Hawkesbury City Council

ordinary meeting business paper

date of meeting: 12 August 2003

location: Council Chambers

time: 7.00pm

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Ordinary Meeting - 12 August 2003

Councillor Lorna Allan:

Concern over the harmful health effects of environmental tobacco smoke (ETS) began to emerge in the 1970s and in Australia, this concern culminated in the National Health and Medical Research Council (NHMRC) report *Effects of Passive Smoking on Health.*

The report found that illnesses associated with passive smoking included:

- Lung cancer
- Respiratory disease in children
- Attacks of asthma

A further NHMRC publication, *The Health Effects of Passive Smoking - A Scientific Information Paper*, was released in 1997. It identified the following additional health effects:

- Coronary heart disease
- Asthma in children
- Sudden infant death syndrome (SIDS)
- Glue ear in children

Community attitudes towards smoking have been changing over a period of time. Because of the mounting evidence showing the harmful effects of passive smoking, and also because of litigation, by the mid-1990s smoke-free policies had been introduced extensively throughout both public and private sectors. While all state and federal government offices had become smoke-free, bans and restrictions had also been introduced in many shopping centres, hospitals, schools, child care settings and entertainment venues, as well as in the transport sector. In September 2000 the NSW Parliament passed the Smoke Free Environment Act, which prohibited smoking in a wide range of public places.

Environmental Tobacco Smoke (ETS) is particularly harmful to children, because

- Their lungs and body weight are small, so the dangerous substances in smoke are more harmful
- Children are not always able to move away from other people's smoke, as adults are able to do.

Infants or children who breathe other people's smoke are more likely than unexposed children to:

- Develop middle ear infections
- Suffer more ear, nose, throat or chest infections, croup and wheezing

- Become asthmatic with ongoing asthma attacks
- Develop pneumonia and bronchitis

Children also model adult behaviour. Children of smokers are more likely to smoke than other children. There is strong public support for better, and more wide-reaching, tobacco control activities. Measures that discourage children and young people from smoking are particularly strongly supported.

Tobacco use is the single greatest cause of preventable disease. Reducing its use is therefore a major and effective strategy for promoting public health. As the entire community bears the social cost of smoking, it hehoves all section of the community to contribute to reducing its prevalence.

Council has a role in advocating better public health for it's residents. Council has existing smoking bans in place - all council buildings are smoke-free to protect both the health of Council staff and members of the public. Health organisations like the Cancer Council NSW are now urging stronger smoking bans in public places not yet covered by legislation. While second hand smoke is generally not seen as a big concern in outdoor venues, it can still cause serious health problems for children, pregnant women and many other individuals who suffer from allergies or medical conditions like asthma and heart disease.

Launceston City Council has recently adopted smoking exclusion zones around playground equipment and Council controlled sporting venues. Many major sporting venues around Australia, including Stadium Australia, Telstra Dome, the MCG, the WACA and ANZ Stadium have become smoke-free in an effort to reduce community exposure to Environmental Tobacco Smoke, and to make venues more family-friendly.

It is proposed that Council ban smoking around all children's playground areas and around playing grounds. While it is acknowledged that such measures are difficult to enforce, the erection of signage around these areas will act as a deterrent, and will also have an educative role throughout the community. Launceston City Council has recently adopted smoking exclusion zones around playground

Recommended Motion

That:

1. Council ban smoking within 10 (ten) metres of all children's playground equipment.
2. Council ban smoking around all playing fields and sporting grounds.
3. Council erect signage around playground equipment and playing fields to indicate that the areas are smoke-free.
4. Council ensure that events run or sponsored by Council should be smoke-free.
5. Council send a motion to the Local Government Association for inclusion in the business paper for November 2003 which supports the 10 metre exclusion zone.

oooO END OF NOTICES OF MOTION Oooo

ordinary

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report

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committee

General Purpose Committee - 29 July 2003

AGENDA

- **APOLOGIES.**
- **CONFIRMATION OF MINUTES.**
- **SECTION 1 - ENVIRONMENT.**
- **SECTION 2 - INFRASTRUCTURE.**
- **SECTION 3 - ORGANISATION AND RESOURCES.**
- **NEXT MEETING.**

General Purpose Committee - 29 July 2003

Report of the Meeting of the General Purpose Committee held at the Council Chambers, Windsor, on 29 July 2003, commencing at 9.00am.

PRESENT: Councillor R P Stubbs, Mayor and Councillor L Allan, B J Calvert, K F Conolly, P F Davies, D Finch, G J Gilling, C A Paine, P R Rasmussen, L C Sheather, L A Williams, and C J Woods.

RESOLVED on the motion of Councillor Rasmussen and seconded by Councillor Gilling that the Minutes of the General Purpose Committee Meeting held on the 24 June 2003, be confirmed.

Councillor Allan arrived at the meeting at 9.15am
Councillor Calvert left the meeting at 12.33pm
Councillor Woods left the meeting at 2.40pm
Councillor Woods returned to the meeting at 3.30pm
Councillor Davies left the meeting at 6.25pm
Councillor Paine left the meeting at 8.10pm

The following recommendations were passed as resolutions of the Committee:

MAYORAL MINUTE

Pitt Town Advisory Committee: Community Representation

> Councillor Woods declared an interest as her parents in law own land adjoining the proposed development

RESOLVED on the motion of Councillor Paine seconded by Councillor Williams that standing orders be suspended to allow members of the public to address the Committee

Ms Amanda Hannah, respondent, addressed the Committee

RESOLVED on the motion of Councillor Paine seconded by Councillor Williams that standing orders be resumed.

313 RESOLVED by the Committee exercising its delegation as Committee of a Whole on the AMENDMENT of Councillor Paine seconded by Councillor Rasmussen

That Council as a Committee as a Whole resolve that the dot point relating to community representation of the Pitt Town Advisory Committee be altered to:

- six (6) resident community members comprising two (2) members from the Pitt Town Residents Group, two (2) members from the Pitt Town Progress Association and two (2) members of the Pitt Town land owners group.

SECTION 1 - ENVIRONMENT

42: Animal Establishment - Housing of two Leopards, Lot 2 DP 746717, 691 George Street, South Windsor (DA0325/03/EVD/ENG29NAX.V06)

Kirsten Feddersen, applicant, addressed the Committee

COMMITTEE'S RECOMMENDATION

That the application for an animal establishment to house two leopards be approved subject to the conditions in the attached consent:

General

1. To confirm and clarify the terms of this approval, the development shall be carried out in accordance with the approved stamped plans submitted with Development Application and any supportive documentation, except as otherwise provided by the conditions of this consent and as amended in red on the plans.

   Note: Modifications to the approved plans will require the lodgement and consideration by this organisation of a separate application pursuant to Section 96 of the Environmental Planning and Assessment Act, 1979.

2. Compliance with the provisions of the Environmental Planning and Assessment (Amendment) Act 1979, and the Building Code of Australia.

3. Prior to construction of the approved development it is necessary to obtain a Construction Certificate.

4. No excavation or site works shall be commenced prior to the issue of the construction certificate.

5. The construction of the building, including the roof, shall be in materials of a low reflective quality or similarly treated materials.

6. The cage complex is to be located at least 6 (six) metres from the rear boundary of the property in front.

Prior to Issue of Construction Certificate

7. Separate practising Structural Engineer's details of all structural concrete and steelwork shall be lodged prior to issue of construction certificate.

8. The submission of a landscaping plan. Such landscaping is to provide a mixture of trees, shrubs and ground cover and suitable screening of the shed/cage complex when viewed from surrounding areas. Trees shall include species that at maturity have a height above the ridge line of the shed. Shrub mass shall provide adequate screening. Plants native to the area are to be chosen. The landscaping plan shall detail the species, the mature height of each species, the number of plants to be used and the distance between plantings.

9. All waste water generated by the washing out of the cage is to be collected via a pit connected to an absorption trench to ensure that polluted water is not discharged into the stormwater system or on adjoining land. Details to be submitted and approved prior to the issue of a Construction Certificate.

10. A Management Plan is to be submitted to Council for approval. The Management Plan address:

- Cleaning of the cage
- Disposal of waste
- Odour
- A flood evacuation plan is to be prepared for the evacuation of the leopards in the event of a flood.
- Safety and security measures

Prior to Commencement of Works

11. Sanitary accommodation shall be provided for workmen throughout the course of the building operations in accordance with the Local Government Act 1993 and the Environment Planning and Assessment Act.

12. A sign must be erected in a prominent position on any work site on which the erection or demolition of a building is being carried out:

    (a) stating that unauthorised entry to the work site is prohibited; and
    (b) showing the name of the person in charge of the work site and a telephone number at which that person may be contacted outside working hours.

    This condition does not apply to:

    (a) building work carried out inside an existing building; or
    (b) building work carried out on premises that are to be occupied continuously (both during and outside working hours) while the work is being carried out.

13. Erosion and sediment control devices are to be installed and maintained to ensure that there is no increase in downstream levels of litter, vegetation debris or other water borne pollutants in accordance with Council's Development Control Plan 1/94 - Soil Erosion and Sedimentation. The enclosed warning sign shall be affixed to the sediment fence/erosion control device at all times.

14. The applicant or person having the benefit of this development consent must give at least two days notice prior to commencement of works to Council of the intention to commence works. This notice is to be given in accordance with form 7 of the Environmental Planning and Assessment Regulation 1998.

15. The applicant shall advise Council of the name, address and contract number of the principal certifier, in accordance with Section 81A 2(b) of the Environmental Planning and Assessment Act, 1997.

During Construction

16. All building work must be carried out in accordance with provisions of the Building Code of Australia.

17. Inspections shall be carried out and compliance certificates issued by Council or an appropriately accredited person for the following components of construction:
    (a) erosion controls, site works and site set out;
    (b) steel reinforcement;
    (c) on completion of the structure;

18. All demolition, construction and associated work necessary for the carrying out of the development being restricted to between the hours of 7.00am and 6.00pm on Mondays to Fridays and between 8.00am and 4.00pm on Saturdays.

19. To reduce nuisance to the surrounding properties, all demolished material and excess spoil from the site shall be disposed of to a location and in a manner to the approval of this office (Note: no material shall be burnt or buried on the site).

20. The site shall be kept clean and tidy during the construction period and all rubbish shall be removed from the site upon completion of the project to the satisfaction of this office.

21. A sign is to be erected adjacent to the access point to the site for the duration of the site works stating the following:

    (a) owner of site and address;
    (b) person/company carrying out site works and phone number;
    (c) consent number and date of approval; and
    (d) approval duration of site works.

22. All roof water shall be drained to the water storage vessel/s.

23. The storm water (including over flow from the water storage vessel/s) shall be drained to an absorption trench complete with 600mm plastic high dome void former, minimum length 1.8m plus 1m per 10m of guttering. The high dome to be covered with minimum 100mm of aggregate. Such trenches shall be located a minimum of 4m clear of any building/vessel/allotment boundary.

Prior to Occupation

24. Prior to the occupation of the cage complex, evidence that the required licences under the Exhibited Animals Protection Act (EAPA) or the Non Indigenous Animals Act (NIAA) is to be provided to Council.

25. In order to ensure that the development complies with this consent, the approved use shall not commence until all conditions of this Development Consent have been complied with.

Use of the Site

26. The shed/cage complex shall not be used or adapted for use for human habitation, or for commercial or industrial purposes, without the approval of Council.

27. The leopard cage is to be kept clean and maintained in a satisfactory condition at all times, with excess food being removed from the cage daily.

28. The maximum number of leopards to be kept on the premises is 2.

29. The subject development, including landscaping, is to be maintained in a clean and tidy manner.

30. The development shall be conducted in such a manner that the LA(eq) noise levels, measured at any point in accordance with the NSW EPA's Industrial Noise Policy (2000), do not exceed 5dB(A) (LAeq) above background noise levels with respect to noise amenity of residential dwellings.

43: Sale and Warehousing of Adult Material, Lot 6 DP 634414 Vol 15122 Fol215, 230 Windsor Road, Vineyard (DA0587/03/EVD/ENG29NAX.V08)

Glenn Ziernik, the applicant’s representative, addressed the Committee
Allan Wood, Linda Telisman and Sam Dimauro, respondents, addressed the Committee

COMMITTEE'S RECOMMENDATION

That the application be refused for the following reasons:

1. The application is contrary to zoning objectives (a), (b) and (c).

2. In the context of the particular location the proposed operating hours present a safety risk to staff and customers.

3. The application is not in the public interest.

44: Demolition of Existing Residence and Construction of Three (3) Townhouses, 31 Bradley Road, North Richmond (DA1617/02/EVD/ENG29NAX.V09)

Councillor Davies declared an interest as he acts on behalf of an objector to the Application

Mrs Elaine Baxter and Mrs Josephine Harper, respondents, addressed the Committee

COMMITTEE'S RECOMMENDATION

This matter be deferred to the next General Purpose Committee meeting to allow the applicant to address Council.

45: Animal Establishment - Lot 396 DP664634 - No 77 Godalla Road, Freemans Reach (DA1387/02/EVD/ENG29NAX.V04)

Mr Ross Tubnor, applicant, addressed the Committee
Mr James Jaloussis and Mr Charlie Muscat, respondents, addressed the Committee

COMMITTEE'S RECOMMENDATION

That:

1. This matter be deferred to the September General Purpose Committee meeting after Council staff have notified all neighbours, including adjacent neighbours.

2. A report be sought from the Department of Agriculture.

3. A meeting be organised between neighbours and Council staff to undertake discussions.

46: Rural Shed - Lot 3 DP228371, No. 77 Scheyville Road, Oakville
(DA0553/03/EVD/ENG29NAX.V03)

COMMITTEE'S RECOMMENDATION

That the following interim policy be adopted to define 'truck depot':

Activities on Rural zoned properties shall not be considered to be truck depots if they meet the following criteria:

- No more than 1 (one) truck plus 2 (two) trailors or 2 (two) small earthmoving machines;
- Driver or employee must be residents of the property; and
- No servicing or repairs.

COMMITTEE'S RECOMMENDATION

That:

1. The applicant be invited to resubmit the application with a shed that complies with the size outlined in Council's Shed DCP.

2. The Shed DCP be altered so that the maximum size allowed include any awnings.

47: Two Rodeo Events Per Year, Lot 1 DP879466, 698 George Street, Windsor
(DA0443/03/EVD/ENG29NAX.V05)

A representative from Windsor Leagues Club, proponent, addressed the Committee

COMMITTEE'S RECOMMENDATION

That the application for two rodeo events per year be approved as a Deferred Commencement Consent subject to the following conditions:

A. Upon compliance with the condition appearing in Schedule 1, and with the issue of confirmation to that effect in writing from Council, this "Deferred Commencement" consent shall commence to operate as a development consent inclusive of all conditions appearing in Schedule 2 pursuant to Section 80(3) of the Act.

B. The 'Deferred Commencement" consent will lapse in twelve months from the date of this consent unless all conditions appearing in Schedule 1 have been complied with.

Schedule 1

A Traffic Management Plan, incorporating a Traffic Control Plan, is to be prepared in compliance with the requirements of "Guide to Traffic and Transport Management for Special Events and submitted to the Traffic Management Committee, Roads and Traffic Authority.

Schedule 2

General

1. To confirm and clarify the terms of this approval, the development shall be carried out in accordance with the approved stamped plans submitted with the Development Application and any supportive documentation, except as otherwise provided by the conditions of this consent.

   Note: Modifications to the approved plans will require the lodgement and consideration by this organisation of a separate application pursuant to Section 96 of the Environmental Planning and Assessment Act, 1979.

2. Compliance with the provisions of the Environmental Planning and Assessment (Amendment) Act 1979.

3. The applicant shall make themselves aware of the Discrimination Against People with Disabilities Act (DDA) in order to assess their responsibilities and liabilities with regards to the provision of access for all people.

Use of the Site

4. The rodeo is to commence at 5.00pm and to finish 10.30pm with packing up of the event to conclude by 11.30pm.

5. Each event is to be conducted in compliance with the approved Traffic Management Plan and any requirements specified by the Roads and Traffic Authority.

6. Any lighting on the site is to be directed in such a manner so that no nuisance is caused to adjoining properties or to drivers on surrounding streets.

7. The area to be used for the approved development being limited to the area shown on the submitted plans.

8. The entrance used for emergency vehicles is to be kept clear at all times.

9. Portable toilets at the rate of 1 (one) per 100 (one hundred) spectators attending the event with hand washing facilities in each unit. A constant supply of toilet paper, soap and hand drying facilities is to be maintained for all toilets.

10. Litter is to be collected, stored and disposed of at the conclusion of the event.

11. A waste bin with the capacity to hold 240 (two hundred and forty) litres is to be provided every 50 (fifty) metres around the main arena.

12. Noise levels are not to exceed 70dBLa10(A) at the nearest residence as a result of the event.

13. Public Address speakers shall be directed away from surrounding residential properties. Where speakers are to be mounted on poles, they are to be inclined downwards at an angle of approximately 45 (forty five) degrees from the horizontal.

14. A sound limiting circuit shall be installed in the public address system to control the signal amplitude to a fixed level regardless of the loudness of the operator's voice, or the volume control on the amplifier.

15. Fireworks displays are not permitted.

16. All surfaces of the unsealed car park on the premises are to be treated with appropriate and

17. non-polluting, non-hazardous, environmentally safe dust suppressant material or substance to control the emission of dust from that area before, during and after the event. Details of the materials or substances to be used for this purpose are to be submitted to the Council at least 14 (fourteen) days prior to the event.

18. The standards, practices and procedures contained within the Safe and Healthy Mass Gatherings Manual issued by Emergency Management Australia (ISBN 0 642 70440 6) be followed and complied with before, during and after each rodeo event.

19. Any lighting on the site is to be directed in such a manner so that no nuisance is caused to adjoining properties or to drivers on surrounding streets.

C. A further report be provided to the Ordinary meeting in relation to Schedule 1, provision of Traffic Management Plan and notification of adjacent neighbours.

ADDITIONAL INFORMATION

The Roads & Traffic Authority has issued revised guidelines titled “Guide to Traffic and Transport Management For Special Events”, Version 1.3, 6 May 2003 (refer www.rta.nsw.gov.au/Traffic/TransportManagement/TrafficandTransportForSpecialEvents)

These guidelines apply to not only on-road events but also off-road events which impact on the public road network.

In broad terms, under those guidelines the event organiser is required to prepare the following documents:

Transport Management Plan -

(a) manages traffic and transport over the area surrounding the event

(b) incorporated within the Transport Management Plan is a Traffic Control Plan which addresses risk assessment associated with the event. (These events now fall within the ambit of the Occupational Health & Safety Act, 2000 which is administered by WorkCover).

(c) these documents are served on the Roads & Traffic Authority

Schedule 1, Summary Offences Act - this document notifies the NSW Police Service that the event is being held and initiates that Service's approval process. The event organiser serves this document on the NSW Police Service.

48: Unauthorised Clearing of Vegetation - 104 Kurts Road, Bilpin
(P1107/40/EVD/ENG29NBX.V01)

Lyn Borg, proponent, addressed the Committee

COMMITTEE'S RECOMMENDATION

That:

1. The report be received.

2. The matter be referred to Council's solicitors with a view to commencing proceedings in the Land and Environment Court for carrying out unauthorised works.

3. The solicitor be instructed to seek Orders from the Court for the owners to:

   i. plant new trees and vegetation and maintain those trees and vegetation to a mature growth, and
   ii. to provide a security for the performance of any obligation imposed under paragraph (i).

ADDITIONAL INFORMATION

The owner has made representations since the General Purpose Committee Meeting suggesting a means to rehabilitate the property and provide habitat for species of fauna without recourse to legal proceedings will be discussed in the report.

