ORDINARY MEETING

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ordinary

mayoral minutes

MM - 2004 Hawkesbury Business Awards - (79353, 80198, 91811)

REPORT:

Hawkesbury's Business Community has been extremely well represented with a number of local businesses being acknowledged for their outstanding achievements at the recent 2004 Hawkesbury Business Awards held late last month.

With local businesses being nominated by their customers, finalists were chosen by the number of nominations. Independent local and industry judges visited each finalist anonymously, assessing the business from a customer's perspective with the following criteria:

- Service;
- General appearance;
- Range of products and services;
- Value for money; and
- Customer relations.

Congratulations are extended to the following category winners and to all those nominated for the awards:

Business of the Year	Richmond Skin Fitness
Agriculture / Horticulture	A1 Turf
Antique / Gift Store	Bears from the Heart
Automative Services	Hawkesbury Brake & Clutch
Bakery / Cake Store	Cake Gallery
Beauty Services	Richmond Skin Fitness
Butcher / Delicatessen	Bligh Park Butchery
Disability Access Award	South Windsor Chemworld Chemist
Fashion Store	Sports Co - Richmond
Fast Food / Takeaway	Riverfront Seafoods
Florist	Angels Florist
Fruit and Vegetable Store	Richmond Fruit Market
Garden Services	Tile Lab
Hairdresser	Classique Hair Studio
Home Furnishing Store	Bligh Screens & Blinds
Hotel / Bottle Shop	Royal Hotel
Industrial Business	Topline Engineering
Pizza Restaurant	Embers
Real Estate Agency	Australian Real Estate
Restaurant	Biviano's Italian Restaurant
Special Event Services	Wattle-U-Bee Fancy Dress
Specialised Business	Blooms The Chemist - Richmond
Tourism Services	Travelworld - Richmond Marketplace

The event coordinated by Precedent Productions, with support of the Major Sponsor Prospect Credit Union and Media Partner, Hawkesbury Independent, was a great success and is to be commended.

RECOMMENDATION:

That the information be received

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF MAYORAL MINUTE Oooo

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SECTION 3 - Report of the General Purpose Committee

ENVIRONMENT

Item: 39 **ENV A - Section 96 Modification to Relocate Dam Associated with the Growing of Cut Flowers, Lot 7, DP7571, 89 Boundary Road, Glossodia - (15110, 15109)**

Councillor Books declared an interest as he proposed the original application and left the meeting and did not take part in voting or discussion on the matter.

Mrs Susan Hayden, proponent, addressed the Committee
Mrs Lanham, respondent, addressed the Committee

COMMITTEE RECOMMENDATION:

That Development Consent DA0054/02 be amended as follows:

1. Condition 47 be deleted and replaced with "All burning of the residue vegetation is to be undertaken in accordance with the approved Plan of Management and the Rural Fire Service be present at the burn".

2. The neighbour is to be notified of the date and time that the burn is to take place.

3. Additional condition 40B to read "Submission of a Plan of Management for the burning of the vegetation. The plan is to address the following matters:

   - Suitable weather conditions for burning;
   - Type of vegetation to be burnt;
   - Location of the burning piles;
   - Procedures for burning to avoid excess smoke;
   - Supervision of the burning;
   - Management of livestock;
   - Procedures for obtaining the necessary permits;
   - Emergency procedures."

4. Additional condition 40C to read "For any burning undertaken in the bush fire danger period, a Fire Safety Permit is to be obtained from the local fire brigade prior to lighting the fire."

5. A bond be placed on the completion of the compensatory landscape planting.

Item: 40 **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)**

Mr Saldanha, respondent, addressed the Committee

COMMITTEE RECOMMENDATION:

That the applicant be requested to withdraw the application as alternatively Council will refuse the application for the following reasons:

1. The proposed development is likely to have an adverse impact on the amenity of residents in the immediate locality.

2. The design of the proposed development will not provide an acceptable level of amenity for future residents.

3. The proposed development is inconsistent with the established character of the locality.

4. The proposed development will have an unacceptable impact on the visual quality of the area.

5. The proposed development will have an unacceptable impact on the locality in terms of scale, bulk, mass, form and design.

6. The proposed development is inconsistent with the aims and objectives of Hawkesbury Development Control Plan.

7. The proposed development does not comply with the requirements of the Hawkesbury Development Control Plan, in particular the residential, energy efficiency and carparking and access chapters.

8. The proposed development is inconsistent with objective (a), and (c) of the Residential 2(a), zone contained within Hawkesbury Local Environmental Plan 1989.

9. The proposed development is inconsistent with the objectives of draft LEP 1989 amendment130.

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

11. The site is unsuitable for the proposed development.

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

Item: 41 **ENV B - Intensive Agricultural, Pollution Control Principle and Waste Not Chapters for the Hawkesbury Development Control Plan - (79347)**

Previous Item: 7, Ordinary (11 February 2003)

COMMITTEE RECOMMENDATION:

That the matter be deferred to the next General Purpose Committee meeting.

Item: 42 **ENV B - Proposed Plastic Bag Reduction Campaign - Pilot Program - (79348)**

COMMITTEE RECOMMENDATION:

That:

1. The information be received.

2. The proposed pilot program and future distribution program for the reusable shopping bags, be adopted by Council.

3. A further report be provide to Council upon completion of the pilot program, giving details of the results, once these are available.

Item: 43 **ENV B - Staffing Levels, Building and Development Division - (79339)**

COMMITTEE RECOMMENDATION:

That:

1. The sum of $40,000 (forty thousand dollars) be transferred from the salary vote for the Building and Development Branch to the consultancy vote to meet the costs of employing consultants to carry out the processing of development applications and the strategic planning program.

2. Council write to the Local Government Association in relation to the shortage of planners in the Local Government Sector.

INFRASTRUCTURE

Item: 37 **INF B - Local Government Association of NSW Conference - Notice - NSW Rural Fire Service - (73835, 107)**

COMMITTEE RECOMMENDATION:

That Council submit the following motion to the 2004 Annual Conference of the Local Government Association of NSW:

> *That the State Government be requested to review and clarify financial arrangements for annual contributions to the NSW Rural Fire Service, and that Rural Fire Services be required to submit their budget proposals to Council within the time period that Councils would normally consider budget appropriations.*

Item: 38 **INF B - McMahon Park Management Association - Amendment to Constitution - (73564, 79354)**

COMMITTEE RECOMMENDATION:

That the proposed amendment to the McMahon Park Management Association Constitution *Part 9 a) Annual General* Meeting be endorsed.

Item: 39 **INF B - 38 Stewarts Lane, Wilberforce - Unauthorised clearing - (79354, 87011, 107)**

Previous Item: 72, Ordinary (4 November 2003)
25, Ordinary (8 June 2004)

COMMITTEE RECOMMENDATION:

That:

1. The plan of management be accepted.

2. The bond be released on the 9 February 2005 subject to the satisfactory implementation of the plan of management.

Item: 40 **INF B - World Heritage Interpretive and Visitor Centre at Bilpin - (92022, 107)**

Mr Geoff Luscombe, Regional Manager, Mr Paul Godfrey, Area Manager and Mr Nevil Buckett, Consultant, National Parks and Wildlife Service, proponents, addressed the Committee

COMMITTEE RECOMMENDATION:

That:

1. A further report be provided to the next Ordinary meeting after discussions between the National Parks and Wildlife Service and the General Manager relating to the establishment of a Memorandum of Understanding between Council and the National Parks and Wildlife Service.

2. Assistance be given in the design and documentation of the car parking area for the centre.

3. Approval be given to NPWS to erect signage, incorporating acknowledgement of the parties involved, approximately two metres square at the east and west entrances to the site to inform the public of the project and its location, and rural type fencing to deter dumping on the site.

ADDITIONAL INFORMATION

In accordance with Council's resolution that a further report be provided after discussions between the National Parks & Wildlife Service (NPWS) and the General Manager relating to the establishment of a Memorandum of Understanding between Council and the NPWS, a meeting was held and the basis for a Memorandum of Understanding discussed.

The heads of consideration suggested are:

The NPWS would:

- promote Hawkesbury tourism attractions at the Visitor Centre
- discuss with Council any proposed changes to the use of the Visitor Centre
- discuss the naming of the Visitor Centre with Council

- enter into a peppercorn lease for the 3450m² triangle of land no longer required as road reserve
- submit a DA for use of that land as access and parking
- involve Hawkesbury City Council, Hawkesbury Tourism Inc in the operation of the Visitor Centre consistent with level of involvement

Council could:

- lease the 3450m² triangle of land to the NPWS at a peppercorn rent
- assist in the promotion of the Visitor Centre (eg HCC website)
- provide assistance with the provision of community services (eg waste collection, roadside signage)
- provide signage, printed information and displays regarding local and regional attractions
- enter into an ongoing tourism partnership similar to that between NPWS and Mt Tomah Botanic Gardens
- endorse the concept of the Botanists Way and promote the proposal

The Botanists Way is a proposed tourist drive along Bells Line of Road which will support the dominant botanical motif associated with both the World Heritage Centre and the Mt Tomah Botanic Garden. It is also seen as a potential for establishing the overall region as a major new floral-centric touring experience given the well-known formal gardens at Mt Wilson and the Waratah wildflower garden at Berambing. It also relates to the story of the Botanist George Caley's expedition through the area in 1804.

RECOMMENDATION:

That:

1. A Memorandum of Understanding between the National Parks & Wildlife Service and Hawkesbury City Council be prepared regarding the use of the World Heritage Visitor Centre at Bilpin in the general terms listed:

   <u>NPWS</u>

   - NPWS promote Hawkesbury tourism attractions at the Visitor Centre
   - discuss with Council any proposed changes to the use of the Visitor Centre
   - discuss the naming of the Visitor Centre with Council

- enter into a peppercorn lease for the 3450m² triangle of land no longer required as road reserve

- submit a DA for use of that land as access and parking

- involve Hawkesbury City Council, Hawkesbury Tourism Inc in the operation of the Visitor Centre consistent with level of involvement

  <u>Council</u>

- Council lease the 3450m² triangle of land to the NPWS at a peppercorn rent

- assist in the promotion of the Visitor Centre (eg HCC website)

- provide assistance with the provision of community services (eg waste collection, roadside signage)

- provide signage, printed information and displays regarding local and regional attractions

- enter into an ongoing tourism partnership similar to that between NPWS and Mt Tomah Botanic Gardens

- endorse the concept of the Botanists Way and promote the proposal

2. Assistance be given in the design and documentation of the car parking area for the centre.

3. Approval be given to NPWS to erect signage, incorporating acknowledgment of the parties involved, approximately two metres square at the east and west entrances to the site to inform the public of the project and its location, and rural type fencing to deter dumping on the site.

ORGANISATION AND RESOURCES

Item: 44 ORG A - Monthly Financial Report - July 2004 - (79349)

COMMITTEE RECOMMENDATION:

That the information be received.

Item: 45 ORG A - June Quarterley Review - 2003/04 Management Plan - (79350)

336 RESOLUTION:

That Council, exercising its delegation as a Committee of the Whole, resolve that the quarterly review of 2003/04 Management Plan and Financial Statement for the period ending 30 June 2004 be adopted.

Item: 46 ORG B - Hawkesbury Cultural Committee Funding for Cultural Grants - (80228)

337 RESOLUTION:

That Council exercising its delegation as a Committee of the Whole resolve to allocate the Cultural Grants funding as follows:

Applicant	Project/Event	Recommended
Arkadian Bilpin Performers	Murder Mystery	$1,000
Hawkesbury Earthcare Centre	Sustainability Fair	$1,000
Hawkesbury Jazz Club	Hawkesbury Jazz Festival	$5,000
National Parks and Wildlife	Hawkesbury Waratah Festival	$1,000
Projects For Reconciliation	Community Support Fund	$1,000
Hawkesbury District Orchid Society	Spring Orchid Show	$476

Item: 47 **ORG B - Future Operation of the Hawkesbury Cultural Precinct - (79342)**

Previous Item: 42, Ordinary (10 August 2004)

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338 RESOLUTION:

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

1. Ratify the *Memorandum of Understanding for the Hawkesbury Cultural Precinct* including amendments suggested*;*
2. Extend an invitation to the Hawkesbury Historical Society Inc. (HHS), and the Friends of the Hawkesbury Art Collection and Regional Art Gallery Inc.(FOHACaRAG) to become signatories to the *Memorandum of Understanding for the Hawkesbury Cultural Precinct.*
3. Following the execution of the MoU by Council, HHS and FOHACaRAG, to forward the MoU to other organisations inviting them to become signatories to the MoU.

