



general
purpose
committee

3
section

organisation
and
resources

GENERAL PURPOSE COMMITTEE - ORGANISATION & RESOURCES

Table of Contents

Meeting Date: 26 August 2003

Page 2

ITEM	SUBJECT	PAGE
SECTION 3 - ORGANISATION AND RESOURCES.		
67:	Monthly Financial Report - July 2003 GF011/005/FNC/OGH26NAX.F05	3
68:	Removal of tables alongside Macquarie Arms Hotel 37213/CSV/OGH26NCX.C01	6
69:	Community Donations Program Round 1 2003/2004 79356/CSV/OGH26NBX.C02	8
70:	Development of Retail Facilities in the Hawkesbury - Consultation Report 79342/CSV/OGH26NBX.C09	12
71:	Community Needs Report 2002-2003 - Report on Outcomes 80231/CSV/OGH26NCX.C07	16
72:	Presentation by Mr Bill Shields, Deputy Group Captain, Hawkesbury Rural Fire Service 79016/CSV/OGH26NCX.C10	22
73:	Effective Community Engagement 79347/EVD/OGH26NCX.V06	23

oooO END OF TABLE OF CONTENTS Oooo

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: **67****ITEM: 67 Monthly Financial Report - July 2003****FILE NUMBER:** GF011/005/FNC/OGH26NAX.F05**REPORT:**

Summarised below, are particulars of both the income received and the expenditure incurred by Council for the month of July 2003. This information has been reconciled between the cashbook and the bank statement balance as at the end of July 2003. All expenditure is fully supported by vouchers and invoices which have been duly certified.

Cash Book (General Ledger) Reconciliation - July 2003

Opening Balance as at 1 July 2003	(\$318,553.50)
Add Receipts for the Month	\$9,215,408.89
Less Payments for the Month	(\$10,409,332.86)
Closing Balance as at end of July 2003	<u>(\$1,512,477.47)</u>

Bank Statement balance - July 2003

Statement Balance as at end of July 2003	\$406,231.01
Less Unpresented Cheques	(\$2,051,202.69)
Add Outstanding Deposits	\$146,891.56
	<u>(\$1,498,080.12)</u>
Adjustment: Statement entries not yet posted to GL	<u>(\$14,397.35)</u>
Equal balance as per Cash Book	<u>(\$1,512,477.47)</u>

Commentary

The above reconciliations reflect the cashflow for July 2003. Receipts include rate payments, fees and charges, grant payments and matured investments. Expenditure for the month typically consists of payments to contractors, employee salaries, purchase of stores and materials and lease/loan repayments.

The bank account balance may vary significantly from the cashbook balance. The difference is made up of unpresented cheques, outstanding deposits and bank statement entries that have not yet been recorded in the general ledger.

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: **67**

Cash management procedures are in place that ensure adequate funds are available to meet daily expenditure obligations. Active cash management minimises the risk of Council's bank account going into an overdraft situation.

Any surplus funds are invested so as to maximise interest earnings.

Investments - July 2003

The Local Government (Financial Management) Regulation requires that each month, details of all money that has been invested under section 625 of the Local Government Act, 1993 be reported to a meeting of Council.

The following table outlines the investment portfolio held by Council as at the end of July 2003. All investments have been made in accordance with the Act, Regulations and Council's Investment Policy.

July 2003

Investment Type	Balance Brought Forward	Deposits	Withdrawals	Interest Added to Investment	Balance End of Month
Managed Funds	\$19,423,569.64		(\$2,500,000.00)	\$77,612.63	\$17,001,182.27
On Call Funds	\$1,650,000.00	\$2,800,000.00	(\$3,750,000.00)		\$700,000.00
Term Investments	\$1,235,000.00				\$1,235,000.00
Rolling Investments	\$6,675,701.66			\$17,603.11	\$6,693,304.77
TOTAL	\$28,984,271.30	\$2,800,000.00	(\$6,250,000.00)	\$95,215.74	\$25,629,487.04

Investment Commentary

Managed Fund performance exceeded the benchmark index for the month of July. Official cash interest rates continue to be on hold (Currently at 4.75%).

Geoff Banting
Responsible Accounting Officer

RECOMMENDATION:

That the information be received.

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: **67**

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 67 Oooo

ITEM: 68 Removal of tables alongside Macquarie Arms Hotel**FILE NUMBER:** 37213/CSV/OGH26NCX.C01**REPORT:**

A report has been requested by Council regarding the widening of the footpath adjacent to the Macquarie Arms Hotel located in Thompson Square, Windsor, to provide alfresco dining.

In the early part of 2002, Council had received a complaint from a disabled gentleman complaining that his access was impeded along the footpath adjacent to the Macquarie Arms Hotel by tables that were placed there by Hotel management. Contact was made with the Manager of the Hotel regarding the tables. A meeting was arranged where it was discussed that the tables would have to be moved because of the problem which had been created for disabled access alongside the Hotel. Consideration was also given to the public liability risk.