The owner has submitted a brief property management plan for the restoration of the affected areas on the property, which comprises the following:-

- That a corridor of established native species be replanted along the entire southern boundary line;
- That replanted trees be protected from grazing cattle with double fencing of either barbed wire of electric fencing;
- That students from Bilpin Public School be invited to participate in the tree planting as a community involvement project;
- The Hawkesbury City Council support a bond in the sum of (not specified by author) in relation to this matter;
- That this management plan be supervised by a qualified horticulturist from Ferngrove Trees who is familiar with the site and Council's requirements; and
- That a Development Application in relation to this area be lodged with Hawkesbury City Council forthwith.

The submission provided by the landowner is sincere and it is apparent that she has every intention to restore the land. Costs for restoration are expected to be substantial. As has occurred in some previous matters where the owner has been willing to undertake restoration, it is considered more effective for the owner to spend money on rehabilitation rather than court costs.

Flora conducive to fauna that may be expected in the area should be established on the land. As a means to achieve this an environmental scientist who is recognised by the National Parks and Wildlife Service should prepare an appropriate plan of management for the restoration of the land.

It is apparent that the landowner is now aware that the removal of trees and vegetation can only occur after development consent is obtained. It is also recognised that she has every intention of rehabilitating the land in a manner acceptable to the Council. To place this matter before the Court will incur substantial costs by Council and the land owner, be time consuming and would provide a similar result as that now proposed.

Recommendation

That the landowner be invited to enter into a deed of agreement under the seal of Council for the following works to occur:

1. The landowner provide a cash bond or bank guarantee in the amount of $50,000 (fifty thousand dollars) that may be called upon by the Council at any time should the landowner default on the restoration of the land as required by the Council;

2. The landowner engage a suitably qualified environmental scientist who is recognised by the National Parks and Wildlife Service in Threatened Species Conservation matters to prepare a Plan of Management for the restoration of the land;

3. The landowner submit a complete development application for any future work involving removal of trees or native vegetation;

4. All works involved in the restoration of the land be carried out in accordance with the Plan of Management and under the supervision of a qualified environmental scientist;

5. On completion of the works a works as executed plan is provided for the information of the Council;

6. The land is to be restored within 12 (twelve) months of the date of the deed of agreement.

49: Pitt Town - Signage (79347/EVD/ENG29NBX.V02)

Councillor Woods declared an interest as her parents in law own land adjoining the proposed development

Mr Peter Merity and Ms Jeannette Edgecombe, respondents, addressed the Committee

COMMITTEE'S RECOMMENDATION

That:

1. A report be provided as to how the LEP can be modified to allow Council to give consent for signs at Pitt Town.

2. The signs be allowed to remain until any proposed amendment to the LEP be determined.

3. The residents advised to remove signs, be correctly informed that thePitt Town development has not been determined.

50: Restricted Premises (79347/EVD/ENG29NBX.V12)

COMMITTEE'S RECOMMENDATION

That:

1. A report be prepared for Council detailing the proposed changes to Hawkesbury's LEP and DCP regarding the sale of unauthorised material in the City.

2. A report be prepared indicating any other LGA's in our State that do not have these developments as part of their approvable development applications.

51: Review of State Emergency Services Report - Pitt Town Local Environmental Study (79347, 81508/LEP3/00/EVD/ENG29NBX.V11)

COMMITTEE'S RECOMMENDATION

That the information be received.

52: BP Convenience Store and Fuel Dispensing Facility, Lot 2 DP630616, 362 Macquarie Street, Windsor (DA0382/02/EVD/ENG29NCX.V10)

COMMITTEE'S RECOMMENDATION

That the information be received.

SECTION 2 - INFRASTRUCTURE

22: Public Toilet Facilities Windsor CBD (79338/ENG/ING29NBX.E08)

COMMITTEE'S RECOMMENDATION

That a site inspection be carried out.

23: Clarendon Railway Station - New Car Park (79338/ENG/ING29NBX.E07)

COMMITTEE'S RECOMMENDATION

That:

1. The proposal by the Railinfrastructure Corporation to construct a car parking area on the western side of Racecourse Road, Clarendon, south of the railway line to provide 30 (thirty) car parking spaces be supported.

2. The ongoing maintenance of the car park be undertaken by Council.

3. All works to be carried out to the satisfaction of the Director of Asset Services & Recreation.

24: NIPPA National Conference 2003 (79340/ENG/ING29NBX.E05)

COMMITTEE'S RECOMMENDATION

That the attendance of the Manager of Building Services and Printing at the National Conference from 16 October 2003 to 19 October 2003 at an estimated cost of $1,000 (one thousand dollars) be supported.

25: Thompson Square - Wheelchair Access (80104, 79346/ENG/ING29NBX.E01)

COMMITTEE'S RECOMMENDATION

That:

1. The raised threshold and transitional ramp 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.

3. A further report be provided outlining the feasibility of widening the footpath outside the Macquarie Arms Hotel in Thomsons Square with a view to providing Alfresco Dining.

26: Licence Agreement for easement over Council land (79357, 79337/ENG/ING29NBX.E03)

COMMITTEE'S RECOMMENDATION

That a licence agreement be entered into with Ms Julie James, 91-109 Windsor Road, McGraths Hill to create an easement over adjoining Council land in Lot 1 DP656975 so that a water licence may be approved by the Department of Land & Water Conservation to pump water from South Creek.

27: Comleroy Road Reserve (79354/ENG/ING29NCX.E04)

COMMITTEE'S RECOMMENDATION

That the information be received.

Supplementary Reports

28: Australiana Pioneer Village - Memorial (79340/ENG/ING29LBX.E10)

COMMITTEE'S RECOMMENDATION

That approval be given for a memorial to Marie McLachlan to be placed adjacent to that of her husband Bill, within the grounds of Australiana Pioneer Village.

29: Australiana Pioneer Village (APV) (79338/ENG/ING29LCX.E09)

COMMITTEE'S RECOMMENDATION

That the information be received.

SECTION 3 - ORGANISATION AND RESOURCES

53: Monthly Financial Report - June 2003 (GF011/005/FNC/OGG29NAX.F13)

COMMITTEE'S RECOMMENDATION

That the information be received.

54: National General Assembly of Local Government - Canberra, 23 to 26 November 2003
(80104,80105/CSV/OGG29NAX.C05)

COMMITTEE'S RECOMMENDATION

That Council supports the attendance of Councillors Paine, Williams, Calvert, Woods and Davies at the National General Assembly of Local Government to be held in Canberra from 23 to 26 November, 2003, at an estimated cost of two thousand three hundred dollars ($2,300.00) each.

55: 2003 Local Government Association of NSW Annual Conference in Albury
(79633/CSV/OGG29NAX.C03)

314 RESOVLED by the Committee exercising it's delegation as Committee of the Whole on the motion of Councillor Sheather seconded by Councillor Rasmussen

That:

1. The Committee exercise its delegation as Committee of the Whole.

2. Council elect 3 (three) voting delegates with a capacity for one (1) additional voting delegate if required, and other Councillors to attend the Local Government Association Annual Conference in Albury from Saturday, 8 November to Wednesday, 12 November 2003.

3. Council delegates state whether or not they wish to travel to/from Albury by coach.

4. Councillors Calvert, Allan and Paine were nominated to attend.

56: Australian Regional Tourism Convention (107, 74339/CSV/OGG29NAX.C15)

315 RESOLVED by the Committee exercising its delegation as Committee of a Whole on the motion of Councillor Paine seconded by Councillor Rasmussen

That:

1. The Committee exercise its delegation as Committee of the Whole.

2. Council approves the attendance of Councillors Dianne Finch and Glenys Gilling at the Australian Regional Tourism Convention to be held in Hobart from 3 to 6 September 2003, at an estimated cost of $2,000.00 (two thousand dollars).

57: 2003 Australian Sister Cities Association National Conference in Orange, 8 to 12 November 2003 (83119/CSV/OGG29NAX.C04)

COMMITTEE'S RECOMMENDATION

That Council supports the attendance of Councillor Sheather at the Australian Sister Cities Association National Conference in Orange from 8 to 12 November 2003.

58: Proposal to Enter a Pre Lease Agreement for the New Commercial Area within Council's New Library Building (85363/CSV/OGG29NBX.C12)

Mr Keith Mitchell, proponent, addressed the Committee
Mr Walter Kullen, respondent, addressed the Committee

316 RESOLVED by the Committee exercising its delegation as Committee of the Whole on the motion of Councillor Allan seconded by Councillor Woods

That:

1. A pre lease agreement between Catholic Health Care Services and Hawkesbury City Council be entered into for the new commercial area contained within Council's new library/art gallery building with the following inclusions:

   (a) CHCS will lease a minimum of 500 (five hundred) sqm of office space in the new building upon its completion.

   (b) Council agrees to give CHCS first option on additional office space in the new building up to the proposed 1,067 (one thousand and sixty seven) sqm.

.

   (c) CHCS agrees to advise Council of its total requirements approximately 3 (three) months prior to the building completion.

   (d) In return for any pre lease agreement, Council agrees to lease the total office space that CHCS requires at a rate not exceeding the current rental being obtained by Council on the old hospital building from Dr Rafter and First Choice Health Care for a period of 3 (three) years from the time of CHCS occupying the new building.

   (e) After the completion of the 3 (three) years, the lease would be market reviewed.

   (f) Obligations of Council and CHCS in relation to initial fitout costs to be negotiated at the time of signing a formal lease.

(g) The lease be for a period of 5 (five) years with 2 (two), 5 (five) year options with market reviews after year 3 (three), year 8 (eight) and year 13 (thirteen) and with CPI increases on all other years to be capped at 4% (four) plus the cost of all outgoings.

(h) Lease fee to include reserved onsite parking on the basis of 15 (fifteen) car parking spaces for the entire 1,067 (one thousand and sixty seven) sqm of office space. Anything less than the 1,067 (one thousand and sixty seven) sqm of office space being leased, reserved car parking space would be worked out on a pro rata basis, i.e, 500 (five hundred) sqm equals 8 (eight) reserved car parking spaces.

(i) If after entering into the pre lease agreement, CHCS decide not to proceed to final negotiation stage, CHCS agree to pay the Council a one off fee of $5,000 (five thousand dollars). CHCS agreed to notify of its intention at lease 3 (three) months prior to building completion.

2. All necessary documentation be signed under the Common Seal of Council.

59: Request for Assistance with Legal Costs (107/CSV/OGG29NBX.C11)

COMMITTEE'S RECOMMENDATION

That:

1. Hawkesbury City Council contribute to the cost of the 2 (two) Councils legal costs as per the request from the Local Government and Shires Association for the amounts of $167 (one hundred and sixty seven dollars) for Court costs incurred by Cowra Shire Council and $1,607 (one thousand, six hundred and seven dollars) for legal costs incurred by Willoughby City Council.

2. The legal costs are charged against Council's legal cost budget allocation in line with normal practice.

60: Hawkesbury Agricultural Retention through Diversification and Clustering (85438,80886/CSV/OGG29NBX.C01)

Louise Saarinen and Mr Brian Mitchell, Mr Garry Hutchinson and Jenny Hadfield, respondents, addressed the Committee

317 RESOLVED by the Committee exercising its delegation as Committee of the Whole on the motion of Councillor Paine seconded by Councillor Gilling

That:

1. Agriculture Victoria Services Pty Ltd be awarded the tender for the appointment as the Scientific Consultant for the Hawkesbury Agricultural Retention through Diversification and Clustering Project as per the recommendation of the Independent Evaluation Panel.

2. An Intellectual Property Agreement be entered into ensuring that the project information, including data sets, remains in the public domain.

3. All necessary documentation be signed under the Common Seal of Council.

61: Approval of Interstate Travel ARIMA National Conference
(79509/CSV/OGG29NBX.C08)

COMMITTEE'S RECOMMENDATION

That Council approve the attendance of the Risk Manager at the Australasian Institute of Risk Management Conference in Cairns from 30 November to 3 December 2003.

62: Hawkesbury Carnivale Celebrations (81881/CSV/OGG29NBX.C07)

COMMITTEE'S RECOMMENDATION

That information regarding Hawkesbury Carnivale 2003 be received and that Council participate as a major sponsor through the donation of $5,000 (five thousand dollars) as endorsed in the current budget.

63: Workers Compensation - Self Insurance Licence Renewal
(79509/CSV/OGG29NBX.C09)

COMMITTEE'S RECOMMENDATION

That an application be submitted to the WorkCover NSW to renew Council's Self-insurance Licence for Workers' Compensation for a further 3 (three) year period.

64: Hollands Paddock Carpark - Report on Rezoning (8736/CSV/OGG29NCX.C10)

Mr Walter Kullen, proponent, addressed the Committee.

COMMITTEE'S RECOMMENDATION

That the information be received.

65: WSROC Board Meeting No 3, 2003, 19 June 2003 (80363/CSV/OGG29NCX.C02)

COMMITTEE'S RECOMMENDATION

That the information be received.

66: 2003 Community Report (79356/CSV/OGG29NCX.C06)

COMMITTEE'S RECOMMENDATION

That the information on the 2003 Community Report be received.

QUESTIONS WITHOUT NOTICE:

1. Councillor Finch referred to a telephone call she received from Mr Bloom at 63 Pitt Street, regarding rubbish in the front yard and asked if it could be removed.

   The Director of Assets Services & Recreation advised that this would be done.

2. Councillor Finch requested that the yellow ribbons be removed from the old oak tree.

   The Mayor requested that they remain until the Airman returned.

   Councillor Finch requested that they be replaced as they had deteriorated.

   The Mayor advised that they will be removed.

3. Councillor Finch tabled correspondence from Mr Clive Tate and requested a response.

The Mayor advised that this would be done.

4. Councillor Paine requested a copy of the response to Mr Tate.

5. Councillor Paine tabled correspondence from Mr Robinson regarding the unsightly shipping containers near his property and asked if anything could be done about them.

6. Councillor Paine referred to correspondence from Mr Bill Shields regarding regulations relating to burning off in respect to the Protection of the Environment Act and correspondence he had received from Karen Hodges of Fire Control.

She further requested a letter be sent to Mr Bill Shields inviting him to come and address the next General Purpose Committee meeting and be a guest at lunch.

7. Councillor Paine advised that she had received a thank you telephone call for staff cleaning up rubbish in the Greenway Crescent property.

8. Councillor Paine advised that there were some lights that were broken in Windsor Mall, which made it very dark and requested that they be fixed.

The Director Asset Services & Recreation advised this would be done.

9. Councillor Paine advised that there had, again, been 2 (two) syringes found at the rugby field last Thursday by the Under 6s Rugby team. Mothers have started collecting the syringes before games and had purchased a sharps container, which is kept in the canteen at the gounds. Councillor Paine referred to the homeless man still living in the grandstand and requested that Council staff undertake action.

The Mayor advised that Council staff should undertake to work with the Police in relation to this matter.

10. Councillor Paine advised that Mr Colin Bennett had been waiting 8 (eight) months for a letter relating to a matter at Grose Vale. She requested that the letter be sent.

11. Councillor Allan asked if letters had gone out to Government Departments regarding Pitt Town.

    The Acting General Manager advised that this had been done.

    Councillor Allan requested a copy of the letter.

    The Acting General Manager advised that a copy would be provided to all Councillors.

12. Councillor Woods advised that there were no street lights working across the McGraths Hill flats and requested that Integral Energy be contacted regarding this.

    The Mayor advised that this would be done.

13. Councillor Williams asked if Garry White from Wilberforce had met the requirements to commence construction. He advised that he could not see the package sewage treatment plant.

    The Director of Environment & Development advised that construction of the house had commenced which commenced the consent.

14. Councillor Rasmussen referred to the Australian Geographic and an article referring to the Hawkesbury River. He requested that Council obtain a CD copy of the document for advertising purposes.

    The Mayor advised that this would be done.

15. Councillor Rasmussen referred to corresponcne received from the RAAF base in relation to the new aerial refuellers, but would table it at the next meeting.

16. Councillor Sheather requested a current copy of all Council Management Plans and a current copy of the LEP.

    The Acting General Manager advised that this would be done and all Councillors would receive up to date copies.

17. Councillor Sheather referred to roadworks and requested that Council's engineers assess the roads and provide a report regarding road verges, with particular focus within Scheyville.

    The Director of Asset Services & Recreation advised that this would be done.

18. Councillor Gilling referred to pot holes on Stannix Park Road and requested that these be repaired.

The Mayor advised that this would be done.

19. Councillor Gilling inquired what work was being done on Packer Road.

The Director of Asset Service & Recreation advised that he would look into this matter and would advise Councillor Gilling of the work being carried out.

The meeting terminated at 8.35pm.

Submitted to and confirmed at the meeting of the General Purpose Committee held on 26 August 2003.

....
Mayor

ordinary

4

section

reports

for determination

ITEM: 131 **Pre Audit Quarterly Review as at 30 June 2003**

FILE NUMBER: GF004/003 Pt1/FNC/ORH12NAX.F12

REPORT:

The Pre Audit June Quarter Review of the Management Plan for the 2002/03 financial year is reported to Council in accordance of the requirements of the Local Government Act 1993. This review is conducted during the early stages of preparation of Council's financial reports and therefore is subject to change.

The preliminary June end of year review discloses a deficit position in the order of $382,764 (three hundred and eight two thousand, seven hundred and sixty four).

The March quarter review disclosed a deficit result of $248,071 (two hundred and forty eight thousand and seventy one) when comparing actual income and expenditure to Council's adopted budget for the 2002/03 financial year. Some of the major variations that have previously been reported include:

Additional legal expenses in regard to Miteno (St Albans cabins)	$60,000 UF
Additional plant turnover costs (30 vehicles @ $1,500ea)	$45,000 UF
Higher duties and termination pay (not budgeted for)	$154,530 UF
Additional costs of advertising for GM position	$40,000 UF
Sundry survey works for Traffic Study for Township of Windsor	$46,761 UF
Increase in income from the Dog Pound	$60,000 F
Additional parking infringement income	$60,000 F

Since the March revised budget review there is an additional net deficit result in the order of $134,693 (one hundred and thirty four thousand, six hundred and ninety three). The main variations have occurred in the following areas:

Additional income from animal control	$51,000 F
Savings in general computer expenses (reduced operating lease costs)	$68,784 F
Reduction in M&R expenses in Parks & Recreation	$67,000 F
Unbudgeted contribution (grant) from SES for rescue truck	$30,000 F
Additional legal expenses (various cases)	$56,000 UF
Write off of the Hawkesbury Leisure Centre Overdraft	$291,477 UF
Various items/programs (net position)	$4,000 UF

These variations are discussed in more detail in the Pre Audit June Quarter Management Plan and Financial Statement Review. A final post audit position will be provided in November 2003.

RECOMMENDATION:

That the quarterly Pre Audit review of the 2002/03 Management Plan and Financial Statement for the period ending 30 June 2003 be adopted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 131 Oooo

ITEM: 132 **Community Cultural Grants Program - July Round**

FILE NUMBER: 80228/CSV/ORH12NBX.C13

REPORT:

The Hawkesbury City Council Cultural Committee recently considered the 6 (six) applications received under the July round of Council's Community Cultural Grants Program and have made recommendations for funding for Council's consideration. Large, established local event organisers were requested to submit applications for support early in the financial year to enable 'flagship' events to know well in advance of the date of their activity whether sponsorship through this grants program was to be provide. Subsequently, this round considers applications which will expend the bulk of the remaining grant cultural grants budget allocation.

A summary of applications received is as follows:

Sharon Payne, on behalf of International Women's Day Committee, applies for $1,000 (one thousand) towards the staging of International Women's Day 'Workshops for Women' program. As part of activities being held in Richmond Park, it is proposed to hold 4 (four) workshops for women including Middle Eastern Drumming, belly dancing, card-marking, and painting ceramic tiles for a mural workshop, 2 (two) children's workshops of circus skills and face painting are also proposed.

