



PENRITH CITY COUNCIL

BUSINESS PAPER



Penrith LGA

Councillor Ross Fowler, Chairman Penrith Whitewater Stadium Board, media personality Mike Whitney, Peter Flowers, Manager Penrith Whitewater Stadium and Paul Page, Council's City Marketing Supervisor, with the two Western Sydney Industry Awards, won this year by the Whitewater Stadium.



Policy Review Committee Meeting

25 March 2002

«SubscriberName»





Penrith City Council

A COUNCIL COMMITTED TO PROVIDING THE HIGHEST QUALITY SERVICE TO ITS CUSTOMERS

20 March 2002

Dear Councillor,

In pursuance of the provisions of the Local Government Act, 1993 and Regulations thereunder, notice is hereby given that a **POLICY REVIEW COMMITTEE MEETING** of Penrith City Council is to be held in the Pasadena Room, Civic Centre, 601 High Street, Penrith on Monday 25 March 2002 at 7.00pm.

Attention is directed to the statement accompanying this notice of the business proposed to be transacted at the meeting.

Yours faithfully,

Bruce McDonald
Deputy General Manager

B U S I N E S S

1. **APOLOGIES & LEAVE OF ABSENCE**
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Policy Review Committee – 25 February 2002
3. **DECLARATIONS OF INTEREST**
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9. **URGENT REPORTS (to be dealt with in the Master Program to which the item relates)**
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*Enquiries regarding this Business Paper should be directed to the
Public Officer, Peter Huxley on (02) 4732 7649*

POLICY REVIEW COMMITTEE MEETING

MONDAY 25 MARCH 2002

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PENRITH CITY COUNCIL
DRAFT MEETING CALENDAR
January 2002 – December 2002

MINUTE NO

	TIME	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
		Mon	Mon	Mon	Mon	Mon	Mon	Mon	Mon	Mon	Mon	Mon	Mon
Ordinary Meetings	7.00 pm		4 18#	4 18	8 22	6 20#	3 *17	1 15	5 19#	2 ^16 30	14	4 18#	2 16
Policy Review Committee	7.00 pm		25	25	29	27	24	22	26	23	21	25	9

Council has two Ordinary Meetings per month where practicable. Extraordinary Meetings are held as required.

Policy Review Meetings are held monthly.

Members of the public are invited to observe at meetings of the Council. Should you wish to address Council, please contact The Public Officer, Peter Huxley on 47327649.

Meetings at which the Management Plan quarterly review is tabled and discussed.

* Meeting at which the Management Plan for 2002/2003 is adopted

^ Mayoral Election

**REPORT AND RECOMMENDATION
OF THE POLICY REVIEW COMMITTEE MEETING OF PENRITH CITY
COUNCIL HELD IN THE ST MARYS SENIOR CITIZENS CENTRE, ST MARYS
ON MONDAY 25 FEBRUARY 2002 AT 7.00 PM**

PRESENT

His Worship the Mayor Councillor Pat Sheehy, Councillors J Aitken, D Bailey, J Bateman, D Bradbury, G Davies, G Evans, R Fowler, J Greenow, C O'Neill, K Paluzzano, S Simat, and J Thain.

APOLOGIES

PR1 RESOLVED on the MOTION of Councillor Greenow seconded Councillor Bateman that apologies be received and accepted from Councillors A Khan and C O'Toole.

VOTE OF THANKS

His Worship the Mayor thanked Dot Fuller, President of the Combined Pensioners Association of St Marys, Patricia Singh, Vice President and Margaret Craven-Scott, Secretary for allowing Council to use the premises for tonight's Policy Review Meeting.

CONFIRMATION OF MINUTES

Policy Review Committee Meeting – 11 December 2001

PR2 RESOLVED on the MOTION of Councillor Simat seconded Councillor Bateman that the minutes of the Policy Review Committee Meeting of 11 December 2001 be confirmed with the following amendment:

The list of those present at the meeting to include Councillor Bateman.

DECLARATIONS OF INTEREST

Councillors Aitken and Bateman declared a non-pecuniary interest in Item 1, as they are members of the Board of Directors of the Nepean/University of Sydney Medical Research Foundation. Both Councillor Aitken and Bateman reserved their right to participate in the debate and the voting.

MASTER PROGRAM REPORTS

His Worship the Mayor stated that the Agenda items would be dealt with in the following order: Item 2 would be first, then Items 1,7,3,5,4,6,8 and so on.

2 NSW Sports Council for the Disabled

2000/6

The Facilities Operations Manager, Gary Dean introduced the report and Ben Felton, Regional Co-ordinator of the NSW Sports Council for the Disabled – Metro West Region who made a brief presentation on the Nepean Sailability and the Penrith Lakes Adaptive Rowing Centre.

Mr Felton stated that the aim was to increase the boat fleet by one single and one double scull and to eventually have 10 sailing boats. There is also a need for a hoist to assist those using the boats into and out of the various craft.

PR3 RECOMMENDED on the MOTION of Councillor Greenow seconded Councillor Davies that Council receive the report and thank Ben for his presentation on the new sport programs initiated by the NSW Sports Council for the Disabled.

1 Nepean University of Sydney Medical Research Foundation 1133/16

His Worship the Mayor, Councillor Pat Sheehy introduced Professor Sirus Naraqi, who is Associate Dean of the Western Clinical School and the Founder of the Nepean/University of Sydney Medical Research Foundation. Professor Naraqi addressed the Committee on the establishment of the Foundation and the work that it is undertaking from its base in the Nepean Hospital.

PR4 RECOMMENDED on the MOTION of Councillor O'Neill seconded Councillor Aitken that the report on the Nepean, University of Sydney Medical Research Foundation be received and that Council thank Professor Naraqi for his presentation.

7 Service Specification Program - Progress Report 36/35

The Corporate Development Manager, Helen Lowndes introduced the report and Noel McInnes of Corporate Management Systems Australia Pty Ltd who explained the details of the work that has been undertaken to date on the preparation of service specifications for the 12 pilot services listed in the report.

Councillor Bailey expressed concern about consultation with staff in the process and suggested that more input from Councillors was desirable at the early stages of the development of service specifications so that those undertaking the process would have a better indication about what Councillors were looking for.

Council's Corporate Development Manager, Helen Lowndes responded that a large part of the current work on the 12 pilot services was the documentation of existing service levels. When that work was completed there would be opportunities for Councillors to provide input into the determination of preferred service levels and costs as part of the endorsed service specification process reported to Council last year.

In addition there are opportunities for Councillors to raise specific service issues throughout the year by Council requests or resolutions of Council and committee meetings.

Councillor Davies asked about the timeframe for completion of service specifications for all services.

The Corporate Development Manager, Helen Lowndes responded that the target date was the end of 2004.

Councillor Davies asked that a progress report be provided to the Policy Review Committee every three months.

Councillor Fowler asked when the outcomes of the 12 pilot service specifications would be provided to Council.

Noel McInnes said that they would need some refinement and expected that they would be available in mid April.

Councillor Sheehy suggested that Councillors undertake some training in service specification to equip Councillors to understand the material when it is tabled before them.

PR5 RECOMMENDED on the MOTION of Councillor Greenow seconded Councillor Thain

That:

1. The information contained in the Service Specification Program – Progress Report and presentation, be received.
2. A Services Review Working Party be formed to approve and review service specifications.