Discussions were then held with the Hotel management regarding the possibility of widening the footpath to allow the tables to remain and to also give adequate disabled access alongside the Hotel. This would mean, however, that for alcohol to be sold at the Hotel and to be consumed at the tables, the Hotel's Liquor Licence would have to be extended to incorporate this area.

A meeting was then arranged between members of Windsor Police, the Macquarie Arms Hotel Management and Council Officers to discuss the opportunity to extend the Liquor Licence to incorporate this area. The Police Officers present at the meeting advised that an application would have to be submitted to the State Licencing Council, but it would be unlikely that an extension would be allowed.

Under licencing laws, the principle business of the Hotel is the sale and consumption of alcohol. The sale and consumption of alcohol must occur on the premises. If alcohol is to be consumed away from the premises, it must be appropriately packaged (not taken away in glasses), and 'away' means not on the footpath adjacent to the premises.

Therefore, the widening of the footpath adjacent to the Macquarie Arms Hotel and allowing the tables to be replaced would be of little help to the Hotel as their current Liquor Licence would not allow alcohol purchased from their premises to be consumed at these tables.

The existing footpath width adjacent to the Macquarie Arms Hotel is 2.7 (two point seven) metres. For the Macquarie Arms Hotel to use this footpath as part of their alfresco dining the full width is required over a length of 22.0 (twenty two) metres. This will accommodate approximately 8 (eight) tables of 1.8m (one point eight) x 1.5m (one point five) size.

Widening of the sandstone footpath is required in the order of 1.2m (one point two) to 1.5m (one point five). This width will satisfy the minimum standard width (1.2m (one point two)) as well as accommodate a step/retaining structure to blend in with the current verge area and ramp/path.

The objective of providing this widening is to have a minimal affect on the remaining area. Due to the steps and retaining structures required, it is proposed to construct the widening in concrete with

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: **68**

a stencil pattern and colour to match the existing footpath. The work is estimated to cost \$8,000.00 (eight thousand dollars).

RECOMMENDATION:

That:

1. The footpath widening and associated works be referred to the Heritage Council for approval.
2. The matter be further reported in relation to funding sources following determination by the Heritage Council.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 68 Oooo

ITEM: 69 Community Donations Program Round 1 2003/2004**FILE NUMBER:** 79356/CSV/OGH26NBX.C02**REPORT:**

As part of the Donations Policy that came into effect on 1 July 2001, the Community Donations Program now has 3 (three) funding rounds annually. Residents are reminded of due dates through advertisements in the local paper. Applications are available in Council offices and on the website.

A total of 7 (seven) applications were received in Round One of the Program requesting a total of \$17,110.00 (seventeen thousand, one hundred and ten dollars).

The applications were assessed by a staff committee and are ranked below in order according to the criteria defined in the Policy. Recommendations for amounts of donations are provided as well as comments.

Aboriginal Community Gathering Working Party ask for \$1,760.00 (one thousand, seven hundred and sixty dollars) for an Aboriginal community gathering and BBQ. The funding would be used to provide an Aboriginal dance group, flyers, publicity, advertisements, balloons, decorations and activities for children and an Aboriginal Storyteller. The gathering is being organised by Hawkesbury District Health Service with assistance from Council's Aboriginal and Torres Strait Islander worker. It is hoped that this inaugural gathering will develop networking groups and assist in getting feedback from the Aboriginal community as to what services they would like to have provided for them. Hawkesbury Food Program will provide food and staff as an inkind donation.

Riverside Youth Band request \$2,500.00 (two thousand five hundred dollars) for sheet music for this new venture which began just 3 (three) months ago. It provides the opportunity for the youth of the area to share their skills and love of music. The band will also benefit the community giving concerts, playing at community functions, Carols by Candlelight and other occasions. Funds are being sought to buy music for the band with pieces costing \$150.00 (one hundred and fifty dollars) each. The band recently provided free entertainment at the North Richmond Community Centre Extensions Opening hosted by Council.

Kurrajong Handspun Crafts requests \$2,000.00 (two thousand dollars) to continue the Australian Spinning Competition at the Hawkesbury Show and take over from the departing benefactor of the past 10 (ten) years, Eve Rashleigh. Kurrajong Handspun Crafts would like the competition to continue in 2004 and present to the public an educational event of all facets of this traditional craft. This non-profit group has been in operation for 27 (twenty seven) years and aims to educate and train interested members of the community including referred clients from other organisations. The club has received no grants, sponsorship or donations in the last 5 (five) years and is self funded relying on donations of wool.

Fitzgerald Memorial Hostel Inc requests \$5,000.00 (five thousand dollars) or a donation part thereof, to provide a summerhouse in the gardens of the existing hostel for use by residents, their families and friends in a relaxed atmosphere. The project will also seek donations from local

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: 69

benefactors and has already lined up voluntary labour from a local builder. The board members have also applied to local service clubs for support.