Item: 48 **ORG B - Webbs Creek Road, Webbs Creek - (79342)**

Previous Item: 95, Ordinary (10 August 2004)

COMMITTEE RECOMMENDATION:

That:

1. Council apply to the Minister for Local Government for approval to proceed with the acquisition of the Crown Land Reserve from Portion 16, Parish Wonga, Webbs Creek, pursuant to the *Land Acquisition (Just Terms Compensation) Act, 1991*, being 269.2sqm (two hundred and sixty nine point two square metres) for road purposes.
2. Council apply for the consent of the Governor to publish an acquisition notice.
3. The applicant, be responsible for all costs associated with the application, including legal fees, survey fees, valuation fees, compensation to the Crown as determined by the Valuer General. The applicant be responsible for fencing of the flood mitigation channel to the satisfaction of The Director Environment and Development Branch.
4. All necessary documents be executed under the seal of Council.
5. An amount be discussed for the maximum cost of the fencing of the roadway.

ADDITIONAL INFORMATION

A quotation was requested from a contractor who installs guardrails for Council on a regular basis, to supply and install 4 (four) metres of guardrail on both sides of the track where it crosses the open drainage channel. The quotation was $2,101 (two thousand, one hundred and one dollars) including GST.

RECOMMENDATION

1. Council apply to the Minister for Local Government for approval to proceed with the acquisition of the Crown Land Reserve from Portion 16, Parish Wonga, Webbs Creek, pursuant to the *Land Acquisition (Just Terms Compensation) Act, 1991*, being 269.2sqm (two hundred and sixty nine point two square metres) for road purposes.

2. Council apply for the consent of the Governor to publish an acquisition notice.

3. The applicant, be responsible for all costs associated with the application, including legal fees, survey fees, valuation fees, compensation to the Crown as determined by the Valuer General. The applicant be responsible for fencing of the flood mitigation channel to the satisfaction of The Director Environment and Development Branch. Alternatively, the applicant pay Council $1,910.00 (one thousand, nine hundred and ten dollars) to undertake the work.

4. All necessary documents be executed under the seal of Council.

Item: 49 **ORG B - Proposed Rezoning - Council Library/Offices/Reverend Turner Cottage - (79337)**

COMMITTEE RECOMMENDATION:

That

1. A draft Local Environmental Plan be prepared in accordance with the Department of Infrastructure, Planning and Natural Resources Best Practice Guildlines to rezone from Zone 5a (Special Uses) to Zone 3a (Business General), the land described as being located on the corner of Dight Street and George Street, Windsor, containing the current Windsor Branch Library, Reverend Turner Cottage and adjoining parking area, including the following lots:

    a. Lot 2 in DP 1044656
    b. Lot A in DP 412658
    c. Lot B in DP 412658
    d. Lot 1 in DP 998012

e. and old systems lots being the area identified in accordance with the attached plan.

2. Council is of the opinion that a local environmental study is not required to be prepared.

3. Council exercise its delegation in respect of Sections 65 and 69 of the Environmental Planning and Assessment Act 1979.

4. That additional information be provided to the Ordinary meeting of Council clarifying the effects, if any, that this rezoning proposal will have on the parking in the vicinity.

ADDITIONAL INFORMATION

A report was presented to Council at the General Purpose Committee Meeting regarding the proposed rezoning of the Council Library/Offices/Reverend Turner Cottage from Zone 5a (Special Uses) to Zone 3a (Business General). The report stated;

> *"In April 2003, Council adopted a financial framework for the operation of the Hawkesbury Cultural Precinct. Council was presented with 3 (three) options, and determined that given its financial capacity, it would adopt a 'bronze standard' which would see Council progressively allocate funds over a 15 (fifteen) year period to achieve 85% (eighty five percent) of the recommended benchmarks as developed by the State Library of NSW. The framework provided for the additional operating costs associated with the new library, gallery and museum to be funded from a combination of external grants and the rental income generated from the letting of the commercial floor space on the old-hospital site and the existing library building in Dight Street, Windsor.*
>
> *The financial framework adopted by Council, anticipated that the income stream from the lease of the existing library in Dight Street would not come on line until 2005/2006. The annual income to be generated from the lease of the library building in Dight Street was estimated to be $171,750 (one hundred and seventy one thousand, seven hundred and fifty dollars) in its first full year of operation as a commercial facility. The Dight Street site is currently zoned as 'Special Use Community' and would need to be rezoned as commercial to maximise the return to Council on the lease of this property. Given the lead in time that would be required to fit out the Dight Street site for a commercial tenancy - following the relocation of the library service to the new library/gallery building - it would be appropriate for Council to commence the rezoning process for the site at this time.*
>
> *It is proposed to rezone the lots adjoining the current library building that includes car parking areas and Reverend Turner Cottage. This is proposed so that with any commercial proposal for the library building, there would be appropriately zoned land available for parking purposes. The area to the rear of the building overlaps with the land on which Reverend Turner Cottage is situated, and given its current use it is considered appropriate to zone this land accordingly. It is also noted that the proposed rezoning of the car park areas would bring this car park in line with Council's other car parks.*

The rezoning of the site will enable Council to achieve the income targets (as adopted within the 'bronze standard' financial framework) within the time frame envisaged for the Dight Street property to generate a rental return."

In connection with the further information requested by Council in concerning the effects, if any, this proposal may have on car parking in the vicinity, in order to lease the library building for commercial use, a development approval for such a use would be required and would require parking to be available. Whilst the parking is currently physically available, parking specifically for a commercial use in a special use zoning would be contrary to the zoning especially if Council were to dedicate specific spaces for the tenants use.

Under Council's development control plan, 1 (one) space per 30sqm (thirty square metres) is required for commercial/retail space in a 3a (Business General) zone. The floor area of the library is approximately 987sqm (nine hundred and eighty seven square metres), therefore requiring 33 (thirty three) spaces, which would be available within the area to be rezoned.

While it would retain its 5a (Special Uses) zoning on this basis Council's administration building would require approximately 107 (one hundred and seven) spaces, being a total of approximately 140 (one hundred and forty) spaces. There are currently 138 (one hundred and thirty eight) spaces within the Council grounds including basement parking. In addition to this there are 27 (twenty seven) marked spaces on Dight Street in front of the library.

It is considered that in the event of rezoning and a commercial use being established in the existing library building, following relocation of the library, the level of parking use is unlikely to exceed that which is currently used by the library staff and customers and will have little, if any, effect on car parking in the vicinity.

RECOMMENDATION:

That:

1. A draft Local Environmental Plan be prepared in accordance with the Department of Infrastructure, Planning and Natural Resources Best Practice Guildline to rezone from Zone 5a (Special Uses) to Zone 3a (Business General), the land described as being located on the corner of Dight Street and George Street, Windsor, containing the current Windsor Branch Library, Reverend Turner Cottage and adjoining parking area, including the following lots:

   a. Lot 2 in DP 1044656
   b. Lot A in DP 412658
   c. Lot B in DP 412658
   d. Lot 1 in DP 998012
   e. and old systems lots being the area identified in accordance with the attached plan.

2. Council is of the opinion that a local environmental study is not required to be prepared.

3. Council exercise its delegation in respect of Sections 65 and 69 of the Environmental Planning and Assessment Act 1979.

Item: 50 ORG B - John and Hazelle Laffin Battlefield Museum and War Collection - (79342, 11915)

COMMITTEE RECOMMENDATION:

That:

1. Council in principle agree to accept the Laffin Collection subject to reaching a suitable agreement with Mr Craig Laffin and ascertaining an appropriate location for the collection.

2. Council seek advice from the Hawkesbury Historical Society and Andrew Rankine Design Associates, regarding the potential for incorporating some or all of the Laffin Collection within the Regional Museum and Cultural Precinct.

3. The matter be further reported to Council.

ADDITIONAL INFORMATION

Following Council's in principle decision to accept the John and Hazelle Battlefield Museum and War Collection - the Laffin Collection - subject to a suitable location being found for its display, Council staff have met with Mr Laffin to discuss possible arrangements.

Mr Laffin has provided Council staff with a schedule of artefacts held within the Collection. The Collection comprises over 600 (six hundred) packages with each package containing several artefacts. The Collection also includes more than 70 (seventy) artworks and an extensive library. The schedule has been forwarded to the Hawkesbury Historical Society Inc. and to Andrew Rankine Design Associates to assess the potential for incorporating some or all of the Laffin Collection within the Regional Museum and Cultural Precinct. Council staff are awaiting advice in relation to these assessments.

Mr Laffin's preference is for the collection to be housed in the 1 (one) location, with provision for an area to conduct education programs. Mr Laffin is aware that it may not be possible to display all the collection at 1 (one) time and is familiar with the accepted practice of storing artefacts to enable displays to be refreshed by rotation. Mr Laffin has indicated that the minimum floor space that would be required to display and store the collection and to provide learning opportunities would be similar to the size of the Richmond Branch Library which is approximately 260m^2 (two hundred and sixty square metres). Council staff are preparing estimates for funds that would be required to operate a venue of this size and these costings will be reported to Council in conjunction with advice from the Historical Society and Andrew Rankine Design Associates as to the feasibility of incorporating the Laffin Collection within the Regional Museum.

The Laffin Collection is currently in storage. Mr Laffin has indicated that his family is finding it increasingly difficult to meet the costs of storing and insuring the collection, which currently stand at $355 (three hundred and fifty five dollars) a month. Council may wish to consider contributing to these costs until such time as a final decision can be made with regard to Council's acceptance of the Collection. It is proposed that Council contribute 50% (fifty percent) of the storage costs which would amount to $177.50 (one hundred and seventy seven dollars and fifty cents) per month for the remainder of the financial year - a total not exceeding $1,597.50 (one thousand, five hundred and ninety seven dollars and fifty cents) in 2004/2005. These costs can be met from approved program funding within the cultural precinct budget.

RECOMMENDATION:

That:

1. Council in principle agree to accept the Laffin Collection subject to reaching a suitable agreement with Mr Craig Laffin and ascertaining an appropriate location for the collection.

2. Council seek advice from the Hawkesbury Historical Society and Andrew Rankine Design Associates regarding the potential for incorporating some or all of the Laffin Collection within the Regional Museum and Cultural Precinct.

3. The matter be further reported to Council.

4. Council approve the allocation of up to $1,597.50 (one thousand, five hundred and ninety seven dollars and fifty cents) as a contribution to the cost of storing and insuring the Laffin Collection for the period 1 September 2004 to 30 June 2005.

Item: 51 **ORG B - National General Assembly of Local Government, Canberra - 7 to 10 November 2004 - (79351)**

COMMITTEE RECOMMENDATION:

That:

1. Council approve the attendance of a least 2 (two) Councillors and appropriate staff to attend the National General Assembly of Local Government to be held in Canberra from 7 to 10 November 2004, at an estimated cost of $2,000 (two thousand dollars) per delegate.

2. Councillor Paine and Councillor Williams were nominated as Council delegates

Item: 52 **ORG C - Sale of Grose Wold School Site - Questions by Councillor C Paine - (18825, 79337)**

COMMITTEE RECOMMENDATION:

That:

1. Council continue to seek support from local members of Parliament to encourage the Minister for Education and Training not to proceed with the sale of the Grose Wold School site and return the site to the community, given that the land was donated by Sir Phillip Charley.

2. In the event of the sale of the site proceeding, Council support the use of the proceeds of the sale for application towards educational facilities in Hawkesbury region.

