Hawkesbury City Council

# ordinary meeting business paper

date of meeting: 10 February 2004

location: Council Chambers

time: 7.00pm

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# AGENDA

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# Notices of Motion

## Notices of Motion

## Ordinary Meeting - 10 February 2004

Councillor Williams - Clearing of Vegetation:

Council recently dealt with a number of issues in relation to tree and vegetation clearing that has occurred within the City. Due to the controversy and community disenchantment created as a result of these issues, I recommend to you a Notice of Motion that attempts to create policy and prevent the negative feedback and resident concerns related to the protection of our environment.

**RECOMMENDATION:**

That:

1. Application to clear vegetation be notified to surrounding residents.

2. Application to clear vegetation be accompanied by a photographic record of intended clearing sufficient to allow identification of what has been cleared after the event

**oooO END OF NOTICES OF MOTION Oooo**

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## General Purpose Committee - 27 January 2004

### AGENDA

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

## General Purpose Committee - 27 January 2004

Report of the Meeting of the General Purpose Committee held at the Council Chambers, Windsor, on 27 January 2004, commencing at 9.20am.

**PRESENT:** Councillor R P Stubbs, Mayor and Councillors L Allan, K F Conolly, D Finch, C A Paine, P R Rasmussen, L C Sheather, L A Williams, and C J Woods.

Apologies for absence were received from Councillors G J Gilling, B J Calvert and P F Davies.

**RESOLVED** on the motion of Councillor Rasmussen and seconded by Councillor Finch that the apologies be accepted.

Councillor Paine arrived at the meeting at 9.35am
Councillor Allan arrived at the meeting at 9.38am

**RESOLVED** on the motion of Councillor Rasmussen and seconded by Councillor Williams that the Minutes of the General Purpose Committee Meeting held on the 27 November 2003, be confirmed.

The following recommendations were passed as resolutions of the Committee:

### MAYORAL MINUTES

**Relay for Life Sponsorship**

1 RESOLVED on the motion of Councillor Stubbs, Mayor, seconded by Councillor Finch

That Council exercising its delegation as a Committee of the Whole resolve:

1. In-kind support be provided to the New South Wales Cancer Council for the sponsorship of stage, tents, electrical and support equipment for the Hawkesbury 2004 Relay For Life up to the value of $3,000 (three thousand dollars), at a venue to be determined through the Sports Council's normal process.

2. Funding be provided from the 2003/2004 donations budget.

## SECTION 1 - ENVIRONMENT

**1: Machinery Shed in Association with Golf Course, Lot 19 DP 270194, 102 Peel Parade, East Kurrajong NSW 2758** (DA1084/03/EVD/ENA27NAX.V08)

Mr Jack Mathie, proponent, addressed the Committee

COMMITTEE'S RECOMMENDATION

That the application for a rural shed at Lot 19 DP 270194, 102 Peel Parade East Kurrajong be approved, subject to the following conditions.

**General**

1. To confirm and clarify the terms of this approval, the development shall be carried out in accordance with the approved stamped plans (prepared by Garage World, numbered COM-12/03) submitted with Development Application No. 1084/03 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. To ensure the external appearance of the development is not intrusive or offensive, and does not degrade the visual quality of the surrounding area, the development shall be completed in accordance with the approved colours and finishes and shall not be altered.

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

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

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

6. An occupation certificate is to be obtained on completion of all works and prior to commencement of the approved use. The occupation certificate will not be issued if any conditions of this consent are outstanding.

7. All part 4 certificates issued under the Environmental Planning and Assessment Act, 1979 are to be submitted to Council within 7 (seven) days of the date of issue. A registration fee applies.

**Prior to Commencement of Works**

8. 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.

9. 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.

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

11. 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) duration of site works.

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

**During Construction**

13. 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) piers;
    (c) external drainage lines, prior to backfilling; and
    (d) on completion of the structure.

14. All reasonable measures shall be taken to protect all other vegetation on the site from damage during construction.

15. 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.

16. 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.

17. Roof water shall be drained to the water storage vessel/s (where required), existing Roof water drainage system, or otherwise to absorption pits located a minimum 4m clear of any building and allotment boundaries.

**The Use of the Site**

18. The shed shall not be occupied for human habitation/residential purposes.

**2: Tourist Facility, Lot 1 DP 1055163, 16 Manns Road, Wilberforce**
(DA0854/03/EVD/ENA27NAX.V09)

Mr Ron Hackett, proponent, addressed the Committee

<u>COMMITTEE'S RECOMMENDATION</u>

That:

A. The application for a tourist facility be refused for the following reasons:

   1. The proposed development is inconsistent with Hawkesbury Local Environmental Plan 1989.

   2. The site is unsuitable for the proposed development due to the impact of flooding events.

   3. The access is unsuitable for the proposed development.

   4. The development application does not demonstrate that the existing structure is capable of supporting the proposed additions.

   5. The proposed development application does not demonstrate whether the site is suitable for the disposal of effluent generated by the proposed development.

   6. The proposed development is inconsistent with the planning considerations, policies and recommended strategies of the Sydney Regional Environmental Plan No. 20 - Hawkesbury Nepean River.

   7. In the circumstances, approval of the development would not be in the public interest.

B. A Notice of Intention to serve an order be issued to the owner requiring:

i. The use of the building for the purposes of tourist facilities cease within 28 (twenty eight) days; and

ii. The unauthorised building works be removed from the shed within 3 (three) months.

**3: Two Lot Torrens Title Subdivision, Lot 7 DP 250171, 22 Pecks Road, North Richmond NSW 2754** (DA0934/03/EVD/ENA27NAX.V10)

Mr John Van Oosterum, proponent, addressed the Committee

COMMITTEE'S RECOMMENDATION

That the application for a 2 (two) lot Torrens Title subdivision be approved subject to the following conditions:

**General**

1. To confirm and clarify the terms of this approval, the development shall be carried out in accordance with the approved stamped plans (prepared by Teerman Newton Richmond Pty Ltd, numbered 14415, dated 08/08/2003) submitted with Development Application No. DA934/03 and any supportive documentation, except as otherwise provided by the conditions of this consent.

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

3. The inground swimming pool located on proposed lot 2 is to be suitably filled and compacted. Details are to be provided prior to commencment of works.

**Prior to Issue of Subdivision Certificates**

4. A monetary contribution is to be paid to Council, pursuant to Section 94 of the Environmental Planning and Assessment Act 1979, towards the provision of the following public facilities in the locality:

   a) Open Space and Recreation ($2139.00)
   b) Community Facilities ($3026.00)

   The above contributions have been determined in accordance with Hawkesbury Section 94 Contribution Plan. A copy of the Contributions Plan may be inspected at Council's Offices, George Street, Windsor.

   Contributions are to be paid prior to issue of the construction certificate.

The amount of contribution payable under this condition has been calculated on the basis of costs as at the date of consent. In accordance with the provisions of the Contributions Plan, this amount shall be INDEXED at the time of actual payment in accordance with movement in the Consumer Price Index as published by the Australian Bureau of Statistics. In this respect the attached fee schedule is valid for 3 (three) months.

5. A Section 73 Compliance Certificate under the Sydney Water Act 1994 must be obtained. Application must be made through an authorised Water Servicing Coordinator. Please refer to 'Your Business' section of Sydney Water's web site at www.sydneywater.com.au then the 'e-developer' icon or telephone 13 20 92.

   Following application a 'Notice of Requirements' will detail water and sewer extensions to be built and charges to be paid. Please make early contact with the Coordinator, since building of water/sewer extensions can be time consuming and may impact on other services and building, driveway or landscape design.

   The Section 73 Certificate must be submitted to the Principal Certifying Authority prior to occupation of the development/release of the plan of subdivision.

6. Submission of a Certificate from Integral Energy that satisfactory arrangements have been made for the provision of electricity to each of the resultant lots of the subdivision.

7. Submission of a Certificate from an approved telecommunications provider that satisfactory arrangements have been made for the provision of cables for telephones through the subdivision.

8. Dedication of a 4m by 4m splay corner free of costs to Council at the corner of Pecks Road and Mokari Street.

9. The submission of a plan showing all existing services on the lots including sewer connections, water connections and stormwater disposal, where applicable, and the correction of any encroachments or defects to the requirements of the Director of Environment and Development.

10. The submission of the plan of subdivision, together with 4 (four) exact copies thereof, suitable for lodgement with the Registrar General.

11. Payment of a linen release fee of $206.60. This amount is valid until 30 June 2004.

12. Certification from a geotechnical engineer that the fill in the pool area has been compacted to the required standard is to be submitted to the Hawkesbury City Council.

**4: Development Application for Detached Dual Occupancy, Lot 201 DP 717552, 51 Sirius Road, Bligh Park** (DA1024/03/EVD/ENA27NAX.V04)

Mr Patrick Hurley, proponent, addressed the Committee

COMMITTEE'S RECOMMENDATION

That the application for retention of the existing dwelling and erection of a single storey dwelling at the rear to create a detached dual occupancy including demolition of the existing garage and erection of carports for the existing and proposed dwellings be approved subject to the following conditions:

**General**

1. To confirm and clarify the terms of this approval, the development shall be carried out in accordance with the approved stamped plans (Prepared by R.E. & P.A. Collis Design, Drawing Number 80803, sheet 1 of 3 dated 02/12/03, sheet 2 of 3 dated 02/12/03 sheet 3 of 3 dated 11/04/03) submitted with Development Application No. DA 1024/03 and any supportive documentation, except as amended in red otherwise provided by the conditions of this consent.
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. The applicant is advised to consult with:

   a) Sydney Water Corporation Limited
   b) Integral Energy
   c) a local telecommunications carrier
   d) Council, as the same authority

   regarding their requirements for the provision of services to the development and the location of existing services that may be affected by proposed works, either on site or on the adjacent public road(s).

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

6. An occupation certificate is to be obtained on completion of all works and prior to commencement of the approved use. The occupation certificate will not be issued if any conditions of this consent are outstanding.

**Prior to Issue of Construction Certificate**

7. A monetary contribution is to be paid to Council, pursuant to Section 94 of the Environmental Planning and Assessment Act 1979, towards the provision of the following public facilities in the locality:

   a) Open Space and Recreation ($961.00)
   b) Community Facilities ($1173.00)

   The above contributions have been determined in accordance with Hawkesbury Section 94 Contribution Plan. A copy of the Contributions Plan may be inspected at Council's Offices, George Street, Windsor.

   Contributions are to be paid prior to issue of the construction certificate.

   The amount of contribution payable under this condition has been calculated on the basis of costs as at the date of consent. In accordance with the provisions of the Contributions Plan, this amount shall be INDEXED at the time of actual payment in accordance with movement in the Consumer Price Index as published by the Australian Bureau of Statistics. In this respect the attached fee schedule is valid for 3 (three) months.

8. Construction of civil works including road, drainage, access, or sewer works are not to commence until 3 (three) copies of the plans and specifications of the proposed works are submitted to and approved by Council.
9. A satisfactory final drainage plan / on-site detention plan must be submitted to Council generally in accordance with concept plans submitted to Council prepared by GJ Ryan and Associates, Plan Number 03029D01, Revision A, Dated 02/04/03.

10. Payment of a design checking fee of $327.50 (three hundred and twenty seven dollars and fifty cents), checking and inspection fee of $260.20 (two hundred and sixty dollars and twenty cents) when submitting Engineering plans for approval. This amount is valid until 30 June 2004. Fees required if an accredited certifier is used will be provided upon request.

11. The submission of engineering designs and calculations covering all works required by this consent.

12. Submission of proof of the payment of the Building Industry Long Service Levy

13. Payment of a contribution of $5,598.55 (five thousand, five hundred and ninety eight dollars and fifty five cents) towards sewer head-works. This sum will remain fixed until 30 June 2004 after which it will be recalculated at the rate applicable at the time of payment.

14. A NatHERs assessment must be carried out on the proposed development by a suitably qualified person and submitted to Council. The proposed dwelling must achieve a minimum NatHERs rating of 3.5 stars.

15. In order to maintain the structural integrity of the building should the adjacent sewer main need to be excavated, the footings shall be designed and constructed in such a manner that their zone of influence shall fall a minimum of 900mm below the angle of repose taken from a point 600mm from the centre line at invert level of the adjacent sewer main. The angle of repose shall be assumed to be 1:1 (45 degrees) in undisturbed clay or similar material and 1:2 (30 degrees) from horizontal in sand or filled ground whether compacted or not. All supporting piers adjacent to the sewer main shall contain appropriate starter bars cast in them for subsequent tying into the strip footing or perimeter beam. Design of the proposed footings system shall be certified by a structural engineer. The applicant shall accurately locate the position of the main prior to work commencing.

16. Submission and approval of a final landscaping plan prepared by a suitably qualified person, generally in accordance with the landscape plan submitted with DA1024, prepared by Paradise Garden Services. Plants used must include a mix of trees, shrubs and ground cover, native to the locality. The landscape plan shall detail the species of plants, the mature heights of plants, the number of plants to be used, the location of each plant, and the distance between plantings.

**Prior to Commencement of Works**

17. Building work that involves residential building work (within the meaning of the Home Building Act 1989) must not be commenced unless the principal certifying authority for the development to which the work relates:

    a) in the case of work to be done by a licensee under that Act:
        (i) has been informed in writing of the licensee's name and contractor licence number, and
        (ii) is satisfied that the licensee has complied with the requirements of Part 6 of that Act, or

    b) in the case of work to be done by any other person:
        (i) has been informed in writing of the person's name and owner-builder permit number, or

        (ii) has been given a declaration, signed by the owner of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in Section 29 of that Act

    and is given appropriate information and declarations under paragraphs (a) and (b) whenever arrangements for doing the work are changed in such a manner as to render out of date any information or declaration previously given under either of those paragraphs.

    Note: A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 that states that a person is the holder of an insurance policy issued for the purposes of that Part is, for the purposes of this condition, sufficient evidence that the person has complied with the requirements of that Part.

18. The name and licence number of the licensed contractor/builder who has been contracted to do or intends to do the work must be submitted to Council in writing by the owner prior to the commencement of any work relevant to this approval.

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

20. 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.

21. If the work involved in the erection or demolition of a building:

    a) is likely to be dangerous to a person in a public place or adjoining property;
    b) is likely to cause pedestrian or vehicular traffic in a public place to be obstructed or rendered inconvenient; or
    c) involves the enclosure of a public place,

    a hoarding or protective barrier must be erected between the work site and the public place. such hoarding or barrier must be designed and erected in accordance with Council's Local Approvals Policy and WorkCover requirements/guidelines.

    If necessary, an awning is to be erected, sufficient to prevent any substance from, or in connection with, the work falling into the public place.

    The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place.

    The applicant is to provide drawings and details to Council's Building Surveyor for approval prior to such installation/erection.

22. 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.

23. 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.

24. 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.

25. Separate application shall be made by a licensed drainer for permission to carry out work in relation to Council's sewer. The attached application shall be returned with the appropriate fee prior to the relevant work commencing.

26. The building shall be set out by a Registered Surveyor and the Survey Certificate of the building shall be lodged with the principal certifying authority upon completion of the footings and prior to the external wall construction proceeding above floor level.

27. Separate certified structural engineer's details of all structural concrete and steelwork shall be lodged with the principal certifying authority for approval.

**During Construction**

28. Inspections shall be carried out and compliance certificates issued by Council or an appropriately accredited person for the following components of construction:

    a) piers;
    b) steel reinforcement;
    c) framework, after the installation of all plumbing, drainage and electrical fixtures, and after the external cladding and roof covering has been fixed prior to fixing of internal linings and insulation;
    d) wet area flashing, after the installation of any bath and shower fixtures;
    e) internal drainage lines prior to covering;
    f) external drainage lines, prior to backfilling; and
    g) on completion of the structure.

29. An automatic fire detection and alarm system shall be installed within the building in accordance with Part 3.7.2 of the BCA for class 1A and 1B dwellings and F2.2a of the BCA for Class 2, 3, 4, 5, 6, 7, 8 9a and 9b. Alarms and Detectors shall be installed by a licensed electrician and multiple alarms shall be interconnected, a certificate of the installation shall be provided prior to occupation of the building or addition; (Note: refer to approved plans, for locations marked in red ink).

30. All part 4 certificates issued under the Environmental Planning and Assessment Act, 1979 are to be submitted to Council within seven (7) days of the date of issue. A registrar fee applies.

31. All demolition, construction and associated work necessary for carrying out 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.

32. 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).

33. 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.

34. 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.

35. Inspections for Compliance Certificate to be requested from the Sewer Authority (Hawkesbury City Council) for internal and external sewer drainage prior to covering any pipe (24 hours notice for inspection is required, the fee is $70.30 per inspection to be paid prior to requesting the inspection).

36. The dwelling is to be provided with a hot water system with a minimum energy rating of 3.5 stars.

37. All civil work must be carried out in accordance with the provisions of Council's Hawkesbury Development Control Plan, Appendix E Civil Works Specification Part 1 Design Specification and Part 2 Construction Specification.
38. Finished floor levels must not exceed 19.80m AHD.

