

ORDINARY MEETING Table of Contents Meeting Date: 9 November 2004
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TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
	SECTION 1 - Confirmation of Minutes	3
	SECTION 3 - Report of the General Purpose Committee	7
	MAYORAL MINUTE	7
	MM - Farming Small Areas Expo 12 & 13 November 2004 - (79353)	7
	ENVIRONMENT	8
Item: 51	ENV A - 8 Unit Residential Development, Lot 1 DP1010228 and Lot 2 DP1010228, 31 and 31A Flinders Place, North Richmond NSW 2754 - (DA0403/04, 79347)	8
Item: 52	ENV A - Application to Modify Development Consent on DA236/93 - 130 King Road, Wilberforce - Development Application No. DA0236/93A - (79347, 33185)	8
Item: 53	ENV B - Cancellation of the Hawkesbury Nepean Recreational Water Assessment and Management (RWAMP) Program - (79347, 84750)	9
Item: 54	ENV B - River Health Committee - (79347)	9
Item: 55	ENV B - Public River Forum - 14 October 2004 - (79347)	10
Item: 56	ENV B - Heritage Advisory Committee and Proposed Cemeteries Committee - (79347, 80242)	11
Item: 57	ENV C - Kerbside Household Clean Up Service Commencement - (79348)	11
Item: 58	ENV B - Pitt Town Draft Local Environmental Plan and Draft Development Control Plan - (79347)	12
	INFRASTRUCTURE	14
Item: 56	INF B - Stone Terrace, Kurrajong, Improvements to Turning Area and Parking. Kurrajong North Public School - (80245, 31892)	14
Item: 57	INF B - Un-named Road, Mulgrave - Naming Proposal - Precision Place - (79346)	15
Item: 58	INF B - Road Naming Proposal - Forest Place, South Windsor - (79346)	15
Item: 59	INF B - Governor Phillip Reserve - NSW Water Ski Association - Exclusive Use - (74204)	16
Item: 60	INF B - Landscape and Upgrade of Gosper Park - (79354)	16

ORDINARY MEETING
Table of Contents
Meeting Date: 9 November 2004

ITEM	SUBJECT	PAGE
Item: 61	INF B - South Windsor STP, Fairey Road, South Windsor - Replacement of Bioreactor Mixers - (32459, 79338)	17
Item: 62	INF B - Hawkesbury Cultural Precinct - Naming of Facilities and Rooms - (79338, 79342)	17
Item: 63	INF B - Proposed "Weedbuster" Program for the Hawkesbury - (79338, 935)	18
Item: 64	INF B - Proposed Footpaving - Gosper Park to Brabyn Street, Windsor - (79338)	18
Item: 65	INF B - Special Events - Roads and Traffic Authority - (79338, 33305)	18
	ORGANISATION AND RESOURCES	19
Item: 59	ORG A - Monthly Financial Report - September 2004 - (79349)	19
Item: 60	ORG A - Tender for the Provision of Legal Services - (79351, 79337)	19
Item: 61	ORG B - Selection of Community Member for the Audit Committee and Audit Committee Constitution - (91369)	19
Item: 62	ORG B - Code of Meeting Practice - (107, 79341)	20
Item: 63	ORG B - Women's Cottage, 22 Bosworth Street, Richmond - Rental - (79337, 80358)	20
Item: 64	ORG B - Proposed Laneway Closure off Colonial Drive, Bligh Park - (79337)	21
Item: 65	ORG B - Acquisition for Road Purposes - Lot 3 in Deposited Plan 244270, West Portland Road, Lower Portland - (79337)	21
	SECTION 4 - Reports for Determination	25
Item: 152	ORG A - September Quarterly Review - 2004-2005 Management Plan - (79350, 79341)	25
Item: 153	ORG B - McDonald Parking Area - Documents for Execution Under the Common Seal of Council - (79338, 82570)	27
Item: 154	ORG B - Lease of Shop 7 Glossodia Shopping Centre - (83390, 79337)	28
Item: 155	ORG B - 4 Bulga Road - Documents for Execution Under the Common Seal of Council - (79338, 32680)	29
Item: 156	ORG B - Acquisition of Lands, Mr Scanlon and Mrs Ray - (1255, 8719, 79338)	30
Item: 157	ORG B - Narera Pty Ltd (Black Stump Restaurant Group) - Assignment of Lease of 246 Windsor Road, Vineyard - (92707, 9276)	32

ORDINARY MEETING
Table of Contents
Meeting Date: 9 November 2004

ITEM	SUBJECT	PAGE
Item: 158	ORG B - Email concerning External Course Advisory Committee, UWS - (79351, 79353, 80108, 41917)	34
Item: 159	ORG B - Review of Salary Administration System - (79355, 79352)	36
Item: 160	RES B - External Payments (Grants) to Organisations - First Quarter (September 2004) - (91811, 73824, 74197, 73538)	38
	Confidential Reports	45
Item: 161	ORG B - Juleves Cafe, 22 Fitzgerald Street, Windsor (75782, 79337)	45
	SECTION 5 - Reports for Information	49
Item: 162	ORG C - Election Funding Authority - Declarations of Political Contributions and Electoral Expenditure - (92748)	49
	SECTION 6 - Reports of Committees	53
	ROC - Local Traffic Committee Minutes - 20 October 2004 - (80245)	53
	ROC - Local Traffic Committee Minutes - 28 October 2004 - (80245)	68

ORDINARY MEETING

Confirmation of Minutes

ordinary

section 1

confirmation of minutes

ordinary

section 3

report
of the
general
purpose
committee

SECTION 3 - Report of the General Purpose Committee

MAYORAL MINUTE

MM - Farming Small Areas Expo 12 & 13 November 2004 - (79353)

COMMITTEE RECOMMENDATION:

That:

1. Council participate in a stall at the Expo for the purposes of displaying the draft DCP for intensive agriculture and general information on agriculture and gaining feedback.
2. The cost of up to \$3,500 (three thousand, five hundred dollars) be revoted by Council to this project from Development Consultancy Fees and Community and Stakeholders Programs.

ENVIRONMENT

Item: 51 **ENV A - 8 Unit Residential Development, Lot 1 DP1010228 and Lot 2 DP1010228, 31 and 31A Flinders Place, North Richmond NSW 2754 - (DA0403/04, 79347)**

Previous Item: 45, Ordinary (12 October 2004)

Councillor Porter declared an interest in this matter for reasons outlined in an earlier letter to the General Manager, he left the meeting and did not take part in voting or discussion on the matter.

Mr Michael Vanderburg and Mr Nigel Dixon, proponents, addressed the Committee
Mr Barry McGlasson, respondent, addressed the Committee

COMMITTEE RECOMMENDATION:

That a further report be provided to Council in relation to traffic management, landscaping and garbage servicing of the development.

Item: 52 **ENV A - Application to Modify Development Consent on DA236/93 - 130 King Road, Wilberforce - Development Application No. DA0236/93A - (79347, 33185)**

Mr Gary Mumberson and Ms Wendy Drexel, respondents, addressed the Committee.

COMMITTEE RECOMMENDATION:

A site inspection was carried out at 2:00pm. Councillors present at the inspection were Councillor B Bassett, Mayor and Councillors T Books, B Calvert, K Conolly, T Devine, B Porter, R Stubbs and N Wearne

That a further report be provided at the Ordinary meeting in relation to the following:

- How much fill has gone onto the land, approved or otherwise;
- Is the internal access road all above the 1% (one percent) flood level;
- Making the dwellings near the neighbouring houses single storey (both north-east and north-west);
- North-east dwellings should be orientated away from the neighbours land;
- Has there been works outside stage 1 CC;
- No lofts are to be included in the revised layouts of the dwellings;

- Increase the setback on old eastern boundary to 20 (twenty) metres;
- Maximise the setback from the western boundary - has any fill gone over the boundary;
- Did Council receive compaction reports; and
- Need to finalise boundary adjustment.

Item: 53 ENV B - Cancellation of the Hawkesbury Nepean Recreational Water Assessment and Management (RWAMP) Program - (79347, 84750)

COMMITTEE RECOMMENDATION:

That correspondence be forwarded to the relevant Ministers requesting the continuation of the funding and support for the RWAMP program

Item: 54 ENV B - River Health Committee - (79347)

Previous Item: 126, Special (27 September 2004)

COMMITTEE RECOMMENDATION:

That the matter be workshopped and further reported to the Ordinary meeting.

ADDITIONAL INFORMATION

The matter was workshopped on Wednesday, 3 November 2004 and it is recommended as follows:

It is recommended that Council not establish a River Health Committee, but instead direct the Strategic Planning Committee to turn its attention to the Regional documents that have been prepared and the workings of the Catchment Management Authority so that together with the LGAG Committee this Council's requirements for the management of the River are well heard.

Item: 55 **ENV B - Public River Forum - 14 October 2004 - (79347)**

Previous Item: 37, General Purpose Committee (27 July 2004)

COMMITTEE RECOMMENDATION:

That:

1. As a matter of crucial priority, all recommendations of the Hawkesbury Nepean River Management Forum be implemented by the State Government as a comprehensive and integrated approach to the issues confronting the Hawkesbury Nepean River system and catchment.
2. The State Government urgently establish a substantially increased and on-going funding base to underpin a comprehensive, integrated Catchment Health Program. This should include funding for on-ground action for priority issues such as river health improvement and aquatic weeds, with supporting components including research, community engagement, technical development and monitoring.
3. The State Government be encouraged to regard river health improvement and management of aquatic weeds in the Hawkesbury Nepean River System as a Sydney Basin public good issue that impacts on local communities and the people of Sydney. On this basis, all consumers of the water from the Hawkesbury-Nepean should contribute to address priority catchment health issues, in lieu of the impact of water extraction from the Hawkesbury Nepean system and the use of the river as receiving waters for substantial amounts of Sydney's treated sewage effluent. In this way, the true cost of water, which includes impacts on the environment, should become a pivotal and ongoing element of water pricing policy.
4. The Department of Primary Industry be encouraged to review, clarify and better codify responsibilities for the control of weeds in riparian and aquatic environments and that the Noxious Weeds Act be appropriately amended to better address the identified needs.
5. Council recognise the invaluable role of the Hawkesbury River County Council in the control and eradication of aquatic weeds, further that this role continue to be supported by State and Federal Governments through adequate funding and the long term provision of a weed harvester.
6. A strategic community education strategy, with high profile marketing and cross-community involvement, be developed and implemented. This should aim to ensure that the key linkages between the health of the Hawkesbury Nepean River and catchment, and the well being and prosperity of the people of Sydney, are clearly communicated and accepted throughout the greater Sydney area.
7. The Hawkesbury Nepean CMA, councils, county councils, Aquatic Weeds Task Force and other key regional and local organisations and representatives, be approached to agree on

the fundamental importance of these recommendations and strongly advocate them to the State and Commonwealth Governments and their agencies.