Richmond Literary Institute, on behalf of The Song Company, applies for $1,000 (one thousand) towards a performance of 'Not Just Another Christmas Carol' at the Richmond School of Arts.

Lucia Okumura, on behalf of the Hawkesbury National Fiddle Festival, applies for $1,000 (one thousand) towards the staging of the Hawkesbury National Fiddle Festival, an event which celebrates music from all cultures and genre based around string instruments of all kinds with concerts, workshops, and masterclasses. The event will be held from 2- 4 April 2004 at the Hawkesbury Showground.

Neil Kirby, on behalf of Hawkesbury Waratah Festival, applies for $1,000 (one thousand) towards the Hawkesbury Waratah Festival which showcases a local niche horticultural industry and aims to encourage awareness of the cultivated varieties of waratah and the need to protect wild stands of waratahs. The event will be held from 27 September to 6 October 2003 at Richmond Park, Richmond Marketplace and Mount Tomah Botanic Gardens.

John Grenenger, on behalf of St Albans Folk Festival, applies for $3,000 (three thousand) towards the St Albans Folk Festival to be held from 23 - 25 April 2004 featuring concerts, poetry, comedy and bush dancing. This is a significant event for St Albans socially, culturally and economically.

Bill Watts, on behalf of The Big Thing Youth Festival, applies for $5,000 (five thousand) to stage a free event featuring live local bands; rides; activities; information on health, employment and education services; recreational groups and clubs; and stalls in a drug and alcohol free, youth friendly space. The event will be held on Sunday 28 March 2004 at Colbee Park, McGraths Hill.

Summary of Grant Applications
Recommendations For Approval

Title	First Name	Last Name	Company	Amount	Project	Assessment
Ms	Sharon	Payne	International Women's Day Committee	$1,000	'Workshops for Women' program	Recommended $500
	Richmond Literary Institute		The Song Company	$1,000	Performance of "Not Just Another Christmas Carol"	Recommended $500
Ms	Lucia	Okumura	Hawkesbury National Fiddle Festival	$1,000	Hawkesbury National Fiddle Festival	Recommended $1,000
Mr	Neil	Kirby	Hawkesbury Waratah Festival	$1,000	Hawkesbury Waratah Festival	Recommended $1,000
Mr	John	Grenenger	St Albans Folk Festival	$3,000	St Albans Folks Festival	Recommended $3,000
Mr	Bill	Watts	The Big Thing Youth Festival	$5,000	The Big Thing Youth Festival	Recommended $5,000

RECOMMENDATION:

That:

1. A total of $11,000 (eleven thousand dollars) as detailed in the report be allocated as grants under the Community Cultural Grants Program - July Round.

2. Funding be provided from the Community Cultural Grants Program.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 132 Oooo

ITEM: 133 **Documents for Execution Under Seal**

FILE NUMBER: GC283/103/CSV/ORH12NBX.C01

REPORT:

Real Property Lease GC283/103	Telstra Corporation Limited currently lease a portion of the South Windsor Sewerage Treatment Plant for the purposes of a mobile base station and have done so since 1994. The lease is due to expire on 31 August 2004 and Telstra have already confirmed their desire to enter into a new lease with Council. Accordingly, the proposed lease is for a period of 5 (five) years with a commencing annual rental of $10,500 (ten thousand and five hundred dollars), with an increase of 4% (four) per annum. Telstra will be responsible for the payment of all stamp duty, registrations fees and Council's legal fees (up to a sum of $1,200 (one thousand and two hundred dollars)).
New Residential Lease GC283/105	Lease of Unit 11 John Tebbutt Place, Richmond to Ms Julie Morgan commencing on 18 July 2003. Rental is $225 (two hundred and twenty five) per week with annual reviews. The tenant is responsible for the outgoings and water usage.
Lease GC283/043	The current tenant of "Loder House" 126 George Street, Windsor, C-Jay's Catering, is in the process of selling the business to Kezron Holdings Pty Limited. Accordingly, the new tenants wish to enter into a new 3 (three) year lease with a 3 (three) year option. The new tenants have requested Council attend to the upgrade of the kitchen tiling and the same will be considered at the commencement of the lease. The annual rent shall remain at $28,599.96 (twenty-eight thousand, five hundred and ninety nine dollars and ninety six cents) plus GST, reviewable annually by CPI and to market at the end of the first term. The tenants are responsible for 50% (fifty) of Council Rates and 100% (one hundred) of Water Usage Charges.

Retail Lease GC283/009	The current tenants of Shop 5 Hobartville Shopping Centre, Mr Gehrig and Ms Upton are in the process of selling the business to Ms Raelene Borchers. Accordingly, the new tenant wishes to enter into a new 1 (one) year lease with a 1 (one) year option. Due to the shop requiring renovations, it is proposed to allow Ms Borchers to commence renovations immediately and commence the lease from 1 October 2003. The commencing annual rent shall be $9,600 (nine thousand and six hundred) plus GST, reviewable annually by CPI and to market at the end of the first term. The tenant is responsible for 17.55% (seventeen point five five) of the total centre outgoings.
Retail Lease GC283/139	The current lease to Ms Lesley Luthy in respect of Shop 3 Glossodia Shopping Centre has expired. The tenant wishes to enter into a new 3 (three) year lease with a 3 (three) year option. The commencing annual rent will be $13,114.92 (thirteen thousand, one hundred and eleven dollars and ninety two cents) plus GST, reviewable annually by CPI. The tenant is responsible for 10.72% (ten point seven two) of the total centre outgoings and 7.5% (seven point five) of the Council Rates.
Commercial Lease GC283/007	An application has been received from Mr David Rankine of Good Darts Communications in respect of Shop 3 Hobartville Shopping Centre. Mr Rankine wishes to enter into a 1 (one) year lease with a 1 (one) year option, for the purposes of office space. The commencing annual rent will be $7,000 (seven thousand) plus GST, reviewable annually by CPI. The tenant is responsible for 8.77% (eight point seven seven) of the total centre outgoings.

RECOMMENDATION:

That the seal of Council be affixed to the above documents.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 133 Oooo

ITEM: 134 **Governor Phillip Reserve, Windsor - 2003 Pubmart Bridge to Bridge Water Ski Classic - NSW Water Ski Association, Inc**

FILE NUMBER: 79354/ENG/ORH12NBX.E04

REPORT:

Advising that the 2003 Pubmart Bridge to Bridge Water Ski Classic Race is to be held on the weekend of 22-23 November 2003 and the NSW Water Ski Association is seeking exclusive use of Governor Phillip Reserve on each of those dates.

The Association has advised that traffic management within the peninsular area will be the same as in previous years, namely closure of the following roads/intersections:

George Street at the northern side of Bridge Street;

Arndell Street (full length);

Intersection of Pitt and Palmer Streets;

Restrict use of North Street between Arndell and Palmer Streets for use by boat trailers and VIP guests; and

All spectator traffic to be directed along Court and Pitt Streets to parking areas.

In addition, the applicant seeks closure of ferry services as for 2002 namely:

Wisemans Ferry	-	11.15am-11.45am
Webbs Creek Ferry	-	11.15am-11.45am
Lower Portland Ferry	-	8.30am-1.00pm
Sackville Ferry	-	8.30am-1.00pm

These times may very depending upon the number of entrants.

Under “Guide to Traffic and Transport Management for Special Events”, Version 1.3 issued by the Roads & Traffic Authority this event would be a Class 1 event as it impacts on the state road network both at Bridge Street and ferry closures. Traffic management issues, including the recommendation by the Local Traffic Committee made at its meeting held on 18 July 2003 (Reports of Committees, Local Traffic Committee, Item 3.4, this meeting), are addressed in the recommendation.

With regard to noise restrictions, as from 1 September 2002 the Waterways Authority restricts events to 95dB(A), unless Council provides correspondence authorising an event to be conducted in excess of that level.

In 2002, Council supported this event being conducted at 100dB(A), with a tolerance of 3dB(A). As this event draws national participation, it is felt that the same noise level might be supported.

An alternate date of 6-7 December, 2003 nominated by the Association conflicts with a prior resolution made by another organisation and the Association has been referred to that organisation to resolve the matter.

Should the Association not be able to resolve the matter, the following alternate dates are available:

29-30 November 2003
12-14 December 2003
20-21 December 2003
27-28 December 2003

It is felt that the weekends 20-21 and 27-28 December 2003 are too close to the Christmas holiday period and should not be supported.

RECOMMENDATION:

1. That approval be granted to the NSW Water Ski Association for exclusive use of Governor Phillip Reserve on Saturday and Sunday 22-23 November 2003 subject to compliance with the following conditions:

   (d) the applicant undertaking a letter drop to all affected residents in proximity to the event, with that letter advising full details of the event;

   (e) the applicant paying per day the exclusive use contribution rate being $1,206.60 (one thousand two hundred and six dollars and sixty cents) or $1.20 (one dollar and twenty cents) per person GST inclusive, whichever is the greater, plus the toilet cleaning charge for exclusive use events of $50.00 (fifty dollars);

   (f) the applicant submitting a copy of a Public Liability Policy for $10,000,000 and indemnifying Hawkesbury City Council the Roads & Traffic Authority and NSW Police Service prior to the event;

   (g) the reserve being left clean and tidy with the applicant being responsible for the disposal of all waste from the reserve;

   (h) the applicant obtaining appropriate licences from the Waterways Authority regarding conduct of this event;

   (i) if required, the applicant to obtain appropriate licence from the Licensing Branch of the NSW Police Service for the sale of alcoholic beverages at the proposed event;

(j) the applicant obtaining all necessary permits/approvals in relation to amusement devices/rides;

(k) the applicant contacting Council's Environment Health Officer with regard to the sale of hot foods;

(l) the applicant to liaise with Integral Energy regarding the supply of power to devices/rides and their proximity to power supply lines;

(m) that the applicant lodge a damage bond of $750.00 (seven hundred and fifty);

2. That the weekend of either 29-30 November 2003 or 13-14 December 2003 be approved as alternate dates for this event.

3. In relation to noise levels, that the noise level of 100dB(A) with a tolerance of 3dB(A) be supported.

4. With regard to road closures/restrictions applying to the roads scheduled below and including suspension of ferry services, that:

(a) under "Guide to Traffic and Transport Management for Special Events", Version 1.3 guidelines issued by the Roads & Traffic Authority that:

i the event be designated as Class 1;

ii the applicant lodge Schedule 1, Summary Offences Act with the NSW Police Service, Windsor Police Station and comply with any approvals granted; and,

iii the applicant lodge a Traffic Management Plan and Traffic Control Plan with the Planned Incident Unit, Transport Management Centre, Roads & Traffic Authority and comply with any approvals granted; and,

(b) the applicant making appropriate arrangements regarding access by affected residents and their visitors, as well as emergency vehicles.

<u>Schedule of Roads/Ferries Closures</u>

George Street, Windsor between Bridge and Palmer Streets
Arndell Street
North Street between Arndell and Palmer Streets
Palmer Street between Pitt and George Streets
Wisemans Ferry
Webbs Creek Ferry
Sackville Ferry
Lower Portland Ferry

5. Ferry services be suspended for the following periods:

Wisemans Ferry	11.15am-11.45am
Webbs Creek Ferry	11.15am-11.45am
Lower Portland	8.30am-1.00pm
Sackville Ferry	8.30am-1.00pm

and subject to:

(a) advertising of the proposed suspension of service being undertaken at the expense of the NSW Water Ski Association in newspapers circulating in the areas of the services 2 (two) weeks prior to the event, such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one eighth) page size;

(b) that signs be erected at the Association's cost in locations as required by the Director Asset Services & Recreation and at a size indicated by him, on all roads leading to the ferries, as well as on each ferry, for at least 2 (two) weeks prior to the event;

(c) safety precautions as previously established are to be placed at all ferry locations, such to include a boat and crew downstream from each ferry with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and ferry vessel, such procedures are to be implemented to the satisfaction of the Waterways Authority and the Director Asset Services & Recreation; and

(d) that delegated authority be granted to the Director Asset Services & Recreation to alter ferry suspension times if necessary.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 134 Oooo

ITEM: 135 **Tender - Hawkesbury Library and Regional Gallery**

FILE NUMBER: 79338/ENG/ORH12NBX.E10

REPORT:

Tenders were invited from 6 (six) companies which had been selected through the preferential tendering method and 4 (four) of the companies, as listed below, submitted tenders.

Tenderer	Tender Amount (ex GST)	Construction Time
Grant Constructions Pty Limited	$11,552,990	46 weeks
Gledhill Constructions Pty Ltd	$11,825,500	60 weeks
Austin Australia Pty Ltd	$12,368,500	52 weeks
Belmadar Constructions Pty Ltd	$13,553,825	56 weeks

The Quantity Surveyor's estimated tender price as at 30 June 2003 was $11,280,000 (eleven million, two hundred and eighty thousand), while the funding provided for the works is currently $10,348,000 (ten million, three hundred and forty eight thousand) leaving a shortfall of $1,204,990 (one million, two hundred and four thousand, nine hundred and ninety).

As indicated to Council at its informal meeting it maybe possible to reduce the cost of the project in a number of ways, such as packaging the co-generation plant room as part of the provision of energy for the whole site, giving consideration to alternative suppliers of components rather than those nominated in the specification and finally by critically examining some elements of the current design which may not be entirely necessary to the overall project. To undertake this in accordance with the tendering regulations it will be necessary for Council to decline to accept any of the tenders, and enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract. If Council resolves to undertake this action the resolution must state the reasons for declining to invite fresh tenders or applications and the reason submitted in this instance is that inviting fresh tenders for the project is unlikely to meet the available budget allocated by Council.

RECOMMENDATION:

That:

1. None of the tenders submitted be accepted as they are in excess of funds allocated for this project.

2. Negotiations be entered into with Grant Constructions Pty Limited with a view to reducing the cost of the project to fit the available budget.

3. The reason for declining to invite fresh tenders is that such action would be unlikely to substantially decrease the tendered amounts.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 135 Oooo

ITEM: 136 **Disposal of Assets**

FILE NUMBER: 79338/ENG/ORH12NBX.E14

REPORT:

The reconstruction of the Windsor Mall has resulted in a substantial stockpile of used paving tiles. The amount of pavers stored amounts to 102 (one hundred and two) stocked pallets of various quantity. These pavers have been assessed as having no further potential for Council use in public areas due to their condition.

It is proposed to call public tenders for the sale of the pavers along with various items of redundant plant and equipment from the Wilberforce Depot.

The proposed schedule of times for sale is listed below.

SCHEDULE FOR SALE OF PLANT AND EQUIPMENT

Lot No.	Description	Plant No.
1-102	Pallet of used paver units - unspecified quantity	N/A
103	Air Compressor	951
104	High pressure pipe cleaning pump - 9hp Honda motor	978
105	2" Pump and 5hp Honda motor	Ex 973
106	5hp Honda motor	Ex 985
107	3 point linkage fertiliser spreader	616
108	Roller trailer	622
109	Cable trailer	632
110	Cable trailer	633
111	240 Massey Ferguson Tractor	406
112	Tar sprayer	912
113	1 pallet various filters	N/A
114	1 pallet various parts	N/A
115	1 pallet various tools	N/A
116	1 Vane VP.770 Engine analyser	N/A
117	CIG Refrigerant recovery unit R12	N/A
118	3 point linkage carryall	N/A
119	3 point linkage road broom	N/A
120	1 6ft superior out front mower deck, centre discharge complete to suit ISEKI	N/A

RECOMMENDATION:

That the sale by public tender of used pavers and various plant and equipment be advertised.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 136 Oooo

ITEM: 137 **Tender for Mowing Contract**

FILE NUMBER: 79354/ENG/ORH12NBX.E11

REPORT:

Tenders for the mowing and maintenance of outlying public reserves were recently called due to the completion of the previous contract. The tender which has been offered on a 3 (three) year basis closed at 2.00pm on Wednesday, 30 July 2003. A total of 16 (sixteen) valid tenders were received. Glasscott added an additional price list subject to it receiving all 6 (six) areas. The tenders were:

Cost Per Annum							
Company	**Area 1**	**Area 2**	**Area 3**	**Area 4**	**Area 5**	**Area 6**	**TOTAL**
Avifend Industries	$4,535.00	$6,800.00	$4,915.00	$4,680.00	$5,840.00	$9,190.00	$35,960.00
Cleetondale	$7,572.00	$8,364.00	$4,740.00	$4,440.00	$6,480.00	$15,216.00	$46,812.00
Tempo Services T/as Prestige Property Services	$8,132.04	$11,526.24	$4,370.04	$4,419.36	$11,616.00	$18,482.64	$58,546.32
Luhrmann Environment Managemen t P/L	$11,047.00	$12,749.00	$5,452.00	$5,166.00	$13,120.00	$17,046.00	$64,580.00
Rabbit Mowing and Slashing	$8,925.30	$11,332.75	$6,784.10	$6,208.65	$13,544.00	$19,390.05	$66,184.85
House and Building Services P/L	$11,169.00	$6,444.00	$5,895.00	$6,030.00	$16,128.00	$22,608.00	$78,274.00
Hideaway Landscapes	$3,720.00	$16,355.00	$9,485.00	$5,535.00	$12,720.00	$23,085.00	$80,900.00
Glascott Group (if awarded all six areas)	$20,902.20	$14,133.84	$7,763.64	$4,777.56	$13,138.56	$22,196.16	$82,911.96
Glascott Group	$23,599.32	$16,026.60	$8,799.84	$5,381.64	$14,965.80	$25,071.72	$93,844.92
Stonehill Rural Services	$18,965.00	$15,520.00	$11,570.00	$6,345.00	$20,320.00	$26,680.00	$99,340.00
Arbor Tree Group P/L	$24,238.00	$25,817.00	$11,512.00	$10,647.00	$24,096.00	$37,886.00	$133,899.00
Dave McColl Mowing Service	$17,112.50	$32,745.00	$12,118.50	$23,310.00	$38,480.00	$69,652.50	$193,418.50

Cost Per Annum							
Company	**Area 1**	**Area 2**	**Area 3**	**Area 4**	**Area 5**	**Area 6**	**TOTAL**
Beyond All Services P/L	$44,328.00	$47,052.00	$34,238.00	$28,800.00	$58,896.00	$97,452.00	$310,776.00
Jims Mowing (Glenbrook)	N/A	N/A	N/A	$4,410.00	N/A	N/A	$4,410.00
Hawkesbury Property Maintenance	N/A	$19,140.00	$5,520.00	$5,076.00	N/A	$20,256.00	$49,992.00
Tony Brown P/L	N/A	N/A	$7,513.00	$5,544.00	N/A	$22,049.00	$35,106.00
Sunshine Home	N/A	N/A	N/A	$9,670.90	$0.00	$25,998.41	$35,669.31

Compulsory site visits were made to ensure that all tenderers had a thorough understanding of the areas to be maintained and the quality of work required. The main difference in this contract is that each parcel of land needs to be mowed a certain number of times during the year rather than the grass being kept to a certain height. Due to the weather being unpredictable, contractors found the previous method very difficult to quote on realistically. Should the grass in areas not require mowing due to drought, a set percentage of the identified rate per cut is paid. Likewise additional mows can be undertaken, as requested, at their identified rate per cut for each parcel.

Avifend Industries were the cheapest tender for all 6 (six) areas, however, reference checks for the company were not supportive in relation to the standard of work, ability to undertake larger projects and difficulty in contacting the company.

Cleetondale was the second cheapest tender for the overall 6 (six) areas. Cleetondale has excellent references, very good working knowledge of the areas to be maintained, and has undertaken a high standard of work in Council's previous contract.