**Prior to Issue of Occupational Certificate**

39. The following documentary evidence is to be obtained prior to the issue of any Occupation Certificate, whether by Council or an accredited certifier:

    a) Approval by Hawkesbury City Council to consent to the same.

    b) A written clearance from Integral Energy, stating that electrical services have been made available to the development or that arrangements have been entered into for the provision of services to the development.

40. Removal of the existing redundant layback crossing.

41. The construction of sewerage reticulation, including junctions, to each lot in the development where not already provided.

42. The submission of a Surveyor's Certificate stating that all buildings on the lots comply with the Building Code of Australia in relation to boundary setbacks.

43. The driveway shall be constructed of pavers/earth toned coloured concrete or the like.

44. A report by the Design Engineer and a works-as-executed (WAE) drawing by either a suitably qualified Engineer or Registered Surveyor of the stormwater detention basin(s) and stormwater drainage system are to be submitted to and approved by Council prior to the release of the Occupation Certificate. The report from the Design Engineer is to state the conformance or otherwise of the as constructed basins in relation to the approved design.

45. The WAE drawings shall indicate the following as applicable:

a) invert levels of tanks, pits and orifice plates;
b) surface levels of pits and surrounding ground levels;
c) levels of spillways and surrounding kerb;
d) floor levels of buildings, including garages;
e) top of kerb levels at the front of the lot;
f) dimensions of the stormwater basins and extent of inundation; and
g) calculation of actual detention storage and volume provided.

46. A Plan of Management for the on-site stormwater detention facilities within the development is to be submitted to and approved by Council prior to the issue of an Occupation Certificate. The Plan of Management shall set out all design and operational parameters for the detention facilities including design levels, hydrology and hydraulics, inspection and maintenance requirements and time intervals for such inspection and maintenance.

47. A Termite Protection Notice, in accordance with AS3660, printed on durable material shall be affixed at the entrance to a crawl space or in the case of slab on ground construction, in the meter box prior to a "Final Inspection" being carried out. The notice shall include information on the form of termite protection employed and the expected service life of the barrier before maintenance is required.

**5: Massage and Relaxation Centre, Lot 2 DP 392637 Vol 7047 Fol 22, 21 George Street, Windsor NSW 2756** (DA1251/03/EVD/ENA27NAX.V07)

COMMITTEE’S RECOMMENDATION

That the application for the use of the premises as a massage and relaxation centre be approved subject to the following conditions:

**General**

1. To confirm and clarify the terms of this approval, the development shall be carried out in accordance with the approved stamped plans (prepared by Thistle Drafting Pty Ltd numbered W018 - 002 dated 29.08.03) submitted with Development Application No. DA1251/03 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, and the Building Code of Australia.

3. An occupation certificate is to be obtained on completion of all works and prior to commencement of the approved use. The occupation certificate will not be issued if any conditions of this consent are outstanding.

**Prior to Issue of Occupation Certificate**

4. Exit signs complying with the requirements of Part E4 of the BCA shall be provided in the following locations:

   a) Above the fire exit door.
   b) Above the entry/exit door at the top of the stairway, which provides access from George Street.

5. Emergency lighting shall be installed within the building in accordance with the requirements of Part E4 of the BCA.

6. The exit stairway/s shall be a minimum unobstructed width of 1m and unobstructed height of 2m and the construction of such stairway/s shall comply with the requirements of Part D2 of the BCA.

7. All exit/entry doors to the premises shall be readily openable, without a key and by single handed downward or pushing action on a single device which is located between 900mm and 1.2m above the floor , from the side that would face any person seeking egress from the building.

8. Portable fire extinguisher/s containing an extinguishing agent suitable for the risk being protected shall be installed in accordance with AS 2444 E1.6 in the following locations:
   a) As indicated on the approved floor plan

9. A Fire Safety Certificate, in accordance with the Schedule of Fire Safety Measures issued for the development, is to be submitted to Hawkesbury City Council for separate registration. A registration fee applies.

10. The following services are subject to the provisions of the Environmental Planning and Assessment Act (Section 80E and Section 80G) and shall be certified by the owner as complying within three months of the completion of the building or prior to the issue of an occupation certificate and be certified on an annual basis from the date of the original certificate.

    - Emergency lighting;
    - Egress paths and travel distances (including path of travel markings);
    - Exit signs; and
    - Portable fire extinguishers.

11. A supply of soap and single use paper hand towels should be fitted to the wall in an appropriate and durable dispenser adjacent to all hand washing basins.

12. All floors are to be constructed with materials that are smooth, durable, impervious to moisture and capable of being easily cleaned with a disinfectant. Fittings and equipment should be constructed so as not to harbour insects or vermin.

**The Use of the Site**

13. The subject development is to be maintained in a clean and tidy manner.

14. Any internal or external alterations being the subject of a separate development application.

15. All waste materials to be stored and disposed of at regular intervals.

16. No advertising structures to be erected, displayed or affixed on any building or land without prior approval. Any unauthorised advertising structure will be removed at the expense of the advertiser.

17. No chain bulb or flashing signs on the premises are permitted.

18. No signs shall be displayed on the footpaths, pedestrian ways, roadways or in the vicinity.

19. All windows are to be covered by blinds or curtains at all times with the covering material blending with the external colours of the building.

20. The use of the site shall be in accordance with the all relevant requirements of the NSW Health Department and the WorkCover Authority.

21. The premises shall be provided with adequate, appropriate and well maintained receptacles for the reception of all soiled materials, contaminated and procedural waste.

22. The premises are not to be used for the purposes of prostitution.

23. The premises are not to be used as a brothel.

**6: Demolition of existing structures and erection of a detached dual occupancy and two (2) lot torrens title subdivision, Lot 2 DP90038, 72 Pitt Street, Richmond NSW 2753** (DA0815/03/EVD/ENA27NAX.V11)

COMMITTEE'S RECOMMENDATION

That:

A. The variation under SEPP No.1 be supported; and

B. The application for demolition of existing structures, erection of a detached dual occupancy and two (2) lot torrens title subdivision be approved subject to the following conditions:

**General**

1. To confirm and clarify the terms of this approval, the development shall be carried out in accordance with the approved stamped plans (Drawing Number 216, sheet 1 of 5, dated April 03, sheet 2 of 5 to sheet 4 of 5 dated October 03) submitted with Development Application No. DA0815/03 and any supportive documentation, except as amended in red or otherwise provided by the conditions of this consent.

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. The applicant is advised to consult with:

   a) Sydney Water Corporation Limited
   b) Integral Energy
   c) a local telecommunications carrier

   regarding their requirements for the provision of services to the development and the location of existing services that may be affected by proposed works, either on site or on the adjacent public road(s).

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

**Prior to Issue of Construction Certificate**

6. Details demonstrating compliance with BCA must be submitted to the principle certifying authority.

7. A monetary contribution is to be paid to Council, pursuant to Section 94 of the Environmental Planning and Assessment Act 1979, towards the provision of the following public facilities in the locality:

| | | |
|---|---|---|
| a) | Open Space and Recreation | ($1168.00) |
| b) | Community Facilities | ($1679.00) |
| c) | Drainage Catchment for Richmond | ($6,542.57) |

The above contributions have been determined in accordance with Hawkesbury Section 94 Contribution Plan. A copy of the Contributions Plan may be inspected at Council's Offices, George Street, Windsor.

Contributions are to be paid prior to issue of the construction certificate.

The amount of contribution payable under this condition has been calculated on the basis of costs as at the date of consent. In accordance with the provisions of the Contributions Plan, this amount shall be INDEXED at the time of actual payment in accordance with movement in the Consumer Price Index as published by the Australian Bureau of Statistics. In this respect the attached fee schedule is valid for 3 (three) months.

8. Submission of proof of the payment of the Building Industry Long Service Levy.

9. Separate details of the proposed roofwater and surface water drainage system shall be lodged in duplicate for approval. Such details shall be approved prior to issue of construction certificate.

10. The provision of vehicular access to the land shall be at the applicant's expense and to the satisfaction of the Director of Asset Services and Recreation. It is a requirement of Integral Energy that constructed driveways are located a minimum 1m off the side boundary (any enquiries regarding this requirement should be directed to Integral Energy).

11. A NatHERs assessment must be carried out on the proposed development by a suitably qualified person and submitted to Council. The proposed dwelling must achieve a minimum NatHERs rating of 3.5 stars.

12. Submission and approval of a final landscaping plan prepared by a suitably qualified person, generally in accordance with the landscape plan and details submitted with DA0815/03. Plants used must include a mix of trees, shrubs and ground cover, native to the locality. The landscape plan shall detail the species of plants, the mature heights of plants, the number of plants to be used, the location of each plant, and the distance between plantings.

**Prior to Commencement of Works**

13. Adjoining owners are to be given 24 hours notice, in writing, prior to commencing demolition to enable them to take necessary action to prevent disturbance by dust to both inside and outside their dwelling.

14. Photographs of all elevations of the existing building are to be submitted to Council.

15. Building work that involves residential building work (within the meaning of the Home Building Act 1989) must not be commenced unless the principal certifying authority for the development to which the work relates:

(a) in the case of work to be done by a licensee under that Act:
(i) has been informed in writing of the licensee's name and contractor licence number, and
(ii) is satisfied that the licensee has complied with the requirements of Part 6 of that Act, or
(b) in the case of work to be done by any other person:
(i) has been informed in writing of the person's name and owner-builder permit number, or
(ii) has been given a declaration, signed by the owner of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in Section 29 of that Act

and is given appropriate information and declarations under paragraphs (a) and (b) whenever arrangements for the doing of the work are changed in such a manner as to render out of date any information or declaration previously given under either of those paragraphs.

Note: A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 that states that a person is the holder of an insurance policy issued for the purposes of that Part is, for the purposes of this condition, sufficient evidence that the person has complied with the requirements of that Part.

16. The name and licence number of the licensed contractor/builder who has been contracted to do or intends to do the work must be submitted to Council in writing by the owner prior to the commencement of any work relevant to this approval.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. The building shall be set out by a Registered Surveyor and the Survey Certificate of the building shall be lodged with the principal certifying authority upon completion of the footings and prior to the external wall construction proceeding above floor level.

23. Separate certified structural engineer's details of all structural concrete and steelwork shall be lodged with the principal certifying authority for approval.

**During Construction**

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

25. Inspections shall be carried out and compliance certificates issued by Council or an appropriately accredited person for the following components of construction:

(a) piers;
(b) steel reinforcement;
(c) framework, after the installation of all plumbing, drainage and electrical fixtures, and after the external cladding and roof covering has been fixed prior to fixing of internal linings and insulation;
(d) wet area flashing, after the installation any bath and shower fixtures;
(e) internal drainage lines prior to covering;
(f) external drainage lines, prior to backfilling; and
(g) on completion of the structure.

26. All part 4 certificates issued under the Environmental Planning and Assessment Act, 1979 are to be submitted to Council within 7 (seven) days of the date of issue. A registration fee is required to be paid.

27. 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.

28. 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).

29. 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.

30. 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.

31. The dwellings are to be provided with a hot water system with a minimum energy rating of 3.5 stars.

32. The developer is responsible for full costs associated with any alteration, relocation or enlargement to public utilities whether caused directly or indirectly by this proposed subdivision. Such utilities include, but are not limited to, water, sewerage, drainage, power, communication, footways, kerb and gutter.

33. Construction of Council's standard residential footway and layback vehicular crossing to suit the access to proposed lots A & B with a minimum width of 3m (three). The construction of concrete path paving 1.2 metres wide with the remaining area being formed in earth over the frontage of the site, together with any works necessary to make this construction effective.

34. The building design shall incorporate components that will provide aircraft noise mitigation in accordance with AS 2021. The measures in the Acoustic Analysis report prepared by "Murphy Pastoral and Technical Company Pty Ltd" in report dated 13 June 2003 must be complied with.

35. The existing buildings are to be demolished in accordance with WorkCover requirements.

36. At all times during demolition a competent person shall directly supervise work. It is the responsibility of the person to ensure that:

(a) The structure to be demolished and all its components shall be maintained in a stable and safe condition at all stages of the demolition work. Temporary bracing, guys, shoring or any combination of these, shall be added for stability where necessary.
(b) Precautions are taken to ensure that the stability of all parts of the structure and the safety of persons on and outside the site are maintained, particularly in the event of sudden and severe weather changes. Severe weather changes refer primarily to the localised high winds. In these circumstances loose debris can become airborne, particularly if it is in sheet form.
(c) The site shall be secured at all times against the unauthorised entry of persons or vehicles.
(d) Utility services within the structure not required to be maintained during the demolition work shall be properly disconnected and sealed off before any stripping or demolition commences.
(e) Unless otherwise permitted by Council, structures shall be demolished in the reverse order to that of their construction. The order of demolition for building shall be progressive, having proper regard to the type of construction.
(f) In consideration of the proximity of the site's adjoining buildings:
   - Safe access and egress from adjoining buildings is to be maintained at all times for the duration of the demolition work;
   - No demolition activity is to cause damage to or adversely affect the structural integrity of adjoining buildings. Consideration should be given to the use of shoring and underpinning and to changes in the soil conditions as a result of demolition and appropriate action taken.

37. The effect of vibration and concussion on adjoining buildings and their occupants is to be minimised by selection of appropriate demolition methods and equipment.

38. The techniques adopted for stripping out and for demolition are to minimise the release of dust into the atmosphere.
   - Before commencing work, any existing accumulations of dust are to be collected, placed in suitable containers and removed. Selection of appropriate collection techniques, such as vacuuming or hosing down, shall take account of the nature of the dust and the type of hazard it presents (e.g. explosive, respiratory, etc).
   - Dust generated during stripping or during the breaking down of the building fabric to removable sized pieces shall be kept damp until it is removed from the site or can be otherwise contained. The use of excess water for this purpose is to be avoided.

39. All demolished material and excess spoil from the site shall be disposed of at a location and in a manner approved of by Council. No material is to be burnt on site.

40. Removal of dangerous or hazardous materials shall be carried out in accordance with the provisions of all applicable State legislation and with any relevant recommendations

published by the National Occupational Health and Safety Commission (WorkSafe Australia).

- Only competent persons or competent and registered persons shall carry out removal;
- Removal of asbestos or materials containing asbestos fibres, shall be in accordance with the NOHSC Code of Practice.

**Prior to Issue of Occupation Certificate**

41. 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.

42. The following documentary evidence is to be obtained prior to the issue of any Occupation Certificate, whether by Council or an accredited certifier:

    (a) A Section 73 Compliance Certificate under the Sydney Water Act 1994 must be obtained. Application must be made through an authorised Water Servicing Coordinator. Please refer to 'Your Business' section of Sydney Water's web site at www.sydneywater.com.au then the 'e-developer' icon or telephone 13 20 92. Following application a 'Notice of Requirements' will detail water and sewer extensions to be built and charges to be paid. Please make early contact with the Coordinator, since building of water/sewer extensions can be time consuming and may impact on other services and building, driveway or landscape design. The Section 73 Certificate must be submitted to the Principal Certifying Authority prior to occupation of the development/release of the plan of subdivision.
    (b) A written clearance from Integral Energy, stating that electrical services have been made available to the development or that arrangements have been entered into for the provision of services to the development.

43. To ensure that all necessary services are provided to the development and these services will function properly:

    (a) satisfactory arrangements shall be made with Integral Energy, Sydney Water and Telstra for the provision/extension of services to and within the subject land. Written evidence of such arrangements shall be obtained prior to issue of the Occupation certificate.

44. The driveway shall be constructed of pavers/earth toned coloured concrete or the like.

45. All necessary works being carried out to ensure that flow from adjoining properties is not impeded.

46. A Termite Protection Notice, in accordance with AS3660, printed on durable material shall be affixed at the entrance to a crawl space or in the case of slab on ground construction, in the meter box prior to a "Final Inspection" being carried out. The notice shall include information on the form of termite protection employed and the expected service life of the barrier before maintenance is required.

**Prior to Release of Subdivision Certificate**

47. The following documentary evidence is to be obtained prior to the issue of any Construction Certificate, whether by Council or an accredited certifier:

    (a) A Section 73 Construction Certificate under the Sydney Water Act 1994 must be obtained. Application must be made through an authorised Water Servicing Coordinator. Please refer to 'Your Business' section of Sydney Water's web site at www.sydneywater.com.au then the 'e-developer' icon or telephone 13 20 92. Following application a 'Notice of Requirements' will detail water and sewer extensions to be built and charges to be paid. Please make early contact with the Coordinator, since building of water/sewer extensions can be time consuming and may impact on other services and building, driveway or landscape design. The Section 73 Certificate must be submitted to the Principal Certifying Authority prior to occupation of the development/release of the plan of subdivision.

    (b) A written clearance from Integral Energy, stating that electrical services have been made available to the development or that arrangements have been entered into for the provision of services to the development.

48. Submission of a Certificate from an approved telecommunications provider that satisfactory arrangements have been made for the provision of underground cables for telephones through the subdivision.

49. The construction of sewerage reticulation, including junctions, to each lot in the subdivision where not already provided.

50. The submission of a plan showing all existing services on the lots including septic tank and effluent disposal area, sewer connections, water connections and stormwater disposal, where applicable, and the correction of any encroachments or defects to the requirements of the Director of Environment and Development.