8. On the basis that the Hawkesbury Nepean River is a river of national significance, approaches should be made to the Commonwealth and State Governments to ensure funding opportunities under initiatives such as the National Water Initiative, National Heritage Trust and the National Action Plan (for salinity and water quality) are realised. Funding priority should reflect the urgent need to address river health of the Hawkesbury-Nepean, which is the water supply, welcome respite and recreational playground for Australia's largest and arguably most important city. The funding should include provision for on-going maintenance of aquatic weed outbreaks and management of their causes.

Item: 56 ENV B - Heritage Advisory Committee and Proposed Cemeteries Committee - (79347, 80242)

Previous Item: 126, Special (27 September 2004)

COMMITTEE RECOMMENDATION:

That:

1. The Heritage Advisory Committee be reconstituted to incorporate an advisory role for the long term planning of significant heritage cemeteries.
2. The framework as outlined in this report is to form the basis for the constitution of the Committee excluding the reference to business hours.
3. The reconstituted Committee shall take effect from February 2005.

Item: 57 ENV C - Kerbside Household Clean Up Service Commencement - (79348)

COMMITTEE RECOMMENDATION:

That this matter be further workshopped.

ADDITIONAL INFORMATION

This matter was workshopped on Wednesday, 3 November 2004 and it is recommended that the information be received.

Item: 58 ENV B - Pitt Town Draft Local Environmental Plan and Draft Development Control Plan - (79347)

Previous Item: 102, Special (13 September 2004)
 147, Ordinary (12 October 2004)

496 RESOLUTION:

RESOLVED on the motion of Councillor Books, seconded by Councillor Stubbs

That this matter be brought forward to be discussed at the General Purpose Committee meeting today.

497 RESOLUTION:

RESOLVED on the motion of Councillor Books, seconded by Councillor Stubbs

That:

1. The Council meeting be closed to deal with confidential matters and in accordance with Section 10A of the Local Government Act, 1993, members of the Press and the public be excluded from the Council Chamber during consideration of the following items:

Item: 58 ENV B - Pitt Town Draft Local Environmental Plan and Draft Development Control Plan - (79347)

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:*

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business*

as the public disclosure of the details involved could financially disadvantage the Council and would, therefore, on balance be contrary to the public interest.

2. The Mayor asked for representation from members of the public as to why Council should not go into closed Council to deal with this confidential matter.

There was no response, therefore, the public left the gallery.

498 RESOLUTION:

RESOLVED on the motion of Councillor Stubbs, seconded by Councillor Books that open meeting be resumed.

499 RESOLUTION:

RESOLVED on the motion of Councillor Books, seconded by Councillor Stubbs.

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

1. The Development Control Plan for Pitt Town be exhibited for 35 (thirty five) days, commencing 8 November 2004 and concluding on 13 December 2004.
2. The owners of No.s 44 and 46 Mitchell Road and 17 Bootles Lane be contacted in relation to land acquisition for drainage purposes.
3. The option of a large drainage pipe be investigated.
4. This report be made available to the public.

INFRASTRUCTURE

Item: 56 INF B - Stone Terrace, Kurrajong, Improvements to Turning Area and Parking. Kurrajong North Public School - (80245, 31892)

Mr Gary Ruzgas, proponent, addressed the Committee

COMMITTEE RECOMMENDATION:

That:

1. The improvements to Stone Terrace to facilitate vehicle movements in relation to Kurrajong North Public School at an estimated cost of \$100,000 (one hundred thousand dollars) be listed for consideration in the estimates for the 2005/2006 Works Program;
2. The Department of Education be approached to consider contributing to the works with the option of transferring a portion of the funds, on a dollar for dollar basis, that will be received from the sale of Grose Wold School to these works.
3. The support of the Local Member be sought.
4. Council staff attend the deputation from the school to the Department of Education on 10 November 2004.

ADDITIONAL INFORMATION

Council requested at the meeting that funding be identified which would allow this project to proceed in the current financial year.

Funding had previously been provided for the reconstruction of the Day / Mileham Street intersection in the amount of \$52,000 (fifty two thousand dollars). As the construction of the Windsor Evacuation Route will be commencing in the near future, and this work includes reconstruction of this intersection, it would be appropriate to reallocate these funds towards the works in Stone Terrace should the funding request to the Department of Education be successful.

RECOMMENDATION

That:

1. The improvements to Stone Terrace to facilitate vehicle movements in relation to Kurrajong North Public School at an estimated cost of \$100,000 (one hundred thousand dollars) be listed for consideration in the estimates for the 2005/2006 Works Program;

2. The Department of Education be approached to consider contributing to the works with the option of transferring a portion of the funds, on a dollar for dollar basis, that will be received from the sale of Grose Wold School to these works.
3. The support of the Local Member be sought.
4. Council staff attend the deputation from the school to the Department of Education on 10 November 2004.
5. Funding allocated to the Day / Mileham Street intersection be reallocated towards the works identified in Stone Terrace adjacent to the Kurrajong North School.

Item: 57 INF B - Un-named Road, Mulgrave - Naming Proposal - Precision Place - (79346)

Previous Item: 27, Ordinary (8 June 2004)

COMMITTEE RECOMMENDATION:

That the proposed public road commencing at Park Road, Mulgrave between Lots 108 and 110 DP1066062 and extending in a north-westerly direction for a distance of approximately 230 metres be named Precision Place.

Item: 58 INF B - Road Naming Proposal - Forest Place, South Windsor - (79346)

Previous Item: 26, Ordinary (8 June 2004)

COMMITTEE RECOMMENDATION:

That Council advertise the proposal to name the public road created in DP1065214 and situated on the north-eastern side of Woods Road, South Windsor and approximately mid-way between Mileham Street and Hart Place, as Robert Dick Place.

Item: 59 **INF B - Governor Phillip Reserve - NSW Water Ski Association - Exclusive Use - (74204)**

Previous Item: 31, Ordinary (10 August 2004)

500 RESOLUTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Books.

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

1. Council approve the application by the NSW Water Ski Association for exclusive use of Governor Phillip Reserve on 13 to 14 November 2004 to conduct the Bridge to Bridge Water Ski Classic, with 27 to 28 November 2004 as an alternate date, subject to compliance with the following standard conditions:
 - a) the applicant paying per day the exclusive use contribution rate being \$760.65 (seven hundred and sixty dollars and sixty five cents), or \$1.26 (one dollar and twenty six cents) per person, GST inclusive, whichever is the greater, as well as the toilet cleaning charge applying to exclusive use in an amount of \$52.53 (fifty two dollars and fifty three cents), GST inclusive;
 - b) if required the applicant to obtain appropriate licence from the Licencing Branch, NSW Police Service for the sale of alcoholic beverages at the proposed location;
 - c) any building, vehicle or stall that is preparing food for public consumption is to comply with Council's "Information For Food Stall Holders" brochure; a copy of this brochure and any related food/public health information can be obtained by contacting Council's Environment & Waste Branch; and,
 - d) the applicant lodge a damage bond of \$750.00 (seven hundred and fifty dollars).
2. The above conditions being additional to conditions approved by Council at its meeting held on 10 August 2004.

Item: 60 **INF B - Landscape and Upgrade of Gosper Park - (79354)**

COMMITTEE RECOMMENDATION:

That the \$20,000 (twenty thousand dollars) provided for the development of a half size basketball court in the 2003/2004 budget, reallocated to landscaping and upgrading work in Gosper Park.

Item: 61 INF B - South Windsor STP, Fairey Road, South Windsor - Replacement of Bioreactor Mixers - (32459, 79338)

COMMITTEE RECOMMENDATION:

That \$120,000 (one hundred and twenty thousand dollars) provided for the upgrade of rising main "M" be reallocated to fund the upgrade of the Bio Reactor mixers in Stage 1 and 2 of the South Windsor STP.

Item: 62 INF B - Hawkesbury Cultural Precinct - Naming of Facilities and Rooms - (79338, 79342)

COMMITTEE RECOMMENDATION:

That:

1. The Windsor Central Library be renamed the "Hawkesbury Central Library".
2. The Gallery be formally named the "Hawkesbury Regional Art Gallery".
3. The new museum complex be named the "Hawkesbury Regional Museum".
4. The District Museum building be named "Howe's House".
5. The Theatrette within the Hawkesbury Regional Museum be named the "Hugh Williams Theatrette" and.
6. That the public be invited to nominate names for unnamed facilities and rooms of the Hawkesbury Cultural Precinct, as contained within this report, to be considered by a Committee comprising the members of the Capital Infrastructure Works Project Team, together with 2 (two) additional Councillors, to be appointed and that a short list of suggestions be presented to Council for decision.
7. The existing Ward names from the former hospital be retained.
8. A room in the new museum be name after Doug Bowd.

Item: 63 INF B - Proposed "Weedbuster" Program for the Hawkesbury - (79338, 935)

Mr Sandy Booth, proponent, addressed the Committee

COMMITTEE RECOMMENDATION:

That:

1. The information be received.
2. The matter be further workshopped before the next Ordinary meeting and that Mr Sandy Booth be invited to attend the workshop.

ADDITIONAL INFORMATION

This matter was workshopped on Wednesday, 3 November 2004 and it is recommended that further development and implementation of the proposed Hawkesbury Weedbuster project within the environmental levy program be supported.

Item: 64 INF B - Proposed Footpaving - Gosper Park to Brabyn Street, Windsor - (79338)

COMMITTEE RECOMMENDATION:

That funding in the amount of \$59,500 (fifty nine thousand and five hundred dollars) be provided from the kerb and gutter reserve to construct a shared footpath and cycleway from Brickfield Road to Brabyn Street along Mileham Street, Fairey Road and James Meehan Street, Windsor.

Item: 65 INF B - Special Events - Roads and Traffic Authority - (79338, 33305)

COMMITTEE RECOMMENDATION:

That the approval process for special events be undertaken in accordance with the Guide to Traffic and Transport Management for Special Events

ORGANISATION AND RESOURCES

Item: 59 ORG A - Monthly Financial Report - September 2004 - (79349)

COMMITTEE RECOMMENDATION:

That the information be received.