St Matthews Catholic Parish requests \$4,000.00 (four thousand dollars) to support a Carols by Candlelight Concert in the Don't Worry Oval at Windsor with a similar setup to the Carols Concert held by Rotary in Richmond Park. The applicant believes the free concert will encourage the community with a message of peace and goodwill. This would be an inaugural event for this organisation and support is being sought from other community organisations.

Mt Tomah Botanic Garden, Kurrajong Comleroy Historical Society and Mt Wilson and Mt Irvine Historical Society requests \$750.00 (seven hundred and fifty dollars) towards the joint "Louisa Lost Legacy" informative talks to be held in November about Louisa Atkinson. Guest speakers from the above organisations will be featured at the second annual "Day of Tribute". The donation amount requested is approximately one third of the total cost of staging the event. Louisa Atkinson is a world recognised botanist and Australia's first published woman novelist. The Day of Tribute aims to highlight Louisa's many achievements and highlight her as a Hawkesbury resident of exceptional talents.

The Wiseman's Ferry Sunshine Group Inc request \$1,100.00 (one thousand, one hundred dollars) to cover Public Liability Insurance costs to protect the members, volunteers and visitors of the Wiseman's Ferry Sunshine Group Inc. The Group aims to provide a remote respite day care centre for the aged, disabled and their carers who are residents of Forgotten Valley. The group needed to become incorporated and carry public liability insurance in order to seek government grant funding. The group regularly receives funding for reimbursement of travel expenses from Baulkham Hills Community Care and is also seeking funding from Hornsby Shire Council for day to day running costs including insurance. This group is based in the Baulkham Hills Shire Council.

Summary of Donation Requests Recommendations For Approval

Applicant	Activity/Project	Donation Requested	Donations Recommended	Comments
Aboriginal Community Gathering Working Party	Community BBQ, Entertainment and Resources	\$1,760.00	\$750.00 from Donations Program. \$750 cash and \$250 in kind donation for printing from Council's Aboriginal Community Development Program.	A new initiative which can develop with the existing resources from Council and HDHS.

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: **69**

Applicant	Activity/Project	Donation Requested	Donations Recommended	Comments
Riverside Youth Band	Purchasing Music for new band	\$2,500.00	\$2,500.00	A new initiative which supports youth and the development of musical skills
Kurrajong Hundspun Crafts	Australian Spinning Competition at the show	\$2,000.00	\$1,000.00	Seed funding for the organisation's involvement with this project. Recommend and encourage the group to seek recurrent funding from other sources
Fitzgerald Memorial Hostel Inc.	Donations towards summerhouse	\$5,000.00 or part thereof	\$1,000.00	Is a capital expenditure project
St Matthews Parish	Carols by Candlelight Concert Windsor	\$4,000.00	\$500.00	In line with support given to other Carols events, which occur in other towns.
Mt Tomah Botanical Gardens, Kurrajong Comleroy Historical Society and Mt Wilson and Mt Irvine Historical Society	Informative talk about Louisa Atkinson - Botanist	\$750.00	\$150 minor donation	Application was a late entry. Actual activity out of Hawkesbury area. Limited audience base.

Other applications

Applicant	Activity/Project	Donation Requested	Donations Recommended	Comments
The Wisemans Ferry Sunshine Group	Public Liability Insurance	\$1,100.00	Nil from Donations budget	Refer to Forgotten Valley Mobile Resource Unit for funding.

RECOMMENDATION:

That as part of Round 1 of Community Donations 2003/2004:

1. Aboriginal Community Gathering Working Party receive \$750.00 (seven hundred and fifty dollars) from Donations Program. \$750.00 (seven hundred and fifty dollars) donation and \$250.00 (two hundred and fifty dollars) inkind for printing be given from Council's Aboriginal Community Program.
2. Riverside Youth Band receive \$2,500.00 (two thousand, five hundred dollars) for the purchase of music.
3. Kurrajong Handspun Crafts receive \$1,000.00 (one thousand dollars) as a 1 (one) off donation towards the Australian Spinning Competition at the Hawkesbury Show.
4. Fitzgerald Memorial Hostel receive \$1,000.00 (one thousand dollars) as a contribution towards the building of a Summerhouse.
5. St Matthew's Parish receive \$500.00 (five hundred dollars) towards the Carols by Candlelight Concert to be held in Windsor in December.
6. Mt Tomah Botanic Gardens, Kurrajong- Comleroy Historical Society, Mt Irvine and Mt Wilson Historical Society receive \$150.00 (one hundred and fifty dollars) towards the Louisa Atkinson "Day of Tribute".
7. The Wisemans Ferry Sunshine Group be referred to the Forgotten Valley Mobile Resource Unit for possible donation.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 69 Oooo

ITEM: 70 Development of Retail Facilities in the Hawkesbury - Consultation Report**FILE NUMBER:** 79342/CSV/OGH26NBX.C09**REPORT:**

At the Ordinary Meeting held on 10 June 2003, Council resolved:

“that a consultation plan be prepared to canvass the views of residents regarding the requirement for retail space at 139 Colonial Drive, Bligh Park”.