51. The submission of the plan of subdivision, together with 4 (four) exact copies thereof, suitable for lodgement with the Registrar General.

52. The submission of a Surveyor's Certificate stating that all buildings on the lots comply with the Building Code of Australia in relation to boundary setbacks.

53. Payment of a linen release fee of $206.60. This amount is valid until 30 June 2004.

54. The approved development covered by DA0815/03 shall be completed and conditions of consent complied with.

**7: Construction Hours - Request from Holroyd City Council**
(79792/EVD/ENA27NBX.V03)

COMMITTEE'S RECOMMENDATION

That Council write to WSROC advising that:

1. Hawkesbury has not experienced any incidents of complaints concerning construction or development hours on the Saturday of long weekends.

2. Hawkesbury City Council does not support any form of regional restriction on development construction and operating hours.

**8: Review of Determination - DA553/03 - Rural Shed - Lot 3 DP228371, 77 Scheyville Road, Oakville** (DA553/03, 79347/EVD/ENA27NBX.V06)

Mr Carmine Santone, proponent, addressed the Committee

COMMITTEE'S RECOMMENDATION

That:

A A Site Inspection be carried out.

B 1. Council resolve to review the determination.

2. Having reviewed the determination, Council support the request and Condition 1 of Development Consent DA553/03 be amended to read:

1. To confirm and clarify the terms of this approval, the development shall be carried out in accordance with the stamped plans (Site Plan Sheet 1/1 A, Plan Sheet 1/1 A, Elevations, Section Plan Sheet 3/3 B), 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.

## ADDITIONAL INFORMATION

A site inspection did not occur as the applicant and their representative were not available. Attached is a plan which is compiled from the most recent aerial photograph and the development application plan. The plan indicates that the dwelling on the property to the west of the subject land is located some 25 (twenty five) metres from the common boundary. A shed is also located on this property adjacent to the location of the proposed shed.

Accordingly it is considered that the proposed shed will have no adverse impact on the neighbouring property.

Additional Information 8 - Location Map (Pgs 1 of 1)

**9: Draft Local Environmental Plan 2/03 - Amendment 144 to Hawkesbury Local Environmental Plan 1989 - 820 Richmond Road, Clarendon** (79339, 79347, 13958, LEP 2/03 - Amendment 144/EVD/ENA27NBX.V12)

COMMITTEE'S RECOMMENDATION

That the Draft Local Environmental Plan to allow a motel on Lot G DP164771 No. 820 Richmond Road, Clarendon be prepared for finalisation and gazettal and be forwarded to the Department of Infrastructure Planning and Natural Resources.

**10: Draft Local Environmental Plan 5/02 - Amendment 142 to Hawkesbury Local Environmental Plan 1989.** (79347, 1298, P819/475 and LEP5/02/EVD/ENA27NBX.V05)

COMMITTEE'S RECOMMENDATION

That the history of the matter be reported to the Ordinary meeting.

## ADDITIONAL INFORMATION

**History of Request to Rezone Land**

| | |
|---|---|
| 18/10/2001 | Letter from Integral Energy requesting advice about rezoning, subdivision and building new field support centre. |
| 31/10/2001 | Response from Council re application requirements and permissibility |
| 30/04/2002 | Formal request for rezoning received |
| 30/07/2002 | GPC Recommendation:<br><br>1. This matter be deferred to the next Ordinary Meeting<br><br>2. A letter be forwarded to Integral Energy advising that this matter will be resolved when the Government has resolved issues relating to SEPP No.5 housing. |
| 13/08/2002 | Ordinary Meeting Council resolved that:<br>1. A draft local environmental plan be prepared to rezone the subject site from Special Uses (Sub Station) 5(a) to Industry General 4(a).<br>2. The draft local environmental plan be prepared in a accordance with the Environmental Planning and Assessment Act 1979 and the Department of Planning's Best practice Guidelines.<br>3. Council exercise its delegation in respect of s.65 and s.69 of the Environmental Planning and Assessment Act 1979.<br>4. A Local Environmental Study not be prepared. |

| | |
|---|---|
| 15/10/2003 | Draft LEP exhibited to 14 November 2003. |

**History of Development Application**

| | |
|---|---|
| 22/03/2002 | DA received for "field office and works depot" |
| 30/05/2002 | DA approved (delegated authority) |
| 26/07/2002 | Construction Certificate issued |
| 18/12/2002 | Completion inspection carried out |

**SECTION 2 - INFRASTRUCTURE**

**1: Prohibiting Consumption of Alcohol in Public Parks** (87514, 79354/ENG/INA27NBX.E06)

COMMITTEE'S RECOMMENDATION

That:

1. The consumption of alcohol be prohibited at both the park adjacent to the Wilberforce Depot, bordered by Old Sackville and Copeland Road, and Wilberforce Cemetery, in accordance with Section 632 of the Local Government Act.

2. Appropriate signage be placed at the locations affected.

3. Quotes for lighting at Wilberforce Cemetery be provided at the Ordinary meeting.

## ADDITIONAL INFORMATION

During consideration of the report on prohibiting the consumption of alcohol in public parks, Councillor Paine requested that the quote for lighting the Wilberforce Cemetery be reported to the Ordinary meeting.

A proposal from Integral Energy to install 2 (two) flood lights on existing poles in Old Sackville Road, to light the shelter, toilet block and surrounding area in the park, and 2 (two) flood lights on an existing pole at the corner of Duke and Copeland Roads, and 1 (one) on a new pole to be erected in Clergy Road to light the Cemetery, has been received.

The work represents a capital contribution of $5,775.00 (five thousand, seven hundred and seventy five dollars) including GST with an annual charge increase of $920.34 (nine hundred and twenty dollars and thirty four cents) including GST. It is considered that the proposal is reasonable and would provide a benefit to the area in terms of the current unsocial behaviour and vandalism that is occuring in both the park and the cemetery. Funding is available within the street lighting budget for the work to proceed.

**Recommendation**

That:

1. The consumption of alcohol be prohibited at both the park adjacent to the Wilberforce Depot, bordered by Old Sackville and Copeland Road, and Wilberforce Cemetery, in accordance with Section 632 of the Local Government Act.

2. Appropriate signage be placed at the locations affected.

3. That the improved lighting proposal for the park and the Cemetery at Old Sackville Road, Wilberforce be accepted.

**2: Thompson Square - Application Under Section 60 of the NSW Heritage Act** (79346, 74141/ENG/INA27NBX.E02)

COMMITTEE'S RECOMMENDATION

That:

1. Funding for a Heritage Advisor to develop a policy which will secure and complement the recognised significance of Thompson Square be considered as part of the budget process, and until such time the widening of the footpath outside the Macquarie Arms Hotel in Thompson Square, to provide Alfresco Dining, not proceed.

2. The proposed raised threshold to be constructed in Thompson Square not proceed due to the Heritage Council's refusal.

**3: Bligh Park Community Centre Sirius Road** (33175, 73532/ENG/INA27NBX.E09)

COMMITTEE'S RECOMMENDATION

That funding of $10,000 (ten thousand dollars) in the 2002/2003 Community Building and Capital Works Program be reallocated to provide for the additional office, and bin storage area enclosure.

**4: Environmental Trust Grants - Bellbird Hill Reserve** (79354/ENG/INA27NBX.E08)

COMMITTEE'S RECOMMENDATION

That:

1. The grant funding of $46,130 (forty six thousand, one hundred and thirty dollars) for environmental work on Bellbird Hill Reserve be accepted from the Environmental Trust.

2. A thank you letter be sent to the Bush Care Group.

**5: Community Partnership Grants** (85649, 79354, 81409/ENG/INA27NBX.E07)

COMMITTEE'S RECOMMENDATION

RECOMMENDED on the motion of Councillor Rasmussen seconded by Councillor Paine

That:

1. The Expression of Interest forwarded to the Local Government Advisory Group in relation to the Community Partnership Grant Program be endorsed.

2. The Council contribution of $2,500 (two thousand and five hundred dollars) towards this Grant Program, be allocated from the People for Parks Program.

**6: Lower MacDonald River Flood Study - Additional Funding Offer 2003/2004 - Floodplain Management Program** (85649, 85829/ENG/INA27NBX.E03)

COMMITTEE'S RECOMMENDATION

That the offer of $8,000 (eight thousand dollars) State funding assistance to fund two thirds of the additional works on the current Lower MacDonald River Flood Study be accepted.

**7: North Richmond Main Street Committee - Public Toilets** (82907/ENG/INA27NBX.E10)

COMMITTEE'S RECOMMENDATION

That subject to the toilets adjacent to Bi-Lo Supermarket, North Richmond being brought up to a satisfactory standard and agreement to access, Council undertake responsibility for the ongoing repairs to the facility for a six month trial period.

**8: Waterways Grant** (84796/ENG/INA27NBX.E04)

COMMITTEE'S RECOMMENDATION

That:

1. The grant of $30,000 (thirty thousand dollars) from Waterways, for the provision of a wash down facility and signs at Governor Phillip Park at Windsor be accepted.

2. Council's contribution of $30,000 (thirty thousand dollars), and ongoing maintenance, be made available through the Environmental Stormwater Levy.

## SECTION 3 - ORGANISATION AND RESOURCES

**1: Australian Water Trading Conference** (79351//OGA27NAX.G02)

Councillor Rasmussen declared an interest.

COMMITTEE'S RECOMMENDATION

That Councillor Paul Rasmussen be nominated as a delegate to attend the Second A-Z of Australian Water Trading Conference to be held in Melbourne from 10 to 11 March 2004, at a cost of approximately $1,800.00 (one thousand eight hundred dollars).

**2: Monthly Financial Report - November and December 2003** (GF011/005/FNC/OGA27NAX.F03)

COMMITTEE'S RECOMMENDATION

That the information be received.

**3: Proposed Acquisition of Land from Hawkesbury City Council for Road Widening from RTA - Windsor Evacuation Route, Lot 33 DP753061 Mulgrave Road, Mulgrave** (73932, 107/CSV/OGA27NBX.C01)

COMMITTEE'S RECOMMENDATION

That:

1. Council's concurrence be granted to the compulsory acquisition of part Lot 33 in the Deposited Plan 753061 being for a newly constructed evacuation route.

2. Council's concurrence to lease for the period of 3 (three) years then if necessary, quarter to quarter until acquisition is completed. The rent payable will be $3,300.00 (three thousand, three hundred dollars) per annum, including GST.

3. The Common Seal of Council be affixed to any necessary documents.

**4: Arthritis Foundation Bike Ride Event** (86593/CSV/OGA27NBX.C10)

COMMITTEE'S RECOMMENDATION

That:

1. Council provide in-kind support i.e. accommodation and meals for the couple on 29 June 2004 in Windsor. Funding to be provided from the donations budget and the value of the donation not exceed $350.00 (three hundred and fifty dollars).

2. Council provide a small welcoming ceremony on Tuesday, 29 June 2004 encouraging the local community to attend. Funding be provided from the Community Celebrations budget.

**5: Hawkesbury Invitation XI versus NSW Aboriginal XI Cricket Match** (84292/CSV/OGA27NBX.C06)

COMMITTEE'S RECOMMENDATION

2 RESOLVED on the motion of Councillor Paine seconded by Councillor Rasmussen

Council exercising its delegation as a Committee of the Whole resolve to provide a lunch to celebrate the Hawkesbury Invitation XI versus NSW Aboriginal XI Cricket Match. Funds to be taken from the Civic Ceremonies budget, for an amount, not exceeding $800.00 (eight hundred dollars).

**6: Local Government Bowls Event** (86819/CSV/OGA27NBX.C09)

COMMITTEE'S RECOMMENDATION

3 RESOLVED on the motion of Councillor Rasmussen seconded by Councillor Sheather

Council exercising its delegation as a Committee of the Whole resolve that:

1. Council support the Local Government Bowls Day for 2004 with a donation of prizes to not exceed the value of $800.00 (eight hundred dollars) to be taken from the Civic Ceremonies Budget and administration support.

2. Council give permission to the organisers for the costs charged per participant, to be raised from $10 (ten dollars) to $12 (twelve dollars).

3. That the organisers be advised that Council will not sponsor this event in the future and are requested to seek other Councils' sponsorship and hosting of the event for future years.

**7: Continuation of Funding for Richmond Youth Streetbeat Project** (74224/CSV/OGA27NBX.C05)

COMMITTEE’S RECOMMENDATION

That:

1. The information be received.

2. Council execute a funding agreement with the NSW Attorney General’s Department to accept a further 12 (twelve) months of funding amounting to $42,000 (forty two thousand dollars) for the Richmond Youth Streetbeat Project.

**8: Sale of Land for Unpaid Rates** (107/FNC/OGA27NBX.F07)

COMMITTEE’S RECOMMENDATION

That Council advertise the 9 (nine) properties for sale for unpaid rates and charges in accordance with the provisions of the *Local Government Act NSW 1993*.

**9: Funding for Toilets at Comleroy Community School of Arts** (16266/CSV/OGA27NCX.C08)

COMMITTEE’S RECOMMENDATION

A. That Council advise Comleroy Community School of Arts Management Committee that it is unable to allocate ratepayers funds as requested for in this item.

Council further advises in reaching this decision, it recognises the shortfall in the provision of toilet amenities for the North Richmond Shopping Centre that currently exists. Also that Comleroy Community School of Arts is not a public facility and is under the control of trustees.

B. That the Mayor organise a meeting between Council and the Board of Trustees to discuss future funding and options.

**QUESTIONS WITHOUT NOTICE:**

1. Councillor Finch referred to a phone call she received that made reference to 1189 Bells Line of Road beside Cut Rock B&B and asked if someone could go up and have a look as some clearing apparently had been done on Saturday night.

   The Mayor advised this would be investigated.

2. Councillor Finch advised that she had communication with the Women's Cottage over some matters that they wish to have resolved. Discussions had been held with Katrina Parker in relation to their safety and disability ramp that we approved, but they haven't heard anything more about it. Could Council investigate these and other issues at the Women's Cottage.

   The Mayor advised that this would be investigated.

3. Councillor Paine commented on a resident approaching her with a calico bag who had advised that her mother had taken 10 (ten) plastic bags to a shopping centre who in return gave her a calico bag. It was apparently all funded through Concord City Council. Is this Council looking at getting rid of plastic bags in our Local Government area and if we aren't can we have a look at the proposal to try and rid the area of plastic bags and be a part of a player with some of the major shopping centres.

   The General Manager advised that we can certainly look at that aspect as some of the players in the private sector do not promote the plastic bags.

4. Councillor Paine asked for a report to the Ordinary meeting on what is happening with St Albans Road and where Hawkesbury City Council is at with regard to the amount of money spent per annum and the amount of kilometres achieved with that. Councillor Paine requested to have a look at the original motion that was approved, whether it was an amount of funding or whether it was the kilometres.

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

5. Councillor Paine referred to the playground at Clarendon and asked if there was a date for when it was going to be completed.

   The Director Asset Services and Recreation advised that he would find out the expected date of completion.

6. Councillor Paine advised that she had been inundated with faxes from the Women's Cottage and the fact that they are not getting the painting and carpeting that they asked for and were told we don't have it in the budget. The Women's Cottage have asked if they could come to

the next GPC meeting to address the Council in relation to domestic violence in the Hawkesbury as well as telling us where the Women's Cottage is at and where it is going.

The Mayor advised that this would be done.

7. Councillor Williams advised that he had visited some people who lived next door to 4 Douglas Road, Kurrajong Heights on the weekend who are concerned about the tree/rainforest clearing that went on adjacent to them that has had an impact on their amenity. Is it normal that Council give consent to clear trees outside of a building envelope? If this is our policy, Councillor Williams would like to institute a change to that policy.

   The Acting Director Environment and Development advised that the trees were outside of the building envelope, there was some confusion at the time as to the relationship between the Rural Fire Service Controls for Bushfire Protection and also Council's controls. Our information at the time was that they were not rainforest species, although that is in dispute according to the neighbour. Essentially the application sought permission to remove the trees and permission was given, there didn't appear to be any reason why not. It is open to someone who receives a notification about a development to come to the office and view the plans.

8. Councillor Williams referred to Packer Road being in a bad state since before Christmas to the point that a lot of traffic is going down West Portland Road. Could we get a system in place were the road would be routinely maintained.

   The Director Asset Services and Recreation advised that the Road would be inspected, which is done to all unsealed roads, and will be done in priority.

9. Councillor Williams advised that Pugh's Lagoon is heavily covered in weed and the weed in the River. Is Council or the Hawkesbury River County Council intending to spray Pugh's Lagoon or can we look at other means of harvesting that weed off of Pugh's Lagoon so not to spray in the vicinity of breeding grounds for birds.

   Councillor Sheather advised that he Chaired the County Council meeting and advised that the only way to get rid of the salvinia was to harvest it and there are negotiations happening now for that. Any support that this Council could give the County Council in harvesting would be appreciated. If the weed is sprayed it goes to the bottom and creates more problems than what it does on the surface. Councillor Sheather advised that there was a program for Pugh's Lagoon and he would chase it up and will let Council know about the program.