One of the critical issues experienced in the past has been the demands of the physical distance covered by the contract and thus the previous contract was split into 2 (two) areas. It is felt, however, that due to Cleetondale's performance in the previous contract and the nature of the equipment identified within the tender, that he would be capable of undertaking all 6 (six) areas. There are individual tenders which offer cheaper prices for certain areas, however, for ease of management, it is preferred that all 6 (six) areas go to one tenderer. Cleetondale also has the resources to undertake additional mowing cuts should it be required subject to differing weather conditions.

RECOMMENDATION:

That the tender be awarded as follows:

1. Cleetondale be awarded areas 1 (one), 2 (two), 3 (three), 4 (four), 5 (five) and 6 (six) for the amount of $46,812 (forty six thousand, eight hundred and twelve) per year for the mowing and

maintenance of public reserves for a 3 (three) year contract period.

2. This rate being fixed for the first 12 (twelve) months of the contract, with subsequent years being determined in accordance with Sydney Metropolitan CPI movements (average).

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 137 Oooo

ITEM: 138 **Brothels, Escort Agencies, Relaxation Centre, Adult Book Exchange**

FILE NUMBER: DA102/90, DA630/88, Sepp4 - 19/90, 1/88/EVD/ORH12NBX.V05

REPORT:

This report provides information on brothels, escort agencies, relaxation centres and adult book exchange has been compiled as a result of a question raised at the General Purpose Committee Meeting of 29 July 2003.

Brothels

With the gazettal of the Disorderly Houses Act 1995 it is no longer illegal to operate a brothel, or for the owner of a brothel to live off the earnings of prostitution.

Irrespective of that Act, development consent is required from Council before a brothel can operate within the Hawkesbury area. An application to conduct a brothel can only be submitted for Business General 3(a) and Business Special 3(b) zones.

There are no approved brothels operating within the Hawkesbury Local Government area.

Escort Agencies and Relaxation Centres

219A George Street, Windsor

The centre is located on the northwestern side of George Street at Windsor. Entry is gained via a stairway to the first floor of the building. The business operates from the first floor and known as 'A Touch of Paradise'.

Development approval to operate an "Escort Agency" at the premises was gained on 11 May 1990 under Development Application DA102/90 and subject to 8 (eight) conditions.

An inspection of the premises was undertaken on 1 August 2003, at the time conditions of consent were found to be adhered to. The premises contain five separate working rooms each containing a double bed chest of drawers and privacy screen. There were separate mens and ladies amenities. There were 4 (four) females in attendance.

The inspection and information received from persons present at the time suggests that the premises are used as an escort agency. However, under the terms of the consent and the information provided, it is clear that while the premises as a whole cannot be used as a brothel.

There is complex case law in relation to these matters adn a legal opinion has been sought.

It appears that Development Consent DA 102/90 to operate an escort agency at the premises only came about as a result of a decision handed down in the Land and Environment Court. The determination referred to a matter some years earlier when Council lost an appeal against a refusal to grant consent for a similar development known as "Angels of Windsor"

There are no known complaints having been received about the premises. The consent and information obtained has been referred to Council's solicitors for opinion on the validity of the use as opposed to the terms of the consent.

Unauthorised "Relaxation Centre"

An unauthorised relaxation centre was found to be operating at 211 George Street, Windsor. An inspection provided information that the centre was being used for the purpose of massage. The premises contain a reception area, a room containing a sauna and solarium (not in use) 3 (three) massage rooms, a male WC a female WC, a laundry and a rest room.

The massage rooms were each fitted with single massage tables and 2 (two) of these rooms had double beds. The premises were reasonably clean and tidy.

A male receptionist advised that the premises are used for massage only and includes full body-to-body massage. There was no evidence to suggest that the premises were used for any other purpose.

Notices have been issued to the operators to cease the unauthorised use.

Adult Book Exchange

4/200 George Street, Windsor

An adult book exchange operates from premises at 4/200 George Street Windsor.
The shop is located on the eastern side of George Street. Entry is gained via George Street with an additional entrance off Macquarie Street.

Development approval for the use of the shop as a book exchange is not required as the premises were previously used as a shop for the sale of new and used furniture. The premises have been used as a shop for many years. Approval was issued in 1993 under a SEPP 4 application for a change of use to allow the sale of furniture.

Conclusion

The occupier of premises at 211 George Street, Windsor, that is used as a relaxation centre has been served with a notice to cease the unauthorised use. The current evidence is inconclusive as to the legality and actual use of the premises at 219A George Street, Windsor. Legal advice has been sought in this regard. The adult bookshop is permitted to operate as the premises were formerly approved for use as a shop.

RECOMMENDATION:

That:

1. the information be received; and

2. the matter be reported back to Council once the legal opinion is received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 138 Oooo

ITEM: 139 **Spatial Sciences Conference 2003**

FILE NUMBER: 79346/EVD/ORH12NBX.V09

REPORT:

The inaugural conference of the Spatial Sciences Institute is to be held in Canberra from 22 to 26 September 2003. This event replaces the annual or biennial conferences of the following associations previously scheduled for 2003, Australasian Urban and Regional Information Systems Association (AURISA), Institution of Engineering and Mining Surveyors, Australia (IEMSA), Institution of Surveyors (ISA), Mapping Sciences Institute of Australia (MSIA), and Remote Sensing and Photogrammetry Association of Australia (RSPAA).

The conference addresses the interests of professionals working in the fields of Surveying, Geographic Information Systems, Mapping Sciences and Remote Sensing and aims to enhance their capacity to manage *Spatial Knowledge without Boundaries*.

Council's Director Environment and Development has expressed an interest in attending this conference. In accordance with Council's Policy, conference expenses exceeding $1,500 (one thousand, five hundred) are required to be reported and resolved by Council. The cost for attendance at the conference will be approximately $1,900 (one thousand, nine hundred) being registration, accommodation and out of pocket expenses.

RECOMMENDATION:

That the attendance of the Director of Environment and Development at the Spatial Sciences Institute in Canberra from 22-26 September 2003 at an estimated cost of $1,900 (one thousand nine-hundred dollars) be supported.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 139 Oooo

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ITEM: 140 **Payment of External Organisations**

FILE NUMBER: GT050/005, GT070/018, GM001/021 Pt14, GC210/014 Pt3/FNC/ORH12NCX.F07

REPORT:

Set out below are the summarised financials as at 30 June 2003, of external organisations that Council resolved to allocate funds for economic development service delivery and projects for 2002/2003.

Organisations (Unaudited Result)	Operating Income	Operating Expenses	Surplus (Deficit)
Hawkesbury Sports Council Inc.	$815,598.14	$866,176.55	($50,578.41)
Hawkesbury City Chamber of Commerce Inc.	$193,219.50	$159,381.00	$33,838.37
Tourism Hawkesbury Inc.	$400,253.60	$397,831.95	$2,421.65
Hawkesbury Harvest Inc.	$67,520.29	$49,351.37	$18,168.92
Hawkesbury Economic Development Advisory Committee	$26,000.00	$17,927.80	$8,072.20

Hawkesbury Sports Council Incorporated (HSCI)

HSCI has reported an operating deficit for the period ending 30 June 2003 of $50,578.41, (fifty thousand, five hundred and seventy eight dollars and forty one cents). A portion of this loss has been funded from previous reporting surpluses. Council's funding allocation for 2002/2003 to HSCI was $686,632.00 (six hundred and eighty six thousand, six hundred and thirty two dollars) which included $200,000.00 (two hundred thousand dollars) for Capital expenses. HSCI have also requested that payments are made 6 (six) monthly in advance, which is now occuring.

Major contributing factors to the above loss include expenses of $32,036 (thirty two thousand and thirty six) for electricity, $38,786 (thirty eight thousand, seven hundred and eighty six) for water, $26,437 (twenty six thousand, four hundred and thirty seven) for irrigation repairs, $10,584 (ten thousand, five hundred and eighty four) for plumbing repairs, $6,784 (six thousand, seven hundred and eighty four) for vandalism repairs, $36,745 (thirty six thousand, seven hundred and forty five) for electrical repairs, $8,600 (eight thousand and six hundred) for cleaning/rubbish removal, $11,001 (eleven thousand and one) for fencing repairs, additional $36,004 (thirty six thousand and four) above allocated funds for capital works / Section 94 projects, $76,573 (seventy six thousand, five hundred and seventy three) for playing field maintenance and additional casual staff.

Projects completed by HSCI over the last 12 (twelve) months include:

- Upgrade of cricket practice nets at McQuade Park
- New practice nets at Breakaways Oval, Bounty Reserve and Bensons Lane
- Upgrade of electricity supply to the Bensons Sporting Complex
- Synthetic grassing of Powell Park Tennis Courts
- Safety railing and shade awning to Bensons Baseball amenities
- Seating at various grounds
- Cloudmaster systems to Bensons Softball, Colonial, Berger & Bensons Cricket
- Floodlighting to Don't Worry Oval
- Completion of Bensons landscaping Section 94 project
- Training lights at Bensons Soccer Ground
- Contribution to new synthetic netball courts at Mileham Street
- Fencing of Colbee Park Soccer Grounds
- New security key system for all grounds
- New synthetic cricket pitches at Colbee Park and Bensons Lane
- Upgrade of canteen at Bensons Cricket Ground
- New Rugby Union and Australian Rules goalposts

Projects programmed for 2003:

- Extensions and upgrade of Mileham Netball amenities
- Storage facility and upgrade of Turnbull Oval amenities
- Storage facility to Tamplin Field amenities
- Extensions and disabled toilet at Icely Park
- Shade shelters for Colbee Park
- New synthetic wicket at Brinsley Park
- Upgrade of practice nets at Turnbull Oval and Brinsley Park
- Section 94 projects - subject to confirmation of available funding

Hawkesbury City Chamber of Commerce Inc. (HCCCI)

HCCCI has reported an operating surplus for the period ending 30 June 2003 of $33,838.37 (thirty three thousand, eight hundred and thirty eight dollars and thirty seven cents). Council's funding allocation for 2002/2003 was $118,000.00 (one hundred and eighteen thousand dollars).

A summary of HCCCI actions, incorporating the Mainstreet Program - April 2003 to July 2003 include:

- Instigate and co-ordinate two DSRD fandec marketing and retail seminars. Approximately 70 (seventy) businesses attended each seminar.
- Facilitate and assist with monthly meeting of the 4 (four) mainstreet committees, complete and distribute minutes agendas, organise venues, complete action points for committees as required. These committees are gradually taking over more of their administrative tasks and strategic plans
- Represent South Windsor and Bligh Park at Council meeting in opposition to proposed shopping centre at Bligh Park. Co-ordinated a petition on their behalf to present to Council meeting.

- Liaise with Joseph Litwin of Community Services to disseminate purpose of community survey on shopping centres to Mainstreet Committees.
- Prepare, distribute, collect petitions for a stand-alone mailbox in North Richmond shopping centre, as directed by the North Richmond Mainstreet Committee forward to Australia Post of consideration.
- Liaise with Senior Constable Jeff Parkin to run a Safety Audit at the North Richmond Shopping Centre.
- Co-ordinate street decorations for the North Richmond Community Centre celebrations. Promote the urban design plan for the North Richmond DCP to the public.
- Promote the second community consultation meeting for the North Richmond DCP in May.
- Co-ordinate petition to RTA to fast track improvements to intersection at Grose Vale Road and Bells Line of Road.
- Obtain quotes for pavement pressure cleaning for Richmond Mainstreet Committee.
- Assist Richmond Mainstreet Committee to prepare position statement for landlords and business owners.
- Produce monthly mainstreet newsletters.
- Prepare monthly reports to the Chamber President.
- Co-ordinate the preparation of strategic plans and budgets for the four Mainstreet Committees.
- Liaise between Council and Windsor Mainstreet to produce and place additional signage to the shopping centre.
- Collaborate with Council's Building Services Manager on the development of the 'Linking Richmond' Project in Richmond Park This incorporated -
    - Assisting with the selection of artists for the project
    - Enlisting mainstreet sponsors for a postcard competition
    - Running a community consultation stand in Richmond Park
- Support Chamber staff with office functions, servicing the needs of members, Chamber meetings, and recruiting new members.
- Liaise between the Council, landlords, retailer, and residents on public safety issues in relation to the mainstreets.
- Meet with consultant on town centre decorations with the aim of theming Xmas decorations throughout the Hawkesbury.

Tourism Hawkesbury Inc. (THI)

THI has reported an operating surplus for the period ending 30 June 2003 of $2,421.65 (two thousand, four hundred and twenty one dollars and sixty five cents). Council's funding allocation for 2002/2003 was $164,800.00 (one hundred and sixty four thousand eight hundred dollars).

Operations of Tourism Hawkesbury Inc. for the year ended June 2003 have been highlighted by Awards for Excellence in General Tourism Services at the Western Sydney Industry Awards and the Wendy O'Donoghue NSW Young Achiever in Tourism Award being won by THI's Tourism Manager Karina Groth.

THI Executive Board members and Management have represented the association and the Hawkesbury region on various committees including Hawkesbury Harvest, Local Economic Development Board, GROW and NPWS Greater Blue Mountains Wilderness Interperative Centre steering committee.

THI was successful in gaining a $50,000 (fifty thousand) grant from the Federal Government to aid in branding and marketing the Hawkesbury region following the Christmas 2001 bushfires. THI launched the branding Hawkesbury Valley and showcased its T.V. campaign at a function held at the Richmond Club in April. Macquarie M.P. Mr Kerry Bartlett commended the THI bushfire marketing campaign at the function. In particular he was impressed by the associated P.R. and cooperative marketing with THI members which has considerably extended the impact of the Federal funds.

During the year Tourism NSW admitted the "Hawkesbury Region" into its short Breaks program for the first time. This in its self is an outstanding achievement and one that has been an aim of THI for a number of years. The board is of the view that this will certainly help to increase the profile of the Hawkesbury as a quality tourism destination.

The staffing structure changes at the Visitors Information Centre introduced last year have allowed for greater levels of professionalism within the office and more ability to service the information requests from Hawkesbury City Tourists, Residents, Students and Public Bodies.

Council funding for the 2002 year has been allocated directly against the running costs of the Visitors Information Centre. June Interim financial results show that the Information Centre Overheads were $224,639.46 (two hundred and twenty four thousand, six hundred and thirty nine dollars and forty six cents) against which the Council Grant for the period of $164,800 (one hundred and sixty four thousand, eight hundred) were allocated. The shortfall of $59,839.46 (fifty nine thousand, eight hundred and thirty nine dollars and forty six cents) represents a direct contribution from THI member funds towards the running of the centre.

Hawkesbury Harvest Inc. (HHI)

HHI has reported an operating surplus for the period ending 30 June 2003 of $18,168.92 (eighteen thousand one hundred and sixty eight dollars and ninety two cents). Council's funding allocation for 2002/2003 was $43,200.00 (forty three thousand, two hundred dollars). During the quarter under review HHI achieved the following milestones:

Logo
Legal advice was received on the original Hawkesbury Harvest logo which was an adaptation of Microsoft Clip Art. The new log represents the Hawkesbury Catchment with the main river and its tributaries extending from the fruit and nut growing areas including Mount Irvine in the west to the mouth of the Hawkesbury River at Broken Bay in the east.

Farm Gate Trail Display at the Sydney Royal Easter Show
The Farm Gate Trail was a feature in the Horticulture Pavilion at this year's Royal Agricultural Show (RAS). More than 7000 (seven thousand) maps were distributed over the 14 (fourteen) days. People of

Sydney who did not know about the Trail were delighted to find out that Sydney's farm land still existed and they could be part of it by visiting the Hawkesbury. Those who knew about the trail from the extensive publicity it has been provided over the past few years particularly through the ABC radio were thrilled to talk to those who are part of it and to take home a map. The exposure at the Show would have to be worth tens of thousands of dollars to the Hawkesbury district. The site in the Horticulture Pavilion, worth $20,000 (twenty thousand) was provided free to Hawkesbury Harvest. The display was Highly Commended and won a special Award 'For Outstanding Display'.

Replacement for Kate Faithorn

Kate Faithorn finished her contract with Hawkesbury Harvest at the end of April. Tracey Felton was employed on a part time basis for nine weeks to 30 June to deal with the day to day matters and to organise displays at the following functions:

- The inaugural speech of Mr Stephen Pringle MP, newly elected State Member for the Hawkesbury
- The Jerry Harvey/Landcare tree planting day in June.

Both successful events provided HH with an opportunity to promote the Hawkesbury.

Action to replace Kate Faithorn was restricted until the last week of the quarter when it became officially known that funding was to be provided to HH by the Hawkesbury, Baulkham Hills and Hornsby Councils for the 2003/04 financial year. It is anticipated the position will be filled by the end of July or early August.

Training

Modules one, two and three of an eleven module training program were conducted in the quarter. The modules have been developed by TAFE Richmond who also provided the training.

Signage

Getting signage underway was held up due to the necessary change to the logo. 4 (four) sign applications have been received to date and will be submitted to Council by mid July.

Hawkesbury Economic Development Advisory Committee (HEDAC)

HEDAC has reported an operating surplus for the period ending 30 June 2003 of $8,072.20 (eight thousand and seventy two dollars and twenty cents). Council's funding allocated for 2002/2003 is $26,000.00 (twenty six thousand dollars).

Expenditure to date includes sponsorship payments for:

- Hawkesbury Business Enterprise Centre - $6,000.00 (six thousand dollars).
- Hawkesbury Business Awards - $3,000.00 (three thousand dollars).
- Greater Western Sydney Ambassador Program - $2,500.00 (two thousand five hundred dollars).
- Greater Western Sydney Economic Development Board Film Audit - $2,000.00 (two thousand dollars).

- Western Sydney Institute of TAFE for the Institute's Student Excellence Awards (Bronze Category) - $1,000.00 (one thousand dollars).

HEDAC has continued to work towards promoting tourism within the local area as well as encouraging business and agricultural sustainability. HEDAC's grant application to Department of Transport and Regional Services (DOTARS) for funding towards the establishment of a database and website for Home Base Business (HBB) Industries located within the Hawkesbury region was successful with the project commencing in January 2003 with the appointment of a Project Officer for the duration of the project. The projects achievements to date include:

- The successful running of HBB information sessions during the months of March, April, May and June with about 20 (twenty) Home Base Businesses attending each meeting.
- HBB Brochures printed and distributed.
- Over 220 (two hundred and twenty) businesses have registered to be included in the HBB directory so far.
- Press releases in the Chamber Newsletters as well as local newspapers.

Major issues still confronting HEDAC include the recent release of the RAAF Base Richmond Economic Impact Study Stage 1 Report and the finalisation of the Stage 2 Draft Report. The Stage 1 report was the subject of a Council submission as well as a submission recommended by HEDAC and commissioned by Council for the engagement of Professor Russell Cooper from the School of Economics and Finance, University of Western Sydney.

HEDAC has also made a submission to the University of Western Sydney (UWS) supporting the establishment of a Community Board to discuss issues relating to the courses on offer and the future direction of the Richmond Campus.

HEDAC has also scheduled a strategic workshop for its committee members to be held in the early part of the 2003/2004 financial, the results of which will be presented to Council. The workshop will be to discuss a Broader Marketing Program for the Hawkesbury LGA which Council approved at its February Strategic Planning weekend.