Item: 60 ORG A - Tender for the Provision of Legal Services - (79351, 79337)

Previous Item: 100, Ordinary (10 August 2004)

501 RESOLUTION:

RESOLVED on the motion of Councillor Stubbs, seconded by Councillor Paine.

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

1. The draft specifications for "Tenders for the Provision of Legal Services to Hawkesbury City Council" dated 27 October 2004 be adopted.
2. Tenders for this service be invited and that the assessment process as referred to in the report on this matter be endorsed.

Item: 61 ORG B - Selection of Community Member for the Audit Committee and Audit Committee Constitution - (91369)

Previous Item: 41, Special (15 April 2004)
 125, Special (27 September 2004)
 126, Special (27 September 2004)

COMMITTEE RECOMMENDATION:

That:

1. David Gregory be appointed as a community representative on the Audit Committee to work in accordance with the constitution set out for that committee.

2. The Audit Committee constitution Section 5 (a) (i) be amended to 5 (five) Councillors of the Hawkesbury City Council.
3. The Audit Committee constitution be amended to include the Internal Auditor in the membership of the Audit Committee, as a non-voting delegate.

Item: 62 ORG B - Code of Meeting Practice - (107, 79341)

Previous Item: 43, GPC (27 July 2004)

Mr Nathan Zamprogno, respondent, addressed the Committee

COMMITTEE RECOMMENDATION:

That:

1. Having complied with the requirements of Division 1, Part 2 of Chapter 12 of the *Local Government Act 1993* the draft Code of Meeting Practice dated 26 August 2004 be adopted as Council's Code of Meeting Practice on the basis of the requirements of the amended code being implemented from January 2005
2. Those persons who lodged submissions in relation to this matter be advised of Council's decision.

Councillor Rasmussen requested that his name be recorded as having voted against the motion.

Item: 63 ORG B - Women's Cottage, 22 Bosworth Street, Richmond - Rental - (79337, 80358)

Previous Item: 58, Ordinary (12 October 2004)
 53, GPC (28 September 2004)
 121, Ordinary (14 September 2004)

Ms Segid Wilson and Ms Sharon Payne (Co-ordinator), proponents, addressed the Committee

COMMITTEE RECOMMENDATION:

That:

1. The rent payable on the Women's Cottage be waived.
2. A report be provided to the Ordinary meeting concerning the basis of occupation of Council property by other community groups.

Item: 64 ORG B - Proposed Laneway Closure off Colonial Drive, Bligh Park - (79337)

Previous Item: Item 85, Ordinary (13 July 2004)

COMMITTEE RECOMMENDATION:

That:

1. The closure of the laneway off Colonial Drive, adjoining 139 Colonial Drive, Bligh Park be approved subject to the creation of the necessary easements.
2. Application be made to the Department of Land and Water Conservation to have the laneway closed.
3. Upon closure the land be classified as operational land and be consolidated with 139 Colonial Drive, Bligh Park.

Item: 65 ORG B - Acquisition for Road Purposes - Lot 3 in Deposited Plan 244270, West Portland Road, Lower Portland - (79337)

COMMITTEE RECOMMENDATION:

That:

1. The requirements of the Australian Securities and Investments Commission be met to acquire Lot 3 in DP244270.
2. Upon acquisition Lot 3 in DP244270 be gazetted as public road.
3. All necessary documents be executed under the Common Seal of Council.

ordinary

section 4

reports
for determination

ORDINARY MEETING
Meeting Date: 9 November 2004

SECTION 4 - Reports for Determination

Item: 152 ORG A - September Quarterly Review - 2004-2005 Management Plan - (79350, 79341)

REPORT:

The September Quarterly Review of the 2004-2005 Management Plan is reported to Council in accordance with the requirements of the Local Government Act 1993 as amended.

The September Quarterly Report discloses a surplus result of \$25,721 (twenty five thousand, seven hundred and twenty one dollars) when comparing actual income and expenditure to Council's adopted budget for 2004-2005 financial year to date.

The main variations from the adopted budget were as follows:

Favourable Adjustments

Savings in Records Casual salary expenses	\$15,374 F
Supplementary Rate levies	\$82,000 F
Sub Total Favourable Variance	\$97,374 F

Unfavourable Adjustments

Net adjustments - Financial Assistance Grant	\$11,046 UF
Increased contribution to Board of Fire Commission	\$8,018 UF
Increased contribution to Fire Fighting Fund	\$27,589 UF
Increased in Advertising Costs	\$25,000 UF
Sub Total Unfavourable Variance	\$71,653 UF
Net Position as at 30 September 2004	\$25,721 F

These variations are discussed in more detail in the 2004-2005 Management Plan and Financial Statement September Quarterly Review.

RECOMMENDATION:

That the quarterly review of 2004-2005 Management Plan and Financial Statement for the period ending 30 September 2004 be adopted.

ORDINARY MEETING

Meeting Date: 9 November 2004

ATTACHMENTS:

AT - 1 Supporting documents for this report - 2004-2005 Management Plan Review - September quarter (*to be distributed under separate cover*)

oooO END OF REPORT Oooo

ORDINARY MEETING
Meeting Date: 9 November 2004

Item: 153 **ORG B - McDonald Parking Area - Documents for Execution Under the Common Seal of Council - (79338, 82570)**

Previous Item: 142, Ordinary (10 December 2002)

REPORT:

At the Ordinary Meeting of 10 December 2002 it was resolved as follows:

That:

1. *Council lease the car parking area at McDonalds Richmond for parking patrol purposes at a nominal rental of \$1.00 (one dollar) per annum. The lease be explicit that general maintenance of the area is excluded.*
2. *The area be signposted at the applicant's cost with the general time limit for parking of one hour with an exception made for employees of the business.*

The appropriate documentation to give effect to Council's resolution has been prepared and will shortly require execution by the Mayor and General Manager. The Common Seal of Council is, therefore, required to be affixed.

RECOMMENDATION:

That authority be given for the Common Seal of Council to be affixed to all necessary documentation in association with the lease by Council of the McDonald Richmond parking area for the purposes of Council controlling cars parking in that location.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
Meeting Date: 9 November 2004

Item: 154 ORG B - Lease of Shop 7 Glossodia Shopping Centre - (83390, 79337)

REPORT:

An application has been received from Mr David Vella of South Windsor Fruit Market for the lease of Shop 7 Glossodia Shopping Centre. The proposed use of the premises would be for the sale of fresh produce and associated products.

Mr Vella has requested a 2 (two) year lease with a 3 (three) year option at a rental of \$14,560.00 (fourteen thousand, five hundred and sixty dollars) per annum, providing Council will cover the costs associated with the installation of a roller door to the rear of the premises.

Quotes have been obtained. The supply and installation of such a roller door is expected to cost in the vicinity of \$6,800 (six thousand, eight hundred dollars). Such assistance is considered reasonable as the premises has remained vacant since November 2002 and a fruit and vegetable retailer would be an asset to the shopping centre and the surrounding community.

The rent would be subject to annual CPI increases and review to market rental at the commencement of the option and the tenant would be responsible for 8.7% (eight point seven percent) of Council Rates and 12.44% (twelve point four four percent) of all other centre outgoings.

RECOMMENDATION:

That:

1. Shop 7, within the Glossodia Shopping Centre be leased to Mr David Vella for the 2 (two) years with a 3 (three) years option, at an annual rental of \$14,560.00 (fourteen thousand, five hundred and sixty dollar), plus outgoings and GST, with such rental being subject to annual CPI increases and a review to market rental at the commencement of the option.
2. Council installs a roller door to the rear of the premises as requested by Mr Vella at the approximate cost of \$6,800 (six thousand, eight hundred dollars) from account No. 1-25-2606-6000
3. The Common Seal of Council be affixed to all necessary documents.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
Meeting Date: 9 November 2004

Item: 155 **ORG B - 4 Bulga Road - Documents for Execution Under the Common Seal of Council - (79338, 32680)**

Previous Item: 46, Ordinary (12 October 2004)

REPORT:

At the Ordinary Meeting of 12 October 2004 it was resolved as follows:

That:

1. *The offer of Ms Benita Williams to sell 4 Bulga Road Lot 7 DP 196226 for the amount of \$12,000 (twelve thousand dollars) be accepted.*
2. *The land, when purchased be classified as Community Land.*
3. *Funding of \$10,000 (ten thousand dollars) currently allocated to investigate possible extension of the regional playground at Ham Common and \$2,000 (two thousand dollars) for landscaping work in Friendship Park, be reallocated to the purchase of the land.*

The appropriate documentation to give effect to Council's resolution has been prepared and will shortly require execution by the Mayor and General Manager. The Common Seal of Council is, therefore, required to be affixed.

RECOMMENDATION:

That authority be given for the Common Seal of Council to be affixed to all necessary documentation in association with the sale of 4 Bulga Road, Lot 7 DP196226 for the amount of \$12,000 (twelve thousand dollars) to Ms Benita Williams.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
Meeting Date: 9 November 2004

Item: 156 ORG B - Acquisition of Lands, Mr Scanlon and Mrs Ray - (1255, 8719, 79338)

REPORT:

The Department of Lands has advised that they have received an application for the closure and purchase of Land (referred to as roadway in DP9478) between Lot 79 in Deposited Plan 9478 and Lot 2 in Deposited Plan 512985 from adjoining property owner, Mrs Ray and Mr Scanlon

An extensive search of records pertaining to this site has indicated that this land does not have actual road status. It is a residue of a grant of 900 (nine hundred) acres to Charles Marsden dated 19 April, 1803 and remains as Old System land owned by the heirs and assigns of the Estate of Charles Marsden. It would appear that no funds have been expended on the maintenance or upkeep of this area and that Council has no real claim over the land. Whilst it is acknowledged that Council could exercise Section 16 Division 2 Part 2 of the Roads Act 1993 in an attempt to acquire the land and dedicate it as public road, such an application would not be supported by the Department of Lands.

In light of this information, as provided by the Department of Lands, it seems unnecessary for Council to attempt to acquire this land.