10. Councillor Williams referred to a letter received from J Wilson at Kurrajong referring to issues concerning people in regard to the destruction of the roadside environment by Integral

Energy. Are we able to negotiate with Integral Energy and possibly improve our policy with roadside clearing because they are in fact changing our local road verges and local scenery.

The Director Asset Services and Recreation advised that there was a memorandum of understanding in relation to clearing under powerlines so he would investigate to see if it relates to what they are currently doing.

11. Councillor Williams referred to 348 West Portland Road, Sackville and that someone had tried to construct something and that there are poles in the ground of the wetlands. Councillor Williams advised that he had received correspondence from the Director Environment and Development indicating that the resident had been notified that he would need to put in a DA for that, but in that letter he points out that consent in unlikely for anything like that in a lagoon so could we notify him to remove those poles.

The Acting Director Environment and Development advised that he would provide Councillor Williams with an update on that.

12. Councillor Williams referred to a crash on West Portland Road at lunch time on Sunday. Councillor Williams believes that there is an incorrect road sign indicating a double curve coming up when in fact it is a right angle left hand bend, which is made worse by the fact that it has a reverse camber. As a matter of urgency it needs another look at.

The Director Asset Services and Recreation advised that there will be a safety audit done.

13. Councillor Rasmussen referred to the RAAF Economic Impact Study and asked where it was up to and is there any update.

The Director Community and Corporate Services advised that there was no further information. Stage One still hasn’t been publicly released and Stage Two comes after that.

14. Councillor Rasmussen referred to the Force Disposition Review that is about to be considered by Cabinet, what are we doing about that to support the Federal Member, Mr Bartlett, in his attempts to emulate the recommendations coming out of that.

The Director Community and Corporate Services advised that he was not aware of that and advised that Council tries to assist Mr Bartlett whenever he requests our help, the matter of the RAAF from the Council perspective at the moment, is being put forward by the Mayor and the General Manager

The Mayor advised he was having regular discussions with Mr Bartlett and will continue to do so and would be happy to talk to Councillor Rasmussen about the future direction.

15. Councillor Rasmussen referred to the Yarramundi Bridge and asked if there was an official opening date.

The Director Asset Services and Recreation advised that Council had not been advised, at this stage, but he would investigate and let Council know.

16. Councillor Rasmussen advised that the Yarramundi fence on the North side is breached again and there is a major highway now running across the Grose River through the reserve and onto Springwood Road as a bypass for North Richmond. Can we mend the broken fence.

The Director Asset Services and Recreation advised that it would be mended again.

17. Councillor Rasmussen advised that you could walk across the Yarramundi Reserve Lake as it is covered by Salvina covering every square inch of the water there now. It is about six inches thick and a harvester would do a really really good job.

The Director Asset Services and Recreation advised that the matter would be referred to the Hawkesbury River County Council.

18. Councillor Rasmussen referred to correspondence that he forwarded to the Mayor and other Councillors about a Community Centre complex that Defence has put in at the Holsworthy area, some $3Million was spent. Did we follow that up?

The The Mayor advised that he did follow that up with Mr Bartlett the same day, his indication was that he believed that allocation of funding came from the disposal of Defence assets. It was obviously not something he wished to pursue in the Hawkesbury, but he would go ahead and look at other funding opportunities for local facilities from the Department of Defence.

19. Councillor Rasmussen asked how the Water Restrictions were impacting in the Hawkesbury and if any fines had been issued.

Acting Director Environment and Development advised that he didn't believe any Council officers had issued fines, but there is a Sydney Water person patrolling the area and he wasn't sure on what fines he had issued, if any.

The Mayor advised that Sydney Water also have the ability to issue fines.

20. Councillor Rasmussen made reference to a farmer who had been issued with a notice to do something. It is very significant in terms of cost and so on because of Tailings Water spilling onto other lands at Yarramundi. Is that a process that we are going to follow all the way through Yarramundi or is that just the first of many.

The General Manager advised that Council had no idea as to the details of the particular claim in relation to the farmer, and we would be happy to investigate it.

21. Councillor Rasmussen asked where we were at with stormwater traps.

The Director Asset Services and Recreation advised the gross pollutant traps installation is proceeding.

Councillor Rasmussen asked if Council had installed any of them yet.

The Director Asset Services and Recreation advised that we had installed some and he would find out where the programs are up to.

22. Councillor Rasmussen referred to the Crematorium at East Richmond and asked to have explained why in 1998 Council sought a reclassification from the Minister to include a crematorium without reference to the residents.

The Acting Director Environment and Development advised that it was a former Council resolution to go through the process, but there was no specific mention of community consultation in that resolution.

23. Councillor Rasmussen asked where the process was up to for the crematorium.

The Acting Director Environment and Development advised that the development application has been received, it has been placed on public notification, some 300 residents have received a letter advising of the application. The submissions were to close on 28 January 2004. After the negotiation meeting last week that has been extended by a week for submissions. Council has engaged an independent town planning consultant to assess the application. He is currently reviewing the material submitted with the application and has indicated that there may be some additional information required and those discussions will need to be held between the consultant and the applicant. When the assessment report has been completed, it will be reported to Council.

24. Councillor Rasmussen believed that the applicant indicated they would be happy to walk away if Council compensated for their time, money and effort spent to date. Are we obliged to compensate an applicant like that.

The General Manager advised that we shouldn’t speculate on that in an open forum, but he had asked Mr Montgomery to obtain a fairly comprehensive legal opinion as to Council’s standing given the decision being made in 1998. This information will be available with the documentation that Council considers when this matter comes to Council.

25. Councillor Rasmussen referred to the restoration of ponds at Blaxland's Ridge and asked how that was proceeding.

The Acting Director Environment and Development took the question on notice.

26. Councillor Sheather made reference to 98 Boundary Road, Glossodia and tree clearing and the dam that was done there, there is a memo from our staff about that, can we keep onto that. There were concerns by the neighbours and there was an expression by the applicant that it would all be done properly and it would indicate that this has fallen short, by a long way, and that excessive trees have been cleared and indeed the ones that were to be planted in the back of the property haven't been done. Is there any additional information other than what is in the document.

The Acting Director Environment and Development advised the construction process is in the hands of private certifier. We have written to that certifier asking him to explain his actions and certain other things so we can ascertain whether there has been a breach of the consent. He will provide an update on the matter.

27. Councillor Sheather referred to Aldi's coin return on shopping trolleys and asked if there were opportunities for other shopping centres to do this to control their trolleys, is there opportunity to meet with the managers of these operations to see if they can instigate such a policy.

The General Manager advised that it will be researched.

The Mayor advised that there is a policy for removal of trolleys and that fines are given.

The Director Asset Services and Recreation advised that there was a policy and that Council impounds loose shopping trolleys and that is a $50 or $60 recovery fee and that is the incentive for shop keepers not to have them left around the streets.

28. Councillor Finch referred to the toilets in Hannah Park, North Richmond and asked if they were continually locked all the time.

The Director Asset Services and Recreation advised that his recollection was that there was an arrangement made where they were opened in the morning and closed in the evening. Some residents were going to have the key to actually do that, but he would determine the situation.

Councillor Finch advised Council that a long time Hawkesbury resident, Mr Michael Saad, past away this morning.

The meeting terminated at 1.10pm.

Submitted to and confirmed at the meeting of the General Purpose Committee held on 24 February 2004.

........................................
Mayor

# ordinary

# 4

# section

# reports for determination

**ITEM:** 1 **Payment of External Organisations**

**FILE NUMBER:** GT050/005, GT070/018, GM001/021 Pt14, GC210/014 Pt3/CSV/ORB10NAX.C16

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**REPORT:**

Set out below are the summarised financials as at 31 December 2003, of external organisations that Council resolved to allocate funds for economic development service delivery and projects for 2003/2004.

| Organisations (Unaudited Result) | Operating Income | Operating Expenses | Surplus (Deficit) |
|---|---|---|---|
| Hawkesbury City Chamber of Commerce Inc. | $93,949.09 | $85,330.58 | **$8,618.51** |
| Hawkesbury Economic Development Advisory Committee | $13,390.00 | $12,432.16 | **$957.84** |
| Hawkesbury Harvest Inc. | $3,569.10 | $8,489.57 | **($4,920.47)** |
| Hawkesbury Sports Council Inc. | $426,719.43 | $252,431.64 | **$174,287.79** |
| Tourism Hawkesbury Inc. | $216,426.56 | $205,288.91 | **$11,137.65** |

**Hawkesbury City Chamber of Commerce Inc. (HCCCI)**

HCCCI has reported an operating surplus for the period ending 31 December 2003 of $8,618.51 (eight thousand six hundred and eighteen dollars and fifty one cents). Council's funding allocation for 2003/2004 was $125,000.00 (one hundred and twenty five thousand dollars).

A summary of HCCCI actions, incorporating the Mainstreet Program - October 2003 to December 2003 include:

RE: Quarterly Update - Hawkesbury Mainstreet Program - (Information supplied by LeAnn Bae, Mainstreets Manager)

*"As per our commitment to the Hawkesbury City Council, I am pleased to present the quarterly update concerning the progress of the Hawkesbury Mainstreet Program.*

*We have revamped the Mainstreet Program for 2003-2004 to strengthen it and align it with Council's future Master Plan that is being done for Windsor. The Mainstreet Position itself has been augmented to include more administrative assistance so as to be able to handle the huge amount of work four divergent Mainstreets entails. LeAnn Bae is now managing the coordination of the four Mainstreets to interlock with each other and with the with various groups involved in Mainstreet usage and with the Council in a more cohesive way.*

*The following is an update of the Hawkesbury City Chamber of Commerce actions incorporating the Mainstreet Program since our last report of September 2003.*

***Achievements : Hawkesbury Mainstreet 1 October - 31 December 2003***

- *Advisory discussions held with Museum architects about banners*
  *Since Chamber has a lot of experience in this area, we discussed pricing, contacts and types available for the museum.*

- *Windsor Town Centre Graffiti Assessment*
  *Windsor was assessed by Polly to have only a mild graffiti problem.*

- *North Richmond Security Audit*
  *The Security Audit has been sent to Council and key landowners as to action they can take in response to the police recommendations. As yet, there has been no reply from the parties involved. Mainstreet was been very active in pushing for this to happen in view of the public toilet problem there.*

- *South Windsor Family Fun Day Coordination and Support*
  *This was a coordinated effort to use this activity and the Mainstreet people to highlight the area and its new park.*

- *Richmond Mainstreet Revitalization Effort*
  *A big effort was needed to get Richmond people to the Mainstreet Meeting. About 150 flyers were prepared and distributed to get people along to the meeting. Some past projects attempted by this group are in limbo such as the "Linking Richmond" project so consequently interest has died.*

- *Promotional Photo shoots arranged with local media for Mainstreets*
  - *Four page promotional spread for Windsor Shops in Hawkesbury Gazette.*
  - *Richmond Mainstreet footpath cleaning photos in Gazette.*
  - *Richmond Breakfast in the Park. to encourage new members in Gazette.*
  - *North Richmond four-page feature in Gazette with comments from committee.*
  - *Discussions were held with Council about water and chemical usage during footpath cleaning.*

***Christmas Related Activities***

- *Christmas Light Management across the Hawkesbury*
  *About 200 sets of Xmas lights were distributed to Mainstreet businesses and money was collected for them. At North Richmond 80 Christmas tree cutouts were supplied to retailers for use with their Christmas lights. Storage for them needs to be arranged at Council.*

- *Christmas Banner Management across Hawkesbury*
  *Windsor Mall chose a design for its 20 banners. All other banners now need reordering as they are too old to use again, except North Richmond has six that are still useable. An installation map was made by Polly.*

- *Christmas Carol Coordination on Mainstreets*
  *Numerous groups performed at the four Mainstreet venues.*

***Regular Activities***

- *Facilitation of four Mainstreets Meetings*
  *Minutes, agendas, venues organised, action points for committees were completed, documented and distributed.*
- *Monthly Mainstreet newsletter produced and distributed*

**Mainstreet Directions Section**

***Mainstreet Challenge***

- *Four Mainstreets and one Hawkesbury*
  *Most Mainstreet programs only have one Mainstreet so the four Mainstreets in the Hawkesbury present a quadrupling of time and expense without including Kurrajong and other villages in the picture which also need Mainstreet management as. There is in-fighting between the Mainstreets and the Sunday Markets which requires ongoing concentrated, coordinated and astute management.*

- *Benefits for all-even non-contributing members*
  *Many Mainstreet businesses get benefits from Chamber/Mainstreet without participating or contributing at all to either organisation.*

- *Mainstreet advocates and Council connection*
  *Mainstreet works as an advocate to Council to support necessary changes that business and residents want, over which the Mainstreet program has little or no control or financial capacity.*

***New Direction: Chamber Changes to support Mainstreets***

- *Staff support to Mainstreet changed*
  *Appointment of Chamber Manager/Mainstreet Coordinator and assistants:*
  *One Mainstreet Manager with 2 Part Time staff effective 5 Jan. 2004.*

- *Spreading Duties to ease pressure of overload*
  *Coordinating businesses, building owners, businesses not on the Mainstreets, residents and groups wanting to use the Mainstreet is very time-consuming and labour-intensive for staff.*
  - *LeAnn Bae-overall Manager of all four Mainstreets Also, Richmond and Windsor and Mainstreet and Sunday Markets coordination.*
  - *Jacqui Blair-North Richmond and South Windsor.*
  - *Jain Brand-overall administrative assistance for Mainstreets.*

- *Executive duties vs. operational duties kept separate*
  *Implementation of new Chamber Structure with strategic governance function split*

*from manager operation function which means the Chamber Executive act as representatives to Council and the manager acts in the operational area only.*

***Upgrade of Office Facilities***

- *Chamber Premises have been reorganised with more phone lines and Mainstreet Meeting room setup.*

***Program Integration***

- <u>*Chamber and Mainstreet and HHBB Communication Improvement*</u>
  *More computer hardware and software have been added for database coordination between Chamber and Mainstreet and to integrate HHBB into Chamber. Also, Chamber is streamlining its administration to save time on basic communication through setting up a single database.*

- <u>*Council and Chamber and Mainstreet Goals*</u>
  *Working with Council and assisting Mainstreets is a major goal for Mainstreet:*
  - *Assisting with the Windsor Mainstreet committee so communication flows with Council as it develops its Master Plan for Windsor and hopefully for the other Mainstreets.*
  - *Encouraging economic improvements for businesses based on the uniqueness identified in the Master Plans and supported through Chamber/Mainstreet".*

**Hawkesbury Economic Development Advisory Committee (HEDAC)**

HEDAC has reported an operating surplus for the period ending 31 December 2003 of $957.84 (nine hundred and fifty seven dollars and eighty four cents). Council's funding allocation for 2003/2004 is $26,780.00 (twenty six thousand seven hundred and eighty dollars).

HEDAC has continued to work towards promoting tourism within the local area as well as encouraging business and agricultural sustainability. HEDAC's Home Base Business Connection (HBBC) Project finished operating from Council premises and is now continuing in conjunction with the Hawkesbury City Chamber of Commerce and Industries Inc. A final review of the project is due to be undertaken and it is anticipated to receive a positive review.

Major issues still confronting HEDAC include the recent RAAF Base Richmond Economic Impact Study Stage 1 Report and the finalisation of the Stage 2 Report. HEDAC arranged a public meeting to highlight the opportunities available to local businesses with the RAAF Base Richmond Reinvestment Project. $35,000,000 (thirty five million dollars) will be spent on the Project and it is proposed that local businesses come together to tender in order to take advantage of the opportunity. The Hawkesbury Chamber of Commerce and Industries is co-ordinating this process with the assistance of HEDAC.

Investigations are continuing into the opportunities to establish a small business incubator in the Hawkesbury. Small business incubators provide help to businesses to operate efficiently, fulfil their potential, create jobs, expand and then graduate from the incubator into the community. They also work towards reducing the failure rate of early growth small business. Grant funding is available to non-profit organisations to establish an incubator and investigations are being made into the feasibility of HEDAC establishing a small business incubator in the Hawkesbury.

**Hawkesbury Harvest Inc. (HHI)** - (Information supplied by David Mason, Deputy President)

HHI has reported an operating deficit for the period ending 31 December 2003 of $4,920.47 (four thousand, nine hundred and twenty dollars and forty seven cents). Council's funding allocation for 2003/2004 was $40,000.00 (forty thousand dollars).