The funding of the proposed broader marketing program will occur from funds allowed in Council’s 2003/2004 Budget ($30,000.00 (thirty thousand dollars)) plus a $10,000.00 (ten thousand dollar) carry over from 2002/2003.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 140 Oooo

ITEM: 141 **Reports Requested by Council - Status as at 12 August 2003**

FILE NUMBER: GC280/005 Pt4/GMA/ORH12NCX.G02

REPORT:

25/3/2003	Thompson Square - Wheelchair Access DAS&R	Report in relation to wheelchair accessibility to Thompson Square	Meeting held with Alan Aldrich and Council's Heritage Advisor. Design options being considered.
8/4/2003	Christie Street, Windsor DAS&R	Report in relation to parking in Christie Street, Windsor.	To be reported in conjunction with Windsor Traffic Study.
8/4/2003	Oasis Centre DAS&R	Report in relation to utilisation of backwash, from the Oasis Centre Pool, by Windsor Golf Club, following testing.	Water quality results satisfactory, initial design for EPA approval being undertaken.
8/4/2003	Drift Road, Richmond DED	Medium density development.	A meeting has been held with the applicant. It is anticipated that the application will be withdrawn and a new application submitted.
13/5/2003	112 Horans Lane, Kurrajong (DP 1015916) DED	Report clarifying zone boundary anomaly, created as a result of the 1989 rezoning.	To be reported to General Purpose Committee meeting in August.
23/06/2003	Skeleton Rocks Reserve DAS&R	Report to be provided on the current allocation of $10,000.00 (ten thousand dollars), for the river map, to be reallocated to Skeleton Rocks Reserve.	To be reported to the General Purpose Committee meeting in July.

24/06/2003	Bligh Park Consultation Plan DC&CS	Report summarising outcomes of the Consultation Plan	To be reported to General Purpose Committee in August.
24/06/2003	Pitt Town Local Environmental Study DED	An update on the independence evaluation of the SES report.	To be reported to the General Purpose Committee or Ordinary when received.
10/06/2003	Unauthorised building works - 9 Brabyn Street, Windsor DED	Negotiations to take place between Mr Jones, Mr Bauer, Mr Donald Ellsmore and appropriate town planning staff to attempt to achieve a satisfactory decision.	To be reported to the next General Purpose Committee
08/07/2003	Possibility of Council Employing a Solicitor on Staff AGM	Issue is to be reported to Council on a regional basis and include details of cooperateration of other Councils.	Under investigation. To be reported to future General Purpose Committee meeting.
08/07/2003	Staffing of Animal Shelter DED	Council seek to support the volunteer workers for animal shelter	To be reported to the next General Purpose Committee meeting
29/07/2003	Pitt Town - Signage DED	How can LEP be modified to allow Council to give consent for signs at Pitt Town	To be reported to the next General Purpose Committee meeting in August.
29/07/2003	Thompson Square - Wheelchair Access DAS&R	Outline feasibility of widening footpath outside Macquarie Arms in Thompson Square with view to providing Alfresco Dining.	To be reported when information has been received.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 141 Oooo

ITEM: 142 **Ferry Interruption Report - July 2003**

FILE NUMBER: 79338/ENG/ORH12NCX.E06

REPORT:

Date	**Ferry Location**
Friday 4 July 2003	Webbs Creek Ferry - 3.15pm-7.00pm - beached. Three hours forty five minutes interruption.
Saturday 12 July 2003	Sackville Ferry - 12.30am-1.45am - broken hammerlock on hydraulic ram that lifts main flap. One hour and fifteen minutes interruption.
Tuesday 15 July 2003	Sackville Ferry - 4.00am-5.15am - tree caught on cables. One hour and fifteen minutes interruption.
Thursday 24 July 2003	Sackville Ferry - 8.45pm-9.45pm - hydraulic motor and pump need to be overhauled. One hour interruption.
Friday 25 July 2003	Sackville Ferry - 10.00am-2.15pm - replace hydraulic pump and motor. Four hours and fifteen minutes interruption.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

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Hawkesbury Healthy Cities - 10 April 2003

Meeting commenced at 9.10am at Hawkesbury City Council, Council's Committee Room

Present:	Clr Rex Stubbs, Mayor	Hawkesbury City Council
	Garry Baldry	Hawkesbury City Council
	Janet Hogge	Hawkesbury City Council
	Andrew Matthews	Hawkesbury City Council
	Andrea Horan	Hawkesbury City Council
	Esther Anderson	Hawkesbury City Council
	Janine Madden	Hawkesbury Care Family Unit
Apologies:	Steve Blunden	Hawkesbury District Health Service
	Senior Constable Jeff Parkin	Local Area Command
	Darren Carr	Hawkesbury Division of GP's
	Bashir Sumar	UWS Hawkesbury
	Clr Joan Woods	Hawkesbury City Council
	Joanne Moylan	Community
	Lynne Saville	Hawkesbury Food Program
	Katherine Watson	NSW Cancer Council
	Stuart Hill	UWS Hawkesbury

Confirmation of Minutes

Minutes dated 13 March 2003 were moved as being accurate by Janine Madden and seconded by Esther Anderson.

Business arising from previous minutes

There was no business arising from the previous meeting.

Correspondence

None tabled.

Welcome

The group welcomed Andrea Horan as the replacement Project Officer of Hawkesbury's Healthy City Committee. Ms Horan is an environmental health officer with Council's Environment and Waste Branch and has replaced Andrew Matthews due to a review of staff.

Subcommittee Update

Councillor Rex Stubbs - Hawkesbury City Council

Clr Stubbs advised that The Big Thing Youth Festival was considered a success with a large number of participants in attendance.

Janine Madden - Hawkesbury Family Care Unit

Janine Madden reported that the parenting course is soon to be run at the North Richmond Community Centre. The group will commence on Tuesday 6 May 2003, and will be run on a weekly basis for eight weeks. The course will focus on how parents communicate with children, and how children communicate with their parents, and is based on the five love languages.

Ms Madden reported that the World Vision Club is still active selling handicrafts, and that there are now young people getting involved in the initiative. The club goes to venues to promote the handicrafts and to engage the audience in the program. Vacant shops in the area are hired around Christmas time for the purposes of selling the crafts.

Esther Anderson - Hawkesbury City Council

Esther Anderson advised that Council opens the newly extended North Richmond Community Centre on 31 May 2003. Local community groups are being encouraged to attend and set up stalls, run workshops, and make the day a memorable one.

Clr Stubbs confirmed that there was a skate park proposed for North Richmond and that it would be completed over the next few months. The problem of a shortfall of funds has been resolved.

No nominations for Healthy Cities Awards have been received for this month.

Ms Anderson reported that Council's display at the Hawkesbury Show will be solely for Council this year and will not incorporate other organisations as it has done in years past. The angle will be that Council is more than roads rates and rubbish, and will be continuing on from the slogan "Where people make the difference". Janet Hogge will be running road safety exercises using blurred vision goggles, and there will be Bushcare games and colouring-in activities for children.

Garry Baldry - Hawkesbury City Council

Garry Baldry advised that he had recently met the Hawkesbury District Agriculture Association Committee with representatives of Resource NSW, in order to further develop waste management at the show. It is thought that upcoming Hawkesbury Shows will be "Waste Wise" events by eliminating non-renewable non-recyclable resources and increasing recycling facilities. The committee is very enthusiastic about the idea. However, this year the show will be run with green/grey bins for waste, and yellow lidded bins for all recyclables. There will also be banners promoting recycling at the show, and some voice-overs in the main arena to encourage attendants to use the recycling bins.

Mr Baldry advised that scrap metal is now accepted into the Hawkesbury City Waste Management Facility free of charge until September 2003. This is thought to be good news as metal waste has a good return value, and more people will be leaving metal waste at the facility now that there are no charges associated with it. If the trial is found to be acceptable, metal will be accepted free of charge at the facility for an extended period of time.

Mr Baldry reported that a delegation of Chinese doctors, engineers and teachers has recently toured the Hawkesbury City Waste Management Facility.

Food safety training programs are still being undertaken by 48 participants in day care centres and approximately 40 at the Richmond Rotary Club. An allowance has been made to charge a small fee for food safety training.

Mr Baldry advised that he has recently issued a press release advising dog owners that they are still required to lifetime register their animals after the animals are micro-chip impregnated. The group discussed the problem of maintaining the register of so many animals with limited resources. He mentioned two ladies from Baulkham Hills Council who have been volunteering at the shelter in McGraths Hill. It maybe possible to get a volunteer network together to assist finding homes, walking and knitting jumpers for the abandoned animals.

Mr Baldry also reminded the group that Hawkesbury Harvest has a display at the Royal Easter Show.

Councillor Rex Stubbs - Hawkesbury City Council

Clr Stubbs announced that the LINCS program has been experiencing funding problems and that Council has been assisting the group to apply for further funding, and will soon be considering funding to keep the project running at the next Council meeting.

Council is further examining options surrounding the cultural precincts.

Darren Carr - Hawkesbury District Division of G.P's

Andrew Matthews, on behalf of Darren Carr, advised that recruitment for the After Hours Care Centre is well ahead of schedule. The division hoped to have staffed five shifts per week initially and it has already been exceeded. They do not have a firm start date yet but it is expected to commence early May.

Mr Matthews advised that during their recent governance training day, the Board raised two issues. Firstly, it was thought that the Hawkesbury Division should take a more political role in support of G.P's, and secondly, it was thought that the profile of the division needed to be raised in the local community.

Next Business Thursday, 8 May 2003 at Hawkesbury City Council.

Meeting closed at 9:45am.

oooO END OF REPORT Oooo

Hawkesbury Healthy Cities - 8 May 2003

Meeting commenced at 9.00am at Hawkesbury City Council, Council's Committee Room

Present:	Clr Rex Stubbs	Mayor, Hawkesbury City Council
	Clr Woods	Hawkesbury City Council
	Garry Baldry	Hawkesbury City Council
	Esther Anderson	Hawkesbury City Council
	Bashir Sumar	UWS Hawkesbury
	Janine Madden	Hawkesbury Care Family Unit
	Andrea Horan	Hawkesbury City Council
Apologies:	Darren Carr	Hawkesbury Division of GP's
	Janet Hogge	Hawkesbury City Council
	Lyne Saville	Hawkesbury City Council

Confirmation of Minutes

Minutes dated 10 April 2003 were moved as accurate by Janine Madden and seconded by Rex Stubbs.

Business arising from previous minutes

There was no business arriving from previous minutes.

Correspondence

Hawkesbury Food Program Progress Report April , 2003 was tabled.

Subcommittee Update

Councillor Rex Stubbs - Hawkesbury City Council

Clr Stubbs advised that the Hawkesbury Chamber of Commerce is considering establishing a monthly food market in Richmond. There is currently a local produce market run in Wollondilly shire. The market would bring tourists to the area and would promote the abundance of local produce growers in this area.

Garry Baldry advised that the Windsor Rotary group was also considering a similar idea. Mr Baldry is to discuss the matter with Greg Hoile from Windsor Rotary and put him in touch with Clr Stubbs.

Clr Rex Stubbs discussed a presentation which was received at the recent UWS Hawkesbury graduation ceremony. The presentation was by Professor Chang who discussed the Universities ongoing interest strengthening links with the local community. Clr Stubbs advised Professor Chang had expressed an interest in working with the Hawkesbury Food Program and suggested the possibility of him attending and making a presentation at a Health Cities Meeting.

Janine Madden - Hawkesbury Care Family Unit

Janine Madden advised that the Parenting Course is now up and running at the North Richmond Community Centre. The Course originally to be run on Tuesdays is now on a Thursday. There are eight couples attending the group. The course focuses on communication between parents and children and is based upon 'the five love languages'.

Esther Anderson - Hawkesbury City Council

Esther Anderson reported that preparations are well underway for the opening of the newly extended North Richmond Community Centre on 31 May 2003.

Suggestions for the Healthy City Award nominations for April, May and June were discussed.
It was decided that the following three groups should be acknowledged.

April - Hawkesbury Care Family Unit
May - Hawkesbury Agricultural Association
June - Kids Ward Indigenous Food Garden

Councillor Joan Woods - Hawkesbury City Council

Clr Woods advised there has been a stop work on the cycleway at Colo due to a lack of funding. Clr Woods advised she would continue to search for funding possibilities.

Clr Woods highlighted a story published in the gazette recently expressing a community appreciation for the off-road cycleway.

Clr Woods expressed her concern for the safety of pedestrians and cyclists using the Buttsworth Creek Bridge particularly those from the Wilberforce Caravan Park. Clr Rex Stubbs advised he would discuss the matter with Kerry Bartlett.

Bashir Sumar - UWS Hawkesbury

Bashir Sumar discussed the proceedings of a conference he had recently attended at the University of Sydney, The Children's Hospital at Westmead. The conference presented a nutrition seminar on the 'Environmental influences on Food Choices and Physical activity'.

Associate Professor Simone French from the University of Minnesota delivered a presentation on food related advertising, portions sizes and pricing and changing the person vs changing the environment.

It was recommended by the group that Mr Sumar provide a précis for the next newsletter on the conference.

Mr Sumar provided Mangostine tasting and eating instructions to the group.

Next Meeting Thursday, 12 June 2003

Meeting closed at 11:00am

oooO END OF REPORT Oooo

Hawkesbury Agricultural Retention through Diversification and Clustering (HARtDaC) - 30 May 2003

Minutes of Steering Committee Meeting
9:00 - 11:30 am, Hawkesbury City Council

Present:	Councillor Christine Paine	(Hawkesbury City Council)
	Mr Geoff Banting	(Hawkesbury City Council)
	Mr David Tuxford	(HEDAC / Hawkesbury City Council)
	Mr Martin Bullock	(GWSEDB)
	Mr David Mason	(NSW Agriculture)
	Mr John Maguire	(Hawkesbury Harvest Inc.)
	Ms Narelle Wheatland	(GROW Employment Council)
Apologies:	Ms Suellen Manyweathers	(DoTaRS)
	Ms Louise Saarinen	(Bilpin Farmers group)

1. Welcome & Apologies

Mr Banting welcomed the steering committee and noted apologies.

Mr Banting discussed the anticipation from local farmers and keen interest of the region regarding the project. He confirmed the need for the project to remain broad in its scope to enhance the regional context for which the project was funded. The contract with the funding bodies will determine the relationships and confirms all structures, process and timeline for the project. He also thanked Ms Suellen Manyweathers and Ms Narelle Wheatland for their support in the development and funding success of the project.

2. Role of Steering Committee

Ms Wheatland outlined the role of steering committee which is listed in the Project Management Guide (copy distributed to all). She also confirmed that quarterly written reports must be provided to funders, including Council. The Steering Committee is also required to complete an evaluation of the project at the end of the contract period.

Nomination of Chair was Mr Geoff Banting as Acting General Manager (or General Manager's delegate).

Moved by Mr Martin Bullock, seconded by Mr David Mason.

3. Role of GROW Employment Council

Ms Wheatland confirmed that GROW Employment Council is involved to support the project outcomes and represents DoTaRS in their absence.

4. Project Overview

Mr Tuxford distributed a copy of the DoTaRS application. All members were encouraged to read the application in its entirety as it forms the basis for the Contract with the Commonwealth. The Steering Committee was advised that it was responsible to ensure the outcomes and processes indicated in the application were enacted in a timely and appropriate manner.

5. Consultancy Brief

Mr Tuxford distributed a draft copy of the consultancy brief, based on project outcomes. The Steering Committee confirmed that an advertisement relating to the brief was to be advertised in the Sydney Morning Herald (Local Government Section) and Hawkesbury Gazette for 2 (two) consecutive weeks from the next week. The draft advertisement was simplified and its contents were confirmed for its placement in the newspapers.

The draft consultancy brief (tender documents) were to be reviewed by Steering Committee, with comments to be emailed to Mr Tuxford by Tuesday, 3 June 2003.

6. Tender Opening and Appraisal

Mr Tuxford confirmed of the public opening of tender documents would be held on 30 June 2003.

Mr Mason was confirmed as the steering committee member to arrange the independent agricultural/horticultural experts to sit on the independant tender evaluation panel. Suggestions of the appropriate panel members were:

- a representative from NSW Agriculture, Orange
- UWS or equivalent.

7. Project promotion to Farmers

Concern were raised that all avenues to contact farmers should be explored including the use of NSW Agriculture and local networks as well as a series of articles in the local newspapers (not advertisements). It was also suggested that brochures (flyers) should be used to promote the project and should be given to farm supply businesses for distribution e.g. Elders, GWS.

8. University of Western Sydney (UWS) Involvement

It was noted that UWS is keen to be involved in the project, particularly with regard to the sustainable outcomes and on-going research that will result. Suggestions that a UWS representative (Prof. Michael Wilson) join the steering committee to ensure strong links to the University are maintained ensuring understanding of the processes and the ongoing opportunities.

9. Other business

Agenda for next meeting is to include the brochure (flyer) promoting the project to farmers, selection of tenderer, and official launch of the project with the public launch to target local farmers.

10. Date of next meeting

As Friday is not suitable for steering committee members, the next meeting will be held on Thursday, 3 July 2003 commencing at 9:00am at Hawkesbury City Council.

oooO END OF REPORT Oooo

Heritage Advisory Committee - 12 June 2003

Present: Councillor Finch
Alan Aldrich
Jan Barkley-Jack
Dennis Bradshaw
Debra Hallam
Max Hatherley
Ian Jack
Michelle Nichols
Glen Henshaw (representing the owners of the Macquarie Arms Hotel Heritage Item)
Donald Ellsmore (Heritage Advisor)
Fiona Mann (HCC)

Apologies: Louise McMahon
Graham Edds

1. Confirmation of Minutes

The minutes of the meetings of 10 April 2003 and 7 May 2003 were adopted, with no changes.

2. Correspondence

(a) E-mail media release from Australian Heritage Commission about Richmond RAAF Base.
(b) Letter from NSW National Trust about Heritage Week 2003.

3. Report of Heritage Advisor

See Item 4(g) on a proposed strategic plan for the Committee.

4. Items

4.1 Macquarie Arms Hotel - events planning

Greg Henshaw briefed the Committee on a fund raising raffle that the owners of Macquarie Arms Hotel have obtained permission to run from the Deptartment of Gaming and Racing. As a condition of the raffle, funds must be returned to the community and it is proposed that funds be made available for the conservation of Thompson Square. Thoughts of the Committee on the concept and how to approach the matter were sought from Greg Henshaw, as he intends to work with Council on the matter. The first proposal for using the funds is a laser show to be shown on the side of the hotel outlining the history of the Hawkesbury Region. Other ideas put forward were that the funds could be used to provide seating etc.

The Committee was supportive of the funds being used to help conserve Thompson Square and its immediate environments and the heritage of Hawkesbury. The funds would be welcomed. The raffle was considered a good idea for generating funds for the general benefit of the community.

However, in order for the funds to be spent, appropriate arrangements would need to be in place between the Council and the owners of the hotel and a Conservation Management Plan would need to be in place that clearly outlines how Thompson Square should be managed and used. This is required because Thompson Square is owned by Council. Importantly, the CMP would address who should use the square and how often, when should it be used, how should it be used, what should be in the square etc. The "what" component of the square would deal with items like laser shows, seating, art work etc.

While the owners interest in conserving Thompson Square is commendable, it was also highlighted that they should be leading by example and therefore need to put in place a Conservation Management Plan and Strategy for the hotel in its own rights. The conservation of the hotel is an on going process and needs to be established.

The Committee adopted the following recommendation:

"That Greg Henshaw, representing the owners of the Macquarie Arms Hotel, meet with Council Officers, Alannah Norman, Donald Ellsmore and a Town Planner to discuss the procedure for establishing a protocol for the funds raised by the raffle to be transferred to Council to be used for conserving Thompson Square and its environment and to discuss a Conservation Management Plan and Strategy for Macquarie Arms Hotel in its own rights".

The owners of the hotels interest in conserving Hawkesbury's local heritage was commended.

4.2 Photographic Dossier

Photographs of heritage items were provided by some Committee members. The remaining members were reminded to provide their examples of heritage items or examples of elements form a heritage item as soon as possible to Esther Anderson, Public Relations Officer, by the next meeting so that the project can progress to the next stage.

4.3 Linking Richmond Pathway

Fiona Mann updated the Committee on the Linking Richmond interpretive pathway project, in terms of the stall held at Richmond Markets on Saturday 7 June 2003 and the public meeting on this date.