COMMERCIAL STRATEGY

Item: 1 RES B - Farming Small Areas Expo 12 and 13 November 2004 - (91811)

COMMITTEE RECOMMENDATION:

That Council respond to the organisers supporting in principle the Small Farming Expo, but decline the sponsorship offer.

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SECTION 4 - Reports for Determination

Item: 103 **ORG A - Organisation Structure Review - (79350)**

Previous Item: 43, GPC - Environment (24 August 2003)

REPORT:

Further to previous information relating to the recruitment and retention of staff and as part of the organisational review, senior management have undertaken a review of salary entitlements of staff relative to the current salary administration system and market remuneration. Following that review, it is considered that a number of salary positions should be increased with a view to funding those increases from identified salary savings.

As the review effectively proposes an amendment to Council's adopted budget, the matter will also be reported to Council as part of the September Quarterly review due to be tabled at Council's November Ordinary Meeting. Once approved by Council, an adjustment to salaries from relevant activities would be made to fund the revised actual costs as specified below.

In summary, on a Divisional basis, the current and proposed cost of staff funding is as follows.

Division	From	To	Annual Increase	2004/05 Increase
Asset Management & Recreation	$326,062	$351,661	$25,599	$21,247
Corporate & Community Services	$804,187	$846,809	$42,622	$35,376
Environment & Development	$326,219	$342,703	$16,484	$13,682
Total	**$1,456,468**	**$1,541,173**	**$84,705**	**$70,305**

As previously indicated, savings from salaries have been identified from the delayed appointment of several positions and can be utilised to fund the above $70,305 for 2004/05 as follows:

1.	Internal audit appointment	$11,065
2.	Sewerage Management Facilities (Technical officers plus part time Admin officer)	$16,250
3.	Development Control - Technical Officer	$12,500
4.	Financial Planning - Appointment of Assistant Financial Accountant	$ 9,200
5.	Administration - Appointment of Manager Administration	$ 7,500
6.	Cultural Precinct - precinct staff	$ 4,800
7.	Library - additional library staff	$ 8,990
	Total savings	**$70,305**

It should be noted that from the 2005/06 financial year, the full amount of $84,705 (eighty four thousand, seven hundred and five dollars) plus any salary/award adjustments will need to be found to continue financing the revised staff compliment of the new organisation structure. This matter will form part of the draft 2005/06 management plan.

RECOMMENDATION:

That in accordance with the current salary administration system and market research:

1. Council endorse the amendments to staff salaries as detailed in this report.
2. Salary adjustments and associated funding be further reported with the September Quarterly Financial Review.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 104 ENV B - Purchase of Waste Collection Vehicle - (79348)

Tenders for the purchase of a waste collection vehicle closed on 15 June 2004, with 5 (five) submissions being received.

Of the 5 (five) submissions, 4 (four) companies submitted tenders for the supply of the cab chassis and the compaction unit as a package. The remaining tenderer submitted a tender for supply of the compaction unit only.

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

Supply Co	Compaction Body Cost	Cab Chassis Cost	Trade in Offered	Total Cost
Sydney Truck Sales P/L	Superior Pak $120,235.50	Acco $177,542.00	$70,000	$227,777.50
	MacDonald Johnston $127,710.00	Acco $177,542.00	$70,000	$235,252.00
MacDonald Johnston	MacDonald Johnston $127,710.00	Nil supplied	Nil supplied	Compaction Body Only $127,710.00
City Hino	Superior Pak $120,235.50	Hino $154,770.00	$65,000	$210,005.50
	MacDonald Johnston $127,710.00	Hino $154,770.00	$65,000	$217,480.00
Volvo Truck And Bus	Superior Pak $120,235.50	Volvo FL6 $196,020.00	$50,000	$266,255.50
Best Hino Sydney	Superior Pak $120,235.50	Hino $160,444.18	$65,000	$215,679.68
	MacDonald Johnston $127,710.00	Hino $160,444.18	$65,000	$223,154.18

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

These vehicles have been test driven in the past and judged them under powered for the hilly terrain to be traversed.

A waste collection vehicle assessment team, comprising of the Manager of Environment and Waste Services, the Plant Superintendent, the Waste Collection Supervisor, once again arranged for a test drive of the new Hino vehicle under load, in similar terrain to that of the Hawkesbury area, by having the Plant Superintendent and the Waste Collection acting supervisor, travel to Lake Macquarie Council on 9 August 2004, and drive the new Hino vehicle (the same vehicle as tendered by the 2 (two) Hino distributors in the tender process) around Macquarie Hills to judge the torque of the vehicle under load on steep roads, as would be experienced in the Hawkesbury area frequently.

This test and discussions with Lake Macquarie waste collection staff, allowed the 2 (two) Hawkesbury City Council staff, to conclude that whilst there was some improvement in the torque on hilly roads, the vehicle would not suit the terrain of the Hawkesbury area and would be under powered in these conditions.

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

In relation to the waste compaction body selection, the lowest price tendered was from Sydney Truck Sales Pty Ltd for a Superior Pak 23 cubic metre body at $120,235.50 (one hundred and twenty thousand, two hundred and thirty five dollars and fifty cents).

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

RECOMMENDATION:

That:

1. Council accepts the tender from Sydney Truck Sales Pty Ltd for the supply of 1 (one) Iveco Acco cab/chassis (Model ACCOF 2350G/260 6X4) with a Superior Pak waste compaction body fitted, at a total cost, after trade-in and including GST, of $227,777.50 (two hundred and twenty seven thousand, seven hundred and seventy seven dollars and fifty cents).

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 105 ENV B - Future Development at North Bligh Park/South Windsor Area - (79347, 86386)

REPORT:

Council wrote to the Department of Infrastructure, Planning and Natural Resources on 15 January 2004, concerning the future development of the South Windsor or North Bligh Park area.

The Department has responded in a letter dated 11 August 2004. This correspondence arose from a meeting between the Department's representatives, representatives from the State Emergency Services, land owners and Council's staff. Simply, the most important message in the letter is as follows:

> *"Unfortunately, the Department will not be in a position to consider uses other than urban residential for North Bligh Park until the finalisation of the Metropolitan Strategy. This strategy will enable residential development and its location to be considered in its regional context, and ensure a consistency with broader Departmental direction for the Metropolitan area."*

The Department indicates in the letter that they are considering regional evacuation issues before they finalise their decision on whether or not this area can be used for residential development. The Department's webpage indicates that the draft Metropolitan Strategy is due in December 2004.

RECOMMENDATION:

That Council prepare a submission to the draft Metropolitan Strategy once it is available for comment after December 2004.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 106 **ORG B - Documents for Execution Under Seal - (87149, 38869, 86183, 73896, 38869, 34779, 74477)**

REPORT:

Lease GC283/004	Shop 4, Glossodia Shopping Centre is currently occupied by Ms Mirta McInerney and Mr Stephen Sheridan, trading as Hawkesbury Meat, Poultry and Game. The current lease has expired and Ms McInerney and Mr Sheridan have confirmed their intention to enter into a new lease of 3 (three) years with a 3 (three) year option. A valuation has been obtained. Commencing rent shall be $20,800 (twenty thousand and eight hundred dollars), plus outgoings and GST. The tenants will continue to be responsible for 7.5% (seven point five percent) of the Council Rates and 10.72% (ten point seven two percent) of all other outgoings, which currently equates to $379.73 (three hundred and seventy nine dollars and seventy three cents) per month, plus GST. The lease preparation fees, pertaining to this matter, will also be the responsibility of the tenants.
Lease GC283/157	Shop 11, Glossodia Shopping Centre is currently occupied by Mrs Mellanie and Mr David Hanson, trading as Glossodia Hair Flair. The current lease has expired and Mr and Mrs Hanson have confirmed their intention to enter into a new lease of 3 (three) years with a 3 (three) year option. A valuation has been obtained. Commencing rent shall be $14,300 (fourteen thousand, three hundred dollars), plus outgoings and GST. The tenants will continue to be responsible for 4.69% (four point six nine percent) of the Council Rates and 6.7% (six point seven percent) of all other outgoings, which currently equates to $217.21 (two hundred and seventeen dollars and twenty one cents) per month, plus GST. The lease preparation fees, pertaining to this matter, will also be the responsibility of the tenants.
Lease GC283/004	Shop 11, Wilberforce Shopping Centre is currently occupied by Mr Ahmad Issa, trading as Wilberforce Charcoal Chicken. The current lease has expired and Mr Issa has confirmed his intention to enter into a new lease of 3 (three) years with a 3 (three) year option. A valuation has been obtained. Commencing rent shall be $17,680 (seventeen thousand, six hundred and eighty dollars), plus outgoings and GST. The tenants will continue to be responsible for 6.7% (six point seven percent) of the Council Rates and 8.4% (eight point four percent) of all other outgoings, which currently equates to $243.39 (two hundred and forty three dollars and thirty nine cents) per month, plus GST. The lease preparation fees, pertaining to this matter, will also be the responsibility of the tenants.

RECOMMENDATION:

That the seal of Council be affixed to the following documents:

1. Lease Agreement with Ms Mirta McInerney and Mr Stephen Sheridan for 3 (three) years with a 3 (three) year option on Shop 4, Glossodia Shopping Centre and rent being $20,800 (twenty thousand and eight hundred dollars) plus outgoings and GST.

2. Lease Agreement with Mrs Mellanie and Mr David Hanson for 3 (three) years with a 3 (three) year option on Shop 11, Glossodia Shopping Centre and rent being $14,300 (fourteen thousand, three hundred dollars) plus outgoings and GST.

3. Lease Agreement with Mr Ahmad Issa for 3 (three) years with a 3 (three) year option on Shop 11, Wilberforce Shopping Centre and rent being $17,680 (seventeen thousand, six hundred and eighty dollars), plus outgoings and GST

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 107 **ORG B - Executive Committee Local Government Association of NSW - Resolution in regard to James Hardie's Medical Research and Compensation Foundation (MRCF) - (79633)**

REPORT:

The Local Government Association of NSW's Executive Committee on 6 August 2004 resolved the following:

"The LGA Executive:

1. *Notes with alarm the evidence presented to the Special Inquiry into James Hardie that Hardie's compensation foundation, MRCF, established for victims of asbestos disease, is facing impending collapse due to the underfunding by the company of up to $1.56B.*

2. *Commends those member councils who have taken the initiative to support the community campaign and have resolved to use alternative building and construction products to those manufactured by James Hardie.*

3. *Encourages all member councils to only deal with companies who behave in an ethically and socially responsible way in the conduct of their business.*

4. *Invites representatives of the Asbestos Diseases Foundation of Australia (ADFA) and the Construction, Forestry, Mining and Energy Union (CFMEU) to address the next Executive meeting on the campaign to ensure that victims of asbestos related diseases and their families are adequately compensated and that James Hardie meets its liability to victims as the producer of asbestos products.*

5. *Writes to member councils advising of this resolution."*

Correspondence has also been received from the Chairman of the James Hardie Industries NV Board Committee, Meredith Hellicar, who is overseeing the company's participation in the NSW Government's Special Commission of Inquiry into the MRCF. The Commission is due to make its final report on 21 September 2004.

The main points raised in this correspondence are that:

- the Commission has established there are insufficient funds within the MRCF to fund all future anticipated claims.

- there was a significant increase in the funds required as a result of an "unforeseeable upward trend" in claims numbers and average claimant costs in recent years.

- no person who is entitled to compensation from the MRCF has failed to receive it.

the principal focus of the James Hardie Committee is to seek a suitable solution to ensure all existing and future claimants for asbestos-related injuries caused by the former James Hardie subsidiary companies received speedy, fair and equitable compensation, funded by James Hardie.

- the Board recently resolved to recommend that shareholders approve the provision of additional funding if an effective statutory scheme is established to compensate all future claimants for asbestos-related injuries caused by former James Hardie subsidiary companies.