3 Fires - Penrith Area, Christmas 2001/New Year 2002

7004/35

Barry Ryan, the Acting Safety, Emergency and Waste Services Manager introduced the report and gave a presentation on the extent of the damage caused by the recent bushfires. The Mayor, Councillor Pat Sheehy, presented certificates of Appreciation on behalf of the Council and the citizens of Penrith to Superintendent John Pearson of the NSW Rural Fire Service and Superintendent Ray Kelly of the NSW Fire Brigades.

PR6 RECOMMENDED on the MOTION of Councillor Paluzzano seconded Councillor Simat

That:

1. the report on the fire in the Penrith area during Christmas/New Year 2002 be received;
2. The Mayor present the Penrith Rural Fire Service and NSW Fire Brigades with certificates recognising their commitment and effort during these fires.

5 Penrith City Centre Association and St Marys Town Centre Management Committee - Six Monthly Report

4201/53 & 4202/14

The Facilities Operations Manager, Gary Dean, introduced the report and Mr John Budin, Chairperson, Penrith City Centre Association who gave a report on the activities of Penrith City Centre Association.

Councillor Thain left the meeting the time being 8.15PM.

Councillor Davies left the meeting, the time being 8.18PM.

Councillor Thain returned to the meeting, the time being 8:18PM.

Councillor Fowler left the meeting, the time being 8 19PM.

Councillor Fowler returned to the meeting, the time being 8.20PM.

Councillor Davies returned to the meeting, the time being 8.23PM.

Gary Dean then introduced Mr Peter Jackson-Calway, St Mary's Town Centre Manager then gave a report on the activities of the St Marys Town Centre Management Committee.

Councillor Bailey left the meeting, the time being 8.35PM.

Councillor Bailey returned to the meeting, the time being 8.37PM.

Councillor Thain asked about the status of the petition sent to Council opposing the display of merchandise on the footpath. He stated that there must be some way to point out to the traders there might be some Occupational Health and Safety or liability issues arising from the Traders having their merchandise on the footpath.

PR7 RECOMMENDED on the MOTION of Councillor Davies seconded Councillor Bradbury that Council receive the presentations regarding progress reports from the Penrith City Centre Association and the St Marys Town Centre Management Committee.

4 Youth Needs Audit

1030/56

Councillor Bateman left the meeting, the time being 9.09PM and did not return.

Carol Joyce, Council's Community Development Manager introduced the report and Jeni Pollard, Council's Youth Development Officer and Katerina Tahija from the South Penrith Youth and Neighbourhood Centre Projects who spoke about the Audit, the way it was conducted and some of the recommendations arising from the Audit.

Councillor Thain enquired whether there were any plans to go back to those who participated in the Audit with the findings.

Council's Youth Development Officer responded that the outcomes would be made available to those and others in the Community.

Councillor Thain left the meeting, the time being 9.18PM.

Councillor Paluzzano said that the Education Officer from Penrith Regional Gallery and Lewers Bequest and representatives of FUSION had met to examine ways that young people could be more involved in cultural and arts activities. Councillor Paluzzano requested that the summary table be updated to reflect the work that had been undertaken in this area.

Councillor Thain returned to the meeting, the time being 9.21PM.

Councillor Bradbury said that the consultation about the Skate Park provided Council with a "yardstick" for its community consultation processes and asked that information be placed on Council's Website giving an indication as to when the Skate Park would be constructed.

PR8 RECOMMENDED on the MOTION of Councillor Bradbury seconded Councillor Paluzzano

That:

1. Council receive the Youth Needs Audit Report as endorsed by the Youth Needs Audit Working Party.
2. Local radio stations be encouraged to look at providing appropriate opportunities for young people to practise their musical talents.

6 Status Report on Economic Based International Links 1131/23 and 1131/24

PR9 RECOMMENDED on the MOTION of Councillor Davies seconded Councillor Simat that the report on the status of activities with Kangseo-gu, Korea and the Xicheng District of Beijing City, China be received.

The Mayor ruled that items 8 and 11 would be dealt with concurrently

8 and 11 Key Issues for the 2002-2003 Management Plan 36/36

Councillor Evans left the meeting, the time being 9.23PM.

Councillors Bailey and Paluzzano asked about the formation of the Asset Management Working Party.

The Director, City Strategy expanded on the role and purpose of the Services Review Working Party as the means by which this and other service matters would be dealt with.

Councillor Evans returned to the meeting, the time being 9.31PM.

His Worship the Mayor, said that Council had resolved that there would be a Working Party on Asset Management and requested that the officers look at some way to accommodate an interim Working Party on Asset Management.

Councillor Bradbury requested further information about the progress of the Gipps Street landfill rehabilitation project and the Erskine Park Employment Area.

Councillor Aitken left the meeting, the time being 9.41PM

PR10 RECOMMENDED on the MOTION of Councillor Bailey seconded Councillor Fowler
That:

1. The information concerning the Draft 2002-2003 Management Plan be received.
2. Management continue the development of the Plan in line with the commentary included in this report.
3. Council identify other issues for consideration in the preparation of the Draft 2002-2003 Management Plan.

9 Draft 2002-2003 Management Plan - Budget

36/36

PR11 RECOMMENDED on the MOTION of Councillor Davies seconded Councillor Fowler

That:

1. The information concerning the Draft 2002-2003 Management Plan budget be received.
2. The 2002-2003 draft budget and associated fees be prepared on the basis set out in this report and included in the draft Management Plan

His Worship the Mayor ruled that Items 10 and 12 would be dealt with concurrently

10 and 12 Westpool Annual Report and Update on Westpool Activities

6011/38 Part 2

Councillor Aitken returned to the meeting, the time being 9.42PM.

Councillor Fowler introduced the report and Ken Muir, Council's Risk Management Co-Ordinator, who gave a presentation on the status of the insurance market as it affects Penrith City Council.

Councillor Bradbury asked whether Westpool was making representations to the appropriate government authorities about the matters raised in the report and in the presentation.

Council's Risk Management Co-Ordinator, and the Chairman of Westpool, Councillor Fowler, responded that the independent insurance pools were presenting a unified approach to the government in terms of "capping" claims; removing joint and several liability and suggesting changes to the law.

Councillor Simat raised the question of the effect that the rise in the cost of public liability insurance will have on incorporated associations.

PR12 RECOMMENDED on the MOTION of Councillor Fowler seconded Councillor Davies

That:

1. The reports on the Westpool Annual Report and Update on Westpool Activities be received.
2. A further report be prepared on what options are available to incorporated bodies to access adequate insurance cover.

There being no further business the Chairperson declared the meeting closed the time being 9.57PM.

Confirmed
Chairperson

**REPORT AND RECOMMENDATION
OF THE LOCAL NEWSPAPER ADVERTISING WORKING PARTY OF PENRITH
CITY COUNCIL HELD IN THE PASSADENA ROOM,
ON WEDNESDAY 20 FEBRUARY 2002 AT 8.02 PM**

PRESENT

His Worship the Mayor Councillor Sheehy, Councillor Jackie Greenow (Chairperson), Councillors J Aitken, D Bradbury, G Davies, R Fowler, P Sheehy and S Simat.

1 Local Newspaper Advertising Tender 1130/1

The Executive Officer introduced the report outlining the background and process undertaken in evaluating the Local Newspaper Advertising Tender.

Considerable discussion took place on issues relating to the tender documentation, assessment and alternative solutions to Council's advertising.