4.4 Conservation Management Plans for the 3 (three) Parks

Fiona Mann updated the Committee on the Conservation Management Plans for the 3 (three) parks, in terms of the steering committee that has been established and the public meeting on this date.

4.5 La Tosca Heritage Item - Determination from Court Appeal

The decision of the assessor to dismiss the appeal and therefore to uphold Council's refusal of the development application to demolish La Tosca was discussed.

The Committee adopted the following recommendation:

"That the Committee supports the actions of Council in regard to La Tosca to date and urges Council to actively pursue the conservation of La Tosca by the owners in accordance with a Conservation Management Plan to be endorsed by Council".

4.6 Policy document - Heritage Chapter for Hawkesbury DCP and Local Heritage Manual

The Committee considered the proposal on the preparation of additional provisions for inclusion in Hawkesbury DCP for applications that involve heritage matters and the preparation of a local Heritage manual to guide the community on information required for development applications etc.

The Committee adopted the following recommendation:

"That reserve monies from the Heritage Assistance Program be reallocated towards the preparation of the Heritage Chapter for Hawkesbury Development Control Plan and for the preparation of the Hawkesbury Local Heritage Manual".

4.7 Heritage Strategic Plan

Donald Ellsmore tabled a draft document outlining activities that could form part of a strategic plan for heritage and the committee for consideration at a future meeting. The aim of the document is to provide a focused direction for the Committee, say over a 3 (three) year period, outlining activities and who is involved/responsible, time frame, outcomes and funding requirements. The strategic plan, in part would be the basis for seeking funds from Council within a clear framework.

It was agreed that the strategic plan was needed and that a working group of Committee members be established to work on the plan, being Donald Ellsmore, Michelle Nichols and Alan Aldrich. Strategic plan to be tabled at future meeting for further discussion.

4.8 Trevor Devine - Heritage Issues

At the Committee meeting on 13 February 2003, the Committee decide to invite Trevor Devine to speak at a future meeting about heritage issues of concern to him. Trevor stated has interests in heritage but which is tempered by economic interests and the matters he will raise need to be considered in the future decisions and decisions of the Committee, being:

- Hawkesbury is an "island" and an "end of line" destination. Most traffic and trade in inter-regional with little coming from outside the region, during normal business hours. Business costs are going up each year but there is little opportunity for traders to increase there market reach. Infill development is required to increase market share.

4.9 Graham Edds - Heritage Assistance Program

Carried forward to next meeting.

4.10 Denis Bradshaw - Inalls Lane Rehabilitation Program

The committee requested Council to uphold the law and force the owners of the adjoining properties to reinstate the property surrounding Mountain View generally as described in the letters from the Heritage Council to General Manager dated 4 October 1999 and 4 September 2000 and EPA letter to General Manager dated 3 October 2000 and rebuild the fence shown on the photos tabled at the HAC meeting 2000.

3. Next Meeting

10 July 2003.

Meeting closed at 8.15pm.

oooO END OF REPORT Oooo

Hawkesbury Economic Development Advisory Committee - 5 July 2003

Minutes of Strategic Planning Workshop

Commencing at 1.00 pm
Committee Rooms, Hawkesbury City Council Administration Centre

Present:	Councillor Lorna Allan (Chairperson) Mr David Mason Mr Brian Mitchell Ms Carol Maher Mr David Tuxford Mr Barry Crockford Mr Bart Basset Professor Michael Wilson
Also Present:	Mr Geoff Banting Mr Martin Bullock (Greater Western Sydney Economic Development Board, Facilitator).
Apologies:	Councillor Kevin Connolly Councillor Joan Woods Wing Commander Wayne Knight Mr Kerry Bartlett MP Mr Robert Calvert Mr Peter Blanchard

Mr Bart Basset left the meeting at 3:00pm.

1. Welcome and Overview

- The session commenced with a welcome and introduction from the Executive Officer of HEDAC, Mr David Tuxford.
- Councillor Lorna Allan, the Chairperson of HEDAC, spoke of HEDAC's role in developing a broader marketing plan and a need for such a plan.
- Council's Acting General Manager, Mr Geoff Banting, also spoke of the need for a marketing plan and spoke of Council's commitment towards such a plan being developed.
- The purpose of this meeting was to discuss a broader marketing program. Mr Martin Bullock, from the Greater Western Sydney Economic Development Board, acted as the facilitator of the workshop.

2. Marketing Plan Framework

Mr Martin Bullock in his introduction commented that the framework for the development of a marketing plan would follow the following steps:

(a) Review of the Committee's thoughts regarding the purpose of a marketing plan i.e. who is being marketed to, what is being marketed and how.
(b) Identification of the basic objectives of the marketing plan.
(c) Identification of key strategies that will help achieve the objectives.
(d) Listing of actions required under each strategy in order to achieve.

Who are we marketing to?
- Targeted industries.
- State and Federal Government.
- Student (post-graduate).
- Sea change.
- Tourism Operators (balance).

What are we marketing?
- Rural outlook - clean air, open space.
- Quaint colonial town - as Oxford is to London the Hawkesbury is to Sydney.
- Lifestyle - safe place to live.
- High tech small businesses.
- Education aspect - UWS Campus.
- Industry - Agribusiness, Equine, Eco-tourism, Aviation.
- Uniqueness - environment and scenic amenity, history, wilderness.
- Accessibility.

3. Objectives

The group discussed the key objectives behind the marketing plan, and identified the following:

(a) Marketing Plan assist in formulating Policy.
(b) Retain the uniqueness of the area.
(c) To profile and promote the Hawkesbury region to key target audiences.
(d) Consistency with key partners - seek to achieve integration.

4. Strategies

The following strategies were then identified as essential in enabling the required objectives to be achieved:

Objective 1: Marketing plan assists in formulating policy

(a) Produce a professional plan.
(b) Endorsement by Council and partners.
(c) Promote the plan.
(d) Regular review/tracking.

Objective 2: Retain the uniqueness of the area

(a) Summarise and confirm the uniqueness of the area.
(b) Review of state and local planning.
(c) Communicate Council's planning instruments.

Objective 3: Profile and promote the Hawkesbury region to key target audiences

(a) Profile.
(b) Identity.
(c) Promote.

Objective 4: Consistency with key partners - seek to achieve integration

(a) Identify and review their strategies.
(b) Consultation with key partners.
(c) Maintain relationship.

5. Actions

(a) Assist in formulation of Policy			
Strategy	**Action**	**Who**	**When**
Professional Plan	Confirm consultant brief	HEDAC	August 2003
	Engage consultant	HEDAC/HCC	September 2003
	Ensure financial plan	HCC Budget	September 2003
	Management of consultant	Sub Committee	September 2003
	Final confirmation and present to Council	HEDAC	November 2003
Endorsement by Council and Partners	Monitor/manage process	HEDAC	Monthly
	Final approval	HEDAC	November 2003
	Council	HEDAC	November 2003
	Community consultation	HEDAC	December 2003
Promote Plan	Launch to influential Stakeholders	HEDAC	February 2004
	Distribution program	HEDAC	February 2004
	PR campaign and lobbying	HCC & HEDAC	February 2004
	Presentation to new Councillors	HEDAC	April 2004
	One on One HEDAC Member Groups and targeted Stakeholders	HEDAC	Ongoing
Regular Review/Tracking	Monitoring and recording (awareness of issues)	HCC	Ongoing
	HEDAC Member group vigilant	HEDAC	Ongoing
	Regular meetings with Mayor and Stakeholders	HEDAC	Ongoing
	Council reporting	HCC	Ongoing

(b) Retain Uniqueness of area			
Strategy	**Action**	**Who**	**When**
Summarise/confirm uniqueness	To make sure consultant defines (Council assistance)	HCC	September 2003
Review of State and Local Planning Issues (DCP's and LEP's)	Planners Review	HCC	November 2003
	Draft documentation	HCC	Ongoing
	Consultation	HCC to HEDAC	Ongoing
	Preliminary discussions with Planners	HCC/HEDAC	Ongoing
Communicate Council's Planning Instruments	Distribution and consultation with key stakeholders e.g. WSROC Plan NSW etc.	HCC	Ongoing
	Develop Lobby program	HCC/HEDAC	Ongoing
	Targeted distribution/ communication tool	Consultant	September 2003

(c) Profile and promote the Hawkesbury region to the key target audiences			
Strategy	**Action**	**Who**	**When**
Profile	Marketing plan brief	Consultant	September 2003
Identify	Marketing plan brief	Consultant	September 2003
Promote	Marketing plan brief	Consultant	September 2003

(d) Consistency with Key Partners – seek to achieve integration			
Strategy	**Action**	**Who**	**When**
Identify and review key stakeholders	List key stakeholders	HEDAC	August 2003
	Review/research	HEDAC	September 2003
Consultation with key partners	Integrated into developing and launch process	HCC/HEDAC	Ongoing
Maintain Relationships	Ongoing dialogue	HEDAC/HCC	Ongoing

6. Summary

Mr Bullock summarised the Strategies, Actions, Who and When ensuring it was clearly recognised and identified the required actions to be taken, the allocation of responsibilities and when the actions should be completed by.

It was also stressed that the completion dates would be continually updated to ensure the actions would remain achievable.

7. Conclusion

Clr Allan then concluded the workshop by thanking all who attended and thanked Mr Bullock for his time and his outstanding contribution to the workshop.

Clr Allan informed the Committee that the outcomes of the workshop would now be presented to Council.

8. Recommendation

That the information be received.

Moved by Ms Carol Maher, seconded by Mr Barry Crockford.

Meeting concluded at 5:10pm.

oooO END OF REPORT Oooo

Sandstone Quarry Committee Meeting - 10 July 2003

Meeting commenced at 1:05pm at the Sandstone Quarry, Singleton Road, East Kurrajong.

Present:	Councillor Leigh Williams	Chairperson
	Mr David Stimson	
	Mr Damien Milgate	
	Mr Alan Martin	
	Mr John Pye.	
Apologies:	Mr Greg Hal	
	Mr John Halpin	
	Mr Michael Ryan.	

1. Previous minutes

Minutes from the previous meeting of 12 March 2003 were confirmed.

2. Matters arising from Previous Minutes

2.1 <u>Frequency of Committee Meetings</u>

Order 33 of the Courts Orders requires the Committee to meet no more than once every three months except for any perceived environmental problem.

The Chairman called for the matter to be referred to Council's Solicitor for an opinion on the meaning of Order 33. The Chairman proposed to hold meetings at 6 (six) monthly intervals depending on the opinion received. Mr Stimson seconds the motion.

3. Discussion

3.1 <u>Life of the quarry</u>

Order 23 of the Courts Orders refers to the limit of the consent. Development in accordance with the consent is limited to a period of 10 (ten) years from the date of this consent becoming effective.

The Consent became effective when the Land and Environment Court issued the Orders on 6 September 1993.

Another consent DA235/97 was issued for the "Proposed extension of the existing sandstone quarry by the installation and operation of sandstone cutting/sawing equipment and associated facilities" in 1997.

Discussions whether the later consent supersedes the former and therefore removed the limit of the quarry life resulted in the Chairman requesting legal opinion to clarify the situation.

3.2 Revegetation viewing

Damien Milgate provides a revegetation update document dated June 2003.

Mr Stimson acknowledged that the land was not suitable to gain rapid growth of vegetation and concedes that it will take many years to establish. The Chairman agreed with Mr Stimson.

4. General Business

Damien Milgate to provide monthly (tonnage) rates based on calculations, when submitting the Section 94 returns. Calculated figures can only be provided, as the weighbridge no longer operates.

Dust generated from the use of the rock saw operated at the face of the quarry was seen to be leaving the northwestern side of the quarry. The Chairman called for this to be rectified as soon as possible. Damien Milgate advises that this would be done and by no later than 9 August 2003. He advises that the device would be fitted with a dust suppressant.

The property is currently under agreement for sale. On settlement Order 26 that requires payment or a bond of $75,000 (seventy five thousand) for rehabilitation in the event of a default should be made by the new owner/ operators.

5. Next Meeting

The next meeting is to be held in the Committee Room at the Council Administration Building on Wednesday 8 October 2003 at 7pm.

The meeting was closed at 2.15pm

oooO END OF REPORT Oooo

Hawkesbury Library Planning Committee - 10 July 2003

Council Committee Room Hawkesbury City Council

Present:	Councillor Lorna Allan	Chairperson
	Geoff Banting	Acting General Manager
	Joseph Litwin	Acting Director, Community Services
	John Munns Manager	Building Services
	Robyn Gosper	Library Manager
	Michelle Nichols	Local Studies Librarian
	Jill McIvor	Systems Officer
	Margaret Kearnes	Technical Services Officer

Meeting opened 10.30am.

1. Chair's Opening Remarks

The Chairperson (Councillor Allan) welcomed participants to the meeting. Councillor Allan spoke briefly about the role of the committee commenting on the fact that the construction of the new library held significant opportunities for Council to enhance the library services provided to residents. The importance of working together to create a vibrant library service that would form a key part of the proposed cultural precinct was highlighted. The considerable potential for raising the profile of the Library Service through marketing and promoting the new library was also noted.

2. Apologies

There were no apologies.

3. Report from Building Services Manager

The Manager, Building Services provided an update of progress in relation to the tender process for the new Library / Art Gallery and advised the committee of the likely time frame for the completion of this project. The Manager, Building Services also advised the committee of the importance of early joint-planning to ensure the efficient and trouble-free operation of the Library / Art Gallery. There was some discussion as to the best way of resolving common issues in relation to parking, security and the sharing of building spaces. The Acting General Manager advised that these issues would be considered in the development of an overall Plan of Management for the Cultural Precinct and that the Cultural Infrastructure Project Committee would closely monitor these matters.

<u>Recommendation</u>

That the Manager Building Services provide a timetable of key dates in relation to the construction schedule for the new library to the next meeting of the Hawkesbury Library Planning Committee.

Moved: Robyn Gosper. Seconded: Joseph Litwin

4. Friends of the Hawkesbury Library

Councillor Allan provided a brief overview of the recent Country Public Libraries Association (CPLA) of New South Wales Annual Conference, which she attended at Tweed Heads. A number of Conference sessions touched on the importance of creating and working with 'Friends of the Library' groups. The Library Manager provided information as to the current status of the Friends of the Hawkesbury Library (FOHL) group and tabled a list of current FOHL members. There was discussion about strategies for re-energising and expanding the membership of FOHL. Councillor Allan stressed the need for Council to actively work with and support FOHL to ensure that residents have a say in the new library so that FOHL can lead and contribute positively to community debate about the funding and resourcing of library services. It was also noted and agreed that while it was appropriate for library staff to support FOHL, the group should as far as possible operate autonomously.

Recommendation

Councillor Allan attend the Friends of the Hawkesbury Library (FOHL) AGM to be held in August and work with FOHL to continue its work in advocating for improved library services and resources.

Moved: Michelle Nichols. Seconded: Jill McIvor

5. Marketing of Library Services

The committee was advised of discussions at the CPLA Annual Conference in relation to the marketing of library services. Councillor Allan outlined a number of strategies adopted by other libraries - 'customer focused' marketing displays, 'commercial' signage, 'drive-thru' library etc. - and sought advise from committee members as to the opportunities for adapting these for the Hawkesbury Library. The Library Manager advised that the library had a small budget for promotions for a regular program of library events and activities. It was agreed that the marketing strategy described by Councillor Allan was larger in scope and intent than this existing schedule of annual promotions. There was discussion about the future funding of a marketing strategy, the completion of a signage audit and other initiatives. It was suggested that there was an opportunity for FOHL to take on a more active role in the development and marketing of activities and events. After consideration of these matters it was agreed that it would be more appropriate to implement a concerted marketing strategy to coincide with the opening of the new library and that in the interim the library would continue with its promotional schedule. The Committee agreed to work towards developing a joint promotional / event schedule including both library and FOHL initiated activities and events.

Recommendation

The information be received.

Moved: Robyn Gosper. Seconded: Margaret Kearnes.

6. Conference Attendance

The importance of Council being represented at the Country Public Libraries Association Annual Conference and other related conferences was highlighted. The Library Manager advised that she and other library staff had attended the Annual Conference of the Metropolitan Public Libraries Associated (MPLA) and other associations. She further advised that the Library had (for a number of years) developed a staff development schedule to foster professional development amongst staff and to keep abreast of developments in the industry. Councillor Allan welcomed this commitment and suggested that it would be important for Council staff to maintain their attendance at relevant Association meetings and Conferences. She recommended that as a matter of policy, staff should attend the CPLA and MPLA Annual Conferences.

Recommendation

Council Staff to attend the Annual Conference of the Country Public Libraries Association (CPLA) and the Metropolitan Public Libraries Association (MPLA).

Moved: Joseph Litwin. Seconded: Robyn Gosper

7. 5 (Five) Year Transition Plan

The Acting Director Community Services advised the committee that he had been working with the Library Manager on developing a 5 (five) year transition plan for setting up the Library Service in the new library building. The transition plan was based on the 'in principle' acknowledgement by Council of the projected additional operating costs associated with the new Library, Art Gallery and Museum. The Acting Director Community Services indicated that the transition plan would link the additional resources with new services and increased operating hours. There would be a direct correlation between increased funding, increased productivity and additional services outcomes for residents. The Acting Director Community Services indicated that he was confident the draft plan would be finalised and tabled at the next meeting.

Recommendation

The information be received.

Moved: Geoff Banting. Seconded: Margaret Kearnes.

8. General Business

8.1 Councillor Allan spoke briefly on other ideas she had gleaned from the CPLA Annual Conference. The Conference Program was tabled for the information of the committee.

8.2 Manager, Building Services advised the committee that the plans of the new Library / Art Gallery were available for inspection.

8.3 The Library Manager advised that the library had lodged an application under the Community Development and Support Expenditure (CDSE) scheme for a 'live homework help' program.

Next Meeting

To be held in the Council Committee Room from 11.00am to 12 noon on Thursday, 14 August, 2003.

Meeting Closed: 12.05pm.

oooO END OF REPORT Oooo

Hawkesbury Equity and Access Planning Committee - 16 July 2003

Council Committee Room Hawkesbury City Council

Present:	Clr Christine Paine	Hawkesbury City Council (Chair)
	Michael Laing	Hawkesbury Youth Interagency
	Shirley Palmer	Aboriginal Community Support Group
	Kaylene Kelland	Children Services Forum
	Alan Aldrich	Disability Advisory Committee
	Terry Fulton	Hawkesbury Home and Community Care Forum
	Roy McAlpine	Disability Advisory Committee
	Jenni Bousfield	Seniors and Disability Advisory Committees
	Patrick Smith	Hawkesbury Child Protection Interest Group
	Laurie Forth	Seniors Advisory Committee
	Necie Leahey	Wentworth Area Health Service
In Attendance:	Joseph Litwin	Hawkesbury City Council (Manager, Community Services)
Apologies:	Janine Madden	Hawkesbury Action Network Against Domestic Violence
	Lyn Saville	Hawkesbury Food Program
	Max West	Seniors Advisory Committee

Apologies were accepted, moved Terry Fulton, seconded Roy McAlpine.

Meeting opened 12.10 pm.

1. Chair's Opening Remarks

The Chairperson (Councillor Paine) welcomed members to the meeting.

2. Minutes of Previous Meeting

The minutes of the meeting held on 21 May 2003 were adopted.

Moved: Patrick Smith. Seconded: Roy McAlpine.

3. Matters Arising From Previous Minutes

In response to a question from the Chair (Councillor Paine), Shirley Palmer informed the committee of the recent staging of NAIDOC Week celebrations. She also advised the committee that ATSIC were no longer contributing funds for NAIDOC Week activities and that this had impacted on the size and scope of this years celebration in Richmond Park.