Further correspondence has been received on 7 September 2004 from the CFMEU on the issue of James Hardie and its compensation to asbestos victims. The union along with the Asbestos Diseases Foundation of Australia and the ACTU and the Labor Council of NSW has rejected the proposal (as outlined above) from the Board of James Hardie and is urging Councillors and the Council to reject the proposal. It is also requesting that protests be maintained against James Hardie until the company agrees unconditionally to pay compensation to all existing and future asbestos victims.

It advised that the CFMEU members will be stopping work on Wednesday 15 September 2004 to march on the James Hardie shareholders meeting scheduled for 10am at Darling Harbour. It has requested that Councillors demonstrate their commitment to this campaign by marching with the James Hardie victims. It has also attached a three (3) page document outlining the reasons to reject Hardie's proposal.

There are two building contracts which have been awarded, i.e. the Library/Regional Gallery and the Regional Museum, which have James Hardie products being utilised. The external cladding for the Museum is a James Hardy product. Materials for use in the Library/Regional Gallery have been ordered from the supplier. In terms of the Museum, whilst it would be possible to alter the specification for the external cladding, this would be a variation to the contract and it is understood that an alternative product would impose a considerable additional cost. It is suggested that the appropriate course of action would be to not specify/utilise James Hardie products for all new projects.

RECOMMENDATION:

That:

1. The Community Campaign to ensure that victims of asbestos related purposes and their families are adequately compensated and that James Hardy meets its liability to victims as the producer of asbestos products be supported.

2. That alternative building and construction products to those manufactured by James Hardie are utilised in new projects and maintenance activities.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 108 ORG B - Public Artwork Proposal - Hawkesbury Cultural Precinct - (79342, 86141)

REPORT:

This report has been prepared to inform Councillors of the current status of the public art work, which had been proposed for the Hawkesbury Cultural Precinct. The report seeks Councils approval to proceed with the commissioning of a modified public art work.

Background

The rationale, funding, design and selection of a preferred sculptural piece for the Hawkesbury Cultural Precinct was reported to Council at the General Purpose Committee Meeting held on 1 June 2004. This report advised that questions had been raised regarding the affordability, potential liability risks and the compatibility of the proposed structure given its proposed design and location.

After considering the options available to Council regarding this matter, Council resolved at its Ordinary Meeting held on 8 June 2004 to:

> *'engage Milestone Art to develop an alternative proposal for a public artwork which can address the issues raised by Council's Risk Manager and Architect'*

Current Status

To implement this adopted resolution, a meeting was scheduled and attended by Milestone Art [Susan Milne & Greg Stonehouse], Council's Cultural Project Officer and Risk Manager and a representative of Pont, Williams + Leroy. The meeting was held to relay to the artists the concerns of Council regarding their proposed sculptural piece. Following this meeting, the artists wrote to Council providing further information about the proposed sculpture and outlining additional steps which would be taken to address the matters identified in the Risk Manager's risk assessment. These steps included reducing the overall dimensions of the sculpture and moving it to a more acceptable location within the Precinct.

The additional information provided by the artists was forwarded to Council's Risk Manager who has advised that the reworked proposal appears 'acceptable' subject to the normal caveat that 'the construction of a sculpture in a public place will always pose some risk'. A location within the Cultural Precinct has been set aside for the sculpture.

Milestone Art have also submitted a revised quotation for the proposed sculpture, which takes into account the revised design elements – the quote amounts to $65,223 (sixty five thousand, two hundred and twenty three dollars). Council has allocated $65,000 (sixty five thousand dollars) for the sculpture, half of which is to be met from a Ministry of Arts grant.

On this basis Council may wish to proceed to execute a contract with Milestone Art to finalise the design, development and erection of the sculptural piece for the Cultural Precinct. The sculptural piece is a modified version of the proposal for an artwork based on the theme of hospital beds which was originally chosen by the Selection Panel appointed by Council.

RECOMMENDATION:

That Council approve the execution of a contract with Milestone Art to supply and install a sculptural piece for the Cultural Precinct based on the reworked design elements submitted by the artists with a total quoted cost not exceeding $65,223 (sixty five thousand, two hundred and twenty three dollars).

ATTACHMENTS:

AT - 1 Letter from Milne & Stonehouse dated 25 June 2004

Item: 109 ORG B - Local Government Association of NSW - Annual Conference, Armidale - (79351, 79633)

REPORT:

The Associations Annual Conference this year is to be held from Saturday, 23 October to Wednesday, 27 October, 2004 in Armidale, New South Wales. The theme for the conference is The Challenge of Change.

The conference program will commence with the Local Government Forum at 2:00pm on Saturday, 23 October.

Council is entitled to 4 (four) voting delegates and the names of the delegates are to be forwarded to the LGA no later than Tuesday, 28 September, 2004.

Accommodation has been tentatively booked with the Armidale Information Centre for 8 rooms at the Uralla Motel, Uralla. The motel costs are $552.00 (five hundred and fifty-two dollars) per night for 4 (four) nights. The total motel cost are $2,208.00 (two thousand, two hundred and eight dollars). A deposit of $1,104.00 (one thousand, one hundred and four dollars) has already been paid for accommodation.

It is recommended that Council approve the attendance of 4 (four) Voting delegates, other Councillors and appropriate staff to attend the Local Government Association Annual Conference in Armidale from Saturday, 23 October to Wednesday, 27 October, 2004, at a cost of $2,208.00 (two thousand, two hundred and eight dollars) for accommodation expenses.

RECOMMENDATION:

That the attendance of 4 (four) Voting delegates, other Councillors and appropriate staff at the Local Government Association Annual Conference in Armidale from Saturday 23 October to Wednesday 27 October, 2004 at a cost of $2,208.00 (two thousand, two hundred and eight dollars) for accommodation expenses be approved.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 110 **ORG B - Australian Local Government Women's Association, National Biennial Conference, Orange NSW - (79351)**

REPORT:

The Australian Local Government Women's Association, National Biennial Conference will be held Wednesday, 3 November to Friday, 5 November 2004 in Orange, New South Wales.

The program for this conference has been developed to enhance understanding of women in Local Government, focus on developments in the industry and address professional development of women in serving the community.

The registration cost of attending the conference will be $650.00 (six hundred and fifty dollars) per delegate, for non-members and $550.00 (five hundred and fifty dollars) for members. Accommodation expenses will be approximately $220.00 (two hundred and twenty dollars) per delegate, being $110.00 (one hundred and ten dollars) per night for 2 (two) nights.

It is recommended that Council approve the Mayor or his nominee and appropriate staff, attend the Australian Local Government Women's Association, National Biennial Conference in Orange from Wednesday, 3 November to Friday, 5 November 2004.

RECOMMENDATION:

That the attendance of the Mayor or his nominee and appropriate staff, at the Australian Local Government Women's Association, National Biennial Conference in Orange at an approximate cost of $650.00 (six hundred and fifty dollars) per delegate, from Wednesday, 3 November to Friday, 5 November, 2004 be approved.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 111 **INF B - Painting, Various Council Buildings Contract 01/FY05 - (79340, 87562)**

REPORT:

Tenders for the internal and external painting of 24 (twenty four) council owned buildings closed on Friday, 3 September. Ten (10) tenders were submitted and are listed below, all prices exclude GST.

PJ & KL James Painting and Decorating	$ 88,720.00
Micks Painting Pty Ltd	$118,854.50
Shades Painting and Decorating Pty Ltd	$129,418.00
Summit Coatings	$154,850.00
GNT Painting Group	$168,000.00
Smart Touch Decorators	$182,600.00
Zadro Constructions	$203,940.00
Graffiti Off Pty Ltd	$246,000.00

Late tenders were received from Jamal Professional Painters Pty. Ltd. for $180,000.00 (one hundred and eighty thousand dollars) excluding GST and Harrison Group (Aust) for $335,212.90 (three hundred and thirty five thousand, two hundred and twelve dollars and ninety cents) excluding GST.

The tenderer PJ & KL James Painting and Decorating cannot demonstrate that they can adequately meet the requirements of the specification and did not submit an OH&S Safety Management plan with the prices at close of tender. This contractor submitted a late OH&S management plan on Tuesday, 7 September, but the document is inferior when compared to others that were submitted at close of tender.

The lowest complying tender in the amount of $118,854.50 (one hundred and eighteen thousand dollars) excluding GST was submitted by Micks Painting Pty Ltd and the supplied reference checks have supported the company and their company credentials are substantiated. Discussions with Mick Tadrodovic from Micks Painting confirm that the total project is included.

Micks Painting has experience in the execution of work similar to this contract, the references supplied include work undertaken for Council, Resolve FM and Banksia Property Group.

The tender of Micks Painting has provided an Occupational Health and Safety Management System.

RECOMMENDATION:

The tender of Micks Painting Pty Ltd of 84 Westbank Avenue, Emu Plains NSW 2750 for the painting of various Council buildings for the sum of $118,854.50 (one hundred and eighteen thousand, eight hundred and fifty four dollars and fifty cents), excluding GST, be accepted and the necessary documents be executed under Seal of Council.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 112 INF B - Creation of Easement - 24 Wallace Road, Vineyard - (79338)

REPORT:

As part of the 2003/2004 Works Program, a piped drainage is to be constructed at 24 Wallace Road (Lot 62 in Deposited Plan 9478), Vineyard to alleviate the flooding problems previously experienced in this area.

There is an existing easement for the purposes of drainage, however, a house was constructed over the easement some years ago, necessitating the relocation of this easement to run parallel to the side boundary.

Discussion have been held with the land owner, Mr John Stewart, regarding the proposal. Mr Stewart has advised that he raises no objections to the relocation of an easement along his boundary.

Surveyor Greg Monaghan of G J Monaghan Surveyors, has prepared the appropriate line plan, surveyor checklist an d88B Instrument. Accordingly, it is now intended to create the easement.

Upon completion, the easement will be registered on the Certificate of Title for 24 Wallace Road (Lot 62 in Deposited Plan 9478), Vineyard.

RECOMMENDATION:

That:

1. An easement be created for the purposes of drainage along the boundary of 24 Wallace Road (Lot 62 in Deposited Plan 9478), Vineyard to alleviate flooding problem.

2. All associated fees and costs are be borne by Council.

3. The approved plans and associated documents be referred to Council's solicitors for appropriate action and lodgement.

4. The Common Seal of Council be affixed to all necessary documents, including the plans and 88B Instruments.

ATTACHMENTS:

AT - 1 Deposited Plan - indicating the location of the existing easement.
AT - 2 Plan of Proposed Drainage Work - indicating the intended location of the easement to be created.

Item: 113 RES B - Hawkesbury Food, Wine and Music Affair - (10220)

Previous Item: 74, Special (28 June 2004)

REPORT:

At its Special Meeting on 28 June 2004 and with regard to the Draft Management Plan, Council resolved that:

> *"…a further report be provided (to Council) in relation to funding for the Hawkesbury Food, Wine and Music Affair through the Commercial Response Unit".*

Council has since received a request from the Hawkesbury Race Club Limited (Race Club) to provide in-kind support to the order of $10,580.00 (ten thousand five hundred and eighty dollars) on the basis that the recently disbanded Food and Wine Affair Committee (Committee) has returned to Council an amount of $10,580.43 (ten thousand five hundred and eighty dollars and forty-three cents) upon closing down its bank accounts. This amount represented a surplus that had been accumulated by the former Committee from previous events and was returned to Council on the premise that future funding allocations from Council "were considered to be reliable".

The budget proposed by the Race Club is set out below.

Advertising	$5,500.00
Portable Amenities	$1,580.00
Sign-writing & Erection of Flags & Banners	$2,500.00
Waste Removal	$1,000.00
Total	**$10,580.00**

Given that Council had previously allocated these funds for this specific purpose, and that corporate finance have confirmed the receipt of these funds into Council's account from the Committee, it is proposed that Council agree to provide support to the Race Club for the Food, Wine and Music Event to be held on 17 October 2004.

It is also proposed that any future sponsorship of this event by Council be made subject to the recommendations of Council's Commercial Response Unit upon the outcomes of any subsequent negotiations held between it and the Hawkesbury Race Club Limited as may be.