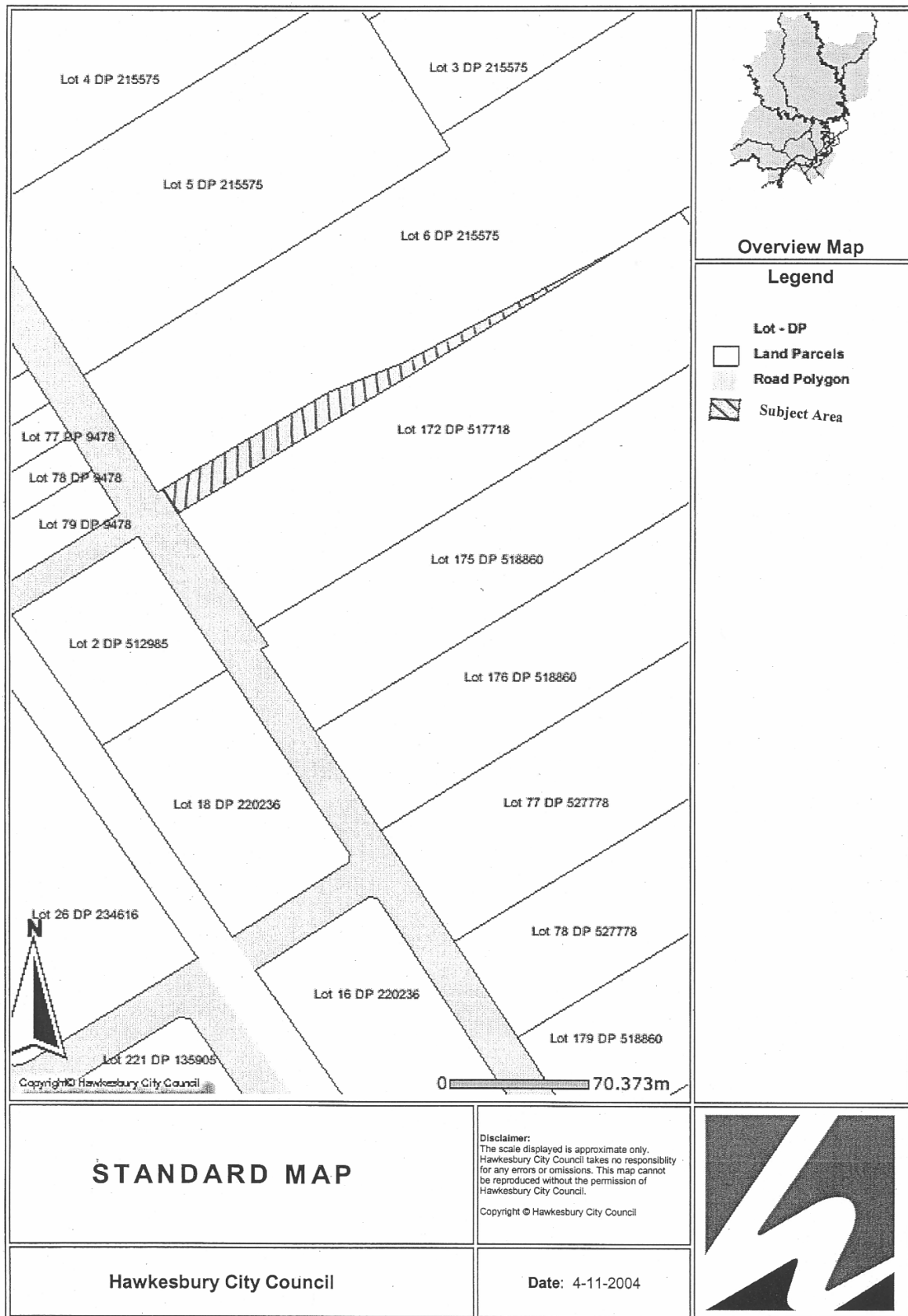
RECOMMENDATION:

That the Department of Lands be advised that Council does not intend to make application to acquire the land.

ATTACHMENTS:

AT-1 Location Map.

ORDINARY MEETING
Meeting Date: 9 November 2004



oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 9 November 2004

Item: 157 ORG B - Narera Pty Ltd (Black Stump Restaurant Group) - Assignment of Lease of 246 Windsor Road, Vineyard - (92707, 9276)

REPORT:

Council currently leases its property at 246 Windsor Road, Vineyard to Narera Pty Ltd (Black Stump Restaurant Group) for use as a Black Stump Restaurant with the current lease being effective to 28 February 2008 with a further 5 (five) year option being available under the lease.

The following email has now been received from the Finance & Administration Manager of the Black Stump Restaurant Group regarding the assignment of this lease:-

Further to our telephone conversation this morning I confirm that our business has sold our restaurant at McGrath's Hill to a restaurant chain know as TGI Friday's. The restaurant chain has over 1000 world wide (see <http://www.tgifridays.com>). The franchise rights for Australia/New Zealand are owned by the Platinum Private Investment Group from Melbourne. Apart from the McGrath's Hill restaurant Platinum will also be purchasing our restaurants at Penrith, Narellan, Engadine and North Sydney and plan to open more restaurants over the coming years. TGI Friday's will be taking over the McGrath's Hill site in 30 days, at the end of November.

Peter, I am therefore writing to ask if the proposed transfer of lease could be put to the next Council meeting on 9th November, 2004 with a view to receiving approval for transfer proceeding over the next few weeks. We understand that that the transfer will be subject to Council receiving all TGI Friday's financials and organisational structure information.

Peter I hope that this is enough information for you to include in your Council papers to be prepared today, however, should you require further information, please call me on 02 9983 9733.

Under the terms of the lease Council is not able to unreasonably refuse a request for an assignment of the lease. Therefore, it is considered that Council should agree to the assignment subject to financial and organisational information in relation to the assignee being to the satisfaction of Council and its solicitors; all documentation being to the satisfaction of Council's solicitors; rental payments being up-to-date at the time of the assignment and all of Council's costs associated with the assignment being met by either the existing lessee or the assignee.

Accordingly, the following recommendation is submitted for the Council's consideration.

ORDINARY MEETING

Meeting Date: 9 November 2004

RECOMMENDATION:

That:-

1. Council agree to the assignment of the lease of its property at 246 Windsor Road, Vineyard from Narera Pty Ltd (Black Stump Restaurant Group) to either TGI Friday's or Platinum Private Investment Group subject to the following:-
 - a) financial and organisational information in relation to the assignee being to the satisfaction of Council and its solicitors;
 - b) all documentation being to the satisfaction of Council's solicitors;
 - c) rental payments being up-to-date at the time of the assignment;
 - d) all of Council's costs associated with the assignment being met by either the existing lessee or the assignee.
2. Authority be given for any documentation associated with the assignment to be executed under the Common Seal of Council.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
Meeting Date: 9 November 2004

Item: 158 ORG B - Email concerning External Course Advisory Committee, UWS - (79351, 79353, 80108, 41917)

REPORT:

Email correspondence received from Ms Rosemary Nicholson, Lecturer, School of Environment and Agriculture, Head of Program B.App.Sci (Environmental Health/Management), University of Western Sydney, concerning membership of the External Advisory Committee.

In 2003, Councillor (Dr) Rex Stubbs, whilst in the role of Mayor, was appointed to the newly convened External Advisory Committee and had agreed to a nomination of Chair of the Committee. Membership of the Committee is normally for a period of 2 (two) years. Ms Nicholson on behalf of the External Advisory Committee, seeks the approval of Council, to allow Councillor (Dr) Rex Stubbs to continue as Chair until a new committee is appointed.

RECOMMENDATION:

Councillor (Dr) Rex Stubbs continue as Chair and member of the External Advisory Committee, until a new committee is appointed.

ATTACHMENTS:

AT - 1 Email correspondence from Ms Rosemary Nicholson dated 3 November, 2004.

oooO END OF REPORT Oooo

ORDINARY MEETING
Meeting Date: 9 November 2004

AT - 1 Email correspondence from Ms Rosemary Nicholson dated 3 November, 2004.

From: Rosemary Nicholson <r.nicholson@uws.edu.au>
To: <graeme.faulkner@hawkesbury.nsw.gov.au>
Date: 3/11/2004 2:08:36 pm
Subject: Councillor Dr Rex Stubbs, Chair, External Course Advisory Committee

Dear Graeme,

As Head of Program for the B.App.Sci in Environmental Health at the University of Western Sydney I am required to convene a meeting of the External Course Advisory Committee on an annual basis.

Last year Councillor Stubbs was appointed on to the newly-convened committee in his capacity as Mayor of Hawkesbury. He subsequently accepted a nomination to chair the committee.

External Advisory Committee membership is normally for a period two years and, in the interests of continuity, we would very much like Councillor Stubbs to continue as Chair at least until such time as a new committee is appointed.

The next meeting of the Committee is scheduled to take place next Thursday (11th November) and Councillor Stubbs has suggested that I approach you to seek Council endorsement of his continued membership and representation of Hawkesbury Council.

Please let me know if you need any further information. I apologise for the short notice but this issue was only brought to my attention today.

Regards
Rosemary

Rosemary Nicholson,
Lecturer, School of Environment and Agriculture,
Head of Program B.App.Sci (Environmental Health/Management),
University of Western Sydney,
Locked Bag 1797,
Penrith South DC, NSW 1797

Phone: +61 2 4570 1493
Fax: +61 2 4570 1383

CC: <robyn.felsch@hawkesbury.nsw.gov.au>, <rex.stubbs@pacific.net.au>

Item: 159 ORG B - Review of Salary Administration System - (79355, 79352)

REPORT:

Background.

In 1992 the Local Government (State) Award moved towards replacing incremental scales with salary systems recognising skills and performance. The Award provided minimum pay rates for Operational; Administrative/Technical; Professional and Management bands and levels.

The Award identified skill descriptors for each Band and Level showing minimum requirements for areas of authority and accountability; judgement and problem solving skills; specialist knowledge and skills; management skills; interpersonal skills as well as qualifications and experience.

Effective from the new Award in 1997 it was compulsory for each Council to have in place a Salary and Performance Management System with every position valued under an Industry accepted job evaluation system and then placed into a salary grading system that allowed for progression through percentage increase steps based on the utilisation of skills and demonstrated performance using these skills.

Current Situation.

The current Salary and Performance Management System has been in place since 1997 with at least 60-65% (sixty to sixty five percent) of current staff having progressed through to the top of the relevant grade for their position. This leaves the majority of staff with no further salary movements except for annual award increases based on CPI.

For the majority of staff this situation does not provide any incentive or motivation for staff to aspire to excellent performance standards. It also creates issues for the organisation in attracting and retaining quality staff across the organisation, particularly in many of the professional areas such as Town Planning, Finance and Asset Services.

It is clear that our current Salary and Performance Management System will not allow us to move forward in achieving our corporate objectives and give Management the tools to provide a flexible reward and incentive scheme to effectively reward and remunerate higher performing staff.

In order to become an employer of choice and attract and maintain quality staff we need to design an equitable and flexible remuneration and performance management system which identifies performance criteria and measurements for both individual and group goals in line with the organisation's strategic plans and objectives.