***"Membership***

*Hawkesbury Harvest has a total membership of 104. Of that number 74 (71.4%) reside in the Hawkesbury LGA with the balance in the Hornsby and Baulkham Hills LGAs. The Hawkesbury has 32 of a total of 43 at Level 3 (general information, newsletter, map and website); 7 of a total of 13 at level 2 (general information, newsletter and website) and 25 of a total of 38 at Level 1 (general information and newsletter). Associate membership stands at 10.*

***Annual General Meeting***

*The HH AGM was held in October. Outcomes include:*

- *The meeting ratified the proposed change to the structure from that of a steering committee to a board with an executive officer and four sub-committee - Farmers and Gourmet Markets; Farmgate Trail; Industry Development; and Special Events. These changes are consistent with the objective of HH becoming financially self sufficient to meet the private good of its activities.*
- *The new committee is:*
  *Susan Fennelly - President*
  *David Mason - Vice President*
  *Karen Goldie - Treasurer*
  *Ian Knowd, John Maguire and Allison Smith - committee members*

***Promotional Activities***

*The more significant activities associated with the promotion and increased awareness of HH include:*
- *HH members were invited to meet with The Hon Warren Truss, Federal Minister for Agriculture and his staff to explain the HH concept. Also present was the Federal Member for Mitchell Alan Cadman. Ten members and Margaret Down , Executive Officer attended.*
- *Foxtel became a member of HH and are using members' businesses for shoot purposes.*
- *John Newton a prominent food writer wrote a half page article in the SMH on the Farmgate Trail*
- *HH was represented at NSW Tourism's 'Four Chefs on Show' event in the Blue Mountains*

- *Hawkesbury Harvest is separately identified on the ProduceShop website (a project between Southern Cross University, DOPTARS and SARD which identifies sources of regional food and wine). The new HH map will be placed on the site with a link back to the HH website.*
- *The New Zealand arm of Tourism NSW have included HH in the New Zealand 2004 publication of 'Sydney and Surrounds - the Wines and Food Lovers' Guide'*

***Other Activities***

*Seven HH members undertook a certified chemical training course through TAFE Richmond*

- *Margaret Down has developed the 'Friends of Hawkesbury Harvest' concept as a means of generating funds. Business as well as individuals will be targeted to be a 'Friend' of HH at a cost of $50 per annum. This is planned to be implemented in 2004. Advertising space valued at $2,000 (in total) has been sold to four local retailers to be included on the 2004 Farm gate Trail map. This is a first and will mark the way for such advertising to increase. The map is currently being finalised.*
- *HH has transferred its business to the Nth Richmond branch of the Bendigo Bank in keeping with its community development and support philosophy.*
- *Expressions of interest were sought on a make-over of the HH website. Three EOIs were received with the successful organisation being Stralis Web which is renowned for the quality of its work. Preliminary indications of what the new web site will be like are very encouraging - colourful, user friendly and interactive. Stralis have also developed the Tourism Hawkesbury and Hawkesbury Chamber of Commerce sites.*
- *HH featured in the inaugural 'Farming Small Areas' Expo which was very successful.*
- *The President, Vice President, EO and Operations Manager of HH met with senior members of Lend Lease to discuss a range of matters centered on how HH would integrate into the Rouse Hill project. Attached is a graphic representation of the ideas arising from that meeting as prepared by LL.*
- *During November HH organized a regional workshop involving representatives of organisations from stakeholder organisations in NW Sydney involving the Hawkesbury, Baulkham Hills and Hornsby LGAs. The purpose of the workshop was to identify how those stakeholders could work together to leverage off one another to optimize their potential individually and collectively. Four themes were identified for action:*
    - *Sharing strategic plans - strategic planning, funding lobbying and resource sharing.*
    - *Business initiatives - industry and business development, children promotion and retail distribution.*
    - *Promotion - branding, marketing, media and events calendar.*
    - *Education of members and working partners - membership, education and agritourism."*

**Hawkesbury Sports Council Incorporated (HSCI)** - (Information supplied by Dianne Tait)

*"HSCI has reported an operating surplus for the period ending 31 December 2003 of $174,287.79 (one hundred and seventy four thousand, two hundred and eighty seven dollars*

*and seventy nine cents). HSCI continues to maintain, manage and improve Council's sporting facilities including mowing, cleaning, repairs and security as well as collecting fees from users of the facilities. Council's funding allocation for 2003/2004 to HSCI was $752,301.51 (seven hundred and fifty two thousand, three hundred and one dollars and fifty one cents) which included $200,000.00 (two hundred thousand dollars) for Capital expenses.*

*The Colbee Park S94 shelter is completed and the Tamplin and Icely Capital Works extension projects should be finished in the near future.*

*The Mileham netball extension is programmed to commence next week with the shortfall between the cost and the available Section 94 funding to be funded by the Hawkesbury City Netball Association.*

*After covering the accumulated loss from last financial year, this quarter's result has excess funds of $15,414.00 (fifteen thousand, four hundred and fourteen dollars) (prior to the Business Activity Summary due in January)".*

**Tourism Hawkesbury Inc. (THI)** - (Information supplied by Jim Swaisland, Chairman)

*"THI has reported an operating surplus for the period ending 31 December 2003 of $11,137.65 (eleven thousand, one hundred and thirty seven dollars and sixty five cents). Council's funding allocation for 2003/2004 was $172,000.00 (one hundred and seventy two thousand dollars).*

*The December 2003 quarter has been a solid period for tourism within the Hawkesbury Valley. As the peak tourism body within the Hawkesbury region, our organisation has continued to focus on five key areas of Marketing, Visitor Services, Business Planning, Membership and Industry Liaison.*

*In November 2003, the organisation conducted its Annual General Meeting, at this time a number of dedicated Board of Directors from 2001-2003 retired and some new faces have joined the team.*

*2003 has seen THI continue to forge strong partnerships both at local, state and federal levels. We have been successful in completing a Bushfire Recovery Marketing program which was funded with the assistance of Kerry Bartlett MP and as a result have seen significant recognition for our region under our new branding and logo, 'Hawkesbury Valley, closer than you think'.*

*Our ongoing Public Relations campaign has also been rewarded with great results. We have generated over $230,000.00 (two hundred and thirty thousand dollars) in publicity in the Sydney market for the Hawkesbury Valley. In addition we have seen our Booking Agency achieve a milestone of over half a million dollars in gross revenue to our local accommodation providers. Through initiatives to improve the Hawkesbury Valley Booking Agency and expand the scope of this agency, in the last 12 (twelve) months our team has increased the average spend per booking by 13.6% (thirteen point six percent) and* *increased the average night stay by 8.5% (eight point five percent) to 2.7 (two point seven) nights per visit.*

*In 2003, the Hawkesbury Valley Visitor Information Centre was awarded the Western Sydney Industry Award for Excellence in Tourism for the third year and in addition was awarded Finalist status 2003 NSW Tourism Awards for Business Excellence. In marketing our region, our organisation has attended numerous travel shows where we have spread the 'Hawkesbury Valley' word, a program that we are committed to in 2004 also.*

*In 2004, we look forward to a united tourism industry that will leverage off both state and federal tourism initiatives. Already we have been successful in obtaining $10,000.00 (ten thousand dollars) in funding from Tourism New South Wales under the Regional Flagship Event Program to assist in staging the annual Jazz Festival, this year to incorporate Carnivale in November. The Board of Tourism Hawkesbury Inc. is committed to the revitalisation of our organisation through a invigorated Business and Marketing Plan in the New Year".*

**RECOMMENDATION:**

That the information be received.

**ATTACHMENTS:**

**AT-1** Tourism Brochure - Hawkesbury Closer than you think (distributed separately)

oooO END OF ITEM 1 Oooo

**ITEM:** 2 **Corporate Performance Assessment**

**FILE NUMBER:** 79351/FNC/ORB10NBX.G03

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**REPORT:**

A Corporate Performance Assessment of Hawkesbury City Council is due in February 2004.

The Assessment focuses on structure and processes inherent in the organisation with the intent of providing recommendations to Council on a range of matters, which will include, but not be limited to:

- Council's Strategic Planning capabilities;
- Council's future engagement with the Private sector;
- Council's Committee Structure; and
- Organisational change.

The March 2004 Local Government election timetable presents as problematic in so far as the Assessment would be presented for all intents and purposes to an outgoing Council when it is perhaps more appropriate for a newly convened Council to consider aspects of the assessment.

This strategy would appear even more appropriate when one considers the obligation imposed on any new Council following an Ordinary Election to review the organisation's structure. This obligation is imposed under section 333 of the Local Government Act (1993).

This matter has been raised with the Mayor and Deputy Mayor who concur with the writer's view.

**RECOMMENDATION:**

That the Corporate Performance Assessment be deferred until after the March 2004 election.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF ITEM 2 Oooo

**ITEM:** 3 **WSROC Proposed Restructure**

**FILE NUMBER:** 1652717/CSV/ORB10NBX.C12

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**REPORT:**

As Council is aware, correspondence has been received from WSROC outlining a proposed restructure of the WSROC Secretariat and Work Program. WSROC requested comments on the proposed restructure from participating Councils with a view to placing this matter before the WSROC Board meeting to be held in February.

Councillors received a memorandum in regard to this matter and a copy of the WSROC proposal under separate cover. It is noted that two responses have been received. The proposed Secretariat structure is provided as an attachment to this report.

WSROC are preparing to reorganise the Work Program and Secretariat structure on a functional basis. The five areas proposed are:

1. Regional Strategy, advocacy and partnerships
2. Regional Planning and Research
3. Regional Projects and Promotions
4. Regional Services and Joint Activities
5. Administration

The anticipated cost of the transition to the new structure would be approximately $10,000 (ten thousand dollars). It is recommended that Council endorse WSROC's proposed restructure of Secretariat and Work Program. Further that WSROC be advised of Council's decision.

**RECOMMENDATION:**

That Council endorse the proposed WSROC restructure of Secretariat and Work Program.

**ATTACHMENTS:**

**AT-1** Proposed Restructure of the Secretariat and Work Program

At 1 - 1 of 1

oooO END OF ITEM 3 Oooo

**ITEM:** 4 **RAAF Commemorative Memorial Additional Funds**

**FILE NUMBER:** 77675/CSV/ORB10NBX.C14

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**REPORT:**

In the Management Plan of 2003/2004, $7,000 (seven thousand dollars) was allocated to the RAAF Commemorative Memorial Event to be held in conjunction with the RAAF Association and the members of the RAAF Base.

The event is to be held Saturday, 13 March 2004 at Ham Common, Clarendon prior to the Regional Playground Official Opening scheduled for that afternoon.

The event includes the unveiling of a RAAF Association plaque on a stone plinth, in remembrance of those Richmond RAAF Base personnel who have lost their lives in the line of duty, to be flanked on each side by the Air Force crest and the RAAF Richmond base crest.

Stone pillars matching those already in existence on the monument, are also being erected to display the plaques provided by Council, which include a plaque commemorating the long association between the Base and the Hawkesbury District and a separate dedication plaque. Both have the support and approval of the Air Commodore of the RAAF Base.

Estimated costs of the stonework plinth, columns and plaques have exceeded the original budget, requiring additional funds to be allocated to complete the event which will include a RAAF Review Parade and dedication of the plaques by a RAAF Chaplain.

There are funds available in the Civic Ceremonies budget to cover this shortfall, as well as the morning tea to be provided to officials and other administrative costs associated with putting on the event.

**RECOMMENDATION:**

That funds from the Civic Ceremonies budget, not exceeding $4,000 (four thousand dollars), be reallocated to the RAAF Commemorative Memorial Unveiling Event to be held in March.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF ITEM 4 Oooo

**ITEM:** 5 **Documents for Execution Under Seal**

**FILE NUMBER:** 85778, GC283/025/CSV/ORB10NBX.C02

**PREVIOUS ITEM:** 23, Ordinary (12.08.1903)

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**REPORT:**

| | |
|---|---|
| Retail Lease to MiGae Pty Limited GC283/022 | The current lease to Mr and Mrs Kelly (MiGae P/L) in respect of Shop 8 Wilberforce Shopping Centre has expired. The tenants wish to commence a 1 (one) year lease with a 1 (one) year option. The commencing annual rent will be $12,942.12 (twelve thousand, nine hundred and forty two dollars and twelve cents) plus GST, reviewable annually by CPI. The tenants are responsible for 7.8% (seven point eight percent) of Council Rates and 9.8% (nine point eight percent) of other centre outgoings. |
| Deed of Licence to Construct Car Park at Racecourse Road, Clarendon | As previously resolved at Council's Ordinary Meeting held on 12 August 2003, the State Rail Authority of NSW (13467) has requested that Council enter into a Deed of Licence, Design, Construction, Operation and Maintenance of Car Parks for the recently constructed Car Park at Clarendon Railway Station, Racecourse Road, Clarendon. |

**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 5 Oooo

**ITEM:** 6 **Code of Meeting Practice**

**FILE NUMBER:** 107/CSV/ORB10NBX.C01

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**REPORT:**

The Local Government Act 1993 made provision for Councils to adopt a Code of Meeting Practice, requiring all subsequent General Purpose Committee and Ordinary Meetings of Council to be conducted in accordance with the provisions of the Code.

Subsequently, a Code of Meeting Practice was adopted by the Council in September 1994 with the Code being prepared in a format reflecting statutory provisions i.e. the Local Government Act 1993 and Local Government (Meetings) Regulation 1993, and the organisation’s policies relating to the conduct of meetings.

Since the adoption of the Code, there have been a number of amendments to the Local Government Act and regulations relating to meeting procedures, particularly with the commencement of the Local Government Amendments (Meetings) Act 1998, legislative amendments to same and the revision of the open meeting guidelines as a consequence of those amendments. The last revision of the Code of Meeting Practice occurred during 2001. More recently issues have been raised in regard to the taping of meetings, correspondence via E-mail, leave of absence, supplementary reports and recision motions. As a result, it is recommended that a review of Council’s Code of Meeting Practice be undertaken.

Prior to formally resolving to amend the Code, it is a requirement to place the document on public exhibition for a period of not less than 28 (twenty eight) days with submissions being received up to 42 (forty two) days after the date on which the document is placed on exhibition.

**RECOMMENDATION:**

That Management review the Code of Meeting Practice and that the revised Code be placed on public exhibition for a period of 28 (twenty eight) days, with submissions to be received up to 42 (forty two) days from the date of exhibition.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF ITEM 6 Oooo

**ITEM:** 7 **Replacement of Councillors Information Technology (I.T.) Equipment**

**FILE NUMBER:** 79352/CSV/ORB10NBX.C09

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**REPORT:**

The purpose of this report is to present options for the provision of appropriate IT equipment for the incoming Councillors in March 2004. Council's Policy on the Payment of Expenses and Provision of Facilities is *'To provide facilities to assist the Mayor and Councillors effectively discharging their function of civic office'*. Further, Councillors will be provided with a *'facsimile machine … for Council business as required; and personal computer for accessing Council Business Papers, reports and electronic mediums such as the Internet for which the Council will maintain and upgrade as appropriate'*.

To date, Council's current standard has been to provide a notebook computer with internal modem, carry case, and a multi-function printer/fax/copier. Other functionality provided includes Internet access, email account, Microsoft Office standard, and anti-virus software and updates.

A request has been received by an existing Councillor to have a desktop personal computer (PC) provided, in lieu of the notebook. Although it is technically possible, and the upfront costs would appear to be cheaper, additional matters require consideration. These include portability for Councillors whilst attending seminars, conferences, Council meetings etc. for accessing emails, Internet, documentation and business papers. A number of Councillors regularly require IT staff hardware and software support.

Currently, Councillors are able to easily bring the notebook into Council offices where the matter can be resolved on site in a timely fashion. Provision of a PC would require staff to either visit Councillor residences or for Councillors to dismantle and transport the equipment.

Council is currently implementing a new business paper system, Minutes Manager. It is intended that as part of this project a viewing system will be provided. Historical data available in the Advansys Viewing System will also be provided. It is intended that this information be utilised by Councillors during Council meetings for research.

For ease of distribution and management of equipment it is preferable that a standard hardware and software configuration is established. IT staff use cloning software which allows 1 (one) configuration to be established and distributed to other identical models. This process reduces the configuration and re-build time considerably. This consistency also assists staff when offering telephone support and advice.

To enable this equipment to be ordered, acquired and configured for distribution prior to the first Council meeting, a period of approximately 4-6 (four to six) weeks is required. The current equipment lease has been extended until 30 March 2004. In the event that a decision is not made, it will be necessary to extend this lease for an additional quarterly period at an approximate cost of $4,500.00 (four thousand five hundred dollars). This extension would require reallocation of the existing equipment to the new Councillors whilst allowing time for the resolution of this matter.

**RECOMMENDATION:**

That the following equipment be ordered prior to election of the incoming Council:

- Twelve (12) notebook computers with internal modem, CD ROM, floppy disk drive and carry case
- Twelve (12) multi function printer/fax/copiers.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF ITEM 7 Oooo

**ITEM:** 8 **December Quarterly Review**

**FILE NUMBER:** 79350/FNC/ORB10NBX.F17

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**REPORT:**

The December Quarterly Review of the Management Plan 2003/04 financial year is reported to Council in accordance with the requirements of the Local Government Act 1993 as amended.

The December Quarterly Report discloses a surplus result of $147,364 (one hundred and forty seven thousand, three hundred and sixty four dollars) when comparing actual income and expenditure to Council's adopted budget for 2003/04 financial year to date.