RECOMMENDATION:

That:

1. An amount of funds of up to $10,580.00 (ten thousand, five hundred and eighty dollars) be provided to the Hawkesbury Race Club Limited for the purpose of conducting the Food, Wine and Music Event.

2. The approved funds be provided to the Race Club upon the production of invoices, which are to be allocated as follows:

(a)	Advertising	up to $5,500.00
(b)	Portable Amenities	up to $1,580.00
(c)	Sign-writing & Erection of Flags and Banners	up to $2,500.00
(d)	Waste Removal	up to $1,000.00

3. All invoices requiring payment by Council under this allocation to be presented by the Race Club no later than 1 (one) month after the date upon which the event is held i.e. by 17 November 2004.

4. Any future sponsorship of this event be withheld subject to the recommendations of Council's Commercial Response Unit and any subsequent negotiations held between it and the Hawkesbury Race Club Limited.

ATTACHMENTS:

AT - 1 Correspondence from Hawkesbury Race Club Limited requesting in-kind support from Hawkesbury City Council

Item: 114 RES B - Charter for Commercial Development Enterprises - (91811, 91367)

REPORT:

At its Special Meeting on 28 June 2004, Council resolved that:

> *"… all Mainstreet Committees become redundant, replaced by 'Commercial Development Units' operated by the Chamber of Commerce;"*

Consistent with this resolution and in order to facilitate Council's engagement with external entities through a partnership approach for the purpose of building local economic growth through sustainable business practice, it is proposed that Council establish a panel of approved Commercial Development Enterprises (CDEs) that will identify and take ownership for specific Council-sponsored projects and be held accountable for the implementation and success of such projects through an agreed performance-based contract.

In support of this philosophy it is also proposed that all Commercial Development Units (Units) operating under the auspice of the Chamber, do so in accordance with the principles of a common Charter of Operations.

At the meeting of the E-Commerce/Markets Advisory Committee (Committee) held on 25 August 2004, the Committee as whole resolved unanimously to recommend to Council:

> *"1. Adopt in-principle the draft Charter of Operations for approved Commercial Development Enterprises.*
>
> *2. A final draft be put to Council upon due consultation with relevant parties including legal."*

Pursuant to this recommendation, Council's Commercial Response Unit has now incorporated all feedback received from interested parties including legal advice and updated the draft Charter of Operations for approved Commercial Development Enterprises (Charter) to reflect this.

It is proposed that Council endorse the Charter as a framework to encourage independent contractors with an objective of stimulating economic growth and prosperity throughout the LGA, to enter into performance-based and commercial relationships with Council.

RECOMMENDATION:

That:

1. Council adopt the Charter.

2. A panel of approved Commercial Development Enterprises (Enterprise Panel) be established and at an appropriate time, call for expressions-of-interest from suitably qualified organisations seeking appointment to Council's Enterprise Panel for the fiscal year beginning 1 July 2005 for a 3 (three) year term in accordance with the Charter.

3. Suitably qualified organisations be appointed to the Enterprise Panel at any time prior to 1 July 2005 as need be.

ATTACHMENTS:

AT - 1 Charter of Operations for Commercial Development Enterprises

Item: 115 **RES B - E-Commerce/Markets Advisory Committee - Inaugural Meeting of 25 August 2004 - (91367)**

REPORT:

The inaugural meeting of Council's new E-Commerce/Markets Advisory Committee (Committee) was held on 25 August 2004. Outlined below are the Committee recommendations to Council that need to be actioned by Council.

It is recommended that Council adopt the 4 (four) Committee recommendations to Council.

(a) Item (4) - EMACA - Committee Structure and Membership (91367)

<u>Committee Recommendation to Council</u>:

Motion:	RECOMMENDED on the motion of Councillor Rasmussen, seconded by Mr Peter Hudson Paine. The vote for the motion was unanimous.
Recommendation:	That the committee as a whole recommend to Council amending Clause 5(a) of the Constitution as follows: Add new…" *(iv) One other nominated officer of Council (Mr Stephen Phillips) who may also represent the General Manager in his/her absence."*

Comment

The amendment to the Constitution provides the necessary flexibility to enable an alternate and appropriate Council Officer to represent the General Manager when absent from a meeting of the Committee.

It is recommended that the committee recommendation to Council be adopted as tabled.

(b) Item 5 - EMAC A - Charter for Commercial Development Enterprises (91367)

<u>Committee Recommendation:</u>

Motion:	RECOMMENDED on the motion of Councillor Paine, seconded by Mr Bob McCallum. The vote for the motion was unanimous.
Recommendation:	That the committee as a whole recommends to Council: 1. Adopt in-principle the draft Charter of Operations for approved Commercial Development Enterprises.

2. A final draft be put to Council upon due consultation with relevant parties including legal.

Comment

The Charter of Operations for the proposed Commercial Development Enterprises (CDE) is a proactive approach by Council to engage with the business community for the purpose of generating economic growth and prosperity. The Charter is based on best-practise business principals, performance measures an accountability etc.

It is recommended that the committee recommendation to Council be adopted as tabled.

(c) Item 6 - EMAC A - Tourism Cooperatives (79805, 91367, 91811)

<u>Committee Recommendation:</u>

Motion: RECOMMENDED on the motion of Mr Graeme Faulkner, seconded by Councillor Stubbs. The vote for the motion was unanimous.

Recommendation: That:

1. E-Commerce/Markets Advisory Committee endorses the concept of developing a Tourism Cooperative with Lithgow City Council.

2. E-Commerce/Markets Advisory Committee recommends to Council that the General Manager and/or nominated staff meet with Lithgow City Council to progress discussions as appropriate.

3. Subject to Council's Strategic Outcomes, any proposal in relation to the concept will be subject to a Business Plan to be presented to the Committee.

Comment

The Bells Line of Road is the primary link between The Hawkesbury and Lithgow and provides alternative access for the travelling public when travelling east-west and vice versa. The route also has importance for pre and post (White) Settlement and the locations are natural destinations on the road. It is considered that the two location could work together to promote a tourism concept based on the road. A meeting with Lithgow Council would progress the matter.

It is recommended that the committee recommendation to Council be adopted as tabled.

(d) Item 7 - EMAC A - Signposting Strategy for the Hawkesbury (91367)

<u>Committee Recommendation:</u>

Motion: RECOMMENDED on the motion of Councillor Paine, seconded by Councillor Bassett.

Recommendation: That:

1. That Council adopt the Signage Strategy for The Hawkesbury.

2. That Council revote funds allocated for Gateways [$100,000.00 (one hundred thousand dollars)] towards implementing the Signage Strategy for The Hawkesbury and to commence installation of the LGA Entry Signs and the main Town Entry Signs as a priority.

3. That Council invite Hawkesbury Valley Tourism to be part of the Signage Working Group.

4. Council agree in principle to allocate further funds in the 2005/2006 Budget to implement detailed signage to assist in building an effective tourism product within the towns/villages of the Hawkesbury LGA.

5. Management explore evolving communication technology that might be applied in further delineating and identifying the commercial and tourism product of the Hawkesbury LGA to visitors.

Comment

There is a need for a coordinated Signposting Strategy for the Hawkesbury to direct the travelling public to and around the area and to guide people in their use of places at a township level. It is proposed that a strategy based on a hierarchy of signs be implemented in The Hawkesbury in stages. The strategy also addresses a new sign layout for signs, the renewal of signs, the removal of excess and outdated signs and the like. The LGA Entry Signs and the Town Entry Signs are good first step and will promote The Hawkesbury for tourism and economic outcomes.

It is recommended that the committee recommendation to Council be adopted as tabled.

RECOMMENDATION:

The following recommendations of the E-Commerce / Markets Advisory Committee Meeting, 25 August 2004 be adopted:

1. To amend Clause 5(a) of the Constitution to add:

   a. *One other nominated officer of Council (Mr Stephen Phillips) who may also represent the General Manager in his/her absence."*

2. To adopt in-principle the draft Charter of Operations for approved Commercial Development Enterprises, with a final version to be put forward upon legal advice.

3. The General Manager and / or nominated staff meet with Lithgow City Council to progress discussions as appropriate.

4. To adopt the Signage Strategy for The Hawkesbury.

5. To revote funds allocated for Gateways [$100,000.00 (one hundred thousand dollars)] towards implementing the Signage Strategy for The Hawkesbury and to commence installation of the LGA Entry Signs and the main Town Entry Signs as a priority.

6. For Council to invite Hawkesbury Valley Tourism to be part of the Signage Working Group.

7. For Council to agree in principle to allocate further funds in the 2005/2006 Budget to implement detailed signage to assist in building an effective tourism product within the towns/villages of the Hawkesbury LGA.

ATTACHMENTS:

AT - 1 Refer to Minutes of E-Commerce/Markets Advisory Committee Meeting of 25 August 2004 in the Reports of Committees section of this Business Paper.

AT - 2 Signposting Strategy

CONFIDENTIAL

Item: 116 ORG A - Proposed Disposal of Property - (8736, DA0098/04)

Previous Item: 45, Special (4 May 2004)

Reason for Confidentiality

*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

CONFIDENTIAL

Item: 117 ORG A - Tender - External Audit Services - (79350)

Reason for Confidentiality

*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

CONFIDENTIAL

Item: 118 **ORG B - Westpool Public Liability - Professional Indemnity Scheme - (79426, 79509)**

Reason for Confidentiality

*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

ordinary

section 5

reports for information

SECTION 5 - Reports for Information

Item: 119 **ORG A - Payment of External Organisations - (107, 73824, 80230, 74197, 73611, 73538)**

REPORT:

Set out below are the summarised financials as at 30 June 2004, of external organisations that Council resolved to allocate funds for economic development service delivery and projects for 2003/2004.

Organisations (Unaudited Results)	Operating Income	Operating Expenses	Surplus (Deficit)
Hawkesbury City Chamber of Commerce Inc.	$198,330.96	$194,103.96	$4,227.00
Hawkesbury Economic Development Advisory Committee	$13,528.49	$13,528.49	$0.00
Hawkesbury Harvest Inc.	$41,837.02	$35,021.76	$6,815.26
Hawkesbury Sports Council Inc.	$855,131.61	$622,188.22	$232,943.39
Tourism Hawkesbury Inc.	$317,044.00	$325,869.00	($8,825.00)

Hawkesbury City Chamber of Commerce Inc. (HCCCI)
(Information supplied by Barry Crockford-President HCCCI - ***Unaudited*** Accounts Supplied)

HCCCI has reported an operating surplus for the period ending 30 June 2004 of $4,227.00 (four thousand, two hundred and twenty seven dollars). Council's funding allocation for 2003/2004 was $125,000.00 (one hundred and twenty five thousand dollars).

A summary of HCCCI actions, incorporating the Mainstreet Program, include the following

"This last quarter was a period of change due to the impending changes to the funding program, which has supported the Mainstreet Initiative.

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 Carnival and Jazz Festival, continued to progress as did the Linking Richmond project and the Mainstreet committees continued to progress with these activities.
In the Windsor area, the issues of the new shopping centre were resolved and discussions were held regarding promotions etc for the further development of the retail centre. There is

significant retail slack in Windsor, which the committee hopes can be addressed in a suitable manner.

North Richmond continued with issues of development on adjoining land, the toilets and conditions generally in the Bi-Low complex and the issues of street offences. During the period, an agreement was reached with the Hawkesbury Police to support their activities in the combating of minor street crime.

Issues still to be addressed include the master plan for Windsor, development of the Richmond shopping strip and the proposed development at North Richmond.

As funding is now being phased out for the Mainstreet and being replaced by Commercial Development Units, the next quarter report will address this issue.

The unaudited accounts for the year to June 30 2004, are attached and the audited accounts will be provided when completed by the auditors."

Hawkesbury Economic Development Advisory Committee (HEDAC)
(Information supplied by Katrina Parker)

"The Hawkesbury Economic Development Advisory Committee was dissolved on the 15 April 2004 by resolution of Council. The last committee meeting was held prior to that on the 19 February 2004.