ORDINARY MEETING

Meeting Date: 9 November 2004

RECOMMENDATION:

That Council reallocate \$30,000 (thirty thousand dollars) from the Information Technology Plan set down to implement a Human Resource system to the Human Resource Unit budget to engage a Consultant to assist us to design an equitable and flexible remuneration and performance management system which identifies performance criteria and measurements for both individual and group goals in line with the organisation's strategic plans and objectives.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 9 November 2004

Item: 160 RES B - External Payments (Grants) to Organisations - First Quarter (September 2004) - (91811, 73824, 74197, 73538)

REPORT:

The external funding of Hawkesbury City Chamber of Commerce and Industry (Chamber); Hawkesbury Harvest (HH); and Tourism Hawkesbury (TH) now forms part of the responsibilities of the Commercial Response Unit (CRU). In accordance with previous practice, an Activity Report is provided by these organisations at the time of each quarterly payment comprising a financial statement and an achievements statement for the previous quarter. Relevant details from these reports has been summarised herein.

In relation to the future funding arrangements between Council and these entities, Council resolved at its Special Meeting on 28 June 2004:

In relation to the Chamber:

- ...(i) Council allocates to the Chamber of Commerce an amount of \$60,000 (sixty thousand dollars) only for a 6 (six) month period for the continuation of the Main Street initiatives in their current form. At the completion of the 6 (six) month period, all Main Street Committees become redundant, replaced by "Commercial Development Units" operated by the Chamber of Commerce.*

In relation to HH:

- ...1 Council makes a final allocation of \$20,000 (twenty thousand dollars) to Hawkesbury Harvest for 2004/2005 and advise Hawkesbury Harvest that no further funding will be forthcoming from Council;*

In relation to TH:

That in regard to Tourism Hawkesbury, Council agrees to fund Tourism Hawkesbury during 2004/2005 in the amount requested of \$172,000 (one hundred and seventy two thousand dollars) conditional upon the Council and the Board of Tourism Hawkesbury commencing negotiations to separate the administration and marketing functions of Tourism Hawkesbury, such that:

- (i) the administration function be relocated to the jurisdiction of Council;*
- (ii) the marketing function remains in the jurisdiction of the Board or its successor entity; and*
- (iii) subject to (i) and (ii), future funding of the Board's marketing capability be on a dollar-for-dollar basis between Council and the Board, subject to availability of funds.*

ORDINARY MEETING
Meeting Date: 9 November 2004

It is noted that as from 1 January 2005 and 1 July 2005, the current funding arrangements to the Chamber and HH respectively will no longer apply, and that funding to TH is conditional to Council's standing resolution. It is also noted that as from 1 January 2005, any funding offered via the CRU will be in accordance with Council's recently established Commercial Development Enterprise model.

Comments on Activity Reports

The following observations are noted from the Activity Reports provided:

Chamber of Commerce

- Approximately 16% of the funding provided was allocated to the Mainstreet Committees of North Richmond, Richmond, South Windsor and Windsor.
- Approximately 33% of the funding provided was allocated to sponsorships including the Jazz Carnival and Business Awards with the remaining funds being allocated to administration expenses.
- No clear indication is available on how Mainstreet Committees have allocated their expenditure to-date

Hawkesbury Harvest

- No clear indication is available on how HH has allocated their expenditure from grants received to-date
- No clear indication is available on where HH will be allocating their grant funding for the ensuing period.

Hawkesbury Tourism

- Financial statements indicate that labour costs account for approximately 70% of total operating expenditure
- No clear indication is available on which local businesses are benefiting from TH marketing initiatives.
- No advice has been received to-date as to whether TH is prepared to investigate the incorporation of administrative functions under Council

ORDINARY MEETING

Meeting Date: 9 November 2004

1.0 Activity Reports for External Funding ending 30 September 2004

1.1 Financial Statement Summary (July to September 2004)

Organisations	Income	Expenses	Surplus (Deficit)
Hawkesbury Chamber of Commerce *	\$33,000.00	\$33,000.00	Nil
Hawkesbury Harvest	\$14,707.32	\$6,514.20	\$8,193.12
Tourism Hawkesbury	\$91,596.42	\$61,909.68	\$29,686.74

** Figures relate only to Council's grant monies for the quarter and not total operations as reported by other organisations*

1.2 Achievements Statement

1.2.1 Hawkesbury City Chamber of Commerce and Industry (information supplied by Barry Crockford-President, HCC)

HCC has reported a balance operation, for grant monies for the period ending 30 September 2004. Council's funding allocation for 2004/2005 was \$60,000.00 (sixty thousand dollars). (Unaudited Accounts Supplied)

The (overall) achievements statement from HCC, which includes 3 (three) Mainstreet Programs (individual reports available), states:

Change has begun in many of the previous Mainstreets, with a conversion to Commercial Development Units (CDUs). The only exception to this is Windsor.

As a result funds continued to be used as per Mainstreet budgets under the previous criteria's. However during the period planning was underway to initiate the new concepts of funding and business development.

Current projects such as Carnivale and Jazz Festival continued to progress as did the Linking Richmond project and the Mainstreet committees continued to progress with these activities.

Richmond was the first Mainstreet to immediately change to a CDU, and grabbed onto it straight away. Participation in Mainstreet had only been Chamber Members in Richmond, and they like the fact that the focus is on Commercial Development and not the "beautification" of the area.

North Richmond was the next to become a CDU, and they are working on specific centre issues and expansion. For further information, please see North Richmond progress report.

South Windsor has now become a CDU, and is looking at the other CDUs to get ideas and see the progress and the path to follow down. More information is available in South Windsor progress report.

ORDINARY MEETING

Meeting Date: 9 November 2004

Windsor has been a difficult task and continues as a Mainstreet. There have been difficulties with the group, and where some businesses in Windsor have expressed to the Chamber that they will not attend these meetings as there is no direction or goals to achieve. This is the only information we have received on Windsor.

1.2.2 Hawkesbury Harvest (information supplied by Margaret Down, Executive Officer, HH)

HHI has reported an operating surplus for the period ending 30 September 2004 of \$8,193.12 (eight thousand, one hundred and ninety three dollars and twelve cents). Council's funding allocation for 2004/2005 was \$20,000.00 (twenty thousand dollars). **(Unaudited Accounts Supplied)**

The achievements statement from HH states:

"This past quarter has seen Hawkesbury Harvest work hard to put in place the strategies laid down in our Business Plan focusing on the key areas of long term sustainability for both the organisation and it's Members through alternate funding and income streams.

- A 3rd meeting was held with the Lend Lease group at UWS Richmond to discuss a range of initiatives relating to Hawkesbury Harvest's role in the forthcoming Rouse Hill Project. Lend Lease are very keen to embed the local produce, culture and history into the regional town centre with the assistance of Hawkesbury Harvest, it's Members and partners.*
- The Board addressed the delicate issue of revising the Membership fee structure and in particular Level 3 Farm Gate Members, as we continue to take the organisation to a self-reliant status. The Board and staff spending time with face to face farm visits, engaging the members in open discussion giving them the opportunity evaluate the role Hawkesbury Harvest plays in the ongoing success of their business. This was met with unanimous praise for the job H.H. has done and continues to do in keeping the public aware of the availability and value of fresh, seasonal produce within this Region.*
- A tourism student from UWS has taken Farmers Markets as a major project this year working with Hawkesbury Harvest she will provide us with some well needed statistics that will enable us to investigate the viability of another local growers market within the Region.*
- Farm Gate Trail Members were invited to participate in the Spring Harvest Dinner- the major fundraiser for Parramatta City Mission. This once again gave growers the opportunity to showcase the local produce and enhance the profile of the Region and it's value to the local economy through diverse farming, the Farm Gate Trail and the Saturday morning 702 segment.*
- Hawkesbury Harvest was invited to attend the annual Food and Wine 3 day seminar/workshop held by SARD and NSW Tourism. Hosted by the Shoalhaven*

ORDINARY MEETING

Meeting Date: 9 November 2004

Region our E.O. Margaret Down took the opportunity to introduce 2 of the Harvest's locally produced value added products to the attending food writers and visiting chefs

- i. *Wirraninna Ridge Apple Cider Vinegar and Tonics- Bilpin*
 - ii. *Desert Bush – A range of local bush tucker style condiments, jams and herbs – McGraths Hill.*
- *Operations Manager Alan Eagle began preliminary discussions with Karen Lebsanfts from Kurrajong Kitchens regarding opportunities to work with Hawkesbury Harvest in the areas of Logo and web site branding for the packing of the very successful locally produced Lavosh Bread.*
 - *Dept. Chair David Mason was invited to Canberra to address the Upper Murrumbidgee Catchment Coordinating Committee's Regional Natural Resource Management Forum. The topic ' The Social, Economic and Environmental benefits Hawkesbury Harvest is contributing on a Regional Basis ' was met with great enthusiasm and was regarded as greatly contributing to the success of the Forum.*
 - *The Produce Shop – a web site set up by Southern Cross University has been made available to Hawkesbury Harvest and we are looking at a project that will enable all of the primary producers in the Region to participate and be part of the site.*

Hawkesbury Harvest once again was able to assist some of the local growers in putting forward their personal views on the importance of sustainable agriculture for the region. Through John Newton's 4 page glossy in this past months Sydney Morning Herald titled Frontline Farmers they were able to speak frankly about their hopes and fears for the future. John Maguire's orchard at Grose Vale has a 5page feature in the new Mountains Lifestyle Magazine a wonderful compliment to the Region.

We proudly continue to share our knowledge and successes with other regions as they strive to implement farm gate trails, open farm days and growers markets."

1.2.3 Tourism Hawkesbury (information supplied by Karina Groth, Tourism Manager, TH)

TH has reported an operating surplus for the period ending 30 September 2004 of \$29,686.74 (twenty nine thousand, six hundred and eighty six dollars and seventy four cents). Council's funding allocation for 2004/2005 was \$172,000.00 (one hundred and seventy two thousand dollars). (**Audited** Accounts Supplied)

The achievements statement from TH states:

The September 2004 quarter has continued to be a consolidation period for tourism within the Hawkesbury Valley. As the peak tourism body within the Hawkesbury Valley region, our organization has continued to focus on the key result areas of Marketing, Visitor Services, Business Planning and Membership.