A four stage draft consultation plan was subsequently developed and endorsed for implementation by Council (sitting as a committee-of-the-whole) at the General Purpose Committee Meeting held on the 24 June 2003. In addition to the consultation regarding the development of 139 Colonial Drive, Bligh Park, the endorsed consultation plan also included consultation with residents and business owners regarding the wider question of the development of large retail complexes within the Hawkesbury. The results of the consultation were to be reported to the August General Purpose Committee Meeting.

This report summarises the outcomes of these consultations:

1. Bligh Park Resident Survey**1.1 Methodology**

The Bligh Park Resident Survey was distributed to 1,022 (one thousand and twenty two) households in the eastern half of Bligh Park with 345 (three hundred and forty five) completed surveys returned to Council. A meeting was held with members of the South Windsor Mainstreet Committee and business owners in Bligh Park to document their responses to the preliminary findings of the resident survey. A single page questionnaire was distributed to business owners and business owners were also invited to forward written comments to Council. 27 (twenty seven) business owner questionnaires were returned to Council and 3 (three) written submissions were received.

1.2 Findings - Respondent Households

- 57% (fifty seven per cent) of respondent households indicated that the development of 139 Colonial Drive should include some commercial component (with 29% supporting a predominantly residential development with a small neighbourhood shopping centre and 27% supporting a large commercial development).
- The primary reasons nominated by those households who supported a commercial component within the proposed development included - accessibility (a preference for shops within walking distance); increased competition (a perception that more

retail outlets would lead to more competitive prices); a need for improved shopping facilities; and a view that more retail outlets would generate economic and other benefits.

- 43% of respondent households did not support any commercial development on the site (with 14% favouring a non-residential or no-development option, and 29% favouring residential only development).
- The primary reasons nominated by those households who did not support a commercial component within the proposed development included - a greater need for more housing; little demand for more retail outlets; maintaining the viability of existing businesses; and concerns about increased traffic flows and negative social impacts arising out of any commercial development.
- 52% of respondent households identified the Colonial Drive site as their preferred location for additional retail outlets (if they were to be built in Bligh Park). 26% of respondent households did not support the need for any additional retail outlets in Bligh Park.
- A supermarket was the most preferred retail outlet to be included in the development of 139 Colonial Drive (if the site was to include a commercial component).
- 88% of respondent households shopped at Bligh Park and 62% shopped at South Windsor. 34% of respondent households who shopped at Bligh Park did so on a regular basis and 11% of households who shopped at South Windsor did so on a regular basis.

1.3 Findings - Respondent Business Owners

- 100% of respondent business owners identified a first and primary preference for a residential only development. The primary reasons noted by business operators for their opposition to the inclusion of a commercial component included - concerns regarding a downturn in the viability of their existing businesses; the impact that a downturn in trading will have on their capacity to generate local employment and support local community activities; a view that sufficient retail outlets already exist; the need for more housing to support population growth; and a view that commercial development will cause traffic problems and unwanted social impacts.
- Business operators were also of the view that the existing Bligh Park Shopping Centre was sufficiently accessible to residents in east Bligh Park and that their preferred solution for improving access to retail outlets would be for Council to provide more car-parking at the Bligh Park Shopping Centre and to improve the design of the existing centre.

2. Hawkesbury Shopping Centre Survey

2.1 Methodology

The Hawkesbury Shopping Centre Survey was distributed to a random sample of 2,000 (two thousand) households across the City of Hawkesbury. 632 (six hundred and thirty two) completed surveys were returned to Council - representing a completed survey sample of 3% of all occupied households in the Hawkesbury. Council also distributed 500 (five hundred) copies of the Hawkesbury Shopping Centre Survey to business operators across the Hawkesbury. 91 (ninety one) completed surveys were returned and 2 (two) written submissions were received.

2.2 Findings - Respondent Households and Business Owners

- 67% of respondent households and 64% of respondent business operators supported the need for more retail outlets in the Hawkesbury.
- The primary reasons noted by those in favour of more retail outlets included - the need to provide more outlets to meet the needs of a growing population; to prevent out-of-area trade 'leakage' and to attract more trade; and the need to encourage more competition and diversity in retail outlets.
- The primary reasons noted by those who opposed the development of more retail outlets included a view that sufficient retail outlets already exist (as demonstrated by the number of empty shops in existing shopping precincts); that more outlets would prejudice the viability of existing businesses; and that the development of more retail outlets would threaten the heritage and rural values of the Hawkesbury and lead to increased traffic congestion.
- A 'one-roof' retail complex was identified by both respondent households and respondent business operators as the most preferred shopping centre development. The reasons nominated by those in favour of a 'one-roof' development included convenience ('one roof' developments were viewed as more comfortable and convenient for shoppers); a 'one-roof' development could provide a venue for large department stores which were not currently operating in the Hawkesbury; and a 'one-roof' development would enable the Hawkesbury to compete commercially with other areas.
- 64% of respondent households and 81% of respondent business operators did not support the development of 'out-of-town' shopping centre developments (i.e. developments not located within the existing business precincts of Windsor and Richmond). The need to maintain the viability of existing shopping precincts was the primary reason noted by those who opposed the development of out-of-town shopping centres. Those respondents who favoured the development of out-of-town shopping centres considered that such developments would ease traffic congestion in Windsor and Richmond, and would protect the integrity of existing heritage precincts. Respondents supporting out-of-town developments also suggested that such developments were needed to cater for the growing population east of the Hawkesbury River.