The Hawkesbury Agricultural Retention through Diversification and Clustering Project is continuing with the monitoring and assessment of climatic and physical conditions of the properties having commenced in May. Monitoring is to take place for a period of twelve months, with the network of farmers to meet and attend seminars regularly during those twelve months.

The new Commercial Response Unit has been established with staff appointments being made. Council has established a new E Commerce/Markets Advisory Committee as a successor committee to HEDAC. The Committee in conjunction with the new Commercial Response Unit and Council will determine any future funding required for the Committee."

Hawkesbury Harvest Inc. (HHI)
(Information supplied by Margaret Down, Executive Officer)

HHI has reported an operating surplus for the period ending 30 June 2004 of $6,815.26 (six thousand, eight hundred and fifteen dollars and twenty six cents). Council’s funding allocation for 2003/2004 was $40,000.00 (forty thousand dollars).

Report to HCC is as follows:

"During this quarter Hawkesbury Harvest achieved the following:

- *Hawkesbury Harvest again was invited to mount a display in the Horticulture Pavilion at the Royal Easter Show. This is the third year the Hawkesbury has been represented at the RAS through Hawkesbury Harvest. Space worth $20,000 was provided at no charge*
- *The organisation's business plan was completed and posted onto the Hawkesbury Harvest website , available on disc and hard copy.*
- *Quarterly Newsletter printed and distributed through the Hawkesbury Gazette*
- *An independent assessment and audit were conducted of Hawkesbury Harvest's achievements in respect to its Stage II 'Paddock to Plate' aims and objectives. This stage has laid down a foundation for the business development of Hawkesbury Harvest and associated industry development. Both were very favourable.*
- *Hawkesbury Harvest and Tourism Hawkesbury developed a combined application for funding under the AusIndustry 'Australian Tourism Development Program'. HH's role in the application is to develop the food related product and TH's role is to market it.*
- *Hawkesbury Harvest members were well represented at the initial Mount Tomah Festival in May and made a significant contribution to its success with an ABC 702 Simon Marnie – live broadcast*
- *Hawkesbury Harvest was a led story members on Sydney Weekender featuring Springside Gallery, Hawkesbury Vegetable Farm and Tutti Frutti*
- *Penrith Valley Oranges again attracted at least 6000 people into the district over the first two days of the long weekend in June to herald the beginning of the orange season. The difference between the money spent on-farm and that spent in supermarkets is that it has been estimated the locally spent money circulates at least 7 times. This adds to the general viability of the district.*
- *Jeremy Weimberg – a leading food and wine writer was commissioned by Sydney Tourism to write " behind the scene" profiles on Farm Gate Trail Members and their visions for the feature- forming a data base of local agricultural stories this will be made available to all forms of media.*
- *ABC Stateline aired interviews with Hawkesbury Harvest members of issues such as urban sprawl , sustainable agriculture, water , the ongoing availability of local fresh produce etc*
- *E.O. Margaret Down addressed a group a Korean Farmers and their Mayor on the advantages to the local community of Farm Gate Sales, diverse farming and agric – tourism.*
- *David Mason and Margaret Down meet with CEO Wayne Harvey and Mayor Repacholi from the Shire of Campaspe and Greg Murdoch from Murray Shire in Victoria at Enniskillen Orchard Kurrajong . This was at the request of Wayne Harvey who is most eager to pursue the Farm Gate concept within his region with the emphasis being - partnerships with local council , tourism and land owners forming an independent body such as Hawkesbury Harvest to manage and promote diverse agriculture.*

Hawkesbury Harvest and it's Members have an ongoing commitment to the community to ensure the availability and promotion of fresh local produce , the importance of sustainable agriculture and the benefits to the Region at large of small to medium diverse farming."

Hawkesbury Sports Council Incorporated (HSCI)
(Information supplied by Diane Taite)

HSCI has reported an operating surplus for the period ending 30 June 2004 of $232,943.39 (two hundred and thirty two thousand, nine hundred and forty three dollars and thirty nine cents). HSCI continues to maintain, manage and improve Council's sporting facilities including mowing, cleaning, repairs and security as well as collecting fees from users of the facilities. Council's funding allocation for 2003/2004 to HSCI was $752,301.51 (seven hundred and fifty two thousand, three hundred and one dollars and fifty one cents), which included $200,000.00 (two hundred thousand dollars) for Capital expenses.

Report to HCC is as follows:

Hawkesbury Sports Council continue to maintain grounds to the best possible standard subject to budget constraints. The drought & water restrictions have severely impacted on the playing surfaces and will result in the need for significant maintenance work in the August / September period.

Tamplin Field amenities building has been repaired with work completed just in time for the start of the school sports carnivals. Mileham Netball extension is also finished thanks to another significant contribution from Hawkesbury City Netball Association.

The Turnbull storage extension will commence in early September after the starting date was delayed because of heavy usage during the winter period.

Pitt Town Soccer Club have now moved to Oakville Oval and are looking forward to the floodlights lights from Brinsley Park being transported in the next couple of weeks."

Tourism Hawkesbury Inc. (THI)
(Information supplied by Karina Groth, Tourism Manager)

THI has reported an operating deficit for the period ending 30 June 2004 of $8,825.00 (eight thousand, eight hundred and twenty five dollars). Council's funding allocation for 2003/2004 was $172,000.00 (one hundred and seventy two thousand dollars).

Report to HCC is as follows:

"The June 2004 quarter has been 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 five key result areas of Marketing, Visitor Services, Business Planning, Membership and Industry Liaison.

In June 2004, the organization conducted a Website and Promotional Video Launch at the Richmond Club. This event hosted over 120 local tourism operators who provided positive feedback on the release of the website. The guest speaker for the event was Bill Healy, the Director General of the Department of Tourism, Sport and Recreation.

In this quarter, Tourism Hawkesbury Inc. hosted a workplace presentation to the team of staff at the Visitor Information Centre. This was where the team was presented with certificates and trophies for our recent win in two categories at the Western Sydney Industry Awards: 'General Tourism Services' for the Visitor Information Centre/Tourist Association and 'Destination Marketing' for the Bushfire Recovery Marketing Plan. The team was also recognised for receiving a Highly Commended in our Contribution to Western Sydney by a Small Business.

Within the June quarter, we continue 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 New South Wales under the Regional Flagship Event Program to assist in staging the event.

The Board of THI has continued to move forward in furthering the development of our Strategic Plan which was resultant from a Planning Workshop held in March 2004.
The accommodation statistics for the quarter have remained steady with the average night stay being 2.27 nights with an average spend of $252.04 per booking."

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 120 ORG C - Christmas Leave Period - Annual Close Down Report - (79355)

REPORT:

As per past precedent, Council will be proposing a partial close-down for the upcoming Christmas/New Year period.

This partial close-down period will commence on Monday, 20 December 2004 through to Friday, 7 January 2005, which includes Christmas, Boxing and New Years Days as well as the gazetted public holidays, Monday, 27, Tuesday, 28 December 2004 and Monday, 3 January 2005.

Over this period minimal staff will be required to work to provide basic services to the public. The partial close-down minimises costs as there is reduced workload during this period and allows as many staff as possible the opportunity to take annual leave. This will also enable us to reduce the Employment Leave Entitlement liability.

A notice will be placed in the weekly Gazette prior to this period and on Council entrances to advise the public of these arrangements.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 121 **ORG C - The Women's Cottage - Rental - Question by Councillor Williams - (80105, 79337)**

Previous Item: 12, General Purpose Committee (24 February 2004)

REPORT:

At the meeting of the General Purposes Committee held on 24 August 2004 Councillor Williams referred to an address to the Council by The Women's Cottage earlier this year following which Council undertook to review the rental paid by them and asked what the current position regarding this review.

It will be recalled that in association with an invitation extended to The Women's Cottage to address the Committee a report was submitted to the meeting of the General Purposes Committee on 24 February 2004 concerning the group. This report also referred to the current lease of Council's property at 22 Bosworth Street, Richmond and highlighted a number of works, and associated costs, undertaken by the Council on the premises that would normally be the responsibility of the lessee. A copy of this report is attached for Council's information.

Subsequently, representatives of the group addressed the Committee and the following recommendation was adopted by the Council at it's meeting held on 9 March, 2004:

"That:

1. *The information be received.*
2. *Council revisit, in the next budget, the rent that The Women's Cottage currently pays with an aim to reduce this amount significantly"*

It is advised that the group's current occupation of the premises is on the basis of an "exchange of correspondence" for a period of 5 (five) years from 1 January 2001 at a current rental of $230.71 (two hundred and thirty dollars and seventy one cents) per week [$999.72 (nine hundred and ninety nine dollars and seventy two cents) per month], reviewed by increases in the CPI each year, with the lessee being responsible for water and garbage service charges and 50% (fifty percent) of Council rates.

In formulating Council's budget for 2004/2005 the rental paid by The Women's Cottage was reviewed, however, in view of the significant additional support provided by the Council, as detailed in the attached report, the cost of which would normally be the responsibility of the lessee, it was not considered necessary to make any change to the level of the rental payable for the premises.

RECOMMENDATION:

That the information be received.

Item: 122 **ENV C - Additional Information Regarding Security Fence - Wilberforce Cemetery, Lot 7016 DP 1032360 and Crown Land Property Bounded by Copeland, Duke, Clergy and Unnamed Road, Wilberforce NSW 2756 - (107, 79354, 87514)**

Previous Item: 35, General Purpose Committee (27 July 2004)
35, Ordinary (10 August 2004)

REPORT:

Council resolved at the Ordinary Meeting on 10 August 2004 in respect to the above matter, that:

1. The existing lighting be improved.
2. The matter be deferred pending a report on issues raised by NSW Heritage.
3. Council officers investigate the use of video surveillance.
4. The matter be reported to the next Ordinary Meeting of Council.

Improvement of Existing Lighting

Lighting for the cemetery could be improved, however, there are already complaints regarding the spillage from the existing lights. Integral have been contacted regarding the problems and they are currently trying to fix the situation. The alterations to the lights will include an additional light located down the hill in the vicinity of the South west corner which will be aimed up the hill. This additional light may meet the requirements recommended by Council.

Issues Raised by NSW Heritage Office

The NSW Heritage Office wrote to Council on 9 August 2004 concerning the proposed fencing of the St Johns Church Cemetery. The letter:

- Requested that the Development Application be referred to the Heritage Office for comment to assist Council.
- Requested consideration of advice from the Heritage Advisor.
- Suggested that a Statement of Heritage Impact accompany the application. The Statement to investigate whether alternative options are available to improve security. The Heritage Office has indicated that they consider the item to be of State significance.

Comments:

The item is a Local Heritage item under Hawkesbury LEP 1989 and, as a result, there is no legal requirement to refer the application to the Heritage Office. However, once the additional information has been received the matter will be referred as requested.

The advice of the Heritage Advisor was considered in the report.

The application was not accompanied by a Statement of Heritage Impact. Council will engage the services of a Heritage Consultant to prepare this document.

While the Heritage Office considers the cemetery to be of State significance, it is only listed as a local item under the LEP and the provisions of the Heritage Act do not apply.

Use of Video Surveillance

Further investigation has been undertaken on the possible video surveillance of Wilberforce Cemetery.

The site was inspected at night and photos taken to give guideline as to the quality of the recorded images. The general landscape photo of the cemetery showed that the recorded image would not be clear enough to spot people within the cemetery at night. This would mean that the motion sensors would not be set off if vandalism was occurring on the site. The cameras would need to be zoomed into the cemetery so that the motion sensors would pick up people walking past the graves. The issue with this is that you would need a large number of cameras to achieve this. Even with up to 50 (fifty) to 100 (one hundred) cameras the clarity of the recorded image would not be clear enough for any form of prosecution should the image capture any people vandalising the headstones.

Should these cameras be monitored by a security company, the image would be clear enough for the company to send someone out to the site. The time to reach the site would depend on whether that company had security people within the area or not. It is very likely that should vandalism of the cemetery occur again, that any security response would get there after the damage had already occurred and that the perpetrators are more than likely to have already left the area.