LA1 RESOLVED on the MOTION of Councillor Fowler seconded Councillor Aitken

That

1. a further report to the Local Newspaper Advertising Working Party, based on the tender information submitted, a preferred tenderer(s) to supply:
 - local community advertising
 - Classifieds (eg staff)
 - Other statutory advertisements, for example
2. a further report be provided on the functionality, resourcing and location of advertising within the organisation

APOLOGIES

LA2 RESOLVED on the MOTION of Councillor Sheehy seconded Councillor Fowler that apologies be received and accepted from Councillors Bateman and Thain.

CONFIRMATION OF MINUTES

Local Advertising Working Party – 24 September 2001

LA3 RESOLVED on the MOTION of Councillor Sheehy seconded Councillor Davies that the minutes of the Local Advertising Working Party of 24 September 2001 be confirmed with the following amendment:

LA6 RESOLVED on the MOTION of Councillor Davies seconded Councillor Bailey that the minutes of the Local Newspaper Advertising Working Party Committee Meeting of 10 September 2001 be confirmed.

DECLARATIONS OF INTEREST

No declarations of interest.

There being no further business the Chairperson declared the meeting closed the time being 9.40PM.

Confirmed
Chairperson

**REPORT AND RECOMMENDATION
OF THE CARPENTER SITE DEVELOPMENT WORKING PARTY OF PENRITH
CITY COUNCIL HELD IN THE PASSADENA ROOM, CIVIC CENTRE, PENRITH
ON WEDNESDAY 20 FEBRUARY 2002 AT 6.15 PM**

PRESENT

His Worship the Mayor Councillor Pat Sheehy, Councillors J Aitken, G Evans, R Fowler, K Paluzzano, C O'Neill, and S Simat (arrived at 6:30pm)

IN ATTENDANCE

Alan Travers, General Manager, Bruce McDonald, Director - City Strategy, Alan Stoneham, Director - City Operations, Ray Moore, Director - City Operations, Barry Husking, Chief Financial Officer, Brian Griffiths, Property Development Manager, Craig Ross, Design and Technical Advice Manager and Gary Dean, Facilities Operations Manager

APOLOGIES

CSD1 RESOLVED on the MOTION of Councillor Evans seconded Councillor Paluzzano that apologies be received and accepted from Councillor Bateman.

ELECTION OF CHAIRPERSON

CSD2 RESOLVED on the MOTION of Councillor Fowler seconded by Councillor Evans that Councillor Sheehy be elected Chairperson.

TERMS OF REFERENCE

CSD3 RESOLVED on the MOTION of Councillor Paluzzano seconded Councillor Fowler that the Terms of Reference for the Carpenter Site Development Working Party be -

“The Carpenter Site Development Working Party exists to:

- develop an appropriate masterplan for the Carpenter Site to guide its future development*
- actively pursue the development of the Carpenter Site in accordance with the masterplan.”*

DECLARATIONS OF INTEREST

No declarations of interest.

MASTER PROGRAM REPORT

1 Carpenter Site - Masterplan Study 4100/67

The Facilities Operations Manager introduced the Consultants to the Working Party, namely:

Mr Phillip Witts – DEM Planning and Design
Mr Bob Meyer – Cox Planning
Mr John Harston – Sphere Property Consultants

This is Page No 1 of the Report and Recommendation of the Carpenter Site Development Working Party Committee of Penrith City Council held on Wednesday 20 February 2002

The Facilities Operations Manager then introduced the report outlining the background to the acquisition of the Carpenter Site, preparation of the masterplan brief, appointment of the Consultants and the preparation of the overall Study. He then invited the Consultants to provide the Working Party with an overview of the Study investigations and findings.

Mr Phillip Witts made a formal presentation to the Working Party.

Mr John Harston spoke on the market research and financial analysis that he had undertaken which essentially focused on Option A.

In response to a question from Councillor Paluzzano, the Facilities Operations Manager reminded Council of its earlier decision not to include any non-Council owned land east of Mulgoa Road.

Mr Harston spoke of the residential option for part of the site – housing types similar to the Newington Estate. He recommended that a residential option for part of the site was preferred over a multi-purpose centre; the Penrith Valley Marketing Centre should be on a ‘leaseback’ arrangement and that a full market assessment of the Business Park option should be undertaken.

Councillor Evans asked about the status of the ‘connecting road’ through the site. The Facilities Operations Manager indicated that that proposal was still valid. The Building Approvals and Environmental Protection Manager referred to recent discussions with Panthers regarding this road and its impact on Panthers plans for the next stage of its development.

Councillor Fowler requested that the potential for the ‘connecting road’ be retained. There was agreement to that by the Working Party.

Councillor Evans said that we should be investigating all traffic issues in the immediate vicinity of this site.

Councillor Fowler reminded the meeting of the social value that this site brought to the city centre. We should be looking at a timeframe of 20-30 years. He indicated a preference for the Jane Street extension.

Councillor Sheehy asked whether the Jane Street extension was feasible. The Design and Technical Advice Manager explained that this road proposal was part of a broader traffic study, which the RTA is a party. Council officers have been pursuing the RTA for solutions to the intersection congestion in this area.

Councillor Paluzzano suggested a staged development – Jane Street extension could come later. She suggested that the residential component seemed feasible.

Councillor Sheehy felt that residential development on this site was inappropriate. Does Council need to make money out of the development of the site? Councillor Aitken felt that Council should.

The General Manager said that Council was not at this time relying on a financial take-out from the site although such an approach would assist. There are currently no funds for the construction of the Penrith Valley Marketing Centre. The site was not currently factored into any financial model.

Councillor Fowler said we need to be proud of the development that occurs on the site.

Councillor Evans questioned the feasibility of the Business Park given other similar developments proposed elsewhere in the City.

The Director - City Strategy said the site needs to add something to this City that enhances its value given its proximity to the CBD. The site should not operate in competition to other similar uses elsewhere in the City. The site should be considered for different housing forms, something not already in the City. We should not exclude 'enlivening' activities – the site should be the 'city-heart'.

Councillor Fowler asked about serviced apartments.

The Director - City Operations felt the real issue was traffic – there is a need for a 'grand' plan for this locality, like the Jane Street extension and possibly a grade separated intersection at the Jane Street/Castlereagh Road intersection.

The Design and Technical Advice Manager said that these issues were being addressed in the Regional Road Study – these investigations were necessary, and solutions sought to traffic problems in the area irrespective of any development on the Carpenter Site.

The Director - City Planning said there were doubts over the business park option, and possibly development of the site should achieve some economic return.

Councillor Fowler suggested that the residential option remain at this stage. The Director - City Strategy suggested that Council officers bring back some design principles.

It was requested that further work be done on Option D. We should also delete those options that do not include Council land or the Jane Street extension. Also investigate further those options which result in a financial take out for Council.

CSD4 RESOLVED on the MOTION of Councillor Evans seconded Councillor Fowler that:

1. The presentation by DEM – Planning and Design be received.
2. The report to the next Working Party meeting consider the advantages and disadvantages of each option and the opportunity that the options present to be introduced over time.
3. DEM – Planning and Design be engaged to prepare site development principles and urban design guidelines when a preferred option for the site has been identified.

There being no further business the Chairperson declared the meeting closed the time being 7:50pm

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Confirmed
Chairperson

**REPORT AND RECOMMENDATION
OF THE FINANCE WORKING PARTY OF PENRITH CITY COUNCIL HELD IN
THE PASSADENA ROOM, CIVIC CENTRE, PENRITH
ON WEDNESDAY 6 MARCH 2002 AT 6.15 PM**

PRESENT

His Worship the Mayor Councillor P Sheehy, Councillors, D Bailey, R Fowler, and S Simat

APOLOGIES

FW1 RESOLVED on the MOTION of Councillor Fowler seconded Councillor Simat that apologies be received and accepted from Councillor J Greenow

His Worship the Mayor suggested that another Councillor chair the meeting and asked for nominations from the committee.