The main variations from the adopted budget were as follows:

- Reduction in Workers Compensation Provision based on WorkCover reassessment $415,000 (four hundred and fifteen thousand dollars) favourable.
- Transfer to ELE Reserve to contribute to shortfall in unfunded liability $200,000 (two hundred thousand dollars) unfavourable.
- Net increase in rate revenue as a result of property revaluation adjustments $260,000 (two hundred and sixty thousand dollars) favourable.
- Reduction in property rental income $173,500 (one hundred and seventy three thousand, five hundred dollars) unfavourable.
- Increase in Development Application Income $109,407 (one hundred and nine thousand, four hundred and seven dollars) favourable.
- Increase in sale of plans $23,434 (twenty three thousand, four hundred and thirty four dollars) favourable.
- Reimbursement of legal expenses and other sundry income $26,607 (twenty six thousand, six hundred and seven dollars) favourable.
- Decrease in income from fines, penalties $22,127 (twenty two thousand, one hundred and twenty seven dollars) unfavourable.
- Increase in expenses - legal, postage & sundries $32,600 (thirty two thousand and six hundred dollars) unfavourable.
- Increase in costs of Tree Maintenance $20,000 (twenty thousand dollars) unfavourable.
- Increase in general office expenses $22,032 (twenty two thousand and thirty two dollars) unfavourable.
- Increase in contractor field inspections/casual salary expense $12,989 (twelve thousand, nine hundred and eighty nine dollars) unfavourable.
- Three Town Sewerage Committee Coordinator (unbudgeted) $30,000 (thirty thousand dollars) unfavourable.
- Net adjustments previously reported at September Quarter $174,843 (one hundred and seventy four thousand, eight hundred and forty three dollars) unfavourable.
- Budget surplus at beginning of financial year $1,007 (one thousand and seven dollars) favourable.

These variations are discussed in more detail in the 2003/04 Management Plan and Financial Statement December Quarterly Review.

**RECOMMENDATION:**

That the quarterly review of 2003/04 Management Plan and Financial Statement for the period ending 31 December 2003 be adopted.

**ATTACHMENTS:**

AT-1 2003/04 Management Plan Review - December Quarter (Distributed Separately).

oooO END OF ITEM 8 Oooo

**ITEM:** 9 **Reallocation of Funds - Riverfront Maps**

**FILE NUMBER:** 107/ENG/ORB10NBX.E13

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**REPORT:**

A funding allocation of $10,000 (ten thousand dollars) was included in the current budget to prepare maps of the Hawkesbury River showing details of recreation reserves and river access. Council was advised that this information is currently available from other sources including Street Directories and maps provided by Waterways. A report was requested to reallocate the funds to Skeleton Rocks Reserve.

A land care group has been formed to undertake improvements to the Skeleton Rocks Reserve and a number of issues have been identified, including encroachment by private land owners onto the reserve, the need for privet removal from the reserve and general revegetation works. It is considered that the priorities at this stage would be fencing between the reserve and private lands and commencement of the removal of privet and it is suggested the funding be utilised for this purpose.

**RECOMMENDATION:**

That the $10,000 (ten thousand dollars) allocated towards Riverfront maps within the 2003/04 budget be reallocated to fencing and privet removal at the Skeleton Rocks Reserve.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF ITEM 9 Oooo

**ITEM:** 10 **Statute Barred Infringements**

**FILE NUMBER:** 79344/79633/79744/ENG/ORB10NBX.E06

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**REPORT:**

Advice was received from the Infringement Processing Bureau (IPB) that, after an extensive examination of the matter of statute barred infringements and negotiation with Treasury, approval was given to offer payment up to 80% (eighty percent) of each client's statute barred total to clients in recognition of the revenue lost due to matters becoming statute barred and thus inhibiting further enforcement action. This is for revenue lost between 1 September 2002 to 31 January 2004, representing approximately $7,000,000 (seven million dollars) to NSW Councils. This applies to parking infringements which had a statute of limitation of 6 (six) months and may have been caused when a new computer system was introduced at IPB.

The Local Government Association and Shires Association of NSW have been negotiating with the IPB to reach a settlement acceptable to all parties. As a result a draft Deed of Settlement and Release has been prepared for the perusal of Councils.

The terms of the settlement, including, reimbursement of 80% (eighty percent) of any revenue lost due to an infringement becoming statute barred in the period 1 September 2002 to 31 January 2004, were given in principle support. This was advised to the legal section of the Local Government Association and Shires Association of NSW on 30 January 2004. It was advised that the matter would need to be reported to Council for a formal resolution

**RECOMMENDATION:**

That the Deed of Settlement and Release be accepted and necessary documents be executed under Seal of Council.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF ITEM 10 Oooo

**ITEM:** 11 **Future Management of Upper Colo Reserve and Maintenance of Parks in the Colo Area**

**FILE NUMBER:** 79354/ENG/ORB10NBX.E15

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**REPORT:**

Supervised camping of Upper Colo River (UCR) started in 1995 to reduce the incidence of problems for both nearby residents and patrons of the Reserve. Several different methods of day to day management of the reserve had been trialed prior to this with little success. Supervised camping under the current methodology has worked very well with complaints being reduced and the patronage of the reserve increasing greatly.

In 2000 the management and mowing of the other reserves within the Colo area were added to the contract. The maintenance of other parks in the Colo area, had up to this point been undertaken by Council staff due to extremely high quotes by previous mowing contractors. The high quotes are a result of the remoteness of the parks. It was considered that the amalgamation of the management of UCR with the maintenance of other local reserves would achieve a much more cost effective outcome.

Over the 3 (three) years of the 2000 contract, the patronage for UCR was maintained and the complaints have continued to be minimal over all the reserves.

Expressions of interest were recently called for the management of Upper Colo Reserve and the maintenance of parks in the Colo area with 4 (four) submissions being received. One of the submissions was received on 31 December 2003, 15 (fifteen) days after the closing date of the 16 December 2003. This application is not being further considered.

The 4 (four) expressions of interest were based on the applicant undertaking:

- enforcement of basic regulations;
- mowing;
- litter control;
- repair/remove minor damage; and
- report major damage.

For UCR it included the day to day management of the reserve, and control and supervision of camping.

| Applicants | Upper Colo Reserve | Colo Park | Low Level Bridge Reserve (Upper Colo Bridge) | Ward Park | Total (Incl GST) |
|---|---|---|---|---|---|
| Graeme Lawler | $43,893.00 | $3,272.00 | $825.70 | $573.70 | $48,564.40 * public liability not included |
| Kevin Cox | $46,860.00 | $10,362.00 | $2,871.00 | $462.00 | $60,555.00 |
| Xirk Environmental Maintenance Solutions | | | | | $109,205.00 |

* *If the contractor receives 20% (twenty percent) of the income generated by camping fees for Upper Colo Reserve Mr Lawler has indicated that is happy to reduce his quote by $2,400 (two thousand and four hundred dollars) per year. Estimated Income from Camping based on proposed fee structure is $10,000*

**Graeme Lawler**
Mr Lawler's expression of interest is the cheapest. His quote, however is not based on residency on the site, but coming to the reserve every day from his residence in Wheelbarrow Ridge Road, Upper Colo. The quote indicates that the amount of labour (managing the gates, fees, supervision and cleaning) would be 9 (nine) hours per week. Whilst the hours on site would increase with the mowing component, most of the issues the current ranger faces occurs after hours, making this proposal unsuitable.

The current practice is for the gate to the reserve to be locked at night and opened again in the morning. This is to stop unwanted people accessing the reserve. In the case of an emergency, the campers would approach the ranger who lives on site. The ranger could ring from a land line for help or let campers out of the reserve. With no ranger on site, no help could be offered. The other issue is that the UCR area has no mobile telephone reception. Should an accident happen in such a situation, no communication to emergency services is available.

Mr Lawler has had a range of experience - working in a variety of positions as well as being self-employed. He has however, had no experience in managing a camping ground nor as a ranger.

**Kevin Cox**
Kevin Cox is the current/previous contractor. His quote has increased by $20,000 (twenty thousand dollars) from his current contract. His reasons stated are the increase in insurance and petrol prices.

Mr Cox's performance to date has been acceptable. His quotes to maintain the reserves, excluding Upper Colo Reserve, are generally in excess of the estimated cost for the work to be undertaken by Council.

Estimate for Council staff to maintain UCR and other Colo Parks (NOTE that this does not include any supervision of camping):

| | Estimate/Yr | Estimate Includes |
|---|---|---|
| Upper Colo Reserve | 10,000 | 26 visits/yr for 5 to 6 hrs onsite/visit |
| Colo Park | 4,500 | 19-20 visits/yr for 3 to 4 onsite/visit |
| Upper Colo Bridge Park | 2,500 | 19-20 visits/yr for up to 2 hrs onsite/visit |
| Ward Park | 1,000 | 15-16 visits/yr for 1/2 to 1 hr onsite/visit |
| **Maintenance Cost/Yr** | **18,000** | |

It is felt that should Mr Cox be retained as the ranger at UCR, that Council take on the mowing component of Colo Park Reserve. Upper Colo Bridge Park and Ward Park should remain with the contract due to their closeness to UCR. Discussions with Mr Cox have indicated that he is happy for this to occur and the quote would be altered to the price of $50,193 (fifty thousand, one hundred and ninety three dollars) plus the 20% (twenty per cent) of the income generated by camping fees.

**Xirk Environmental Maintenance Solutions**
This submission did offer some additional suggestions such as charging day trippers into Upper Colo Reserve. The total cost was broken down into mowing, locking gates and the like but not into the cost for each individual park. This submission includes Mr Cox staying on site as the ranger of Upper Colo Reserve.

**Ongoing Management**
One of the issues faced in the management of UCR is that there is no formal residence on the reserve. The successful contractor is required to be stationed on or very near to the reserve, especially whilst the gates to the reserve are locked to enable emergency exit. The current contractor lives in a caravan on a flood free area at the entry to the park. There is limited facilities and the contractor uses the camping ablutions, which have no heated water only bore water.

Should on site supervision be a continuing requirement, permanent accommodation will need to be considered. A nominal rent could be charged to the manager of the reserve.

Other options other than having a supervisor on site include - unsupervised and uncontrolled camping, no camping or unsupervised camping by booking only. These have all been tried with little success. Camping at UCR is very popular with up to 3,000 (three thousand) campers and a greater number of day trippers visiting the site. It is felt that stopping camping at this time is not appropriate.

The ongoing use of Upper Colo Reserve for camping along with appropriate management needs to be further investigated and reported to Council.

Due to Mr Cox's experience and for the fact that he would stay on site at UCR, it is recommended that Mr Cox be retained to manage UCR, Low Level Bridge Reserve (Upper Colo Bridge) and Ward Park for a 12 (twelve) month period whilst the future of the reserve is determined. Council staff would then undertake the mowing of Colo Park Reserve.

**RECOMMENDATION:**

That:

1. The expressions of interest for the management of Upper Colo Reserve, Low Level Bridge Reserve (Upper Colo Bridge) and Ward Park in the Colo area not be accepted.

2. The offer to manage and maintain the Upper Colo Reserve, Low Level Bridge Reserve (Upper Colo Bridge), Ward Park, and the locking and unlocking of the gates at Colo Park by Mr Kevin Cox for a 12 (twelve) month period at a cost of $50,193 (fifty thousand, one hundred and ninety three dollars) plus 20% (twenty per cent) of the income generated by camping fees be accepted.

3. The future use of Upper Colo Reserve be investigated and further reported to Council.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF ITEM 11 Oooo

**ITEM:** 12 **Purchase of Waste Collection Vehicle**

**FILE NUMBER:** 81232/EVD/ORB10NBX.V07

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**REPORT:**

Tenders for the purchase of a waste collection vehicle closed on 2 September 2003, with 5 (five) submissions being received.

Of the five submissions, only two companies submitted tenders for the supply of the cab chassis and the compaction unit as a package. The remaining tenderers submitted tenders for supply of either the cab and chassis or for the compaction unit only. A submission was also made out of the remaining 3 (three) tenderers to purchase the trade in vehicle only.

Submissions made are as follows: (note: all prices include GST)

| Supply Co. | Compaction Body Cost | Cab Chassis Cost | Trade In Offered | Total Cost |
|---|---|---|---|---|
| **Sydney Truck Sales P/L** | Superior Pak $112,794 | Acco $182,985 | $70,000 | $225,779 |
| | MacDonald Johnston $116,925 | Acco $182,985 | $70,000 | $229,910 |
| **MacDonald Johnston** | MacDonald Johnston $116,925 | Nil supplied | Nil supplied | Compaction Body Only $116,925 |
| **City Hino** | Superior Pak $112,794 | Hino $161,830.75 | $85,000 | $189,624.75 |
| | MacDonald Johnston $116,925 | Hino $161,830.75 | $85,000 | $193,755.75 |
| **Volvo Truck and Bus** | Nil supplied | $191,129.00 | $62,500 | Cab Chassis Only $128,629 |
| **W&P Truck & Mach. Sales** | Nil supplied | Nil supplied | $61,211 | Not applicable |

As can be seen from the above table the lowest cost for supplying the cab/chassis and compaction body, was submitted by City Hino.

The vehicle assessment team of the Manager of Environment and Waste Services, the Plant Superintendent and the Waste Collection Supervisor, has for a number of weeks been in contact with the sales representative of City Hino, endeavouring to test drive the Hino cab/chassis with a load on, comparable to that of a waste collection vehicle fully loaded, to assess the torque and power ratio, as previous tests have found that the Hino vehicle is underpowered for the steep terrain in the Hawkesbury City area, and the specification supplied by the tenderer indicate that both the power ratio and torque output are less than the Iveco Acco vehicle that we presently use.

The last contact with the sales representative on 10 November 2003, has resulted in him saying that they would not be able to get Council a demonstration vehicle for a considerable period of time, and thanked Council for its patience whilst he was trying to arrange for the demonstration, and understood that Council could not wait any longer to finalise the tender assessment.

Based on the specification which shows that the torque and power ratios are the same as vehicles manufactured by Hino that have been previously tested (for the previous waste collection vehicle purchase), it is recommended that Council not consider the purchase of a Hino cab/chassis as it would be underpowered for our city terrain.

The next lowest price of a cab/chassis was that submitted by Sydney Truck Sales Pty Ltd for an Iveco Acco vehicle, which is similar to the other vehicles in Council's waste collection vehicle fleet. These vehicles have an excellent history of reliability, and have adequate power to traverse Hawkesbury's hilly terrain. Based on these known factors, it is suggested that the Iveco Acco vehicle be purchased on this occasion.

In relation to the waste compaction body selection, the lowest price tendered was from Sydney Truck Sales Pty Ltd for a Superior Pak 23 cubic metre body at $112,794 (one hundred and twelve thousand, seven hundred and ninety four dollars).

Council's waste collection fleet currently consists of Superior Pak compaction units, which have proven to be very reliable and most suitable for Council's needs.

**RECOMMENDATION:**

That:

1. Council accepts the tender from Sydney Truck Sales Pty Ltd for the supply of one Iveco Acco cab/chassis (Model ACCOF 2350G/250 6X4) with a Superior Pak waste compaction body fitted, at a total cost, after trade-in and including GST, of $225,779 (two hundred and twenty five thousand, seven hundred and seventy nine dollars).

2. All unsuccessful tenderers be notified of the outcome of the tender process and thanked for their submissions.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF ITEM 12 Oooo

ordinary

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reports

for information

**ITEM:** 13 **Reports Requested by Council - Status as at 14 October 2003**

**FILE NUMBER:** GC280/005 Pt4/GMA/ORB10NCX.G04

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**REPORT:**

| | | | |
|---|---|---|---|
| 8/4/2003 | Oasis Centre<br>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. |
| 08/07/2003 | Possibility of Council Employing a Solicitor on Staff<br>GM | Issue is to be reported to Council on a regional basis and include details of cooperation of other Councils. | Under investigation. To be reported to future General Purpose Committee meeting. |
| 9/09/2003 | Land Clearing - Middle Island 278 Hermitage Road, Kurrajong Hills<br>DED | Waiting for receipt of report advice from Council's barrister | To be reported. |
| 28/10/2003 | Reclassification of Land<br>DC&CS | Council to go through and assess all of our land, community land or otherwise, to look at if it is operational or community land. | To be reported |
| 28/10/2003 | School Based Traineeships<br>GM | A report to be provided on whether Hawkesbury City Council have any policy on taking trainees and if not could it be considered | To be reported |
| 28/10/2003 | Condition of Fairfield House<br>DED | A report to be provided on the condition of Fairfield House as it is in state of disrepair. | To be reported |

**RECOMMENDATION:**

That the information be received.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF ITEM 13 Oooo

**ITEM:** 14 **Ferry Interruption Report - December 2003 and January 2004**

**FILE NUMBER:** 79338/ENG/ORB10NCX.E05

**REPORT:**

| **Date** | **Ferry Location** |
|---|---|
| Tuesday 16 December 2003 | Sackville Ferry - 4.50pm - 5.10pm - guide cable became dislodged from end guide. 15 minutes interruption |
| Tuesday 30 December 2003 | Wisemans Ferry - 8.30am - 11.15am - water pump replaced. Small ferry operations - some delays. |
| Sunday 4 January 2004 | Sackville Ferry - 12.20pm - 1.50pm - repair swivel arm. One & 1/2 hours with short delays. |
| Friday 9 January 2004 | Sackville Ferry - 11.50pm - 12.45am - repair starter switch. 55 minutes interruption. |
| Tuesday 13 - Wednesday 14 January 2004 | Lower Portland Ferry - 9.00pm - 5.00pm - electrical problem with transmission. 20 hours interruption. |
| Wednesday 14 January 2004 | Sackville Ferry - 8.00am - repairs to ramp - some delays experienced. |
| Wednesday 21 January 2004 | Wisemans Ferry - 9.30am - 12.15am - repair blown hose on flap. Small ferry operations. |
| Sunday 25 January 2004 | Wisemans Ferry - 12.30pm - 4.15pm - repair blown hose on toe flap. Small ferry operations. |

**RECOMMENDATION:**

That the information be received.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF ITEM 14 Oooo

**ITEM:** 15 **St Albans Road - Bitumen Sealing**

**FILE NUMBER:** 107/ENG/ORB10NCX.E10

**PREVIOUS ITEM:** 79, Ordinary (13.05.2003)
**PREVIOUS ITEM:** 214, Special (26.06.2000)

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**REPORT:**

Councillor Paine at the General Purpose Committee Meeting of the 27 January 2004, asked for a report to the Ordinary Meeting on St Albans Road and where Hawkesbury City Council is with regard to the amount of money spent per annum and the amount of kilometres achieved. Councillor Paine requested to have a look at the original motion that was approved, whether it was an amount of funding or whether it was the kilometres.