In July 2004, our organisation held a General Meeting at which the General Manger of Hawkesbury City Council was the guest speaker. The focus of the presentation was on the Vision for the Hawkesbury Valley. In addition, THI introduced the concept of the regional

ORDINARY MEETING

Meeting Date: 9 November 2004

tourism initiatives and our 3 year Strategic Planning process. This event hosted over 65 tourism operators who provided positive feedback on the issues presented.

In this quarter, THI has been awarded Finalist status in the NSW Tourism Awards for Business Excellence 2004 in the category of General Tourism Services. The gala awards ceremony is being held on 11 November 2004. This is the 4th year we have been a Finalist in these prestigious awards.

Within the September quarter, we have continued to work with the community on the Hawkesbury Valley Jazz Carnivale for which we have been successful in obtaining \$10,000.00 in funding from tourism NSW under the Regional Flagship Event Program to assist in staging the event. The primary marketing activities are underway and a strong public relations campaign promoting the district and the event has commenced.

The accommodation statistics for the quarter have demonstrated an increase in the average spend by visitors as compared to the same quarter last year, an increase of 20.8% and total bookings generated through the Hawkesbury Bookings Agency increased by 22% on the 2003 quarter.

Other points from the statement are:

- *Website. Continuing to grow and is enhanced by new and innovative features;*
- *Visitor Guide. Regional /visitor Guide due for release in late November and has increased in size by 20% to 48 pages;*
- *Public Relations. Program continued from the last quarter and includes advertisings in Australian Good Taste; Hawkesbury Gazette; Illawarra Mercury. A Visiting Journalist program, from Singapore, was hosted by TH and Tourism NSW.*
- *Visitor Services. Average spend increase of 20.5% to \$322.57 in the quarter. This is attributed to the promotions and packaging conducted on the Destinations TV Program and bookings through the website.*

RECOMMENDATION:

That:

1. The information be received.
2. Pursuant to Council's resolution of 28 June 2004:
 - (a) It be noted that the final payment to Hawkesbury City Chamber of Commerce for the period 1 July 2004 to 31 December 2004 has been processed, thereby fulfilling our obligations under Council's current funding arrangements.

ORDINARY MEETING

Meeting Date: 9 November 2004

- (b) No further payment is to be made to Tourism Hawkesbury beyond this current payment (being for the period 1 July 2004 to 31 December 2004) subject to formal discussions relating to the incorporation of administrative functions under Council being commenced and/or substantially progressed by 28 February 2005.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
Meeting Date: 9 November 2004

Confidential Reports

Item: 161 ORG B - Juleves Cafe, 22 Fitzgerald Street, Windsor (75782, 79337)

Reason for Confidentiality

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -*

- (d) commercial information of a confidential nature that would if disclosed:*
 - (i) prejudice the commercial position of the person who supplied it*

ORDINARY MEETING

Meeting Date: 9 November 2004

ordinary

section

5

reports
for information

SECTION 5 - Reports for Information

Item: 162 ORG C - Election Funding Authority - Declarations of Political Contributions and Electoral Expenditure - (92748)

REPORT:

By letter dated 7 October 2004 the Election Funding Authority has forwarded to Council further copies of the declarations of political contributions and electoral expenditure lodged by candidates in connection with the Local Government elections held on 27 March 2004 and requested that they be brought to the attention of Council and made available for public inspection.

The documents provided by the Election Funding Authority are now tabled for Council's information and are available, on request, for inspection by members of the public under the provisions of Section 12(1) of the *Local Government Act 1993*.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ordinary

section 6

reports
of committees

ORDINARY MEETING

Reports of Committees

SECTION 6 - Reports of Committees

ROC - Local Traffic Committee Minutes - 20 October 2004 - (80245)

Present:	Councillor Bart Bassett (Chairman) Mrs J Burton, Roads and Traffic Authority Senior Constable C Hamilton, NSW Police Service Mr J Christie, Office of Mr A Shearan MP Mr T O'Brien, Office of Mr S Pringle MP
Apologies:	Mr R Elson, Department of Transport
In Attendance:	Mr C Amit, Manager Design and Mapping Services Mrs J Hogge, Road Safety Officer Mr T Shepherd, Administrative Officer, Asset Services and Recreation

REPORT:

SECTION 1 - Minutes

- 1.1 Minutes of Meeting held on 15 September 2004 and 7 October 2004 were confirmed.

SECTION 2 - Reports for Determination

2.1 Sackville Road Near Ebenezer Public School, Ebenezer - Request for a Pedestrian Crossing - (38583, 80245)

Representation has been received from Ms Jennifer Cutajar of 10 Stones Road, Ebenezer requesting that consideration be given to update the existing children's crossing on Sackville Road, adjacent to the Ebenezer Public School to a marked pedestrian crossing, to improve the safety of the school children. She claims that it is difficult to cross the road with her children due to motorists not giving way to pedestrians. She has also requested that consideration be given for the installation of a road hump on both sides of the crossing to reduce the speed of vehicles. She has stated that there is inadequate visibility of the children's crossing for southbound traffic approaching this crossing on Sackville Road due to the crest.

Discussion:

Sackville Road is a regional road. The current regulatory speed limit of Sackville Road in the vicinity of the Ebenezer Public School is 60 kph [40 kph speed limit during school hours (8.00 to 9.30 am and 2.30 to 4.00 pm)]. Traffic volumes of 1927 ADT and an 85th percentile speed of 72 kph were recorded at this location in 2004. The RTA Accident Database indicates no accidents at

ORDINARY MEETING

Reports of Committees

the crossing during the period from July 1998 to June 2003. Peak hour traffic and pedestrian counts recorded are shown in the following table:

Time	Number of pedestrians	Number of vehicles	85 th percentile speed
8.00 to 9.00 am	96	258	60 kph
2.30 to 3.30 pm	57	306	65 kph

The traffic and pedestrian count details indicate that the conditions that would justify the installation of a pedestrian crossing at this location in accordance with the appropriate standards are not being met.

The existing children's crossing arrangement consists of four blister islands. There are "School Children" and "School Zone – 40 kph" signs in advance of the children's crossing to alert motorists of the presence of the crossing. There is adequate sight distance for vehicles approaching the crossing from both directions on Sackville Road of a pedestrian standing between the blister islands attempting to cross the road.

The RTA has investigated a request for the provision of a School Crossing Supervisor at this crossing and has informed the Principal that the crossing on Sackville Road does not meet the criteria set for the provision of a Supervisor due to a low pedestrian and vehicle count. The school principal has mentioned that he supervises the crossing in the afternoons and hasn't noticed any traffic safety problems.

The regulatory speed limit changes from 80 kph to 60 kph at a point approximately 300 metres north of the crossing with the exception of a change from 80 kph to 40 kph during school hours. Therefore, it would be appropriate to request the RTA to consider installing a "School Zone – 40 kph Ahead" sign in advance of the existing school zone sign on Sackville Road to advise the speed change for southbound traffic approaching the crossing. In addition, the Police be requested to patrol the school zone on Sackville Road during school hours in order to monitor the speed of vehicles due to high 85th percentile speed. The request for the road hump cannot be supported as it would be inappropriate to install road humps on a regional road in a rural environment.

Recommendation:

That:

1. the Police be requested to patrol the school zone on Sackville Road during school hours in order to monitor the speed of vehicles.
2. the RTA be requested to give consideration to installing a "School Zone – 40 kph Ahead" sign in advance of the existing school zone sign on Sackville Road for southbound traffic approaching the crossing.

2.2 Reserve Road, Freemans Reach - Reduction of Speed Limit - Roads and Traffic Authority - (74282, 80245)

Following recommendation by the Local Traffic Committee, Council, at its meeting held on 11 May 2004 resolved, in part, that the Roads & Traffic Authority be requested to give consideration

ORDINARY MEETING

Reports of Committees

to installing 50 KPH regulatory speed signs at both ends of Reserve Road, Freemans Reach, 50 metres from each intersection.

By correspondence dated 11 August 2004 the Authority has advised approval for a speed limit of 50 KPH on Reserve Road.

Recommendation:

That the information be received.

2.3 Bells Road/Grose Vale Road, Grose Vale - Speed Restriction Signage Roads & Traffic Authority - (74282, 80245)

Following recommendation by the Local Traffic Committee, Council at its meeting held on 9 September 2003 resolved, in part, that the Roads & Traffic Authority be requested to undertake the following works in an endeavour to resolve traffic conflict issues at the intersection of Bells/Grose Vale Roads, Grose Vale:

- a) *The Roads & Traffic Authority be requested to give consideration to relocating the existing 60kph sign (size B) in Grose Vale Road from a point 100 metres east of Bells Road to a point 200 metres west of Bells Road, and to installing a repeated 60kph regulatory speed limit sign (size B) in Grose Vale Road at a point 500 metres west of Bells Road for east bound traffic;*
- b) *A "60" speed limit be painted on the pavement next to the proposed speed signs.*

By correspondence dated 23 July 2004 the Roads & Traffic Authority has advised:

"... The RTA has inspected the site and undertaken a crash analysis for the site for the period of 2001 March quarter to 2003 September quarter plus provisional data to 2004 June quarter (3.25 years).

The crash record reveals only one accident in the last 3.25 years at the site. The site inspection confirms that the existing landscapes and vegetation inside the boundary line of the property located at the north western corner of the intersection, are in the line of sight of motorists and affect the sight distance to the west for the traffic exiting Bells Road. The RTA maintains that trimming the vegetation further to the level of the front boundary wall of the property would improve the sight distance. Council is requested to take this up with the owner of this property.

Within the framework of the RTA's policy and guidelines for speed sign posting, the RTA could not justify the Council's request for installation of two speed sign posts 300m apart. However, to enhance the safety at the intersection, the RTA will schedule to install another regulatory speed sign of 60kph at 200m west of Bells Road and relocate the existing 60kph sign, east of Bells Road to further 300m east for the eastbound traffic on Grose Vale Road. In addition, a 60kph speed limit sign will be painted on Grose Vale Road close to the new speed sign post."

ORDINARY MEETING

Reports of Committees

It is considered that continual requests to the property owner to undertake vegetation trimming is not an effective use of resources in the long term and an investigation into an appropriate amount of property acquisition to provide adequate sight distance should be undertaken.

Recommendation:

That investigation be undertaken which would identify the property acquisition required to provide adequate sight distance at this location.

2.4 Parking Restrictions - Ham Street, South Windsor - (80245, 80105)

Introduction:

At the General Purpose Committee meeting held on 24 August 2004, Councillor Williams referred to Ham Street at the intersection of Blackman Crescent where there are storage facilities with a take-away food shop. He advised that the proprietor of the food shop has asked if Council can consider imposing parking restrictions on that section of Ham Street in the vicinity of this shop as factory workers park their cars all day at this location and there are no parking spaces available in the vicinity of the shop for his customers to park.