The cost of installing 10 (ten) cameras on the site was investigated. The estimated cost is approximately $40,000 (forty thousand dollars) to $50,000 (fifty thousand dollars). This estimate is using $1,000 (one thousand dollar) cameras and includes poles, cabling, meter boxes, camera cases, transmitters, recorder and a monitor. Each of these cameras would be set to view a small area within the cemetery and any security company monitoring the images would not be able to zoom in to clarify a situation. The type of camera to allow this facility would cost between $5,000 (five thousand dollars) to $7,500 (seven thousand and five hundred dollars) per camera. This would increase the estimate cost to between $80,000 (eighty thousand dollars) - $100,000 (one hundred thousand dollars).

These estimates do not include the ongoing costs for monitoring from the security company nor the cost to send out security officers at times of need. Costs for surveillance are still being sought. Broad band is required to send the images to the security company, however, broad band is currently not available in Wilberforce. This will be an additional cost to the above estimates.

It is felt that a large amount of money could be spent on security surveillance to manage Wilberforce Cemetery, without getting the results required to stop future vandalism.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 123 ORG A - WSROC Board Meeting Minutes - (74251, 79351)

REPORT:

Minutes of the WSROC Board Meetings held on 27 May 2004 and 22 July 2004 have been provided to you under separate cover for your information and consideration.

Included in the WSROC Board Meeting Minutes of 27 May 2004 is a listing of the new Board and the EMC meeting schedule for the remainder of 2004.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

AT - 1 WSROC Board Meeting Minutes of 27 May 2004 *(provided under separate cover)*
AT - 2 WSROC Board Meeting Minutes of 22 July 2004 *(provided under separate cover).*

oooO END OF REPORT Oooo

ordinary

section 6

reports of committees

SECTION 6 - Reports of Committees

ROC - Strategic Planning Committee - 1 July 2004 - (91368)

The meeting commenced at 6:00pm.

Present:	Clr Barry Calvert Clr Kevin Conolly Clr Trevor Devine Clr Christine Paine Clr Paul Rasmussen Clr Rex Stubbs Clr Neville Wearne Mr Graeme Faulkner Mr Alan Eagle Mr Brian Lindsay Mr Robert Woog Mr Malcolm Ryan Ms Esther Perry
Apologies:	Clr Bart Bassett

REPORT:

1. Introduction by Graeme Faulkner, General Manager Hawkesbury City Council

Strategic Direction - Need to review plan by December 2004.
Economic Weapon - Agricultural encroachment.
Process from Strategic Planning needs to be decided by Committee.

2. Election of Chairperson and Deputy Chairperson

On request by Clr Bassett the election of the positions to be held over to the next meeting.

3. Presentation on "One Hour City" by Clr Rex Stubbs, Mayor of Hawkesbury

<u>Summary of Sydney's Future Forum - presentation by Craig Knowle</u>

- In the next 25 years the population will expand by 1000 people per week
- Hawkesbury will be looked at after this time
- Increasing competition for water, environmental flows, importance of Hawkesbury-Nepean River

- Climate change and Global warning affects, 2° rise over next few decades

One Hour City

- Over the last 600 year period, Peter Newman has researched that the sustainabilities of cities depend on the ability to travel distances of only ½ hour to work. To be able to get anywhere in the City within one hour.
- Current situation is that we are too reliant on automobile transport.
- Factors such as air pollution, threat of terrorism need to be taken into consideration.
- 7 identified growth areas of Western Sydney are Penrith, Blacktown, Parramatta, Liverpool, Bankstown, Fairfield and Campbelltown. These are all on railway lines. This becomes a City of Cities Strategy.
- Hawkesbury, Blue Mountains, Gosford, Wyong, excluded from major growth for next 25 years. Dormatory cities for population growth.
- Hawkesbury needs to create a purpose or an identity as a 'Key Economic Growth Centre' not necessarily a 'population growth centre'. Limited population growth, but huge economic growth potential.
- Need to develop strategies for the best use of lands over river.

Discussion of threats/observations/opportunities

- 7 Cities
- RAAF Base
- Escape expenditure from retail centres
- Water- Scarce resource, economic impact
- Green belt corridors around Sydney
- Possible amalgamations of Councils
- Economic Innovations needed

Observation
Need to define issues around fact rather than assumptions
Argument rather that discourse will be unproductive in the strategic planning process

Evaluating the affects of policy decision made by external bodies
Need to look at external influences, processes and plans that affect Hawkesbury from external organisations i.e UWS, Catholic Health, State agencies (DIPNR, Ag), WSROC, Defence, National Parks & Wildlife, SCA and Sydney Water. Need to find a body that has collected all of this information - WSROC may assist.

Action to be taken

Committee members asked to respond if they know of other organisations that do have this information collated.

Also the affect of exchange rates, Foreign Policy, free trade agreements, migration policy and the decisions made by neighbouring Councils of Penrith, Blue Mountains on Hawkesbury.

Hawkesbury as a place for Potential Employers

- Strive for Excellence.
- Centre for research, environmental studies, social environment/social capital.
- Managing lifestyle by making them meaningful.
- Live in balance.
- Social change - research.
- University policy education, policy, engagement with community.
- Project based rather than development issues.
- ADI threat to Hawkesbury, talking to the people in that area i.e. community engagement, need to link in to the ways that this consultation is done.
- Threats are the forces of change.
- Possibilities of equine industry.

Possible Papers to be written and presented to the committee:

- Managing change
- Economic innovation (Neville)
- Agriculture (Rex)
- Equine (Chris)
- Defence (Paul)
- Transient population & transport, tourism (Trevor)
- Viable intervention of free market (Barry)
- Green belt corridor- (Brian)
- Maximise economic generation (G)
- Managing economic change (GM)
- Manage relationships and cultures (Robert)
- Quality of life (Kevin)
- Security (Paul)
- Management of Environment (Brian)

Important: Need to look at trends, features for these issues in the future.
Find out who are the key players in each of these issues and what their current positions are.

Action to be taken
Papers required (in order of priority shown by the committee):

1. Managing economic change/innovation broadly encompassing key industry profiles and trends.
2. Managing relationships and cultures.

Presentation by Malcolm Ryan on Transferrable Development Rights
Action to be taken:

3. Further paper to be presented to the committee on the possibilities and the disadvantages.

Five minute presentation by Alan Eagle on Task Cycles

- Purpose and Outcomes
- Resources you need
- Evaluation process
- Intentional trust
- Better process

Creativity and commitment needed by Committee Members.
Understanding of the group so knowledge builds.
Need someone to pull it together, sometimes even diagrammatically to summarise the coherent details for the group.

Need to have flexibility in the strategic planning process for a dynamic mixture of both Brainstorm modes and structured modes such as the task cycle.

- Community Representative presentations by Brian Lindsay and Dr Robert Woog to be carried over to the next meeting.

Next meeting: Thursday, 16 September 2004, 7:00pm. Council Chambers

oooO END OF REPORT Oooo

ROC - Heritage Advisory Committee - 8 July 2004 - (80242)

The meeting commenced at 5.30pm.

Present:	Councillor Books **IAN JACK** Alan Aldrich Graham Edds Louise McMahon Donald Ellsmore (Heritage Adviser) Robert Montgomery (HCC) Karen Mion (HCC)
Apologies:	**MICHELLE NICHOLS** Max Hatherley Lucy Harrison Deborah Hallam Dennis Bradshaw

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REPORT:

1. Confirmation of Minutes

The Minutes of 10 June 2004 were adopted, with no changes.

2. Correspondence

Nil.

3. Heritage Advisor Report

Donald Ellsmore outlined the various matters that he had been undertaking which involved an address to the Hawkesbury Historical Society.

Donald also discussed the interpretation plans that are often done at the end of the construction process, but should be completed at the beginning so they can be considered in the design. Discussions then took place on this matter, which included the need for the heritage provisions to be included in a Development Control Plan and also maybe included in a Masterplan.

Discussions also took place on the need to involve the community and inform them of the heritage matters that are being considered. The General Manager is currently working with the new Council to put in place a Strategy Plan. It was suggested that Donald could address the Strategy Planning Committee on the issue of Heritage. The Committee moved that Donald meet with the General Manager as well as other members if they wish to discuss this matter.

4. Items

4.1. Nominate Heritage Item

Alan Aldrich advised that aboriginal site studies had already been undertaken by Council and National Parks and Wildlife Services, and should be included in the listings and nominated as a heritage item.

Graham Edds tabled a list of places to be nominated. Ian suggested that a focus should be on a few and prepare a good statement of significance.

4.2. Conservation Management Plan

The advice received from Council’s Parks and Recreation Manager in respect to the various Conservation Management Plans being prepared for the various Macquarie Parks was discussed.

4.3. Inalls Lane

Councillor Books and Robert Montgomery advised that they met on site with the owner of the property and considered that the fill did not have much impact on the heritage item, being Mountain View, but needs to be tidied up. At the time of inspection no illegal sheds were found.

4.4. Old Hospital Site

The advice received from Council’s Asset Services and Recreation Director that outlined the current archaeological update and the Interpretation Plan was discussed.

4.5. Funding for Slab Buildings

It was advised that last year special funding for slab barns had been given. However, this year the special funding had not been allocated but the normal heritage funding can be used to also include slab barns.

5. General Business

Louise McMahon discussed 47 Bells Line of Road, North Richmond, with respect to the reconstruction of the existing heritage item. Robert Montgomery advised the applicant is currently revisiting the design, due to Council requiring the ground floor to be totally commercial/retail.

6. Next Meeting

5.30pm 12 August 2004

Meeting closed at 7.15pm

oooO END OF REPORT Oooo

ROC - Floodplain Management Committee Meeting - 12 July 2004 - (86589)

The meeting commenced at 4:00pm

Present:	Councillor Kevin Conolly	Hawkesbury City Council
	Councillor Trevor Devine	Hawkesbury City Council
	Councillor Ted Books	Hawkesbury City Council
	Mr David Scott	Department of Defence
	Mr Marcus Walsh	DIPNR
	Mr Kevin Jones	SES Headquarters
	Mr Peter Cinque	SES Sydney Western Division
	Mr Les Sheather	DAMIT
Apologies:	Councillor Leigh Williams	Hawkesbury City Council
	Mr Rob Bowman	Department of Agriculture
	Ms Laurel Cheetham	DIPNR
	Sir David Avery	DIPNR
	Ms Catherine Gillespie	DIPNR
In Attendance:	Mr Malcolm Ryan	Hawkesbury City Council
	Mr Chris Amit	Hawkesbury City Council
	Mr Ramiz Younan	Hawkesbury City Council

REPORT:

1. Minutes of Previous Meeting

With some minor changes noted, the minutes of the meeting of 7 June 2004 were moved by Ted Books, seconded by Les Sheather.

2. Floodplain Strategy

Kevin Connolly outlined the principles of the Hawkesbury/Nepean Floodplain Management Strategy. This essential tenant is that the evacuation of the population is the only viable alternative then structural alterations to the catchment.

Peter Cinque then outlined the works since the strategy; the preparation of the local evacuation routes including alternative routes, the identification of low spots where local flooding occurs (there are some 300+ identified).

Local storm events up to 1:500 recurrence interval were modelled and low points were remedied, however there are still some serious points yet to be fixed.

The Windsor evacuation route is to be finished at the end of 2006. Peter Cinque gave a presentation on the location of all the flood evacuation routes and highlighted the ‘choke points’ at the Northern Road, which need to be resolved by the development of the ADI site and the Penrith Lakes Scheme.

3. Public Awareness Campaign

Peter Cinque gave a presentation on evacuation process and the awareness program that has been conducted by the SES. First year in 2002 and proposed program to be conducted again in 2005.