Councillor Fowler was nominated by Councillor Simat, seconded Councillor Bailey.

There being no further nominations, Councillor Fowler was elected Chairperson.

CONFIRMATION OF MINUTES

Finance Working Party – 30 May 2001

FW2 RESOLVED on the MOTION of Councillor Sheehy seconded Councillor Simat that the minutes of the Finance Working party of 30 May 2001 be confirmed.

DECLARATIONS OF INTEREST

No declarations of interest.

1 Organisation Capacity Review

##

Council's Economic Development and City Marketing Manager, Geoff Shuttleworth introduced the report. He referred to the terms of reference attached to the business paper and stated that the Working party would deal with the long-term aspects of the Terms of Reference as stated in the attachment. The timeframe for completion is December 2002, in time for it to be included in the 2003/2004 Management Planning process.

The Director, City Strategy stated the objectives of the review, differentiating it from the short-term objectives. He stated that it was about enlarging the capacity of Council to undertake that which the Council wanted to be done.

Councillor Bailey asked whether any consideration had been given to the engagement of outside consultants to undertake the review of staffing.

The Director, City Strategy responded that there is a need for funding to be shifted to staffing to get things done because we are stretched in a number of areas.

The Director went on to say that the short-term review is about an informed appreciation by Directors and Managers of where staff resources were required. On the other hand, the long-term review looks forward to what Council needs to do in the future.

The report before the Working party is about how this would be done and the best way to do it would have to be worked through.

The General Manager said that when things break down, some councils bring in consultants. He said that this had occurred in 1988/89. The challenge was how to meet the increasing demand with reducing resources. This would include the efficient use of Council's assets.

The Director, City Strategy added that the Directors and Managers were in the best position to tell Council what needed to be done.

Councillor Bailey said that there might be a perceived conflict when an organisation looks at itself from inside the organisation and that it may be better to have an outside view communicated direct to Council.

Councillor Sheehy said that the 15 elected Councillors were already in place as "external consultants".

Councillor Fowler said that Penrith City Council was, in many cases, the benchmark when it came to the way a Council should operate. Because it was such a multifaceted organisation, it would be difficult for an external consultant to gain an appreciation of the organisation's business areas.

Councillor Simat enquired about the timeframe for the short-term staffing review.

The Director, City Strategy responded that it would be taken into account as part of the process of formulating the 2002/2003 Management Plan. Council will be presented with the material, including Project Evaluation bids, so that it can make choices about where it wants to have the available funds applied. This will occur during the up-coming workshops and discussions on the formulation of the 2002/2003 management Plan.

FW3 RESOLVED on the MOTION of Councillor Sheehy seconded Councillor Simat

That:

1. The information in the report on the Organisation Capacity Review be received.
2. The approach to the longer term actions in the Terms of Reference be endorsed by the Working Party

2 Debt Management

31/40

The Chief Financial Officer, introduced the report and restated the current policy as adopted by Council in respect of the management of debt.

The CFO then ran through a series of slides showing the latest balance sheet, Council's current level of gross debt and net debt, the purpose to which current loans had been put, several graphs depicting loans outstanding, debt service costs and a history of Council's gross debt service ratio. He concluded his presentation by showing a slide depicting Council's debt interest rate profile.

Some discussion followed on the question of valuing land under roads and the contributions made to the acquisition of new assets from the Property Development fund.

The Director, City Strategy suggested that it would be desirable to better codify and define the use to which Property Development funds are put.

Councillor Bailey enquired about the effects of any rise in interest rates on Council's overall debt servicing costs.

The Chief Financial Officer explained that the impact of any changes to interest rates would be calculated and the implications assessed. He went on to say that many of the loans were fixed interest loans. Some loans had semi-variable interest rates matched to investments which resulted, in many cases a net fixed cost to council on a marginal rate of interest. In addition, Council's policy to reduce its loan borrowings to \$2.8 million per annum meant that our overall cost of loans was reducing.

The General Manager stated that the purpose of loans was to create more community assets. He went on to say that Council borrows to acquire more assets and funds the debt through its operational revenue.

Councillor Sheehy added that it was not appropriate for current ratepayers to be totally funding assets that will be used over many years.

Councillor Bailey asked whether the value of Property, Plant and Equipment included depreciation.

The Senior Financial Accountant, David Thorpe responded that all the amounts listed were "written-down" values.

FW4 RESOLVED on the MOTION of Councillor Sheehy seconded Councillor Bailey.

That the presentation showing Council's debt levels and projected debt servicing costs be received.

3 Rating

31/40

The Chief Financial Officer introduced the report and stated that it was timely to review both the policy and the current rating structure.

The Chief rates Clerk, Hank Noort made a presentation that covered the following:

- Current rating Policy
- Current rates by rating category
- Comparison of the rates charged by WSROC Councils
- Current rate yield
- Options available for Council for each rating category
- The structure of a rate
- The impact and analysis of various rating structures and the use of base charges on Council's current rating structure

Councillor Fowler enquired about any other rates and levies available to Councils.

The Chief Rates Clerk responded that recently he attended a meeting where representatives from the Department of Local Government were discussing procedures for Councils when considering setting a special rate or environmental levy to undertake a specific program of works.

The Director, City Strategy referred to a recent Department of Local Government Circular that contained guidelines for preparing requests for special rates and levies in a manner that would be accepted for endorsement by the Department.

The Chief Rates Clerk said that if a rate or levy was to be applied across the City, it would be his advice that it be included as part of the General Rate.

The General Manager said that such a rate would be “term-certain” and that Council would be able to request that it be renewed at the end of the term.

Councillor Sheehy said that any rate or levy for catchment management would need to be separately identified.

Councillor Bailey enquired as to whether figures were available on rating charges per suburb.

The Chief Rates Clerk said that the information could be extracted from the records.

The General Manager said that under the previous Local Government Act Councils were expressly prohibited from keeping their rating records by either Ward or suburb.

FW5 RESOLVED on the MOTION of Councillor Bailey seconded Councillor Simat

That:

1. The presentation in regard to Council’s rating structure and current levels of rate income be received and,
2. A further report be prepared to the next meeting of the Working Party on various options available to the Council. The report is to include, but not be limited to, a further analysis of an increase in the overall general rate; the application of special rates and levies and various adjustments to the minimum rate.

4 Next Meeting

FW6 RESOLVED on the MOTION of Councillor Bailey seconded Councillor Simat that the next meeting of the Finance Working Party be held on Wednesday 17 April 2002 commencing at 6.00PM.

There being no further business the Chairperson declared the meeting closed the time being 8.06PM.

Confirmed
Chairperson

REPORT AND RECOMMENDATIONS
OF THE PENRITH VALLEY COMMUNITY SAFETY PARTNERSHIP MEETING
OF PENRITH CITY COUNCIL HELD IN THE PASSADENA ROOM,
CIVIC CENTRE, PENRITH
ON WEDNESDAY 13 MARCH 2002 AT 7.00 PM

PRESENT

His Worship the Mayor Councillor Pat Sheehy, Councillors D Bradbury, G Davies, J Greenow, K Paluzzano (arrived 7:12pm) and S Simat

IN ATTENDANCE

Jeni Pollard, Senior Social Planner, Barry Ryan Acting Safety, Emergency and Waste Services Manager, Const. Sharon Maddox, Snr Sergeant Lawrence Bonello, Chief Inspector Dennis Bray, Snr Const. Cathie Brown, Laura Williams, representing Neighbourhood Centres, Ben Artup, CRRI, UWS, David Burns, Asset Manager, Yvonne Perkins, Community Safety Officer, Ernest Kaucis, Penrith Valley Senior Citizens, Dave Hill, St Marys Chamber of Commerce, Ian Drummond, Penrith City Centre Association, Mick Metcalf, City Rail, Wendy Hearne, St Clair/Erskine Park Safety Association Inc, Gary Dean, Facilities Operations Manager, Ray Moore, Director - City Operations, Andy Hart, Wentworth Area Health Service, Simone Baumgarten, Glenmore Park Community Representative.