As a result of discussions undertaken with the proprietor of the shop, the following points were put forward in addition to those initially raised:

- Restricted parking spaces can be used for unloading of delivery trucks when customers are not parked.
- Restricted parking will improve the safety of vehicles exiting from the food shop driveway into Ham Street.

Discussion:

Ham Street is a local road in South Windsor. The horizontal alignment consists of a straight section. The width of the carriageway between the kerbs is 12.8 metres. The regulatory speed limit on Ham Street is 50 kph. Traffic volumes of 3070 ADT and an 85th percentile speed of 62 kph were recorded in 1996 (50km zone implemented during 1997/98). The width of the food shop driveway is 6 metres.

As a result of a site investigation, the following observations were made:

- Within a radius of 50 metres from the shop, there were approximately 19 vacant parking spaces on Ham Street and Blackman Crescent.
- Within a radius of 100 metres from the shop, there were approximately 43 vacant parking spaces on Ham Street and Blackman Crescent.
- There is adequate visibility for vehicles leaving the premises of on coming vehicles on Ham Street if they move further into the road up to the parked vehicle position when vehicles are

ORDINARY MEETING

Reports of Committees

parked adjacent to this driveway.

- There is adequate space next to the shop within the premises for a medium size delivery truck to park for unloading.
- The manoeuvre of leaving this driveway to enter into the road, is similar to leaving other driveways in the area to enter into busy roads when cars are parked on both sides of the driveways.
- There are several factories and business premises with similar driveways on Ham Street and parking is unrestricted on both sides of those driveways.

The observations do not justify the need for imposing any parking restrictions adjacent to the food shop on Ham Street for the special use of customers.

Recommendation:

No action be taken at this stage.

2.5 No Parking - Brabyn Street, Windsor - (80245, 79618)

Introduction:

Representations have been received from The Real Estate Brokers Pty Ltd on behalf of the owners of the property No 16, Brabyn Street, Windsor requesting that consideration be given for the installation of “No Parking” signs on Brabyn Street to restrict parking on the following two sections:

- the section between the driveway No 14 and No 16
- the section between the driveway No 16 and No 18

They claim that railway commuters’ cars are constantly parked on this street, up to the edge of the driveway, making it very difficult to enter the roadway due to reduced visibility. Further, they claim that a few residents have had near misses with other cars but no accidents to date. They have mentioned that this area needs to be kept clear to enable the weekly garbage collection, whereby residents are having to put their garbage bins out early in the morning.

Discussion:

The length of the section of Brabyn Street between George Street and Cox Street is approximately 225 metres. The horizontal alignment consists of a straight section. The width of the carriageway between the kerbs is 12.8 metres. The regulatory speed limit on Brabyn Street is 50 kph. Traffic volumes of 1830 ADT and an 85th percentile speed of 54 kph were recorded in 2002. The RTA Accident Database indicates no accidents on Brabyn Street near No 16 and No 18 during the period from January 1999 to December 2003.

ORDINARY MEETING

Reports of Committees

Parking lanes on Brabyn Street are primarily being used as an on-street car park by railway commuters. Brabyn Street is a residential street which provides access to the on-street car parks in Brabyn Street and Church Street. As a result of a site investigation, the following were observed:

- There are 11 units in property No 16.
- The width of the driveway No 16 is 6.0 metres. The space between the driveway No 16 and driveway No 14 is 4.5 metres long and the space between the driveway No 16 and driveway No 18 is 5.0 metres long (excluding the wings of the driveways). Cars were parked in both of these parking spaces.
- There is adequate visibility for vehicles leaving the premises of on coming vehicles on Brabyn Street if they move further into the road up to the parked vehicle position when vehicles are parked adjacent to this driveway.
- The manoeuvre of leaving this driveway to enter into the road, is similar to leaving other driveways in the area to enter into busy roads when cars are parked on both sides of the driveways.
- There are residential properties with similar driveways on Brabyn Street and parking is unrestricted on both sides of those driveways.
- The garbage bins are to be placed outside, by 5 pm on Tuesdays and generally collected around 6 pm. No car was parked during that time.

The above observations do not justify the need for the installation of “No Parking” signs next to the driveway at No 16 on Brabyn Street.

Recommendation:

That:

1. No action be taken at this stage.
2. Mr J Christie liaise with Mr A Shearan regarding improvement to car parking at Windsor Railway Station.

SECTION 3 - Reports for Information

3.1 Putty Road, East Kurrajong - Reduction of Speed Limit - Roads & Traffic Authority - (74282)

Advising that the speed limit on Putty Road, East Kurrajong between Council's former Waste Depot and No 854 Putty Road, has been reduced from 100 KPH to 80 KPH.

ORDINARY MEETING

Reports of Committees

Recommendation:

That the information be received.

3.2 Maraylya, Oakville, Pitt Town, Cattai and Scheyville Localities - Speed Review - (74282, 80245)

Council, at its meeting held on 13 May 2003 resolved that the Roads & Traffic Authority be requested to consider reducing the regulatory speed limit of the following roads in the Oakville, Maraylya, Scheyville precincts from 80 KPH to 70 KPH.

By correspondence dated 8 and 18 September 2004 the Authority has advised:

"Roads approved for speed reduction

As per your request, the RTA investigated the issue and approval is given for a decrease in the speed limit to 70km/hr on the following roads:

1. *Oakville Locality*
 - *Commercial Road*
 - *Harkness Road*
 - *Brennans Dam Road*
 - *Old Stock Route Road between Commercial Road and Cattai Road*
 - *Hession Road*
 - *Oakville Road between Ogden Road and Saunders Road*
 - *Ogden Road*
 - *Stahls Road*
 - *Broos Road*
 - *Glenidol Road*
 - *Speets Road*
 - *Chapman Road*
 - *Bocks Road*
 - *Menin Road*
 - *Cusack Road*
 - *Martin Road*
 - *Smith Road*
 - *Hankel Road*
 - *Avondale Road*
2. *Maraylya Locality*
 - *Pebbly Hill Road*
 - *Reedy Road between St Johns Road and Fisher Road*
 - *Fisher Road*
 - *Whitmore Road*
 - *Midson Road*
 - *Dunns Road*
 - *St Johns Road*

ORDINARY MEETING

Reports of Committees

- *Mewton Road*
- 3. *Scheyville Locality*
 - *Dormitory Hill Road*
- 4. *Pitt Town Locality*
 - *Schofield Road*
 - *Glebe Road*
 - *Airstrip Road*
- 5. *Cattai Locality*
 - *Mitchell Park Road between Cattai Road and the entrance to Cattai National Park*
 - *Millers Road*

A Works Instruction has been issued on 3 September 2004 for the installation of the signs. This work will be carried out when resources are available.

Roads not approved for speed reduction

The Roads & Traffic Authority (RTA) considers several factors when determining what speed limit is appropriate for any given road, including the number and type of adjoining land-uses, the road's geometry, traffic composition and volumes, detailed analysis of the crash history and the function of the road within the network.

Following a detailed site investigation carried out by the Speed Management Unit of the RTA, where the existing speed limit and an analysis of recent crashes were examined, the RTA recommends that the speed limit on Scheyville Road, Saunders Road, Old Pitt Town Road and Pitt Town/Dural Road is considered to be appropriate under the Authority's speed zoning guidelines."

Recommendation:

That the information be received.

3.3 West Portland Road/Greens Road, Sackville - Speed Review - Roads & Traffic Authority - (80245, 74282)

Following recommendation by its Local Traffic Committee, Council at its meeting held on 8 June 2004 resolved that the Roads & Traffic Authority be requested to consider reducing the regulatory speed limit on the following roads. By correspondence dated 24 September 2004, (Doc No 1827751), the Authority has advised the result of its investigation:

ORDINARY MEETING

Reports of Committees

Road	Chainage	Recommend	RTA Determination
West Portland Road	From Sackville Road to Ch 2300	80 KPH to 70 KPH	80 KPH
	Ch 2300 - Ch 6100	80 KPH to 60 KPH	80 KPH
	Ch 6100 - Ch 12500	100 KPH to 70 KPH	80 KPH
	Ch 12500 to Wheel Barrow Ridge Road	80 KPH to 70 KPH	80 KPH
Greens Road	From Wheel Barrow Ridge Road to Ch 500 (end of seal)	80 KPH to 70 KPH	80 KPH

Generally, reasons given for the Authority's determination were the road generally being in good condition, limited abutting development set well back from the road, and property access points well spaced.

Recommendation:

That the information be received.

3.4 Hawkesbury Carnivale - Richmond (Londonderry) - (80245, 81881)

Introduction:

An application has been received from the Hawkesbury Carnivale Inc requesting permission to conduct Hawkesbury Carnivale on Sunday 14 November 2004 from 10am to 12pm in Richmond CBD. Hawkesbury Carnivale is a community event comprising a street parade and stalls in the Richmond Park. The street parade involves approximately 25 community groups and local businesses (each group comprising of 6–8 members), walking, dancing or riding in motor vehicles (approximately 15 vehicles - cars, boats and medium-sized trucks). The event has been held during the past eight years without any incidents.

The proposed route of the parade is as follows (refer to the attached plan):

Marching units:

Commencing from Chapel Street (the section between Windsor Street and Francis Street)
Turning left into Windsor Street
Turning right into Richmond Park (at the steps into the park before the traffic lights at East Market Street intersection)

Motorised units:

Commencing from Chapel Street (the section between March Street and Windsor Street)
Turning right into Windsor Street
Turning left into East Market Street
Turning left into Woodhills Carpark (shown on the plan as Richmond Mall Carpark)
Turning left into West Market Street
Turning left into March Street
Turning left into Richmond Park

ORDINARY MEETING

Reports of Committees

The event organiser is seeking the full closure of the following sections of roads from 10am to 12 noon in the Richmond CBD to conduct the event safely:

Windsor Street between Chapel Street and East Market Street

Chapel Street between March Street and Francis Street

Bosworth Street between March Street and the driveway to Paulls Carpark (shown on the plan as Coles Carpark)

West Market Street between March Street and the driveway to Woodhills Carpark (shown on the plan as Richmond Mall Car Park)

Discussion:

This event is classified as a “Class 1” special event under the “Traffic Management for Special Events” guidelines issued by the Roads & Traffic Authority (RTA) as this event will impact on major traffic and transport systems and there is significant disruption to the non-event community.