- Holland's Paddock was identified by both respondent households and respondent business operators (who supported the need for a large retail centre) as the most preferred location for a large shopping centre complex (nominated by 27% of respondent households and 28% of respondent business operators). The primary reasons noted by those in favour of the Holland's Paddock site included its convenience to public transport and a view that it would help to revitalise Windsor.
- 29% of respondent households and 46% of respondent business operators did not support the development of a large shopping complex within the City of Hawkesbury. The primary reason noted by respondent households who were opposed to the development of a large shopping complex was that such a development would compromise the rural and heritage landscape of the Hawkesbury. The primary reasons nominated by business operators opposed to the development of a large shopping complexes in the Hawkesbury were the perceived impact of such a development on the viability of existing businesses and a preference for upgrading and improving existing centres.
- Richmond was identified as the shopping venue used by the largest number of respondent households (88% of all respondent households). 65% of respondent households also shopped at a venue outside the Hawkesbury.
- Respondent households were able to source the majority of their food, hardware and books/CD requirements from outlets within the Hawkesbury. Respondent households relied on non-local retail outlets for the majority of their clothing, electrical goods, household goods, furniture, toy and hobby supplies and sporting goods purchases. Overall, respondent households indicated that 53% of (nominated) goods were purchased from non-local retail outlets while 47% were purchased from local retail outlets. The primary reason nominated by respondent households for 'out-of-area' purchases was the lack of variety and competition within the Hawkesbury.

RECOMMENDATION:

That:

1. The information be received.
2. The report "*Development of Retail Facilities in the Hawkesbury: Consultation Report*" be published (both electronic and hard-copy versions) and made available to residents and business owners on request. Copies of the Report to be also available in the Windsor and Richmond Libraries.

ATTACHMENTS:

AT-1 Development of Retail facilities in the Hawkesbury - Consultation Report (documents distributed separately).

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: **70**

oooO END OF ITEM 70 Oooo

ITEM: 71 Community Needs Report 2002-2003 - Report on Outcomes**FILE NUMBER:** 80231/CSV/OGH26NCX.C07

REPORT:

At its Ordinary meeting held in April 2002, Council resolved to receive the Community Needs Report 2002/2003. The Community Needs Report identified 44 (forty four) recommendations for projects, programs and works to improve and maintain community well-being.

The adoption of the 2002/2003 Community Needs Report has once again provided Council staff with the mandate to work together with community organisations to implement the recommendations contained in the Report.

During July/August 2003 Council staff liaised with representatives from the following advisory committees in order to assess Councils performance and to determine if the recommendations were completed or not completed. The outcomes reported below are based on advice received from these committees:

- The Hawkesbury Children's Services Forum
- The Hawkesbury Child Protection Interest Group
- The Hawkesbury Before & After School Forum
- The Hawkesbury Youth Interagency
- The Hawkesbury Seniors Advisory Committee
- The Hawkesbury Home & Community Care Forum
- The Hawkesbury Disability Access & Advisory Committee
- The Hawkesbury Migrant Interagency
- The Hawkesbury Aboriginal Community Support Group
- The Womens Cottage
- The Hawkesbury Housing Forum

Of the 44 recommendations for 2002/2003:

- 22 (twenty two) were completed;
- 20 (twenty) were incomplete or partially completed (scheduled for completion in 2003/2004 and 2004/2005); and
- 2 (two) were not completed (to be reviewed in 2003/2004).

The following table summarises the outcomes of the implementation of the recommendations by target population as at the 30 June 2003:

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: 71

Target Population: Children

Status	Recommendation	Outcome
complete	Council to advocate (and seek funding) to establish aboriginal playgroups for children 0-3 years.	Applications lodged under the Western Sydney Area Assistance Scheme and Families First Program were successful. \$40,094 in funding secured.
complete	Council to advocate for and financially support Child Protection Week initiatives and forums (*continuing priority).	\$5,000 allocated for Child Protection Week. Council staff participated in Child Protection Week activities.
incomplete.	Council to install air-conditioning in child care centres located in Council facilities (*continuing priority).	No installations completed in 2002/2003. Installation of air-conditioning for Richmond Occasional Care included in 2003/2004 Building Works Program, and Stewart Street Early Intervention Centre for 2004/2005.
incomplete	Council to improve accessibility of Council facilities used for the provision of child care services (priority list to be established).	Disabled ramp installed to Chas Perry Hall. Baby change facilities for children with special needs at W'force Pre-school - (scheduled for 2003/2004). Audit to be completed 2003/2004.
complete	Council to investigate (and seek funding) to establish a regional children's playground facility.	Funding has been secured and plans developed (and displayed for community comment). Works to be completed 2003/2004.
incomplete	Council to advocate (and seek funding) to upgrade play equipment and playgrounds for Before & After School Services located in Council facilities.	Council supported one application under CDSE program (unsuccessful).