4. Correspondence

The Manager Community Services drew the committees attention to the following items of correspondence (copies of which were included in the Business Papers);

Correspondence - In

4.1 Request for financial assistance from Judith Earle - On Your Behalf International Pty Ltd. This letter had been received by the Mayor who advised the correspondent that it would be referred to the Committee. The letter seeks a donation of $1200 (one thousand, two hundred dollars) to meet the costs of sponsoring 2 (two) residents to attend a social seminar organised by the correspondent. The Manager Community Services advised the committee that it would be difficult to justify the allocation of 20% (twenty) of the Seeding Grant Program budget to support a private venture initiated by a 'for-profit' company.

<u>Action:</u>
Request for financial assistance to be declined. Manager, Community Services provide to advice in writing to this effect.

4.2 Representations about unsafe footpath in North Richmond from Bette Cutter Hawkesbury Seniors Advisory Committee. Received at Council on 13 June 2003. Manager, Community Services advised that matter should be referred to Construction and Maintenance Branch.

<u>Action:</u>
Matter to be forwarded to Manager, Construction and Maintenance with covering letter from Chair.

Correspondence - Out

4.3 Copy of Ministerial Correspondence from Council relating to Photo ID for older people and people with disability. Manager, Community Services advised that in response to recommendation from the Committee made at the 21 May meeting, the attached correspondence had been approved by Council and forwarded to the relevant Ministers.

<u>Action:</u>
Information be received.

4.4 The Manager Community Services tabled an additional item of correspondence received after the closing date for the preparation of Business Papers. Jenni Bousfiled advised the committee that representations had been received from Anglicare regarding unsafe footpath at the Windsor Country Village, Vineyard. She further advised that the area in question appeared to be on privately-owned land.

Action:
Information be received. Disability and Aged Services officer to liaise with Anglicare to discuss options for advocating on behalf of residents regarding this issue.

Recommendation

The Correspondence be received and the recommended actions be approved.

Moved: Terry Fulton. Seconded: Roy McAlpine.

5. Equity and Access Seeding Grant Program

The Disability and Aged Services officer informed the committee of the outcomes of the 2002/2003 funding round. 5 (five) applications received, 3 (three) were funded under the grant program with one declined due to recurrent funding implications (the program only supports one-off initiatives). The remaining application was referred for inclusion in Council's Building Works Program. The Disability and Aged Services Officer also informed the Committee of successful projects funded under the Community Transport Fund (administered in partnership with the Hawkesbury Community Transport Service) and advised that the applications for this fund would be sought quarterly.

Recommendation

The information be received.

Moved: Shirley Palmer. Seconded: Alan Aldrich.

6. Hawkesbury Social Plan

6.1 Hawkesbury Social Atlas 2003. Manager, Community Services advised that this document was currently at printers and should be available by the end of July. Copies would be provided to Committee members and would then be available for sale at $35 (thirty five) a copy.

6.2 Social Plan 2003-2004. Manager Community Services advised that this document was currently being prepared and would be reported to Council in September 2003. Council staff were currently preparing the final report for the Community Needs Report 2002-2003 and would be seeking advise from advisory committees as to the extent that the recommendations in the Report had been achieved. These evaluations would then be reported to Council

6.3 2003-2004 Council Budget. The Manager Community Services advised the committee that funding for community service initiatives and projects had been maintained. Council had also maintained funding for the ATSI Community Access Worker until 30 June 2004 (external grant funding for the position finishes in January 2004). Council also maintained its contribution to the Youth Streetbeat Project.

6.4 3 (three) year Building Works Program. The Manager Community Services drew the committees attention to the copy of Council's Building Works Program included in the Business Papers. The Manager Community Services advised that 25% (twenty five) of the value of all programmed works over the next 2 (two) years have been allocated to works that directly benefit mandated target populations (as defined by the Social Plan regulation). Many of these programmed were identified through the Hawkesbury Community Planning Strategy. The Manager Community Services commented that these outcome reflect the success of the Strategy in having issues raised by advisory committees received and responded to by Council.

Recommendation

The information be received.

Moved: Jenni Bousfield. Seconded: Patrick Smith.

7. Council Reports.

Manager Community Services drew the committees attention to schedule of relevant Council Reports (included in the Business Papers) which were considered and determined by Council in May and June 2003. These reports included;

7.1 Funding for NAIDOC Week Celebrations.
7.2 Replacement of Community and Youth Access Bus
7.3 Clarendon Skatepark
7.4 Funding for Youth Mapping Project
7.5 Representations re Photographic ID Cards
7.6 Extension of Hawkesbury Crime Prevention Plan
7.7 Funding for Road Safety Initiatives
7.8 Externally Funded Projects 2003/2004

Recommendation

1. The information be received.

2. The excellent work of Council staff in seeking and securing funding for community projects and initiatives be acknowledged and congratulated.

Moved: Alan Aldrich. Seconded: Roy McAlpine.

8. Issues from advisory Committees

8.1 Alan Aldrich representing the Disability Advisory Committee (DAC) advised the Committee that DAC had been involved in consultations about improvements to Richmond, McQuade and Wilberforce Parks. The issues that DAC were most concerned about were trees damaging footpaths, steps and the general accessibility of these parks. Alan also advised the Committee of the successful outcomes of negotiations about access in Thompson Square (Windsor) and requested that the Committee formally thank the Director of Asset Services and Recreation and Council's Heritage Adviser for their work in designing better access for Thompson Square. Alan also raised a number of other matters including the requirement for DAC to be involved in the preparation of the proposed Windsor Master Plan and the need for Council to improve pedestrian pathways which are included in the 'walking tour brochure' - Mr Aldrich was advised that such works would need to be included in Council's works programs and that the necessary submissions could be made during the preparation of Council's Management Plan.

Alan Aldrich also provided an update to the Committee on the preparation of the Disability Action Plan which would initially involve an audit being undertaken of all Council amenities and buildings. There was discussion about the level of work required to complete the Plan and strategies for resourcing this work. It was recommended that a report be prepared to advise Council of the requirement to draft a Disability Action Plan. Alan Aldrich also advised the Committee of the work being undertaken for Disability Awareness Day and requested that the Committee formally acknowledge the work of George Stirling from DAC in co-ordinating the planning for this day. Alan also requested advice as to the date of the meeting to be held with the Manager Building and Development about access provisions in Council's planning instruments. The Manager Community Services advised that he would confirm a meeting date with Mr Aldrich.

Roy McAlpine representing the Disability Advisory Committees advised the Committee of the Disability Expo to be held at the Richmond Club in September. Mr McAlpine also raised concerns regarding the state of footpaths in McDonalds and the Richmond Inn at Richmond and requested that Council investigate.

8.2 Laurie Forth representing the Seniors Advisory Committee provided an update to the Committee on the Seniors Gym commenting that due to demand an additional 2 (two) sessions were being offered. Leslie also wished to acknowledge Council's decision to implement a kerbside collection service (for large items) noting that it would be of great benefit to seniors.

8.3 Terry Fulton representing the Ageing and Disability Network informed the Committee of a Mobile Day Care services which is to be piloted in the Hawkesbury.

8.4 Shirley Palmer representing the Aboriginal Community Support Group informed the Committee of an Aboriginal Playgroup which will commence operations on the 28 July at the Windsor Pre-school and that 12 (twelve) children were already enrolled in the group. Shirley also advised the Committee that the Women's Cottage had received funding for a Koori Women and Children's camp which will be held in March 2004.

8.5 Kaylene Kelland representing the Children's Services Forum provided an update on progress in implementing the South Windsor Action Plan.

8.6 Patrick Smith representing the Hawkesbury Child Protection Interest Group informed the Committee of the planning currently underway for Child Protection week to be held between the 7 and 15 September 2003. The focus of activities will be on pre-schools. The CPIG will also be holding a stall at Carnivale on the 14 September.

8.7 Michael Laing representing the Hawkesbury Youth Interagency advised the Committee that the Area Assistance Funding round will be opening in late August and confirmed that the North Richmond Community Centre had received a AAS grant for an Adolescence and Family Resilience Project. Mr Laing also tabled copies of the Youth Services Directory and provided information on a recent crime prevention initiative jointly conducted by the Richmond Youth Streetbeat Project and the Windsor Golf Club.

Recommendation

1. The information be received.

2. The Committee forward its appreciation to the Director of Asset Services and Recreation and the Heritage Adviser for their work in designing improved access to Thompson Square.

3. The Manager Community Services prepare a report for Council on the requirements arising out of the development of a mandatory Disability Action Plan for the City of Hawkesbury.

4. The Committee forward its appreciation to George Stirling for his work in coordinating Disability Awareness Day.

5. The Committee to forward correspondence to McDonalds Richmond and the Richmond Inn in relation to the unsafe pedestrian thoroughfare through their premises.

Moved: Laurie Forth. Seconded: Kaylene Kelland.

9. General Business

9.1 The Chair (Councillor Paine) sought advice from Committee members on strategies that could be undertaken to resolve issues surrounding the occupation of the McQuade Park grandstand by a homeless person.

9.2 The Disability and Aged Services Officer drew the committees attention to recent correspondence received by Council from the Federal Government regarding future planning for aged care facilities in the Hawkesbury.

10. Next Meeting

To be held in the Council Committee Room from 12.00 to 2.00 pm on Wednesday, 17 September 2003.

Meeting Closed: 1.50pm.

oooO END OF REPORT Oooo

Local Traffic Committee - 18 July 2003

Present:	Councillor P Davies	(Chairman)
	Mrs L van Putten	Roads & Traffic Authority
	Senior Constable L Todd	NSW Police Service
	Mr Peter Coard	Office of Mr S Pringle, MP
	Mr J Christie	Office of Mr A Shearan, MP
Apologies:	Mr R Elson	Department of Transport
Also Present:	Mr C Amit	Manager Design & Mapping Services
	Mrs J Hogge	Road Safety Program Co-ordinator
	Mr T Shepherd	Admin. Officer, Asset Services & Recreation

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1 Minutes

1.1 The Minutes of the meeting held on 20 June 2003 were confirmed, subject to notation of the correct spelling of the surname of Mr P Coard.

2 Business Arising from Previous Minutes

2.1 Selkirk Place, Bligh Park - Regulatory Signage - NSW Police Service

Question Without Notice 3.2, Local Traffic Committee Meeting 20 June 2003, NSW Police Service - enquiring as to progress regarding installation of regulatory signage on Selkirk Place, Bligh Park.

Report:

"No Parking" signage was erected on 19 June 2003.

Recommendation:

That the information be received.

3 Reports

3.1 East Kurrajong Road, East Kurrajong - Reduction of Speed Limit - N Muscat

Introduction:

Representation has been received from Mrs Nynette Muscat of 323 East Kurrajong Road, East Kurrajong requesting that consideration be given to reducing the current regulatory speed limit of 80 kph (eighty) on the 1.4km (one point four) long winding section of East Kurrajong Road which extends from 0.7km (point seven) west of Grand Haven Road to 0.7km (point seven) east of Grand Haven Road. She has claimed that there are large mobs of kangaroos which cross the road at this location and are potentially dangerous.

Discussion:

East Kurrajong Road is a collector road. The horizontal alignment consists of a series of circular curves and straight sections. There are rural residential properties on both sides of the road. The sealed carriageway width is approximately 5.5 (five point five) metres. Traffic volume of 650 ADT was recorded in 2003. The current regulatory speed limit on East Kurrajong Road is 80 km/h (eighty). The 85th (eighty fifth) percentile speed recorded on this road near the intersection with Grand Haven Road is 83 kph (eighty three).

There are five horizontal curves in this 1.4km (one point four) long section of East Kurrajong Road which extends from 0.7km (point seven) west of Grand Haven Road to 0.7km (point seven) east of Grand Haven Road. The safe negotiable speed based on a ball bank indicator test, on one curve is 75 kph (seventy five) and on the other 4 (four) curves are 65 kph (sixty five). The RTA Accident Database indicates no reported accidents from the period October 1997 to September 2002. There are two "Kangaroo" warning signs in advance of these curves.

Considering the accident history, the traffic volume, the nature of the existing curves in the other sections of this road and in the surrounding roads with the same regulatory speed limit, it is considered appropriate to retain the existing regulatory speed limit of 80 kph on this section of the road and to address the concerns in these curves with appropriate signs.

It would be appropriate to add "Curve Advisory Speed - 65kph" signs to the existing two "Winding Road" signs and to install Retro Reflective Pavement Markers along the existing barrier line to improve traffic safety along these curves.

Recommendation

1 That the following signs and treatments be installed in the 1.4km (one point four) long section of East Kurrajong Road which extends from 0.7km west of Grand Haven Road to 0.7km (point seven) east of Grand Haven Road:

   (a) add "Curve Advisory Speed - 65kph" signs (W8-2) to the existing two "Winding Road" signs at 0.7km (point seven) west and 0.7km (point seven) east of Grand Haven Road.

   (b) Retro Reflective Pavement Markers at 12m (twelve) intervals along the existing barrier line.

2 That the existing regulatory speed limit of 80 kph (eighty) be retained.

3.2 698 George Street, South Windsor - Rodeos - Windsor Leagues Club, DA443/03

Mr R Montgomery, Manager Building & Development joined the meeting at this stage.

Development Application to conduct two (2) rodeo events per year on the Windsor Leagues Club grounds situated at 698 George Street, South Windsor, corner of Rifle Range Road.

The applicant has advised:

1 The first rodeo is scheduled for 29 November 2003 with the second to be held in April 2004.

2 Hours of activity: the actual rodeo will be held during 5.00pm-10.30pm; set-up will commence at 9.00am, with cleanup by 11.30pm.

3 Parking for 1,000 (one thousand) vehicles will be within the Club's car park as well as the oval; a substantial number of people will walk to the event.

4 Experienced traffic marshals will be located at all parking areas as well as directing traffic.

5 It is anticipated that 2,500 (two thousand, five hundred) persons will attend each function.

Report:

1 George Street at this location is a classified Main Road; the intersection with Rifle Range Road is signalised.

2 Under "Guide to Traffic and Transport Management for Special Events" issued by the Roads & Traffic Authority, patrons attending this function would impact on the Main Road network, and this event would appear to be a Class 1 function under those guidelines.

Recommendation:

1 Under "Guide to Traffic and Transport Management for Special Events", Version 1.3 dated 6 May 2003 issued by the Roads & Traffic Authority:

(a) this event be classified as a Class 1 function;

(b) the applicant submit the following documentation to the nominated organisations:

i Transport Management Centre, Roads & Traffic Authority - a Traffic Management Plan incorporating a Traffic Control Plan in the format of Appendix A1 of those guidelines;

ii NSW Police Service - Schedule 1, Summary Offences Act, as contained in Appendix A2 of those guidelines.

2 all directional signage within the public road network to be removed immediately upon completion of the event.

3.3 Bosworth/March Streets, Richmond - Proposed Kentucky Fried Chicken Outlet DA0320/03

Proposed development application providing for a Kentucky Fried Chicken centre, with drive through facility at the intersection of Bosworth and Market Streets, Richmond.

Recommendation:

That the applicant be requested to provide:

1 further detail regarding traffic movements through the intersection of Bosworth and March Streets, with particular emphasis on Bosworth Street between March and Windsor Streets;

2 submit a design of Bosworth Street between March and Windsor Streets, including existing driveways and regulatory signage but particularly a truncated median to provide right hand turning manoeuvres into western side properties.

Mr R Montgomery retired from the meeting at this stage.

3.4 Traffic Management for Special Events - Roads & Traffic Authority

The Roads & Traffic Authority has issued revised guidelines in relation to traffic management for special events - "Guide to Traffic and Transport Management for Special Events", version 1.3, 6 May 2003.

As before, these guidelines apply to on-road events as well as off-road events impacting on the surrounding road network.

Salient Points:

1 There are now four categories of events instead of five - refer Annexure A (Planning matrix).

2 Occupational Health & Safety Act, 2000

This Act has been amended to provide:

(a) the event organiser is an employer even if acting in a voluntary capacity;

(b) unpaid volunteers are "persons at the workplace" even though there is no "contract of employment";

(c) the route or location for the event is the premises;

(d) the event organiser is responsible for visitors to the "premises";

(e) visitors to the "premises" include contestants and entrants and are "persons at the workplace" (page 4).

As such, the event organiser is required to notify WorkCover of deaths and certain injuries as required by the Occupational Health & Safety Regulation 2000.

WorkCover requires the event organiser to:

(a) assess the risks;

(b) eliminate the risks;

(c) if the risks cannot be eliminated, devise solutions;

(d) if solutions cannot be devised, educate about the risks.

The risk assessment applies to the whole event, not just the traffic and transport component. (page 5).

3 Classes of Events

Class 1: is an event that impacts major traffic and transport systems and there is significant disruption to the non-event community. For example, an event that affects a principal transport route in Sydney, or one that reduces the capacity of the main highway through a country town.

Class 2: is an event that impacts local traffic and transport systems and there is low scale disruption to the non-event community. For example, and event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway.

Class 3: is an event with minimal impact on local roads and negligible impact on the non-event community. For example, an on-street neighbourhood Christmas party.

Class 4: is an event that is conducted entirely under Police control (but is not a protest or demonstration). For example, a small march conducted with a Police escort. (page 7).

It is understood that the NSW Police Service will not approve on-road bicycle races unless roads comprising the route are totally closed to vehicles.

4 Traffic and Transport Management

Traffic and transport management is by creation of a Traffic Management Plan. Risk Management, in compliance with the Occupational Health and Safety Act 2000, is achieved by preparation of a Traffic Control Plan, and is a subset of the Traffic Management Plan.

A Traffic Management Plan can include one or more Traffic Control Plans, and ensures a safe event by:

(a) complying with the requirements of the Occupational Health & Safety Act 2000;

(b) isolating the event space from traffic (Traffic Control Plans);

(c) managing the reduced capacity of the road system;

(d) minimising the traffic impact on the non-event community and the emergency services;

(e) minimising cost to the event organiser and agencies. (Page 8)

5 Traffic & Transport Management For Special Events - Approval Process

The following annexures are attached detailing the approval process in relation to each class of event:

Class 1 - Annexure B

Class 2 - Annexure C

Class 3 - Annexure D

Class 4 - Annexure E

6 Role of Council

(a) First point of contact for all Classes of event to examine impact on local community, businesses, environment, etc;

(b) consideration at Local Traffic Committee/Council;

(c) General Manager/Director of Environment & Development may approve a Development Application under delegated authority;

(d) event organiser may approach Council in person or in writing;

(e) Council staff to provide Event Organiser with an information package that:

   i) describes the Traffic & Transport Management for Special Events process;

   ii) supplies a Police Schedule 1 form to apply for holding a public assembly;

   iii) supplies a Traffic Management Plan template;

   iv) describes Council's other requirements for special events.

(f) Council staff discuss event with NSW Police and Roads & Traffic Authority to set class of event. (pages 23-26).

7 Role of Local Traffic Committee

(a) Council staff prepare a traffic submission for the Local Traffic Committee to review;

(b) Local Traffic Committee makes recommendation to Council to either support or refuse the application;

(c) Council considers the traffic impact along with the environmental, noise, safety, waste and other issues;

(d) Where Council agrees to support the event, a Schedule of Conditions is issued to the Event Organiser (page 28).

8 Regulation of Traffic - Roads Act, 1993

In the Sydney Metropolitan Area, local Councils apply to the Roads & Traffic Authority for approval to regulate traffic - this is done using the proponents' Transport Management Plan. (page 29).

9 Transport Management Plan - Area of Responsibility

In preparation of a Traffic Management Plan by the Event Organiser, the following tasks have been identified as being Council responsibility:

1 Traffic & Transport Management:

- identify detour routes if applicable (page 41).