Currently event organisers are required to submit a Traffic Management Plan (TMP) incorporating a Traffic Control Plan (TCP) direct to the Transport Management Centre, Roads and Traffic Authority for review and authorisation of the TMP and TCP. As such, it will be necessary for the applicant to lodge an application seeking approval to conduct the event with NSW Police Service under section 23, Summary Offences Act, 1988. After receiving this Police approval, it will be necessary for the applicant to submit a TMP incorporating a TCP to the Transport Management Centre, RTA for review and authorisation. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the RTA.

Reports of Committees



ORDINARY MEETING

Reports of Committees

Recommendation:

That

1. This event be classified as a “Class 1” special event under the “Traffic Management for Special Events” guidelines issued by the RTA;
2. The event organiser obtain a copy and become familiar with the contents of the RTA publication “Guide to Traffic and Transport Management for Special Events” (Version 3.3) which explains the responsibilities of the event organiser in detail. This publication is available on the RTA’s web site at http://www.rta.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html
3. no objection be held to this event subject to compliance with the following conditions:
 - a) the applicant obtaining approval from the NSW Police Service to conduct this event under section 23, Summary Offences Act, 1988;
 - b) the applicant submitting a TMP for the entire route incorporating a TCP to the Transport Management Centre, RTA for review and authorisation. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the RTA; Further details of TMP and TCP can be obtained from the Transport Management Centre of RTA on 8396 1400;
 - c) all traffic controllers / marshals operating within the public road network holding appropriate certification required by the RTA;
 - d) the event organiser carrying out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and designing and implementing a risk elimination or reduction plan in accordance with the Occupational Health and Safety Regulation 2000; (Information for event organisers about managing risk is available on the Department of Tourism, Sport and Recreation’s web site at <http://www.dsr.nsw.gov.au>);

As the event proceeds along March Street, which is under the care and control of the RTA, the applicant submitting to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 and indemnifying Council and the RTA in respect of the event;

- e) all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately on completion of the activity;
- f) the applicant notify the details of the event to ambulance, fire brigades/Rural Fire Service and SES;
- g) the applicant advertise the event in the local press two weeks prior to the event;

ORDINARY MEETING

Reports of Committees

- h) the applicant directly notify the bus company, tourist bus operators, taxi company, all residences and businesses affected by the proposed road closures;
 - i) access be maintained for shops, residents and their visitors;
 - j) a clear passageway of at least 4 metres width be maintained at all times for emergency vehicles; and,
 - k) the applicant obtain approval from Council's Parks and Recreation section for the use of Richmond Park.
4. Appropriate advisory signs and traffic control devices be placed after all the required approvals are obtained from the relevant authorities, during the event along the route under the direction of a traffic controller holding appropriate certification required by the RTA in accordance with the authorised TMP and associated TCP.
5. The participants be advised of the traffic control arrangements in place prior to the commencement of the event.

3.5 New South Wales Water Ski Federation - Bridge to Bridge Water Ski Classic - Reduction of Insurance Cover.

The Local Traffic Committee at its meeting held on 14 September 2004 in considering the application by the NSW Water Ski Federation to conduct its Annual Bridge to Bridge Water Ski Classic resolved, in part, that the applicant submit a copy of a Public Liability Policy in an amount of \$20,000,000.

The applicant has sought exemption from taking out cover in that amount and is prepared to take out cover in the amount of \$10,000,000 as in past years.

Recommendation:

That:

1. Mrs J Burton undertaken investigation within the Roads and Traffic Authority and the applicant be advised as to result; and
2. Should the applicant disagree with the advice resulting from those investigations that the applicant be directed to the Transport Management Centre, Roads and Traffic Authority.

3.6 Lot 411, DP 1070380, 3025 Bells Line of Road, Bilpin - Development Application

Mr G Hall, Town Planning Co-Ordinator and Mr P Trahar, applicant, joined the meeting for discussion of this matter. Development Application under SEPP 11 for a Tourist Facility involving an annual plant Fair at 3025.

ORDINARY MEETING

Reports of Committees

Following extensive discussion regarding traffic management issues related to this application, Messrs. Hall and Trahar retired from the meeting.

Recommendation:

To defer consideration of this matter pending a site inspection to be held at 3.00pm 28 October 2004.

SECTION 4 - Questions Without Notice

4.1 Mr. J Christie

Advised of increasing incidence of traffic conflict at the intersection of March and Paget Streets, Richmond and suggested consideration be given to installation of traffic signals, as well as installation of restricted parking signage on Paget Street between March Street and the railway line to facilitate ingress/egress of N.S.W. Fire Brigade vehicles.

Recommendation:

That this matter be investigated and a report submitted to the Committee at the earliest practicable time.

4.2 Tabled correspondence from Mr A Shearan MP advising:

"I have been advised by Carl Scully's office that in no way can any member of a Traffic Committee be held personally responsible for any recommendation made by the Committee. As I have indicated previously, it was confirmed that all Committee recommendations are subject to the decision of the Council".

Recommendation:

That the information be received.

4.3 Councillor Bart Bassett

Advised of increasing number of accidents/near collisions at the intersection of Putty Road and Kurmond/Old Sackville Roads, Wilberforce.

Mr C Amit advised that correspondence had recently been forwarded to the Roads and Traffic Authority seeking investigation of this intersection.

Recommendation:

That the information be received.

ORDINARY MEETING

Reports of Committees

SECTION 5 - Next Meeting

The next meeting of the Local Traffic Committee will be held at 3:00pm 28 October 2004 to conduct a site inspection in relation to Item 3.6 above with the next regular scheduled meeting to be held at 3:00pm Wednesday, 17 November 2004.

Meeting terminated at 4:30pm.

oooO END OF REPORT Oooo

ORDINARY MEETING

Reports of Committees

ROC - Local Traffic Committee Minutes - 28 October 2004 - (80245)

The On-Site Inspection commenced at 3.00pm on 28 October 2004

Present: Mrs J Button, Roads and Traffic Authority (Chairwoman)
Senior Constable C Hamilton, N.S.W. Police Service
Mr T O'Brien, Office of Mr S Pringle MP

Apologies: Councillor B Bassett
Mr J Christie, Office of Mr A Shearan MP
Mr R Elson, Department of Transport

In Attendance: Mr C Amit, Manager Design and Mapping Services
Mrs N Baker, Town Planner

REPORT:

1. GENERAL BUSINESS

1.1 Development Application - Lot 411, DP1070380, 3025 Bells Line of Road, Bilpin - Development Application No. DA0975/04

Development Application under SEPP 11 for a Tourist Facility involving the running of an Annual Plant Fair at 3025 Bells Line of Road, Bilpin.

As resolved at the Local Traffic Committee meeting held on 20 October, 2004 consideration of this matter was deferred to this site meeting, having regard to traffic management issues.

Mr P and Mrs P Trahar, applicants, were in attendance during discussion.

Issues Addressed

- Bells Line of Road being a 2 lane road with minimal seal width along the shoulder to provide a left turn lane at the entrance to the property on Bells Line of Road.
- Possible parking along the shoulder on Bells Line of Road.
- East-bound right turn traffic may cause queuing on Bells Line of Road.
- The position of the gate of concern in relation to both left and right turns, particularly possible obstruction of turning manoeuvres due to proximity of a large tree.
- Unsealed access.

ORDINARY MEETING

Reports of Committees

- Mr P Trahar suggested that east bound vehicles attempting the right turn manoeuvre onto the property could travel further east and undertake a 'U' turn. Senior Constable Hamilton indicated that barrier line precluded this option.
- Speed limit of 80 kPH.
- The access to the property off Powell's Road was inspected and whilst it was recognised that this point would reduce the impact on Bells Line of Road, the access road would need to cater for two-way traffic flow. Senior Constable Hamilton advised that the whole site would be a road-related area.

(Mr and Mrs Trahar and Mrs N Baker left the meeting at this stage).

- The meeting moved to the intersection of Powell's Road and Bells Line of Road which was considered to be better for total access to the event due to reduced impact on Bells Line of Road.
- All preceding matters would need to be addressed in greater detail by the event organiser under the requirements of the Guide to Traffic and Transport Management for Special Events.
- Mr C Amit nominated the event as a Class 1 under those guidelines. However, the Committee resolved to recommend the event a Class 2.

RECOMMENDATION:

1. That this event is classified as a "Class 2" special event under the Traffic Management for Special Events Guidelines issued by the Roads and Traffic Authority due to access being relocated to Powell's Road ingress/egress and not via gate to No. 3025.
2. That no objection be held to this application subject to compliance with the following conditions:
 - (a) The event organiser to obtain a copy and become familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.3) which explains the responsibilities of the event organiser in detail. This publication is available on the RTA's web site at http://www.rta.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html.
 - (b) That no objection be held to this event subject to compliance with the following conditions:
 - (i) The applicant obtaining approval from the NSW Police Service to conduct this event;
 - (ii) the applicant submitting a Traffic Management Plan for the entire route incorporating a Traffic Control Plan to the Transport Management Centre,

ORDINARY MEETING

Reports of Committees

Roads and Traffic Authority for review and authorisation. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the Roads and Traffic Authority; further details of TMP and TCP can be obtained from the Transport Management Centre of RTA on 8396 1400;

- (iii) all traffic controllers/marshals operating within the public road network holding appropriate certification required by the Roads and Traffic Authority;
 - (iv) the event organiser carrying out an overall risk assessment for the whole event to identify and assess the potential risks to visitors and road users during the event and designing and implementing a risk elimination or reduction plan in accordance with the Occupational Health and Safety Regulation 2000; (information for event organisers about managing risk is available on the Department of Tourism, Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>);
 - (v) as Bells Line of Road is under the care and control of the Roads and Traffic Authority, the applicant submitting to Council a copy of its Public Liability Policy in an amount of not less than \$20,000,000 and indemnifying Council and the RTA in respect of the event;
 - (vi) all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately on completion of the activity;
 - (vii) the applicant notifying the details of the event to ambulance, fire brigades/Rural Fire Service and SES;
 - (viii) the applicant advertising the event in the local press two weeks prior to the event;
 - (ix) a clear passageway of at least 4 metres width being maintained at all times for emergency vehicles;
3. That appropriate advisory signs and traffic control devices be placed after all the required approvals are obtained from the relevant authorities, during the event along the route under the direction of a traffic controller holding appropriate certification required by the Roads and Traffic Authority in accordance with the authorised Traffic Management Plan and associated Traffic Control Plan.

oooO END OF REPORT Oooo



ordinary
meeting

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