Target Population: Young People

Status	Recommendation	Outcome
incomplete	Council to support strategies to address barriers confronting young people - employment, disability access, cultural & social isolation.	Council indicated that funds and in-kind contributions would be made available to support these strategies. No requests were received for specific initiatives. Council was successful in securing \$45,600 for a 'youth mapping' project to further investigate these issues - to be conducted in 2003/2004.
complete	Council to support drug & alcohol programs & forums (in collaboration with other agencies).	Council contribution to Youth Streetbeat Project facilitated 'Risky Business' alcohol and other drug strategy.
incomplete	Council (in conjunction with Community Health) to support forums on communicating with young people and self esteem/emotional awareness.	Council indicated that funds and in-kind contributions would be made available to support these strategies. No requests were received for specific initiatives.

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: 71

Status	Recommendation	Outcome
complete	Council (in conjunction with Hawkesbury Skills Inc. & Chamber of Commerce) to support upgrade & maintenance of youth web site.	Council continues to provide technical support to web-site and to promote website through Youth Advisory Committee.
complete	Investigate options for addressing issues of "peer pressure & risk taking" by promoting 'safe' extreme sports alternatives - skateboarding; BMX; & climbing wall.	Skateboard demonstration events were incorporated into opening of Clarendon Skatepark. Plans developed for inclusion of climbing wall & BMX events at Big Thing Youth Festival in March 2004.
complete.	Council (in conjunction with Hawkesbury Youth Interagency) investigate options for ongoing funding of an annual Youth Music & Activities Festival (e.g. "Big Thing" Youth Festival).	\$5,000 sponsorship provided by Council for Big Thing 2003. Sponsorship also obtained from Penrith Plaza and donations and in-kind support from local businesses. Council has approved \$5,000 in sponsorship for Big Thing Youth Festival 2004.
complete	Council investigate the feasibility of establishing a 'Youth Café' (preferably in Richmond) or other possible sites.	Committee established to develop 'youth friendly' action/research project. Further research to be conducted in conjunction with Richmond Community Youth Mapping Project.

Target Population - Older People

Status	Recommendation	Outcome
incomplete	Advocate for the installation of signage on cnr. Windsor & Paget Streets indicating railway station car park.	Request submitted to Construction and Maintenance Branch. Not yet installed.
incomplete	Install waste collection receptacle at bus stop in Sirius Road, Bligh Park.	To be installed 2003/2004.
complete	Repair footpath north side of Lennox Street between Paget & Moray Streets, Richmond.	Portions of footpath have been replaced and minor patchwork repairs carried out.
complete	Repair footpath outside 1-5 Laurence Street, Richmond.	Sections of footpath repaired.
complete	Improve pedestrian safety in Paget St Richmond by regular pruning of trees overhanging footpath.	Regular pruning program implemented.
incomplete	Provision of benches in designated public spaces to provide rest spots for senior residents (*continuing priority).	Priority list developed by Seniors Advisory Committee. Due to concerns received from residents regarding installation of benches in residential areas, priority list to be reviewed.

Target Population: People from Culturally and Linguistically Diverse Backgrounds

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: 71

Status	Recommendation	Outcome
incomplete	Contribute resources (from Hawkesbury Community Transport Fund) to support participation of people from non-English speaking backgrounds (who are transport disadvantaged) in multi-cultural events, consultations and information days.	Funds available. Buses not available at times requested. Service providers have been advised that, if necessary, additional buses can be hired from private operators to meet demands.
incomplete	Support and resource the work of the Hawkesbury Migrant Interagency and the Hawkesbury/Nepean NESB Growers Service Providers Committee.	Council staff attend meetings of Hawkesbury Migrant Interagency. No attendance at NESB Growers Service Providers Committee.
complete	Identify rent free venue for use of multicultural playgroup and investigate options for subsidising the operation of the multi-cultural playgroup.	Multi-cultural playgroup currently meets at Hawkesbury Hospital. Space to be made available at South Windsor Early Intervention Centre (if required).
incomplete	In conjunction with Hawkesbury Migrant Interagency, investigate options to provide cross-cultural training and use of interpreter services for Council staff and community workers.	Council is registered with Telephone Interpreter Service. No action to date in relation to facilitating training sessions for staff.
incomplete	Support the outreach work of Nepean Migrant Access to the Hawkesbury Local Government Area. Where requested, advocate for additional funding to resource outreach services.	Council continues to provide rent-free accommodation for Nepean Migrant Access at Peppercorn Place. Support for WSAAS submission (unsuccessful).
Not completed	In conjunction with Hawkesbury Migrant Interagency, Undertake audit of Council services (Council offices, child care services, library services) to review availability of multi-lingual resources or posters.	Audit has not been undertaken.