APOLOGIES

PVCSP1 RESOLVED on the MOTION of Councillor Greenow seconded Councillor Davies that apologies be received and accepted from Councillor J Thain

ELECTION OF CHAIRPERSON

PVCSP2 RESOLVED on the MOTION of Councillor Bradbury seconded Councillor Greenow that that Councillor Davies be elected Chairperson

TERMS OF REFERENCE

PVCSP3 RESOLVED on the MOTION of Councillor Simat seconded Councillor Greenow that the Terms of Reference for the Penrith Valley Community Safety Partnership be –

“The Penrith Valley Community Safety Partnership exists to:

- *identify community safety issues, and develop and prioritise strategies to combat these issues*
- *integrate the concept of community safety throughout their organisations and the City*
- *monitor the implementation of, and review on a regular basis, the Penrith Valley Community Safety Plan.”*

DECLARATIONS OF INTEREST

No declarations of interest.

1 Update on Community Safety Initiatives

1117/29 Pt 3

The Facilities Operations Manager spoke about the appointment of Council's Community Safety Officer and the current community safety initiatives and introduced the Community Safety Officer.

Councillor Karyn Paluzzano arrived, the time being 7:12pm.

The Community Safety Officer gave a presentation and update on the community safety initiatives over the last two (2) years.

The Community Safety Officer mentioned that there were still vacancies available for representatives of the Community Safety Partnership. A graphic of the logo (River, Mountain, Lakes including handshake) symbolising the partnership was shown. Yvonne Perkins asked those present to think about adoption of the logo.

The presentation included:

- Community safety audits undertaken identifying areas that are likely to make people feel unsafe
- 4 key principles for CPTED (Crime Prevention through Environmental Design)

The four principles are:

- surveillance
- access control
- territorial reinforcement
- space management

Issues identified that are included in the above principles include examination of lighting, paths, vegetation, graffiti, signage and security in the LGA

- Before and after photos were shown in Venness Carpark, Charles Hackett Drive, St Marys Railway Station, West Lane and Gidley Street after improvements were made to environmental aspects of these areas
- New audits are to be conducted at Park Lawn Place, North St Marys and Hosking Street Precinct, Cranebrook

At the conclusion of the presentation Councillor Bradbury asked whether vacancies for the partnership were advertised at the University of Western Sydney for participants from the Student Representative Council.

The Community Safety Officer indicated that vacancies initially were extensively advertised, however, TAFE and the University could be followed up.

PVCSP4 RESOLVED on the MOTION of Councillor Paluzzano seconded Dave Hill that:

1. The report containing an update on Community Safety Initiatives be received.

2. The presentation on Community Safety tasks and outcomes be received.

2 Presentation of the draft Penrith Valley Community Safety Plan

1117/29 Pt 3

The Facilities Operations Manager introduced Ben Artup from the Centre for Regional Research and Innovation, UWS to make a presentation of the draft Penrith Valley Community Safety Plan.

Ben Artup gave a background on the draft Penrith Valley Community Safety Plan and provided commentary during the presentation which included:

- introduction
- Penrith Valley Crime and Safety Profile
- Review of existing community safety programs in Penrith
- Selection of appropriate community safety strategies
- Key areas of Penrith Valley Community Safety Plan 2002

General discussion took place regarding some of the Community Safety Survey results.

An issue discussed was an indication of a general downward trend on crime to which the Police members present indicated that there is a general targeting of high risk offenders in Penrith.

Senior Sergeant Laurence Bonello offered congratulations to Ben Artup on the preparation and content of the draft Penrith Valley Community Safety Plan.

The Director - City Operations also congratulated the University on the presentation of the draft plan and indicated that financial resources would be made available for implementation of the plan strategies after endorsement of Council.

Further discussion took place on partnership vacancies. Applications were sought for members of the partnership across the local government area via local newspapers, libraries, community centres, mail outs etc. A number of vacancies exist and new members will be sought from youth and education. The issue of membership by licensed premises was also raised and the Community Safety Officer advised that licensed premises personnel are currently involved in the "Who Me Drink Drive" Shuttle Bus Program being facilitated by Council's Community Road Safety Supervisor.

A discussion was held regarding opportunities for non-members to participate in the partnership. It was agreed that organisations and individuals will be invited to become part of small working groups in addressing issues identified under the key issues.

The Facilities Operations Manager outlined the way ahead and asked that the members of the partnership provide feedback on the draft Plan at the next meeting. Should members wish to provide feedback in time for comments to be noted in the business paper for the April 2002 meeting, the information would need to be provided to the Community Safety Officer, by Thursday 28 March 2002.

The Facilities Operations Manager also asked members to start to consider their involvement in nominating areas of interest from the key community safety issues identified in the plan.

PVCSP5 RESOLVED on the MOTION of Councillor Simat seconded Councillor Karyn Paluzzano that:

1. The presentation on the development of the draft Penrith Valley Community Safety Plan by the CRRI, UWS be received.
2. Members of the partnership provide feedback on the draft Penrith Valley Community Safety Plan prior to the next meeting, where possible.

GENERAL BUSINESS

1. The Facilities Operations Manager mentioned that some members of the Penrith Valley Community Safety Partnership may have known Shane Cooper through his involvement with the Penrith Community Safety Council (Silverdale/Warragamba traders) who had recently passed away.
2. Members of the partnership were asked to comment on the logo presented as a symbol for the Penrith Valley Community Safety Partnership.

It was agreed that the logo for the partnership as presented be adopted.

The Chairperson thanked those in attendance and congratulated Ben Artup for his involvement in the draft Penrith Valley Community Safety Plan.

There being no further business the Chairperson declared the meeting closed the time being 8:12pm.

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Confirmed
Chairperson

MASTER PROGRAM REPORTS

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The City in Its Environment

1 Status of the City's Urban Release Area Program

4105/17

Compiled by: Ruth Goldsmith, Planning Policy Unit Co-ordinator

Authorised by: Roger Nethercote, Environmental Planning Manager

Management Plan 4 Year Outcome (Page 22): *New release areas deliver quality urban environments.*

01/02 Critical Action: *Plan new release areas to achieve quality urban environments.*

Purpose:

The purpose of this report is to advise Council of the current status of the planning processes for our various new urban release areas.

Background

Council, in its considerations for the strategic direction of the City, has emphasised the need to ensure Penrith remains a place with a distinct character and identity. It has also recognised indiscriminate urban development will threaten that attraction. Penrith will, as it has for over 30 years, continue to accommodate metropolitan growth.

Setting limits to the extent of that growth and arresting its impact on an already stressed and depleted environment are recognised as issues which must be resolved in partnership with Government and the development industry. The principles for managing these issues in our emerging urban release areas remains the focus for our planning response.

