Seniors Group Joint Celebration of Australia Day and Indian Republic Day at Epping.

Tuesday 25 January – The Mayor attended the National Green Jobs Corps Program “Fagan Park Eco-Garden” Graduation Ceremony at Fagan Park, Galston.

Tuesday 25 January – The Mayor and Mayoress attended the Rotary Club of Pennant Hills Australia Day Award Dinner at Pennant Hills Golf Club.

Wednesday 26 January – The Mayor hosted Council’s Australia Day Citizenship Ceremony and Citizen & Young Citizen of the Year Awards at Hornsby RSL Club.

Saturday 29 January – The Deputy Mayor, on behalf of the Mayor, attended the Induction of Reverend Andrew Yule as Associate Pastor – Youth and Young Adults at Epping Baptist Church.

Note: These are the functions that the Mayor, or his representative, has attended in addition to the normal Council Meetings, Workshops, Mayoral Interviews and other Council Committee Meetings.

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