Target Population: Indigenous Australians

Status	Recommendation	Outcome
complete	Hawkesbury City Council to support and resource NAIDOC Week Celebrations. (* continuing priority)	Council contributed \$3,000 and additional in-kind support towards NAIDOC Week Celebrations.
complete	Hawkesbury City Council to support and resource 'Koori Kids' play groups. (*continuing priority)	Koori kids playgroups not conducted in 2002/2003. Funding secured for Aboriginal playgroups to commence in 2003/2004.
complete	Council to support and resource Aboriginal Elders to access Hawkesbury Senior Citizens Centre.	X-mas luncheon held (attended by 33 persons). Continuing discussion with Elders regarding preferences for ongoing activities.

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: 71

Status	Recommendation	Outcome
complete	Council to support and resource Aboriginal Health Initiatives in conjunction with Hawkesbury District Health Service Ltd. (*continuing priority)	Council staff participate on Aboriginal Health Steering Committee. Funds secured to appoint Aboriginal Liaison Officer.
complete	Council to provide support and assistance to indigenous families with cultural connections to the Hawkesbury	ATSI Community Access Worker provides casework and advocacy services to indigenous families as requested.
incomplete	Council to fund community transport for cultural events. (*continuing priority)	Funds are available. No specific requests have been received.

Target Population: Women

Status	Recommendation	Outcome
incomplete	Support the development of partnership initiatives to identify feasibility of establishing a Women and Children's Crisis Accommodation Service in the Hawkesbury LGA to cater for the needs of women and children escaping domestic violence (*continuing priority).	Issue has been referred to Hawkesbury Housing Forum. Draft Proposal for Service has been developed. Submission lodged with the NSW Department of Community Services. Awaiting response.
complete	Support and contribute resources for community projects and initiatives to raise awareness (and reduce the incidence) of violence against women (*continuing priority).	Council has provided financial assistance and in-kind support to the Hawkesbury Action Network Against Domestic Violence to stage Domestic Violence Awareness events (including 'Reclaim the Night').

Target Population: People with Disabilities

Status	Recommendation	Outcome
incomplete	Improve disability access to public toilets in McQuade Park (behind bowling green).	Plans being developed - not completed.
not completed	Investigate feasibility of installing pedestrian crossing on Sirius Road, Bligh Park opposite shopping centre.	Request to be lodged with the Traffic Committee to investigate feasibility.
complete	Improve accessibility of intersection of East Market & Windsor Streets, Richmond by upgrading and reducing gradients of existing access ramps. (*continuing priority)	This work was initially included in 2002/2003 Capital Works program but has been deleted due to substantial reconstruction of intersection by RTA.
complete	Relocate existing disabled parking spaces in Kable St Car Park (Windsor) to area with reduced camber/gradient and provide additional disabled parking at southern end of car park opposite public toilet block.	Two (2) additional disabled parking spaces have been added to the Kable street carpark in accessible position.

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: 71

Status	Recommendation	Outcome
complete	Include provision in Council works program for program of kerb-ramp installation, repair and upgrade to improve disability access.	Priority list completed. Works to improve footpaths in George St. South Windsor and other locations included in 2003/2004 Works Program.
incomplete	Relocate disabled parking spaces next to entry/exit into Baker Street car park (or provide wheelchair access from existing disabled parking bays onto footpath).	Plans for the installation of disabled parking spaces and disability access have been included in the plans for the re-development and extension of the Hawkesbury Museum.
incomplete	Improve disability access to war memorial & public toilets in Memorial Park, Kurrajong.	Plans completed. Scheduled for 2003/2004 Works Program.

Target Population: Other (Disadvantaged) Groups

Status	Recommendation	Outcome
incomplete	Council develop an Affordable Housing Policy and investigate funding opportunities to support Affordable Housing projects.	Council has adopted the Draft Local Government Model Policy on Homelessness. Council staff sit on Board of Wentworth Area Community Housing.
incomplete	Council to support and contribute resources to implement an education strategy to increase community awareness in how to respond to people who are homeless.	Referred to Hawkesbury Housing Forum. Funds made available through the Access & Equity Seeding Grants. Information being developed for 2003/2004.
complete	Council to support and contribute resources to the development of an accessible directory of accommodation and support services which can be used by both people in housing crisis and local support services.	\$2,000 allocated to Hawkesbury Housing Forum to develop and distribute a pocket sized contact numbers for emergency housing.
incomplete	Council to support the staging of anti-homophobia events and other anti-violence initiatives. (*continuing priority)	No requests received to date.