2 construction, Traffic Calming & Traffic Generators

- develop plans to minimise impact (assistance) (page 42)
- provide limited assistance to Event Organiser (page 42).

3 Parking

- review parking arrangements (page 43)

4 Public Transport - Managing Impact

- assist with public transport arrangements (page 45)

5 Traffic Management Requirements Unique to Event

- P assist with unique traffic management requirements (page 47)

6 Contingency Plans

- P develop traffic management contingency plans (limited) (page 48)

7 Heavy Vehicle Impacts

- P advise heavy vehicle industry using most appropriate means (page 49)
- P organise alternative routes for heavy vehicles (page 49)

8 Minimising Impact on Non-Event Community

- P where applicable, develop plans to provide access for local residents and business, emergency vehicles, hospitals, etc (page 51)
- P assist to develop plan (page 51)

9 Advertise Traffic Management Arrangements

- P at Event Organiser's cost, advertise traffic management arrangements using most appropriate medium (page 52)

10 Special Event Warning Signs

- P Create special event warning signs, (assist/as appropriate) (page 53)
- P Erect special event warning signs (assist/as appropriate) (page 53)

11 Permanent Variable Message Signs

- P Construct messages and agree on locations and times for VMS messages (as part of Steering Committee) (page 54)

10 Approving the Traffic Management Plan

The Traffic Management Plan is not approved by any government authority, as, in itself, it has no legal standing.

Regulation of traffic must be authorised under the Roads Act, 1993, which is vested in the Roads & Traffic Authority.

Councils within the Sydney Metropolitan Area are required to submit the proponents' Traffic Management Plan to the Roads & Traffic Authority for approval (page 56)

11 Filming

Classification as a special event is dependent on location/complexity.

Scenes involving helicopters/pyrotechnics within the Sydney CBD are special events.

Filming of small scale activities where Council or the Roads & Traffic Authority can issue approval in its own rights are not classified as special events eg, filming of a truck crash scene on an isolated mountain road. (page 57).

12 Vehicle Races on Roads or Road-Related Areas

Police approval must be obtained - Road Transport (Safety & Traffic Management) Act, 1999, Section 40:

Under that legislation, vehicle race events are described as follows:

(a) any race between vehicles on a road or road-related area;

(b) any attempt to break any vehicle speed record on a road or road-related area;

(c) any trial of the speed of a vehicle on a road or road-related area; or,

(d) any competitive trial designed to test the skill of any vehicle driver of the reliability or mechanical condition of any vehicle on a road or road related area. (page 64)

It is understood that the definition of vehicle includes bicycle.

It is further understood that the NSW Police Service will not approve an on-road bicycle event unless roads comprising the route are totally closed.

13 Minutes, Roads & Traffic Authority/Western Consultative Forum, 4 April 2003, Page 9

During the course of a presentation on "Traffic Committees - Updates on Guidelines and Procedures", the following statement was made:

There is confusion on Special Events TMPs which is spelt out more clearly in the most recent documents. The Delegation clearly spells out that it is the responsibility of Council to prepare the TMP before it is raised at Traffic Committee. It can be discussed informally. When RTA approves a TMP they are not actually approving al the measures that are proposed in the TMP - RTA is only approving the fact that Council has followed the correct procedure and that everybody and everything that should be considered has been considered.

14 Further Advices

Further advice has been received from the Roads & Traffic Authority that Classification 1-4 under existing guidelines is not Roads & Traffic Authority policy at the present time, and to continue with the Classification 1-5 - the two systems will run parallel for a while.

COMMENT:

1 The purpose of the Traffic Management Plan is to ensure that the Event Organiser and Council has followed the correct procedure and all issues considered. (Guide to Traffic & Transport Management for Special Events; Roads & Traffic Authority/Western Consultative Forum Minutes, 4 April 2003).

2 The Special Event Transport Management Plan is signed by the Event Organiser and the Roads & Traffic Authority (Hawkesbury City Council being a Sydney Metropolitan Area local government area)

A Council contact name and numbers are to be provided.

(Appendix A1 Guide to Traffic and Transport Management for Special Events)

3 A Traffic Control Plan is a subset of the Traffic Management Plan and the Roads & Traffic Authority recommends the following personnel undertake the nominated duties:

a) Certified Traffic Control Planner - conduct an assessment of traffic risks including non-traffic risks ;

b) Certified Traffic Control Planner - develop risk management plans eg Traffic Control Plans

c) Certified Work Site Traffic Controller - ensure traffic control devices are installed and operated as per risk management assessment.

4 With regard to flowcharts attached as Annexures B, C, D and E to this report:

Class 1 - requires establishment of a steering committee to refine the Traffic Management Plan; meetings of the steering committee are conducted under the direction of a lead agency such as Transport Services Co-ordination Authority; NSW Police Service, Roads & Traffic Authority or Council.

The composition of the steering committee is not detailed, however, it is presumed that the latter three (3) organisations will comprise the Committee, along with the event organiser. (1.7, 1.8 pages 13 & 15, Guide to Traffic and Transport Management for Special Events).

Class 2 - event organiser prepares Transport Management Plan (with guidance from Council and NSW Police) (2.8, page 16 & 18, Guide to Traffic and Transport Management for Special Events).

Class 3 - does not require submission of application to Local Traffic Committee/Council if Council permits street events. No Council Officer has delegated authority to permit a street event. (pages 19 & 20, Guide to Traffic and Transport Management for Special Events).

Class 4 - It is difficult to envisage special event requiring NSW Police Service approval only, eg,

(a) any on-road event would require consent of the road authority, ie either Council or the Roads & Traffic Authority;

(b) public land but impacting on the road network - Council approval to use of the public land and consideration of impact on the road network;

(c) private property - Council approval of Development Application

In effect, three (3) classes of event exist. (page 21 & 22, Guide to Traffic and Transport Management for Special Events).

5 WorkCover

Given the extensive consultation and input required by Council Officers by virtue of Steering Committee (Class 1) and advice in preparation of Traffic Management Plans (Classes 2 & 3), it is inevitable that some risk assessment will be traversed by those Officers.

The documents are silent as to the liability of both Council (corporate) and its officers (personally) to WorkCover.

At this point clear delineation is required between Public Liability Insurance and WorkCover. Public Liability Insurance provides cover for negligence; WorkCover is a criminal conviction in which the following maximum penalties may be incurred:

Corporate - $550,000.00 (first offence, substantially higher on the second offence)

Individual - $55,000.00 (first offence, substantially higher on the second offence)

In the worst case scenario, of an injury or death occurring, and Council and its Officers, having considered, refined and approved a Traffic Management Plan, which incorporates a Risk Assessment in the form of a Traffic Control Plan, clarification should be sought as to liability of Council and its Officers to WorkCover.

P Informal discussions with the NSW Police Service reveal similar concerns by that service.

It should be pointed out that neither Council nor its Officers have any involvement with the majority of events beyond the approval process - neither are involved in the planning of the event, attend the event, etc.

Recommendation:

That:

1 urgent independent legal opinion be sought as to the liability of Council, and its Officers, to WorkCover under Guide to Traffic and Transport Management for Special Events".

2 pending receipt of that opinion, that event organisers be required to submit a Traffic Management Plan and Transport Control Plan direct to the Transport Management Centre, Roads & Traffic Authority;

3 correspondence be forwarded to the Traffic Management Centre, Roads & Traffic Authority advising of the Committee's concerns regarding liability to WorkCover and legal advice being sought;

4 upon receipt of that legal advice a further report be submitted detailing a revised procedure for consideration of these events.

3.5 Maximum Adventure - Multi-Sport Adventure Race

Seeking approval to conduct a multi-sport adventure race during 16-17 August 2003 principally within the Parr State Recreation Area and utilising the following public roads:

Wheelbarrow Ridge Road
Bicentennial Road
Chaseling Road
Webbs Creek Road
St Albans Road, 3-4 kilometres length adjacent to Webbs Creek Ferry (regional road)
Wisemans Ferry Road to Mill Creek Camping Area (Gosford Local Government Area)

The event comprises orienteering, mountain biking, night navigation, canoeing and running.

The approximate number of competitors is anticipated to be 100, operating in teams of 2-4.

<u>Sequence of Events</u>

<u>Saturday</u>

9.00AM-5.00PM	Stages 1 & 2	Bicycle and Orienteering
6.00PM-7.30PM	Stage 3	Night Navigation

Sunday

9.00AM-11.00AM	Stage 4	Kayak, Colo River
Noon-2.00PM	Stage 5	Trek to Del Rio Riverside Resort

Only Stage 1 will utilise the public road network. All other stages are on National Parks & Wildlife Service land. Starting times will be staggered; the number of competitors utilising trails/roads at any one point in time will be substantially lower than the total number of competitors.

Report:

1 Sketch plan indicating road network to be utilised is attached;

2 Wisemans Ferry Road falls within the Gosford Local Government Area;

3 Mill Creek Reserve is managed by either the National Parks & Wildlife Service or Gosford City Council;

4 The applicant has altered the location of this event in response to requirement by the NSW Police Service that the speed limit on Putty Road be reduced from 100KPH to 40KPH at the location where contestants were crossing that road; no mention was made of local roads.

5 Local roads nominated are all 100 KPH (not signposted);

6 Whilst using the public road network, the majority of time will be spent on fire-trails; random crossing points will be utilised by competitors.

Recommendation:

Having regard to the Committee's recommendation at Item 3.4 above that the subject application be approved subject to compliance with the following conditions:

1 the applicant submitting the following documentation on the nominated organisations:

(a) NSW Police Service - Schedule 1, Summary Offences Act; and,

(b) Transport Management Centre, Roads & Traffic Authority - Traffic Management Plan incorporating a Traffic Control Plan.

2 the applicant submitting a copy of its Public Liability Policy indemnifying Hawkesbury City Council, the Roads & Traffic Authority and the NSW Police Service;

3 the applicant advertising the event in the local press two (2) weeks prior to the event.

4 all traffic controllers/marshals operating in the public road network holding appropriate certification from the Roads & Traffic Authority;

5 event routes being left clean and tidy upon completion of the event, with all directional signage being removed immediately upon completion;

6 approval being obtained from relevant authorities for use of national parks and Colo River;

7 as the cycle component is a timed event, approval being obtained from the NSW Police Service under Section 40, Road Transport (Safety & Traffic Management) Act, 1999;

8 this event be classified as a Class 2 event under "Guide to Traffic and Transport Management for Special Events", Version 1.3 dated 6 May 2003, issued by the Roads & Traffic Authority.

3.6 Old Bells Line of Road, Kurrajong - Temporary Closure - Kurrajong Small Business and Community Forum Scarecrow Committee

Following recommendation by the Committee, Council, at its meeting held on 13 May 2003 resolved to approve the application by Kurrajong Small Business Community Forum for temporary closure of Old Bells Line of Road, Kurrajong during 18-19 October 2003 subject to the following conditions:

P Temporary closure be restricted to 6.00am-6.00pm, Sunday 19 October 2003

P The applicant notifying all resident and business affected by the proposed road closure

P Access being maintained for residents and their visitors

P Access for emergency vehicles being maintained

P All traffic controllers are to hold appropriate certification from the Roads & Traffic Authority

P Submission of a copy of a Public Liability Policy in an amount of $10,000,000 with the interests of Hawkesbury City Council and the Roads & Traffic Authority noted thereon

P The applicant advertising the proposed closure in the local press

P As this event appears to be a Class 4 event under "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority, the applicant submitting the following documentation to the nominated organisations:

    P NSW Police Service - Schedule 1, Summary Offences Act

    P Transport Management Centre, Roads & Traffic Authority - Traffic Management Plan incorporating a Traffic Control Plan

Report:

With regard to the last condition referred to above, the applicant has been advised by the Roads & Traffic Authority that preparation of the Traffic Management Plan/Traffic Control Plan is a matter for Council as Old Bells Line of Road is a local road under the management of Council.

Recommendation:

Having regard to the Committee's recommendation at Item 3.4 above, to confirm its previous recommendation made at its meeting held on 17 April 2003, with the event now categorised as a Class 2 event under "Guide to Traffic and Transport Management for Special Events", Version 1.3 dated 6 May 2003 issued by the Roads & Traffic Authority.

3.7 Richmond Commercial Centre - Temporary Road Closures - Hawkesbury Carnivale Committee

The Hawkesbury Carnivale Committee is organising a street parade and other events to celebrate Carnivale in Richmond on Saturday 14 September 2003 and seeks the following temporary road closures:

1 Windsor Street, Richmond between Chapel Street and East Market Street between 10.00am and Noon;

2 The area bounded by Chapel, Francis, Windsor Streets and Smith Park from 9.30am-11.30am and Chapel Street between Windsor Street and March Street.

Recommendation:

That:

1 this event be classified as a Class 1 event under "Guide to Traffic and Transport Management for Special Events", Version 1.3, dated 6 May 2003 issued by the Roads & Traffic Authority;

2 the application be approved, subject to the following standard conditions:

    i) the applicant notifying all residences and businesses affected by the proposed road closures;

    ii) access being maintained for residents and their visitors;

3 having regard to the Committee's recommendation at Item 3.4 above that the applicant submit the following documentation on the nominated organisation:

    (a) NSW Police Service - Schedule 1, Summary Offences Act;

    (b) Transport Management Centre, Roads & Traffic Authority - Transport Management Plan, incorporating a Traffic Control Plan.

3.8 Bilpin Rural Fire Brigade - Fun Run

In conjunction with Mt Wilson Rural Fire Brigade, seeking approval to conduct a fundraising Fun Run during 7.00am-3.00pm, Saturday 23 August 2003.
The Fun Run is a 35 kilometre bush run starting at Silva Plana Reserve, Queens Avenue, Mt Wilson, proceeding mainly by fire trails and private property to Bilpin Community Hall, Bells Line of Road, Bilpin.

The last 2 kilometres is along the northern verge of Bells Line of Road, from Mr Irvine Road to Bilpin Community Hall.

Report:

1 Under "Guide to Traffic and Transport Management for Special Events" guidelines issued by the Roads & Traffic Authority this event would appear to be a Class 1 event, on the following bases:

(a) impacts on major traffic and transport system, Bells Line of Road being a classified Main Road; and,

(b) requires the involvement of one or more Councils;

2 This event has been conducted over the last several years with no known problems.

Recommendation:

That:

1 this event be designated as a Class 1 event under "Guide to Traffic and Transport Management for Special Events", Version 1.3, dated 6 May 2003 issued by the Roads & Traffic Authority;

2 having regard to the Committee's recommendation at Item 3.4 above, that the applicant submit the following documentation on the nominated organisations:

(a) NSW Police Service - Schedule 1, Summary Offences Act; and;

(b) Transport Management Centre, Roads & Traffic Authority - Transport Management Plan incorporating a Traffic Control Plan in the format of Appendix A1 to those guidelines;

3 the applicant submitting a copy of its Public Liability Policy in an amount of $10,000,000 with the interests of Hawkesbury City Council, the Roads & Traffic Authority and the NSW Police Service;

4 all roads comprising the route of the event being left clean and tidy, with all directional signage being removed immediately, upon completion of the event;

5 approval being obtained from private property owners, the National Parks & Wildlife Serve and Blue Mountains City Council for use of roads/fire trails falling under their respective authority.

3.9 Various Road, Richmond - Fun Run/Walkathon - Lions Club of Richmond Inc

Seeking approval to conduct the following events on Sunday 21 September 2003 as part of its "Walk for an Aussie Kid" promotion:

1 Walkathon - traversing Old Kurrajong Road, Triangle Lane, Powells Lane, Onus Lane, Francis Street.

2 Fun Run - traversing Old Kurrajong Road, Triangle Lane, Powells Lane, Cornwells Lane, Bensons Lane, Francis Street.

Each event starts and finishes at Smith Park.

Walkathon will commence during 9.15am-10.00am; Fun run to commence at 9.00am.

Report:

1 This event has been conducted on a previous occasion with no known problems;

2 Under "Guide to Traffic and Transport Management for Special Events" guidelines issued by the Roads & Traffic Authority, this event would appear to be a Class 3 Event.

Recommendation:

1 That this event be designated as a Class 3 event under "Guide to Traffic and Transport Management for Special Events" guidelines issued by the Roads & Traffic Authority;
2 Under those guidelines that the applicant submit the following documentation on the nominated organisations:

(a) NSW Police Service - Schedule 1, Summary Offences Act; and,

(b) Transport Management Centre, Roads & Traffic Authority - Traffic Management Plan incorporating a Traffic Control Plan;

3 The applicant submitting a copy of its Public Liability Policy in an amount of not less than $10,000,000 with that Policy indemnifying Hawkesbury City Council, the Roads & Traffic Authority and the NSW Police Service;

4 Smith Park being left clean and tidy upon completion of the function;

5 Roads comprising the routes of the function being left clean and tidy, with all directional signage being removed immediately upon completion of the events.

4 Next Meeting

The next meeting of the Local Traffic Committee will be held at 10.00am, Friday 15 August 2003.

Meeting terminated at Noon.

Annexure A

Annexure B

Annexure C

Annexure D

Annexure E

oooO END OF REPORT Oooo

Hawkesbury Agricultural Retention through Diversification and Clustering (HARtDaC) Steering Committee Meeting - 24 July 2003

Meeting commenced at 9:30am, in Council's Lunchroom area located on Ground floor of Council's Administration Building.

Present:	Mr Geoff Banting	(Chairperson, Hawkesbury City Council)
	Mr David Tuxford	(HEDAC/Hawkesbury City Council)
	Councillor Christine Paine	(Hawkesbury City Council)
	Ms Narelle Wheatland	(GROW Employment Council)
	Ms Suellen Manyweathers	(Department of Transport and Regional Services)
	Mr Martin Bullock	(Greater Western Sydney Economic Development Board)
	Ms Louise Saarinen	(Bilpin Farmers Group)
	Mr David Mason	(NSW Agriculture)
	Mr John Maguire	(Hawkesbury Harvest Inc.).

Apologies: Nil

1. Confirming the recommendation for the preferred Scientific Specialist Consultant to undertake the Hawkesbury Agricultural Retention through Diversification and Clustering (HARtDaC) Project.

Mr Tuxford read out the report that was to be presented to Council at the General Purpose Committee Meeting to be held on 29 July 2003 recommending Agriculture Victoria Services Pty Ltd as the successful tenderer for the HARtDaC project.

Council's Acting General Manager advised of the additional information that had been received and it would not be included in the assessment of the tenders.

Ms Suellen Manyweathers (DoTaRS) spoke of the email which was sent to DoTaRS in Canberra regarding the project and it's funding. It was again stressed that there was no question that the funding for this project would be in jeopardy by awarding the tender to Agriculture Victoria Services Pty Ltd.

Discussion was held regarding the phone hook-up conference meeting between Mr John Maguire, Mr David Tuxford, Ms Louise Saarinen and the independant tender evaluation panel, the results of which was distributed to the steering committee members.

Council's Acting General Manager then spoke about moving forward with the project and asked if there were any further questions from the members of the steering committee regarding the report being presented to Council.

Recommendation:

That the Steering Committee of the Hawkesbury Agricultural Retention through Diversification and Clustering Project agree to the following:

1. Agriculture Victoria Services Pty Ltd be awarded the tender for the appointment as the Scientific Specialist Consultant for the Hawkesbury Agricultural Retention through Diversification and Clustering Project as per the recommendation of the Independent Evaluation Panel.

2. An Intellectual Property Agreement be entered into ensuring that the project information, including data sets, remains in the public domain.

3. All necessary documentation be signed under the Common Seal of Council.

Moved by Mr Martin Bullock, seconded by Mr John Maguire.

The next meeting of the Hawkesbury Agricultural Retention through Diversification and Clustering Steering Committee will be held on Thursday, 21 August 2003 commencing at 9:30am.

oooO END OF REPORT Oooo

ordinary
meeting

end of paper