Urban Release Areas - Status

Listed below are the urban release area projects currently being advanced by the Environmental Planning Department. Commentary outlining the context, current status and future actions for each project is also provided.

1. ADI

The Regional Environmental Plan for ADI was gazetted on 19 January 2001.

Since the commencement of the planning process, Council has pursued an optimum biodiversity outcome for the site. This culminated in the Federal Government announcing, in October 2001, that 828 hectares of Cumberland Plain Woodland listed by the Australian Heritage Commission on the Register of the National Estate would be conserved. This effectively constituted an additional 250 hectares of Cumberland Plain Woodland, which currently sits outside the Regional Park Zone.

Council has recently received advice from the State Minister for Planning, regarding the Commonwealth Government's pre-election announcement, which indicates that his Department is awaiting clarification from the Federal authorities of their intentions for the future use of the site. Council has also received a letter from the Director-General Planning NSW in the same terms, indicating that it was not seen necessary at this stage to reconvene the Joint Steering Committee.

Council has now received formal confirmation of the announcement from the Commonwealth Government, and recently considered a report that recommended this advice be passed onto Planning NSW. It was also recommended that Council pursue, with the State Ministers for Planning and Environment, the reconvening of the Joint Steering Committee, with a view to moving forward with relevant amendments to the REP.

As the existing Regional Park will transfer to the National Parks and Wildlife Service for ongoing care, control and management, it was suggested that a logical option for the additional lands nominated for conservation by the Commonwealth Government would be inclusion within the proposed Regional Park and to be similarly managed. Council is now pursuing resolution of the intended mechanism for ensuring the conservation of the bushland, and the proposed management arrangements.

We will be pursuing these matters in our further discussions with Lend Lease, Planning NSW and Blacktown Council.

The detailed planning process for the precincts (Precinct Plans) will formally commence when the Minister announces ADI as a release area. Whilst the Minister has not yet made that formal announcement, an Executive Committee and a Project Co-ordination Team have commenced discussions with Lend Lease. Our participation is essential in ensuring that plans respond to issues we have previously identified. The detailed planning for the precincts could be progressed concurrently with the formal statutory amendment.

The Development Agreement will also need to be reviewed, in light of the reduced development scenario for the site.

2. *Penrith Lakes*

Penrith Lakes is also being managed by PlanningNSW as a regional planning process, with similar statutory imperatives.

The initial planning studies and investigations have generally been completed for Penrith Lakes, with Council's participation in all working groups (funding and management, community and urban, recreation, transport, infrastructure, economic and employment, heritage, flora and fauna, water cycle, physical constraints).

A number of issues that emerged from our assessment and review of the initial studies, were communicated to PlanningNSW. We have continued negotiations with the Department in relation to these aspects. The most substantial of these included the planning framework proposed by the REP, the early establishment of the parkland management authority, the importance of ensuring appropriate water quality controls/standards, determination of appropriate flood modelling for the site, determination of land capability prior to exhibition of the REP and the process for the justification of any additional urban land take beyond the 230ha base case scenario. Progress has been made in resolving a number of these issues and it is anticipated that they will be further advanced prior to the exhibition of the REP.

The draft Regional Environmental Plan, the draft Environmental Planning Strategy, and the outline Development Agreement are still being finalised by PlanningNSW and their consultants. The planned exhibition of the draft documents has been deferred, and at this stage PlanningNSW has not advised us of its revised timeframes. We are advised that the focus of the PlanningNSW investigations at the moment is on the following:

- The review of the flood modelling and related studies with a view to accurately determining the flood level for the site;

- The advancement of a study focussed on the design and alignment of the relocated Castlereagh Road;
- The ongoing deed negotiations with PLDC;
- Flood evacuation issues;
- Review of the water quality criteria in response to the ANZEC guidelines;
- Refinement of the draft REP and EPS.

We continue to press for the early establishment of the parkland management authority however State Government has not yet taken a formal decision on it.

3. *Lakes Environs*

The Lakes Environs LEP was gazetted on 13 March 1998, and the final masterplan amendment came into force in April 2000.

The LEP requires resolution of the ownership and management options for the proposed lake system, prior to consideration of any development application. The inclusion of this area in an overall management regime could provide benefits within the catchment. Council has encouraged the developer to discuss these issues with Penrith Lakes Development Corporation and the Lakes Management Authority, but discussions do not appear to have been pursued. Council continues to pursue these broader issues through discussions regarding the future development of Penrith Lakes.

Development applications for the construction of the lake system were submitted on 18 September 2001. One application covers the majority of the lake system and future urban lands (the developer's Stages One and Two), and the other applies to land adjacent to Nepean Street (proposed as Stage Three). An Environmental Impact Statement is required for each application, due to the presence of sodic soils and a gazetted wetland (No. 156 in SREP 20).

The applications are both 'integrated' and the necessary referrals to other authorities have been forwarded. Council, DLAWC and NSW Fisheries have requested further information regarding details of the proposed development from the applicant. The applicant has been asked to address the unresolved ownership and management arrangements, and also a number of significant technical issues, including –

- water quality and quantity
- design of the water bodies
- the requirements of the Floodplain Management Manual, and
- the width of the floodway (management of flood events through the site).

The formal process of requesting this information has 'stopped the clock' on the statutory timeframes for assessment of the applications. To date, this information has not been submitted, nor has the applicant given any indication of a likely response timeframe.

A draft Section 94 Plan for the site has been prepared but cannot be finalised until these matters have been resolved, and the final design for the lakes system determined.

4. North Penrith

North Penrith LEP was gazetted on 15 December 2000, and the DCP also came into force on that day. A masterplan will amend the DCP through the provision of that next layer of detailed planning guidelines for the site. Consultants engaged by the Department of Defence, and in collaboration with Council staff, have finalised the draft masterplan.

Council recently resolved to advance the amendment to the Local Environmental Plan and to move forward with the preparation and exhibition of the master plan and the related amendment to the DCP. It is anticipated that the draft masterplan, as an amendment to the adopted DCP, will be exhibited late March. A community forum, to allow discussion of the proposed masterplan and the accompanying strategies for traffic and heritage management, has been arranged for 4 April 2002.

5. Werrington Signals

The draft LEP for Werrington Signals allows for a range of residential and employment uses, and the construction of an interchange adjacent to the proposed new UWS railway station.

The draft LEP and draft DCP were exhibited, together with the preliminary concept plans for the proposed railway station facilities, in September 2001. Since that time, discussions have continued with Defence and the key transport agencies over the transport interchange and proposed UWS station designs. Drainage design work has advanced to enable a more defined corridor to be incorporated within the draft Local Environmental Plan. Negotiations have continued with NPWS over the Cumberland Plain Woodland on the site and the conservation measures proposed which are being refined in the draft LEP and DCP.

Council was recently approached by the Department of Defence who have advised of their desire to relocate the Army multi-user depot from the North Penrith Army land to Werrington Signals site. The preferred location for the depot is on the north-eastern corner of the site, an area designated in the draft LEP for residential development. Defence advise that the design and construct process for the establishment of this depot has commenced and we are currently seeking advice from them in relation to the consequent need to vary the draft LEP which would see the retention of a Defence activity on part of the site. Once these issues are finalised we will be in a position to report to Council seeking endorsement of the current plans of the site.

Negotiations regarding financial contributions towards the station construction are underway between CityRail and the Department of Defence.