In 2002/2003, Council directly outlaid, or secured external funding, totalling \$381,986 (three hundred and eighty one thousand, nine hundred and eighty six dollars) to implement the 44 (forty four) recommendations contained in the 2002/2003 Community Needs Report. In addition, \$187,000 (one hundred and eighty seven thousand dollars) of expenditures have been programmed for completion in the 2003/2004 and 2004/2005 works programs. These figures do not include in-kind contributions, or the cost of staff hours involved in facilitating the implementation of the Community Needs Report recommendations.

ORGANISATION AND RESOURCES

Meeting Date: 26 August, 2003

Item: **71**

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 71 Oooo

ITEM: 72 **Presentation by Mr Bill Shields, Deputy Group Captain, Hawkesbury Rural Fire Service**

FILE NUMBER: 79016/CSV/OGH26NCX.C10

REPORT:

Mr Bill Shield's, Deputy Group Captain, Hawkesbury Rural Fire Service, has been asked to attend the Council meeting to discuss the current regulations relating to burning off in respect of the Protection of the Environment Operations Act (which incorporates the previous Clean Air Act).

Mr Shield's has expressed concerns in reference to Hawkesbury City Council's application of the EPA Guidelines for open burning and the problems it creates, and will continue to create, for Rural Fire Brigades.

Mr Shield's states that he is against burning of household domestic waste, and when asked by residents about outside burning, always makes residents aware of that fact. Mr Shield believes that the Bilpin Brigade, over a long period of time, has developed a responsible attitude towards outside burning. In fact, Mr Shield quotes a figure of 90% of the people who wish to participate in outside burning in the Bilpin area will phone either himself or other members of the Brigade to seek approval.

Mr Shield's concerns revolve around the directions that brigades have recently been given that land owners must first seek permission from Hawkesbury City Council in writing if they intend to conduct outside burning within a garbage scavenging district. This information has been relayed to brigades via a letter from Ms Karen Hodges, Superintendent, Hawkesbury Rural Fire District.

Mr Shield believes that Council has, within it's power, the right to dispense with the application of these regulations within the rural areas of the Hawkesbury Local Government Area.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 72 Oooo

ITEM: 73 **Effective Community Engagement**

FILE NUMBER: 79347/EVD/OGH26NCX.V06

PREVIOUS ITEM: 25, GPC Section 1 - Environment (25.03.2003)

REPORT:**Introduction**

The purpose of this report is to advise Council of an in-house training program for key staff to be held in October 2003. The program also includes a workshop for Councillors on 7 October 2003.

Background

At the Ordinary Meeting on 8 April 2003 Council considered the newly released Planning NSW Community Engagement Handbook. Council resolved "to continue to develop its long term strategy on community consultation and that it seeks to adopt the Community Engagement principles as outlined in the Handbook".

The desire to engage the community in Hawkesbury has evolved quite rapidly under the current Council. Over the last three and a half years Council has increasingly placed greater emphasis on community engagement. The need for effective community engagement in Hawkesbury has never been more apparent than it is today. Contributing to this observation are a number of factors including:

- Heightened community expectations.
- A more informed and articulate community.
- Council's desire to involve the community in a wide range of decisions.
- Significant issues/proposals to resolve e.g. mushroom composting, Pitt Town, Hollands Paddock, rural planning, residential controls.

Council has responded well to these changing needs and expectations. What is required now is a clearer understanding of the methods available, processes involved and expectations from community engagement. Put simply, there is much more to public participation than deciding to hold a public meeting.

What is Public Participation

Public participation is any process that involves the public in problem-solving or decision-making and uses public input to make better decisions. While there is an element of dispute resolution in all public participation, the essence of public participation is to begin a participatory process before disputes arise.

Public participation includes all aspects of identifying problems, developing alternatives and making decisions. Public participation uses tools and techniques that are common to a number of

dispute resolution and communications fields. (International Association for Public Participation (IAP2), 2000). The role of the facilitator is essentially to help people do their best thinking.

Training

The International Association for Public Participation (IAP2) is a not for profit organisation which fosters effective community consultation. IAP2 runs a 4 (four) module certificate course, advanced course and a separate 1 (one) day module on public participation skills. Their training is effective, well paced and very relevant to Local Government. Planning NSW has adopted the IAP2 principles and the Public Participation Spectrum.

Mr Max Hardy of Twyford Consulting has been engaged to conduct a 2 (two) day IAP2 training course for 20 (twenty) key staff members. The course will cover planning public participation, techniques, and facilitation skills. The course will be tailored specifically to Hawkesbury City Council and will run on 7 and 14 October 2003. A workshop will be held for Councillors on the evening of 7 October 2003.

Costs will be met by Council's training budget.

Internal Network

Following the training it is proposed to establish a network of in-house facilitators who can be called upon to act as facilitators for matters involving all areas of Council other than their own. It is envisaged that the facilitators network would meet periodically to discuss current participation programs, promote best practice and provide appropriate facilitation services to Council.

Conclusion

The training is an important step in developing Council's long term strategy on community consultation. It is envisaged that future developments may include a formal public participation policy, internal database, and future training opportunities. These will be the subject of future reports to Council.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 73 Oooo