Councillor Paine previously requested this information at the General Purpose Committee meeting of 29 April 2003 and the following report was submitted for Councils information at the Ordinary meeting of 13 May 2003.

> *"Councillor Paine requested a report on the length of St Albans Road sealed and total expenditure in relation to the current sealing program for that road.*
>
> *Council at its meeting on 26 June 2000 resolved in part:*
>
> *3. $236,000 be allocated to the sealing of unsealed roads in 2000/2001 of the first year of an ongoing program of sealing approximately 1 km of unsealed road per year."*
>
> *In accordance with the above resolution an amount of $236,000 has been allocated in each Works Program to the further sealing of St Albans Road.*
>
> *Since the commencement of this program a total of $708,000 has been expended:*

| Year | Allocation | Length Constructed |
|---|---|---|
| 2000/2001 | $236,000 | 1281 metres |
| 2001/2002 | $236,000 | |
| 2002/2003 | $236,000 | 810 metres |
| **Total** | **$708,000** | **2091 metres** |

> *Tenders were called for each section of road and the length expected to be sealed reported to Council as part of that process. Obviously, the length will vary depending on the existing conditions, amount of earthworks required, drainage etc.*

> *Subject to the next tender, should Council wish to achieve a program closer to a kilometre, this can occur when the next tender is reported.*
>
> *Based on the current tender it is expected that the sealing of the remaining 1.5km (between the end of the recent sealing and the existing seal near the school) will cost $550,000.*
>
> *The remaining 5.3 km between the school and the seal near St Albans Bridge will cost a further $1.79 million."*

**Current Situation**

Tenders for further reconstruction and bitumen sealing works on St Albans Road were reported to Council at its Ordinary meeting of 14 October 2003, where the tender of MJ and MD Skinner Earthmoving was accepted in an amount of $240,340.10 (two hundred and forty thousand, three hundred and forty dollars and ten cents) to complete a further length of approximately 750 (seven hundred and fifty) metres.

It is also noted that the outcomes and proposed actions from Councils strategic planning workshop held on 22/23 February 2003 which was reported to Council on 11 March 2003 agreed that the current commitment to St Albans Road continue.

**RECOMMENDATION:**

That the information be received.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF ITEM 15 Oooo

ordinary

# 6 section

reports

of committees

## Pitt Town Advisory Committee - 17 September 2003

| | |
|---|---|
| **Present:** | Councillor Stubbs (Mayor)<br>Councillor Rasmussen<br>Councillor Calvert<br>Mr John Hagar<br>Mrs Amanda Hannah<br>Mr Harvey Read<br>Mr Glen Power<br>Mr David Thornton<br>Mrs Patricia Cooper<br>Mrs Carol Edds |
| **In attendance:** | Mr Malcolm Ryan<br>Mrs Rachel Cumming |
| **Apologies:** | Councillor Sheather<br>Mrs Jan Barkley-Jack |

### 1. Confirmation of Minutes

The minutes of meeting held on 3 September 2003 were adopted by the Committee.
Moved Harvey Read
Seconded Glen Power

### 2. Business Arising From Previous Minutes

Mr Hagar expressed concern over the minutes and advised that the minutes had to be recorded in the correct manner, that is in accordance with Council's Code Meeting Practice. The Mayor advised that the minutes are not a transcript of the meeting and only decisions of the Committee are formally minuted as with other Committees of Council.

Mrs Edds advised that Mrs Barkely- Jack is still unwell and will not be attending meetings of the Committee. It was agreed that a note would be sent to Mrs Barkely Jack wishing her a speedy recovery.

### 3. Correspondence

A letter was received from Mr Doug Bathersby requesting that provisions be made for bike paths in accordance with RTA and Planning NSW guidelines. The letter also requested consideration be made for rainwater tanks and solar hot water systems. A copy of the letter was distributed to the Committee and Mr Ryan advised that a response would be prepared.

### 4. Section 62 Consultation with Government Agencies

Mr Ryan outlined the submissions received under section 62 of the Environmental Planning and Assessment Act 1979 and a matrix was distributed to the Committee containing a summary of the submissions.

Mr Ryan advised of the major issues from NSW Rural Fire Service, Department of Infrastructure, Planning and Natural Resources, NSW Heritage, Sydney Water, Integral Energy, NSW Agriculture, NSW Police, Rail Estate, Department of Education and Training, Department of Housing, Sports Council, Wentworth Area Health Service.

Mr Ryan advised that the additional work required as a result of the section 62 consultation could be covered in 5 separate studies:

1. Traffic and Transport
2. Heritage
3. Social Impact Assessment
4. Water Cycle Management Study
5. Section 54 report on revised investigation area

The following recommendations were adopted by the Committee in relation to the additional studies required:

That a Traffic and Transport Study be prepared by suitable consultants.
Moved Clr Rasmussen
Seconded Clr Calvert

That Council's Heritage Advisor liaise with the Heritage Office, Hawkesbury Council Heritage Study Team and the developer's consultants to implement the Heritage Office's requirements.
Moved Clr Calvert
Seconded Glen Power

That a Social Impact Assessment be prepared by Council's Community Service Section.
Moved Clr Rasmussen
Seconded Amanda Hannah

That a Water Cycle Management Plan be prepared by suitable consultants.
Moved Harvey Read
Seconded Clr Calvert

**5. Minor Roads**

Malcolm Ryan advised of the minor road requirements for the Investigation Area and advised that work was still continuing on the major road pattern.

The Committee adopted that the roads illustrated in the powerpoint presentation dated 17 September 2003 as the required roads subject to any changes required by the heritage work or the Roads and Traffic Authority.

Moved Clr Calvert
Seconded Glen Power

Amanda Hannah and John Hagar from the Pitt Town Residents Group (PTRG) requested that the minutes note that the PTRG does not endorse the adopted road patterns.

**9. Distribution of lots**

Malcolm Ryan advised that as result of the increase in the size of the school and the location of the community facilities there would be a reduction in the lot potential on Fernadell.

The Committee adopted that the lots displaced as a result of the school and community centre be re-allocated on the Fernadell land by lowering the minimum lot size.
Moved Clr Calvert
Seconded Carol Edds

**10. Draft Local Environmental Plan**

Malcolm Ryan introduced the requirements for the draft local environmental plan including the use of the existing zones contained within Hawkesbury Local Environmental Plan 1989.

**11. Urban Design Needs**

Malcolm Ryan summarised the urban design needs as follows:

- Community Centre - 3000sqm near school and village and above 20m AHD
- Neighbourhood Parks - 3.12ha in total consisting of:
- 1.3ha adjacent to Bona Vista
- 3 other parks designed to serve the needs of the community
- Playing fields - 3.12ha below 20m AHD
- Roads - major and minor roads as adopted. Other roads on a grid pattern
- Heritage Office requirements

Malcolm Ryan advised of the developer's offer to engage urban designers to prepare plans for the Investigation Area. It was noted that this work would exclude Bona Vista until the heritage vegetation issues had been resolved.

The Committee adopted that the developers offer to engage urban designers to prepare plans for the Investigation Area be accepted subject to heritage advice.
Moved Clr Calvert
Seconded Harvey Read

Clr Rasmussen, Amanda Hannah and John Hagar requested that the minutes record they voted against this motion.

**12. Servicing Strategy**

Malcolm Ryan advised that as a result of requests from the service authorities during the section 62 consultation, it is considered necessary to form a servicing working group. The group will comprise Sydney Water, Integral Energy, Hawkesbury City Council and the developer.

The committee adopted that a working group consisting of Sydney Water, Integral Energy, Hawkesbury City Council and the developer be established to resolved issues associated with the servicing strategy for the Investigation Area.

**13. Next Meeting**

The next meeting will be held on 1 October 2003 commencing at 6.30pm.

**14. Close of meeting**

Meeting closed at 9.30pm.

**oooO END OF REPORT Oooo**

## Pitt Town Advisory Committee - 1 October 2003

**Present:** Councillor Stubbs, (Mayor)
Councillor Rasmussen
Councillor Sheather
Mr John Hagar
Mrs Amanda Hannah
Mr Harvey Read
Mr Glen Power
Mr David Thornton
Mrs Patricia Cooper
Mrs Carol Edds

**In attendance:** Mr Malcolm Ryan
Mrs Rachel Cumming
Mr Stewart Verity, Architectus Sydney

**Apologies:** Councillor Calvert
Mrs Jan Barkley-Jack

Mr Glen Power left the meeting at 8pm and was replaced by Mr Phil McDonald.

### 1. Confirmation of Minutes

The minutes of meeting held on 3 September 2003 were amended as follows:

- John Hagar expressed concern that the minutes were to be recorded in the correct manner as specified in Council's Meeting Code of Practice.
- Clr Calvert seconded the motion in relation to the Traffic and Transport study.
- The Committee adopted the roads illustrated in the Powerpoint Presentation dated 17 September 2003 as the required minor roads subject to any changes required by the heritage work or the Roads and Traffic Authority. The Pitt Town Residents Group does not endorse the adopted road patterns.
- Distribution of lots - decision deferred to item 7.

The minutes of the meeting held on 3 September 2003 were adopted by the Committee.
Moved Carol Edds
Seconded Harvey Read

### 2. Business Arising from previous minutes

2.1 Carol Edds advised the Committee that it was not the normal practice of the NSW Heritage Office to endorse consultants and would not have endorsed the use of Architectus for the Masterplan. The usual practice is for three consultants to be suggested.

2.2 Amanda Hannah enquired as to whether the Water Cycle Management Study had been commissioned. Malcolm Ryan advised that the study would be commissioned this week.

2.3 The Committee adopted that the minutes be circulated a week before the next meeting.
Moved Carol Edds
Seconded Amanda Hannah

**3. Correspondence**

Amanda Hannah tabled a letter from the Pitt Town Residents Group,

**4. Section 62 Consultation with Government Agencies**

Malcolm Ryan outlined the additional submissions received under section 62 of the Environmental Planning and Assessment Act from the Roads and Traffic Authority, State Emergency Service and the National Parks and Wildlife Service.

A general discussion was held concerning the implications of the additional submissions, in particular the submission from the National Parks and Wildlife Service.

The Committee resolved to report to a Special Meeting of Council any submissions affecting the growth scenarios.
Moved Clr Sheather
Seconded Clr Rasmussen

**5. Draft Local Environmental Plan**

Malcolm Ryan outlined the zone objectives of the proposed zones to be used in the preparation of the draft local environmental plan.

**6. Masterplan**

Stewart Verity of Architectus Sydney presented the Committee with Urban Design Options for the Pitt Town.

The Committee resolved unanimously that the presentation be viewed as a draft only.
Moved Clr Sheather
Seconded Harvey Read

**7. Consultation Strategy**

Malcolm Ryan introduced the requirements of the Environmental Planning and Assessment Act 1979 in relation to the exhibition of the Draft Local Environmental Plan, Section 94 Plan and Development Control Plan. Malcolm Ryan also advised the Committee of the Council resolution to exhibit the Masterplan concurrently with the Draft Local Environmental Plan, Section 94 Plan and Development Control Plan.

Malcolm Ryan advised of the five steps involved in Community Facilitation as outlined by the International Association for Public Participation 2 and requested that the Committee consider the following questions listed below prior to the next meeting.

- Who are the stakeholders eg residents, developer,government agencies?
- What information is presented?
- How and where to present information?
- What form will the participation take ie public meetings, focus groups, workshop, surveys.
- Timing
- How to measure the success of the process?

**8. Next Meeting**

The next meeting will be held on 17 October 2003 commencing at 6.30pm

**9. Close of meeting**

Meeting closed at 8.50pm.

**oooO END OF REPORT Oooo**

## Pitt Town Advisory Committee - 15 October 2003

| | |
|---|---|
| **Present:** | Councillor Rasmussen<br>Councillor Calvert<br>Councillor Connolly<br>Mr John Hagar<br>Mrs Amanda Hannah<br>Mr Harvey Read<br>Mr Glen Power<br>Mr David Thornton<br>Mrs Patricia Cooper<br>Mrs Carol Edds |
| **In attendance:** | Mr Malcolm Ryan<br>Mrs Rachel Cumming<br>Mr Robert Montgomery |
| **Apologies:** | Coucillor Stubbs, (Mayor)<br>Councillor Sheather |

### 1. Confirmation of Minutes

The minutes of meeting held on 15 October 2003 were amended as follows:

- John Hagar expressed concern that the minutes were not being recorded in the correct manner as specified in Council's Code of Meeting Practice.

The minutes of the meeting held on 1 October 2003 were adopted by the Committee.
Moved Harvey Read
Seconded Glenn Power

### 2. Business Arising From Previous Minutes

2.1 Draft Masterplan from Architectus - The Committee resolved that the design framework prepared by Architectus be rejected as it does not comply with the adopted growth scenario.
Moved Harvey Read
Seconded John Hagar

2.2 Carol Edds expressed concern that information was not being received early enough for the Committee to consider before meetings.

2.3 John Hagar reminded the Committee that the minutes had not been distributed at least a week before the meeting as resolved at the last meeting.

2.4 Amanda Hannah asked whether the issue of the number of lots had been resolved. Malcolm Ryan advised that this has been dealt with by Council and also at the first meeting of this Committee.

2.5 John Hagar asked what draft Local Environmental Plan had been given to Architectus. Malcolm Ryan advised that the draft LEP map contained in the presentation to the Committee on 17 September 2003 and 1 October 2003 was given to Architectus.

**3. Correspondence**

Carol Edds tabled a letter from the NSW Heritage Trust - Richmond Branch. Malcolm Ryan advised that a response would be prepared.

The Committee expressed concern that the urban design advice received from Architectus is not independent.
Moved Harvey Read
Seconded Carol Edds

The Committee accepted the correspondence.
Moved Harvey Read
Seconded Clr Calvert

**4. Consultation Strategy**

Malcolm Ryan advised that Committee of the requirements of the Environmental Planning and Assessment Act 1979 in relation to the exhibition of the draft Local Environmental Plan and Development Control Plan.

Malcolm Ryan introduced Robert Montgomery, Branch Manager of Building and Development, to assist the Committee in developing the Consultation Strategy. Attachment 1 contains the points raised during this discussion.

*4.1 Public Meetings*
The Committee considered the issue of public meetings and it was noted that whilst the majority of the meeting agreed that one public meeting, a significant minority agreed that there should be two meetings.

*4.2 Length of exhibition*
The Committee considered the length of time the draft local environmental plan, masterplan and development control plan should be publicly exhibited. It was noted that whilst the majority of the Committee agreed that the exhibition should run for 28 days, a significant minority agreed that it should be 3 months.

Amanda Hannah, John Hagar, Carol Edds and Councillor Rasmussen requested that the minutes record that they recommended a three month exhibition, excluding Christmas.

It was agreed that the Consultation Strategy would come back to the Committee for adoption.

**5. Draft Development Control Plan**

Malcolm Ryan outlined requirements of the Environmental Planning and Assessment Act 1979 in relation to the preparation of Development Control Plans (DCP). He advised that DCP's contain more detailed provisions than the Local Environmental Plan (LEP) and must be consistent with the LEP.

Malcolm Ryan advised that following matters could be addressed in a DCP:

- Building Setbacks
- Low scale
- Garage independent of house, concealed from view from the road
- Energy efficiency
- Dwelling finishes
- Architectural style
- Compliment existing development
- Adaptable for a number of family types
- Landscaping
- Height of dwellings
- Landscaping
- Building materials
- Retention of vegetation
- Roads
- Open Space
- Lot sizes

The Committee resolved that the issues outlined above be considered in the preparation of the Development Control Plan.
Moved Clr Calvert
Seconded Patricia Cooper

**6. Next Meeting**

The next meeting will be held on 29 October 2003 commencing at 6.30pm

**7. Close of meeting**

Meeting closed at 9.30pm.