6. Claremont Meadows

The whole of the Claremont Meadows estate was zoned to allow residential development on 3 February 1984. The land that is, as yet, undeveloped lies to the east and south of the existing residential area. Its development has been delayed due to the need to resolve some significant issues, such as –

- the location of the proposed arterial road corridor
- the management of external traffic through the existing and future residential areas
- the conservation of large areas of Cumberland Plains Woodland and the protection of existing communities of Large Land Snails
- the rehabilitation of the Council's former landfill site

- the integration of these future residential communities with the existing estate.

Now that the RTA has endorsed the location of the proposed arterial road corridor along Gipps Street, the detailed planning for the eastern precinct has been progressed, in collaboration with the landowners. Discussions are currently underway with Landcom, NPWS and other key landowners to ensure the optimum conservation outcomes, together with a reasonable development scenario, are achieved for the site.

The planning of the south-west precinct, south of Caddens Road and the existing estate, is best linked to the impending investigations and future development of the Caddens Release Area. Residential development in this precinct may be delayed until the future development options for Caddens emerge.

7. *Caddens Release*

Landcom has recently requested Council to initiate the planning investigations for this area, which is now included in the state government's Urban Development Program. Initial discussions have been held with Landcom, and a representative for most of the other local landowners. Discussions focussed on clarifying the planning process, establishing broad timeframes, and discussing Council's resourcing needs.

A brief, seeking consultant responses to undertake the planning investigations, has been prepared and is currently being considered by the key stakeholders. It is anticipated that this process will be commenced shortly, following discussions with the University.

8. *Glenmore Park Expansion Area*

Lensworth has requested Council to initiate investigations for the Bradley Street area, which is not yet included in the state government's Metropolitan Development Program (MDP). The initial investigations will form the basis of a submission to DUAP for inclusion on the MDP.

A Strategic Vision Workshop was held in January 2002 which drew together land owners, key stakeholders, government agencies and Council representatives to develop the principal strategic outcomes that any urban development should embrace for this area. The workshop was a valuable means of eliciting valuable feedback at the earliest possible time in the planning process and also served to commence what will be an ongoing consultative framework for the project.

Discussions with Lensworth, centring on agreement for the planning process, establishing broad timeframes, and discussing Council's resourcing needs, have been progressed. A brief, seeking consultant responses to undertake the planning investigations, has been prepared and is currently being considered by the key stakeholders. It is intended that a report will be presented to Council's April Policy Review Committee which will outline in more detail the approach that is intended to be pursued for the advancement of the planning investigations for the expansion area, the draft strategic vision and the key outcomes that will be focussed on during the planning studies.

Summary

We are advancing our strategy for achieving more sustainable outcomes for the City and those elements will be paramount in the way we look at the growth of the City and intrinsic to our planning responses to new urban areas. It is also critical that we continue to strive for quality urban outcomes in the planning and development of new urban areas in the City.

It is anticipated that at relevant stages in the planning for these release areas, there will need to be more detailed discussions, which we will facilitate through regular reports to Council's Policy Review Committee and project-specific Councillor Workshops.

RECOMMENDATION

That the report on the Status of Major Urban Release Area Projects be received.



The City as a Social Place

2 Penrith Regional Gallery and Lewers Bequest

1043/28

Compiled by: Gary Dean, Facilities Operations Manager

Authorised by: Steve Hackett, Director - City Services

Management Plan 4 Year Outcome (Page 46): *The City's cultural profile has been raised.*

01/02 Critical Action: *Develop a program and funding to complete the extensions to the Penrith Regional Gallery and Lewers Bequest, and Joan Sutherland Performing Arts Centre, and establish the Penrith City Arts and Cultural Centre in the St Marys Community Precinct.*

Purpose:

The new Gallery Director, Mr. John Kirkman, has requested an opportunity to make a presentation to Council on the future direction of the Penrith Regional Gallery and Lewers Bequest.

Introduction

Last year Council formed a Working Party to address several issues at the Gallery including the appointment of a new Gallery Director.

Current Situation

Following an extensive recruitment process, Mr. John Kirkman was appointed and commenced duties at the Gallery in late November last year.

The Gallery Director's presentation tonight will include:

- the new vision
- capital works program
- strategic planning
- exhibition programs
- community access to the Gallery
- the collection

RECOMMENDATION

That Council receive the presentation from the Penrith Regional Gallery and Lewers Bequest Director, Mr. John Kirkman.



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The City Supported by Infrastructure

3 Presentation of Hawkesbury Nepean Catchment Management Strategy Public Communication Program

5009/3 part 4

Compiled by: Craig Ross, Design and Technical Advice Manager
Authorised by: Alan Stoneham, Director - City Planning

Management Plan 4 Year Outcome (Page 96): *Floodplain Management Plan prepared.*
01/02 Critical Action: *Advocate for the City in the activities of the Hawkesbury-Nepean Floodplain Steering Committee, and the implementation of the Floodplain Management Strategy.*

Purpose:

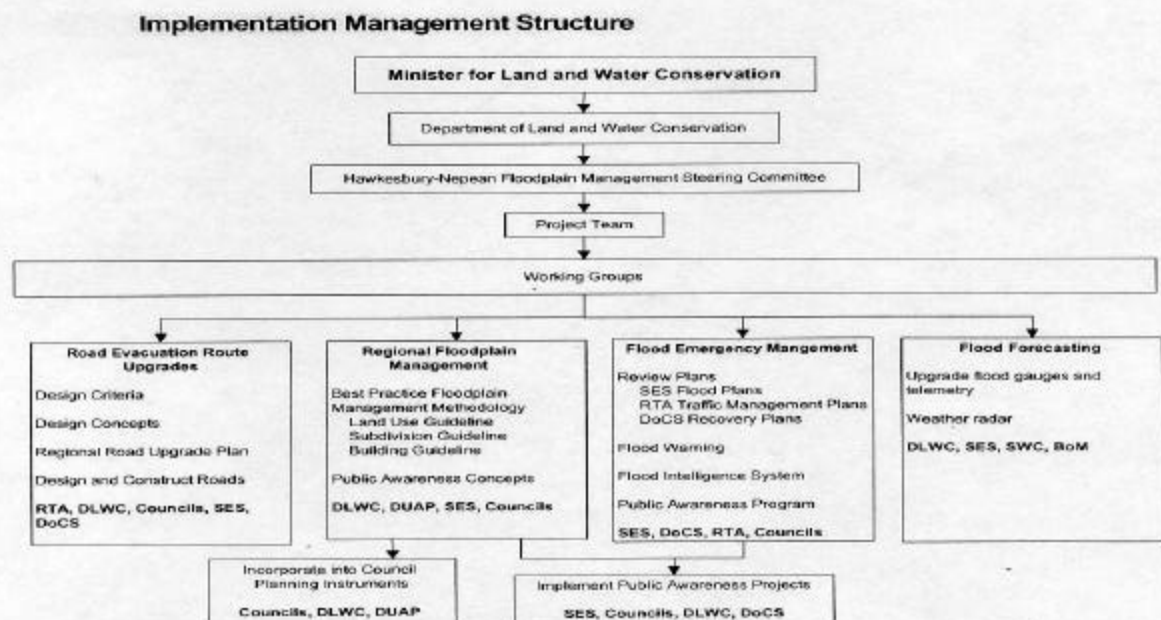
This report provides a background to Council's activities regarding the Hawkesbury Nepean Floodplain Management Strategy and introduces Peter O'Neill, Manager, Marketing and Communication, SES, who will be making a presentation to council on the proposed public communication campaign which has been developed as part of the Strategy.

Background

Council has been participating in the Hawkesbury Nepean Floodplain Management Strategy since it was developed by the NSW State Government in 1997. Council's representative on the Steering Committee is Councillor John Thain.

The Strategy has involved partnership between a number of relevant agencies involved in managing flood risk within the catchment and includes the six local government areas within the catchment of Hawkesbury, Penrith, Blacktown, Hornsby, Gosford and Baulkham Hills.

The Strategy involves the development of a comprehensive regional action plan to address flood issues in areas of the catchment downstream from Warragamba Dam. The strategy has a number of elements and the structure for their implementation is shown as follows:



Relevant council officers have been involved in the Technical Working Groups associated with the Road Evacuation Route Upgrades, Regional Floodplain Management, and Flood Emergency Management. As the structure indicates, the public awareness component spans the areas of Regional Floodplain Management and Flood Emergency Management.

A public communication co-ordination group has been established, chaired by the SES Manager Marketing and Communication, Peter O'Neill. The group includes Council's Public Relations Officer as well as communication or flood management professionals from Hawkesbury and Blacktown City Councils, the Roads and Traffic Authority, SES, Department of Land and Water Conservation, Department of Community Services and the Sydney Catchment Authority.

Current Situation

The research and planning elements of the public awareness campaign have been completed and the next stage of taking the program to the community is beginning.

The name FloodSafe has been developed for the program, along with a logo which will be used on all communication documents.

These include a lifestyle magazine, brochures specific to each lga, and community information sessions, which will be held in flood affected areas across the catchment. Local community information sessions will be held in the Nepean Room at Penrith Civic Centre on May 7, 2002, and at Emu Plains Community Centre, Lawson Street, on May 28, 2002.

There are seven projects within the FloodSafe program, which are:

- Promoting the HNFMS
- FloodSafe Awareness Program
- Flood warning communication
- Building FloodSafe communities
- Public information management
- Council/resident communication
- Recovery communication

Peter O'Neill, of the SES, will be giving a presentation on the FloodSafe program at tonight's meeting.

RECOMMENDATION

That the information regarding the Hawkesbury Nepean Catchment Management Strategy be noted.



Council's Operating Environment

4 Progress Report on the Implementation of Council's Salary System

909/75

Compiled by: Danielle Welsh, Personnel Services Manager

Authorised by: Linden Barnett, Workforce Development

Management Plan 4 Year Outcome (Page 115): *A flexible, skilled, motivated, responsive and valued workforce is in place.*

01/02 Critical Action: *Provide a safe and equitable workplace.*

Purpose:

The purpose of this report is to provide Council with a progress report on the implementation of Council's Salary System.

Background

The Workforce Development Department has been involved in building a Skills Based Salary Administration System. This report follows on from a previous progress report on the development of the system at Council's Policy and Review meeting on 23 July 2001. As outlined in our earlier report a pilot of the Skill and Knowledge Assessment process was to be undertaken. The pilot involved the voluntary participation of 35 staff across a number of occupational groups.

Since our last report attention and resources have been focused on the following activities connected with the pilot:

- Formation of advisory panels
- Sourcing and appointment of external Assessors
- Training of Supervisors in the Assessment process
- Training of staff to participate in the Salary System

As mentioned above a one day training course targeting all staff was developed and conducted across Council's operations. Over 20 courses were conducted and over 250 staff participated in these training courses. The purpose of the course was to explain to staff how the new Salary System would operate. Accredited training in Skill Assessment Techniques for 30 Supervisors was conducted by Dr Tony Holland from the University of Technology.

It is pleasing to report that the pilot has now concluded. Meetings were held with those staff that participated in the pilot to obtain feedback to improve the process. Final conclusions and recommendations for modifications to the system were presented to the Joint Consultative Committee and Managers for their input.

Steps will now be taken to implement the System across Council with notifications being sent to all staff encouraging them to apply for salary progression. The Salary Administration Policy will be amended accordingly to accommodate these changes.

Completion of Salary Structure

Part of the Salary System project has involved the finalisation of the salary structure with the development of rates of pay for Band 4. To date Council's Salary Structure provides for progression for staff up to Band 3 Level 4.

A process of financial and market analysis has been undertaken and a 3 level salary structure for Managers has been developed and added to the existing structure. In order to ensure equity, the salary structure for managers follows the approach already developed for other staff in that the additional salary ranges provide for a minimum of a 14% salary spread and 3 salary steps above the Entry level rate.

Managers will be placed into the salary structure in the same manner as other staff when the first stage of the structure was developed, based on their existing rates of pay.

Again a process of consultation with Managers and the Joint Consultative Committee has been entered into.

A copy of the final Salary Structure can be found at Attachment 1.

Present Position

Council may recall that the process of developing Council's Salary Administration System and underpinning policies involved the implementation of an 8 stage Project with a timeframe of 3 years. This has involved a detailed process in order to ensure the adherence to Award requirements. Council has fully supported the resources that were required to reach what is now the final stage, Stage 8 of the process.

It is pleasing to now report to Council that the final stage is in the course of being implemented and has been achievable through the making of three Council Workplace Agreements and the co-operation of Councils staff, Unions and Associations.

The Salary Administration System, its salary structure and the underpinning policies are considered to be comprehensive efficient and cost effective. Council can be confident that the approach taken will provide a strong platform for industrial harmony. The distinguishing features of this approach are the strong commitment to the provision of staff training and the link to organisational values such as Customer Service, Innovation and Creativity and Multi-Skilling.

A further report will be provided to Council on the progress of the implementation of Skills and Knowledge Assessments once available to all staff. It is expected that this will commence shortly.

RECOMMENDATION



Salary System Structure – Rates effective from 5 November 2001

Band and Level	Grade	Minimum Award	Entry Level	Step 1	Step 2	Step 3
Band 1 Level 2	1	\$484.30	\$505.10	\$524.00	\$543.70	\$574.40
Band 1 Level 3	1	\$535.50	\$571.00	\$593.40	\$617.10	\$654.10
	2	\$535.50	\$591.60	\$615.30	\$639.80	\$678.30
Band 1 Level 4	1	\$598.40	\$646.30	\$672.20	\$699.10	\$741.20
Band 2 Level 1	1	\$591.70	\$602.70	\$626.90	\$652.00	\$691.20
	2	\$591.70	\$657.20	\$683.50	\$710.90	\$753.60
Band 2 Level 2	1	\$678.50	\$711.90	\$740.40	\$770.00	\$816.30
	2	\$678.50	\$755.70	\$786.00	\$817.40	\$866.50
Band 2 Level 3	1	\$812.10	\$865.30	\$899.90	\$935.90	\$992.00
Band 3 Level 1	1	\$678.50	\$711.90	\$740.40	\$770.00	\$816.30
	2	\$678.50	\$755.70	\$786.00	\$817.40	\$866.50
Band 3 Level 2	1	\$812.10	\$832.50	\$865.80	\$900.40	\$954.40
	2	\$812.10	\$876.30	\$911.30	\$947.80	\$1004.70
Band 3 Level 3	1	\$945.80	\$985.90	\$1025.40	\$1066.40	\$1130.40
	2	\$945.80	\$1062.40	\$1105.00	\$1149.30	\$1218.20
Band 3 Level 4	1	\$1146.30	\$1205.00	\$1253.10	\$1303.30	\$1381.50
Band 4 Level 1	1	\$1079.40	\$1427.30	\$1484.40	\$1543.80	\$1636.40
	2	\$1079.40	\$1646.40	\$1712.20	\$1780.70	\$1887.60
Band 4 Level 2	1	\$1346.80	\$1821.60	\$1894.50	\$1970.30	\$2088.50