**oooO END OF REPORT Oooo**

## Pitt Town Advisory Committee - 29 October 2003

| | |
|---|---|
| **Present:** | Councillor Stubbs, (Mayor)<br>Councillor Rasmussen<br>Councillor Sheather<br>Councillor Calvert<br>Mr John Hagar<br>Mrs Amanda Hannah<br>Mr Harvey Read<br>Mr Glen Power<br>Mr David Thornton<br>Mrs Patricia Cooper<br>Mrs Carol Edds |
| **In attendance:** | Mr Malcolm Ryan<br>Mrs Rachel Cumming<br>Mr Michael Harrison<br>Mr Graham Brooks<br>Dr Anne Clements |
| **Apologies:** | Nil |

### 1. Confirmation of Minutes

The minutes of meeting held on 15 October 2003 were amended as follows:

- John Hagar expressed concern that the minutes were not being recorded in the correct manner as specified in the Council's Code of Meeting Practice.
- Clr Calvert attended the last meeting and to be included in the members present.

The minutes of the meeting held on 15 October 2003 were adopted by the Committee.
Moved Clr Rasmussen
Seconded Carol Edds

### 2. Business Arising from previous minutes

2.1 Development Control Plan and Local Environmental Plan - John Hagar enquired as to whether the DCP would stand up in court and should issues such as lots sizes be incorporated into the LEP. Malcolm Ryan advised that lot sizes could be in both instruments.

2.2 Consultation Strategy - Clr Rasmussen advised that in relation to Item 6 in the notes from the Community Consultation Strategy that near consensus was reached.

2.3 Declaration of interests - John Hagar expressed concern that members of the Committee had not declared an interest when voting on certain issues. The Mayor advised that legal advice has been received that Pecuniary Interests requirements under the Local Government Act do not apply to this Committee.

The Committee resolved to minute as follows:

1. Voting has taken place on a number of matters.
2. Members have not made a declaration of interest.

Moved John Hagar
Seconded Clr Rasmussen

**3. Correspondence**

Harvey Read tabled at letter that had been sent to Councillors and Council from himself and advised that is for discussion at the next meeting.

The Committee accepted the correspondence.
Moved Clr Calvert
Seconded Clr Rasmussen

**4. Matters for Consideration at Next Meeting**

Malcolm Ryan advised the Committee that this was the last scheduled meeting and it was proposed to have a final meeting on Wednesday 19 November 2003. The following matters would be considered and finalised at this meeting:

1. Consultation Strategy
2. Traffic issues
3. Masterplan
4. Development Control Plan
5. Section 94 plan principles
6. SES review report
7. Section 54 report for Mitchell Road
8. Social Impact Assessment

Malcolm Ryan advised that the relevant documentation would be sent out at least a week before the meeting for the Committee's consideration. The Committee resolved to meet on Wednesday 19 November 2003.

Moved Clr Calvert
Seconded Harvey Read

**5. Consultation Strategy**

The notes from the Community Consultation Strategy were distributed prior to the meeting. It was noted that the date of the meeting on the notes was incorrect and should be changed to read 15 October 2003. The Committee confirmed that these issues should form the basis of the Community Consultation Strategy.

## 6. Presentation from Architectus

Malcolm Ryan advised that a revised masterplan had been prepared by Architectus and introduced Michael Harrison to present to the masterplan.

Amanda Hannah enquired as to who had seen the presentation. Malcolm Ryan advised that he had not seen the presentation. Clr Stubbs, Clr Sheather and Malcolm Ryan indicated that they had seen a plan of the proposed lot layout but not the presentation.

Michael Harrison presented a Powerpoint presentation titled Pitt Town Urban Design Masterplan 29 October 2003. Graham Brooks and Dr Anne Clements also addressed the Committee during this presentation in relation to heritage and vegetation issues. A copy of the presentation was distributed to each Committee member at the meeting.

The Committee discussed the proposal throughout the presentation and questioned Architectus about various elements of the masterplan. There were no resolutions from the Committee concerning this matter. The Mayor advised the Committee that any comments/feedback should be forwarded to Malcolm Ryan prior to the next meeting.

## 7. Next Meeting

The next meeting is to be held on 19 November 2003 commencing at 6.30pm

## 8. Close of meeting

Meeting closed at 9.45pm.

**oooO END OF REPORT Oooo**

## Pitt Town Advisory Committee - 19 November 2003

**Present:** Councillor Stubbs, (Mayor)
Councillor Rasmussen
Councillor Sheather
Councillor Calvert
Mr John Hagar
Mrs Amanda Hannah
Mr Harvey Read
Mr Glen Power
Mr David Thornton
Mrs Patricia Cooper
Mrs Carol Edds

**In attendance:** Mr Graeme Faulkner
Mr Malcolm Ryan
Mrs Rachel Cumming

**Apologies:** Nil

### 1. Confirmation of Minutes

The minutes of the meeting held on 29 October 2003 were adopted by the Committee.
Moved Harvey Read
Seconded Clr Sheather

### 2. Business Arising from previous minutes

Nil

### 3. Correspondence

3.1 Harvey Read - 20 October 2003
3.2 Pitt Town Progress Association - 11 November 2003
3.3 National Trust Hawkesbury Branch (tabled at meeting)

### 4. Additional Reports

Malcolm Ryan advised the Committee of the implication of the additional studies to the growth scenario as follows:

*4.1 SES Review*
No change required to growth scenario.

The Committee discussed the SES Review report by Molino Stewart resolved as follows:

Some further investigation is needed to understand the consequences of evacuation failure for new

and existing residents of Pitt Town before a fully informed decision about accepting a reduced safety margin could be made and this is to include information required to understand the consequence of evacuation failure and the measures required to restore the safety margins.
Moved Paul Rasmussen
Seconded Carol Edds

*4.2 Traffic and Transport*
No change required.

*4.3 Heritage*
Malcolm Ryan also advised of that the Heritage Team advised that there were no solutions that did not affect heritage values and if the development did proceed the following issues should be addressed in the Local Environmental Plan and Development Control Plan:

- Historic subdivision patterns should be preserved
- Fence lines preserved
- Windbreaks preserved
- Important roads to be tree lined
- New heritage items for LEP
- Culturally significant vegetation preserved
- Protect the existing Town
- Bona Vista:- North South Rd to be wide with pavement to the East, Road lined with "orchard" tree plantings, no houses with direct access to Bootles Ln, house lots to be rectangular, larger lots on Johnston Street side, side boundaries to Bona Vista

*4.3 Mitchell Road section 54 report*
No change required.

*4.4 Water Cycle Management Study and Health Impact Assessment*
Malcolm Ryan advised of the advice received from the Department of Infrastructure Planning and Natural Resources that the Water Cycle Management Study and Health Impact Assessment were required prior to the finalisation of the of the LEP (section 69 report).

**5. Masterplan**

Malcolm Ryan advised of the three masterplans, two being from Architectus and one being from Council staff. The details of each Masterplan were explained in the PowerPoint presentation dated 19 November 2003.

The Committee discussed each Masterplan and resolved as follows:

1. The draft local environmental plan be amended to comply with Architectus Option 1 (187 lots on Bona Vista) Masterplan, incorporating lot density arrangement north of Wells Street of 5 lots per hectare, and negotiations continue in relation to the conservation measures for the vegetation area on Bona Vista, and;
2. Negotiations continue for the development of the riverbank lands.

Moved Harvey Read
Seconded Clr Sheather

Carol Edds, John Hagar, Amanda Hannah and Clr Rasmussen requested that the minutes record them as opposing the recommendation.

**6. Development Control Plan**

Malcolm Ryan advised of the requirements of the Development Control Plan as follows:

- Scale - primarily single storey
- Overall bulk to be controlled
- Appropriate fencing eg post and rail
- Retention of existing fencing on boundary line
- Discourage kerb and guttering
- Street design to fit rural image
- Control development of rural structure beside river and streams
- Guidelines for siting buildings, height of buildings, location of sheds etc
- Building setbacks
- Height of dwellings
- Low scale
- Landscaping
- Building materials and style
- Retention of vegetation
- Roads
- Open Space
- Lot sizes

**7. Local Environmental Plan**

Malcolm Ryan advised of the principles of the LEP as follows:

- Amend the current Hawkesbury Local Environmental Plan
- Use the new Housing Zone (from Amendment 130)
- Create a new zone called Rural Housing
- Not allow the reduction of lot sizes through State Environmental Planning Policy No. 1.

**8. Consultation Strategy**

The Committee resolved to accept the consultation strategy and exhibit the plan for 60 days.

Moved Clr Rasmussen
Seconded Carol Edds

A second and separate exhibition of the proposed Rural Housing zone be held.
Moved Amanda Hannah
Seconded Clr Rasmussen

The motion was lost.

Carol Edds, John Hagar, Amanda Hannah and Clr Rasmussen requested that the minutes record them as voting in favour of the motion.

**9. General Business**

The Mayor advised of the format of the Special Meeting to be held on the 2 December 2003 and thanked the Committee for their attendance and input.

**10. Close of meeting**

Meeting closed at 9.45pm.

**oooO END OF REPORT Oooo**

## Hawkesbury City Awards Committee - 11 December 2003

Meeting commenced at 7:35pm by Chairperson Clr Rex Stubbs

| | | |
|---|---|---|
| **Present:** | Councillor Rex Stubbs | |
| | Councillor Kevin Conolly | |
| | Councillor Christine Paine | |
| | Councillor Dianne Finch | |
| | Council Joan Woods | |
| | Barry Adams | Richmond Club |
| | Barry Crockford | Hawkesbury Chamber of Commerce |
| | Alison Mills | Hawkesbury Gazette |
| | Jean Peare | Community representative |
| | Esther Anderson | Hawkesbury City Council - Minute Taker |

| | |
|---|---|
| **Apologies:** | Graeme Faulkner |
| | Geoff Banting |
| | Jan Barkley Jack |

**Confirmation of Minutes**

Minutes of last meeting held on Wednesday, 5 December 2002 accepted
Motion moved by Councillor Finch, seconded Jean Peare
Motion carried

**Matters Arising from Last Minutes**

Nil

**Award Consideration**

Vote by selection through elimination.

**Citizen of the Year**

Pam Sondermeyer to be chosen as Citizen of the Year
Moved by Councillor Paine, seconded Clr Stubbs
Motion Carried

**Young Person of the Year**

Kristy Lothian selected by unanimous vote

**Commemorative Plaque**

Ernest Roy Sanders selected by unanimous vote

**Sportsperson of the Year**

Amy Sadler to be chosen for Sportsperson of the Year
Moved by Councillor Finch, seconded Barry Crockford
Motion carried

**Community Arts**
Ronald Rozzoli selected by unanimous vote

**Community Organisation of the Year**

Rotary Club of Hawkesbury selected by unanimous vote.

**Special Achievement Award**

Richmond Literary Institute and the Richmond School of Arts selected by unanimous vote.

**General Business**

Nil

Meeting closed at 8:20pm

**oooO END OF REPORT Oooo**

## Hawkesbury City Sports Award Committee - 11 December 2003

Meeting commenced 6:40pm

| | | |
|---|---|---|
| Present: | Councillor Rex Stubbs (Mayor) | |
| | Councillor Dianne Finch | |
| | David Bertenshaw | Hawkesbury Sports Council |
| | Jean Peare | Hawkesbury Sports Council |
| | Barry Adams | Richmond Club |
| | Paul Woodhams | Hawkesbury Gazette |
| | Barry Crockford | Hawkesbury Chamber of Commerce |
| | Esther Anderson | Hawkesbury City Council - Minute Taker |

**Award Criteria Review**

- Motion that the nominees be split up. Those not fulfilling the requirements of having played or administered at a district or higher representative level for the time period specified to receive a certificate.

- The name of the award to be given with the Hawkesbury Sports Medal to be '*Hawkesbury Sports Commitment Award'*

  Moved by David Bertenshaw, seconded by Councillor Dianne Finch

- Motion that the other nominees receive *'Sports Certificate for Commitment to Sport in the Hawkesbury'* and these be in categories of years of service: 20 (twenty) years, 30 (thirty) years and above.

  Moved by Jean Peare, seconded by Barry Adams

- Criteria amendment for *Hawkesbury Sports Commitment Award* (Hawkesbury Sports Medal)

  **Objective**

  To recognise individuals who have made an outstanding contribution as an administrator and/or representative, to the Hawkesbury at a district or higher level in sport.

  **Criteria**

  Nominated persons generally must have served their sport for a minimum of 10 (ten) continuous years at a district or higher level:

  - The committee will consider any interruption to continuity of service on a case-by-case basis.
  - Nominees must be actively involved in sport at the time of the nomination.
  - All persons nominated are to be in good standing with their sport.

- Persons who have been found guilty of a criminal offence, whether connected to the sport or not, should not be nominated.
- Nominations may be drawn from, but are not limited to, the following categories.
  1. Players or competitors;
  2. Administrators, eg. Coaches, referees, umpires, office holders, support persons (physiotherapists, ambulance staff etc.), fundraisers.

  The decision of the Committee is final

- Criteria amendment to Certificate for Commitment to Sport in the Hawkesbury

  **Objective**

  To recognise individuals who have made an outstanding contribution as an administrator and/or representative, to the Hawkesbury in sport.

  **Criteria**

  - Nominated persons generally must have served their sport for a minimum of 20 continuous years.  Certificates to be award in categories of 20 years, 30 years and above.
  - The committee will consider any interruption to continuity of service on a case-by-case basis.
  - Nominees must be actively involved in sport at the time of the nomination.
  - All persons nominated are to be in good standing with their sport.
  - Persons who have been found guilty of a criminal offence, whether connected to the sport or not, should not be nominated.
  - Nominations may be drawn from, but are not limited to, the following categories.
    1. Players or competitors
    2. Administrators, eg. Coaches, referees, umpires, office holders, support persons (physiotherapists, ambulance staff etc.), fundraisers.

    The decision of the Committee is final

**Selection of Award Recipients**

The recipients, as selected by majority vote, be awarded as follows:

- That 14 (fourteen) Hawkesbury Sports Commitment Awards i.e. the Hawkesbury Sports Medal, be awarded to:

  Marilyn Pearson, Vivienne Bertenshaw (David Bertenshaw declared interest), Anne Daniel, Beatrice Bessell, Barbara Brian, Judy Burns, Ross Matheson, Carlysle Eilbeck, Ian Johnston, Vaughan Humphreys, Malcolm Cobcroft, Hilary Griffith, Merilyn Fowler, Ian Alchin

- That 25 (twenty five) Sports Certificates for Commitment to Sport in the Hawkesbury be awarded to:

  Ralph Harlander, Peter O'Donnell, Marcia Woods, George Greentree, Peter Noble, Max

Simpson, Patrick Clerke, Ken Brown, Linda Cerone, Lorretta Vaughan, Carol Robinson, Denise Clark, Leanne Leach, Andy McKay, Peter Seagrott, Ken Woods, William Bartley, Martin Sharp, Allan Mitchell, Bruce Earle, David Brynes, Stephen Cross, Ross McConville, Peter Lea, Mike Flaherty

**General Business**

- Hawkesbury Sports Council to assist Council in seperating the Certificate winners into the year categories.

- New nomination forms to be created and all sporting organisations are encouraged to nominate more people for next year's awards.

Meeting closed 7:30pm.

**oooO END OF REPORT Oooo**

## Hawkesbury Wine, Food and Music Affair Race Day Committee - 15 December 2003

Meeting commenced at 7.00pm at Council Chambers

| | | |
|---|---|---|
| Present: | Councillor Lorna Allan | Hawkesbury City Council (Chair) |
| | Geoff Banting | Hawkesbury City Council |
| | Esther Anderson | Hawkesbury City Council |
| | Vivienne Leggett | Hawkesbury Race Club |
| | Dwight Hodgetts | Hawkesbury Gazette |
| | Prue Charlton | Hawkesbury City Council |
| Apologies: | Councillor Dianne Finch | |
| | Councillor Les Sheather | |
| | Brian Fletcher | Hawkesbury Race Club |

### 1. Previous Minutes

Adopted on the motion of Geoff Banting, seconded Vivienne Leggett

### 2. Business Arising

2.1 Star Girls - Tax Invoice or Receipt required so that Council can claim GST. Contact is Tim Bennett 9891 3700.

2.2 Geoff Banting reported that all stall holders have been issued with receipts.

### 3. Finance Report

3.1 Council to invoice Hawkesbury Race Club for $550 (five hundred and fifty dollars) for payments to Brendan Tinker and Mr Callender. Esther Anderson to arrange

3.2 Outstanding invoices: Hawkesbury Gazette - $5,000 (five thousand dollars). Geoff Banting to follow up.

Finances to be further reported and circulated by email from Geoff.

### 4. General Business

It was agreed that the celebrity chef and on-stage entertainment did not achieve the hoped-for audiences and that there is a need to concentrate stalls within the bookmaker’s area.

## 5. Next Year's Event

Vivienne Leggett advised that the date for 2004 has been set at 17 October 2004.

## 6. Chair

Councillor Allan signalled her intention to step down from the Committee as chair. The committee thanked Councillor Allan for her efforts in support of the event over many years.

The meeting ended at 7.45 pm

**oooO END OF REPORT Oooo**

ordinary
meeting

end of paper