4. Presentation on Sewerage Treatment Plants - Rammiz Younan

Ramiz Younan gave a presentation on the sewerage treatment plant systems in Hawkesbury City Council and highlighted the various points where the system shuts down due to flooding. Issues raised were:

1. It is possible to raise the road access to the South Windsor sewerage treatment plant to a 1:100 year recurrence level to ensure that access is available as long as possible?
2. What is the extent of a program to seal the manhole covers on the sewer system to prevent infiltration during flood events?

These issues to be covered in a report supplied to the Committee by Council’s engineering section.

5. Constitution

A copy of the draft Constitution was circulated and the following changes were recommended:

- Item 5(a)(iii) – The four Government departments should be named, they are the State Emergency Services, The Department of Infrastructure, Planning and Natural Resources, The Department of Primary Industries, and The Department of Defence.
- Item 5(b) – Delete the name of the Director, Environment and Development.
- Item 5(c) – Delete the name of the Building and Development Manager.
- Item 7(h) – The quorum should be constituted by six (6) members, including two (2) Councillors.

6. Other Business

- Sector maps from the SES; it was reported by Mr Ryan that the sector maps have been received and Council Officers will be reviewing the population information over those maps.

- To investigate the letter to the SES following the Council resolution.

- Copies of the Donaldson report (Marcus Walsh left copies of these and a copy has been supplied to Councillor Books).

- Questions from members of the public

Question 1: Mr Tolson requested a review of whether trees in South Creek may cause an increase in flood levels and are they likely to increase flooding?

Mr Walsh commented he did believe so, however it is a matter worth investigating and a matter for the Department to consider.

Question 2: Councillor Books requested information on whether dredging had been considered as part of the Floodplain Management Strategy.

Mr Walsh replied yes it had, and there was a separate report on the likely effects of dredging which concluded will have a minimal impact on flood levels.

Question 3: Mr Ian Johnson asked questions regarding the evacuation route for the Baptist housing for the aged development in George Street, Windsor.

Mr Ryan responded with details of the evacuation route proposed in the development and the conditions applying to that development.

7. Next Meeting

The next meeting is to be held Monday, 9 August 2004, at 4:00pm in the Council's Small Committee Room.

Meeting concluded at 6.10pm.

ATTACHMENTS:

There is no supporting documentation.

oooO END OF REPORT Oooo

ROC - Hawkesbury City Bicycle Steering Committee - 11 August 2004 - (80226)

The meeting commenced at 4.30pm

Present:	Clr Leigh Williams (Chairperson) Mr Michael Kimmorley (RAAF Base Richmond) Mr Doug Bathersby (CAMWEST) Mr Hugh McKinnon (Community Representative) Mr Chris Horwood (Hawkesbury Triathlon Club) Mr Andrew Docking (Community Representative) Mr David Randall (High School Representative)
Apologies:	Mrs Jodie Burton (RTA)
In Attendance:	Mr Chris Amit (Manager Design & Mapping Services) Mrs Janet Hogge (Road Safety Program Co-ordinator)

REPORT:

1. **Minutes**

That the minutes of the meeting held on 12 May 2004 be confirmed.

Moved: Chris Horwood
Seconded: Doug Bathersby

2. **Business Arising From Previous Minutes**

2.1 <u>Buggs Regional Workshop</u>

Doug Bathersby advised the Committee that Allan Brown and he put together a proposal for this event to be held in the Hawkesbury. UWS was capable of accommodating up to 250 people.

The regional committee advised Mr Bathersby that they will not consider the Hawkesbury due to the extra $50,000 funding not being available in the 2004/05 budget. Further this event will be held at either Newcastle or Coffs Harbour.

3. **Correspondence**

Nil

4. **General Business**

4.1 Funding Allocation 2004/2005

Mr C Amit advised the committee that the RTA has confirmed the funding of $50,000 towards the 2004/2005 Local Bicycle Program. Council is matching the funding with $50,000.

The three projects approved are:

Project Description	**RTA Allocation**	**Council Allocation**	**Total**
Off-road cycleway - Bells Line of Road	$27,000	$27,000	$54,000
Shared path - Macquarie Street, Windsor	$13,000	$13,000	$26,000
Kurmond Road, Freemans Reach, shoulder	$10,000	$10,000	$20,000
Total	**$50,000**	**$50,000**	**$100,000**

4.2 Advisory Committee Constitution

The Draft Advisory Committee Constitution was distributed to all members on 4 August 2004 to review and make comment at the meeting.

The following amendments were put forward by the Committee:

Point 5(a)(i) Replace one (1) Councillor with at least one (1) Councillor.

Point 5(a)(ii) Replace eight (8) community with approximately (8) community.

Point 5(e)(f) be deleted in total. The existing points 5(g, h, i, j) be reconfigured to be points 5(e, f, g, & h) in the same order.

Point 7(h) to read as follows:

> A quorum of the Advisory Committee shall be constituted by 50% + 1 of the total members being present at meetings.

The committee accepted the Constitution as amended.

Moved: Chris Horwood
Seconded: Hugh McKinnon

4.3 Cycleway over South Creek

A plan of the proposed cycleway over South Creek was on display at the meeting.

The construction of the 3.6m wide combined pedestrian and cycleway is proposed on the western side of Windsor Road, crossing South Creek adjacent to the existing road bridge (Fitzroy Bridge).

The bridge will link to the existing cycleway along the McGraths Hill Flats.

The deck level of the new bridge will be approximately 4.75m lower than the existing road bridge. This will enable a better transition grade from the existing cycleway as well as incorporate access under the road bridge to the Toll House.

The cost estimated for these works by the RTA is approximately $500,000 and expected to be constructed in 2005. These works will be incorporated into one of the tenders for the upgrading of Windsor Road.

The Committee members endorsed this project.

Moved: Chris Horwood
Seconded: Doug Bathersby

4.4 Cycleway Signage

Mr Chris Horwood indicated that the large cycleway signs constructed along the cycleway in Clarendon and Kurrajong appeared to be back to front.

Mr Horwood was advised that the plans are oriented north pointing up are erected at each site dependent on existing underground utilities etc. Repositioning of these signs is not an option at the existing locations, however, other sites will be investigated and the cost to relocate them estimated.

4.5 Windsor Master Plan

Mr Andrew Docking indicated that the Windsor Master Plan was on exhibition at Council. It did not show any facilities within Windsor Railway Station for cyclists. Members of the Committee advised that this was a matter for State Rail.

4.6 Safety Notice

Mrs Janet Hogge advised the Committee that letters to all residents along the off-road cycleway Bells Line of Road were circulated to heighten their awareness of cyclists along the concrete path.

4.7 Work for the Dole

Mr Hugh McKinnon requested assistance from Committee members to assist with the auditing project previously discussed utilising "work for the dole" personnel.

5 Next Meeting

The Committee resolved that the next meeting be held on Wednesday 10 November 2004 at 4.00pm.

The meeting closed at 6.15pm.

oooO END OF REPORT Oooo

ROC - Local Traffic Committee - 18 August 2004 - (80245)

The meeting commenced at 3.00pm

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

REPORT:

1 GENERAL

1.1 Special Events - Presentation by Roads & Traffic Authority

The Chairman welcomed Messrs J Reeves and W Lawson, Transport Management Centre, Roads & Traffic Authority and invited them to address the Committee on the "Guide to Traffic and Transport for Special Events" as resolved at its meeting held on 21 July 2004.

Mr J Reeves

Advised that the legal advice contained in correspondence dated 23 August 2002 from Messrs David Landa Stewart, Solicitors to the Authority remained the view of the Authority, namely:

a) the event organiser is an employer, even if acting in a voluntary capacity, under the Occupation Health & Safety Act, 2000;

b) unpaid volunteers are persons at the workplace and therefore the Event organiser would be required to ensure compliance with the Occupation Health & Safety Act and its regulations;

c) the route/location of the event is the premises; and,

d) visitors to the premises are event patrons, spectators and contestants or entrants.

Refer Annexure A to these Minutes.

This opinion confirmed oral advice given by WorkCover to the Authority.

The above statements were included in earlier versions of the Guide, however, following oral representations by WorkCover, statements were reworded as WorkCover considered they were too definitive as none was supported by case law, and withdrawn from later versions of the Guide. The Chairman enquired as to why WorkCover endorsement of the Guidelines did not appear in the Guidelines if the document was a "whole of government" document. Mr Reeves advised that WorkCover would not endorse the document.

Mr W Lawson

Thanked the Committee for the opportunity to brief it on the guide as several amendments had been made since the presentation given to Council's special event personnel approximately two (2) years ago.

Mr Lawson proceeded to discuss issues contained in Annexure B to these Minutes.

Recommendation:

That:

1. the "Compliance Policy and Prosecution Guidelines, March 2004" issued by WorkCover be included as part of all approvals issued to special event applicants;

2. Shoalhaven City Council approval letter Page 21, Annexure B, be used as a template for Hawkesbury City Council approval letter;

3. the Roads & Traffic Authority be requested to advise Administrative Officer, Asset Services & Recreation of any amendments to the special event matrix for relay to the Committee;

4. all documents presented, or referred to, by the Roads & Traffic Authority during the course of this presentation be included as annexures to the Minutes of this meeting;

5. a press release be prepared regarding penalties/ramifications associated with non-compliance of conditions attached to special event approvals and a copy of that press release be forwarded to known special event organisers; and,

6. all known special event organisers be notified of required time frames under the special event approval procedure.

2 REPORTS

2.1 Horse Race (Shahzada Endurance Test) – St Albans Hawkesbury

Introduction:

Council has received an application from the Shahzada Memorial Endurance Test Inc seeking approval to conduct horse races (400 km Marathon Endurance Test) during 23-27 (Mon-Fri) August 2004, in and around the St Albans and Macdonald Valley areas. The route of the ride is predominantly on the tracks within the Parr State Recreational Area, Yengo National park, private farmlands and on the following public roads (refer to the attached plan):

Upper Macdonald Road – gravel road, few gates and cattle grids along the road
Wollombi Road – 200m long sealed road and the rest is gravel road
Settlers Road – 7.5km long gravel road and the rest is sealed road
Bulga Street – on the sealed section
Wrights Creek Road - gravel road, few gates and cattle grids along the road
St Albans Road - 5.8km long gravel road and the rest is sealed road
Wharf Street – sealed road
Webbs Creek Mountain Road – gravel road

The ride is also traversing along Great Northern Road which is under the care and control of the National Parks and Wildlife Service and on St Albans Bridge which is under the care and control of the Roads and Traffic Authority. The event organiser has advised that there will be approximately 60 horse riders participating in each leg of the horse race.

Discussion:

This event is classified as a “Class 2” special event under the “Traffic Management for Special Events” guidelines issued by the Roads & Traffic Authority as this event will disrupt minor traffic and transport systems and there is a low scale disruption to the non-event community. This classification is based on the advice received from the RTA’s Manager of Business Processes.

The LTC has resolved on 12 August 2003, pending receipt of independent legal opinion as to the liability of Council, and its Officers, to Work Cover under the “Guide to Traffic and Transport Management for Special Events”, that event organisers be 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 approval of the TMP and TCP.

Accordingly, it will be necessary for the applicant to lodge an application seeking approval to conduct the event with NSW Police Service under section 40, Road Transport (Safety and Traffic Management) Act, 1999, as this event is a horse race. After receiving this Police approval, it will be necessary for the applicant to submit a Traffic Management Plan for the entire route incorporating a Traffic Control Plan to the Transport Management Centre, Roads and Traffic Authority for review and approval. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the Roads & Traffic Authority.

Recommendation:

That:

1. Based on receipt of a Traffic Management Plan and a Traffic Control Plan prepared by an authorised traffic controller, Council has no objection to conduct of this event which is

classified as a "Class 2" special event under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority;

2. 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 3.2) which explains the responsibilities of the event organiser in detail.

3. This approval is subject to compliance with the following conditions:

   a) the applicant obtaining approval to conduct this event, from the NSW Police Service under section 40, Road Transport (Safety and Traffic Management) Act, 1999;

   b) the applicant submitting a Traffic Management Plan for the entire route incorporating a Traffic Control Plan to the Transport Management Centre, Roads and Traffic Authority for review and approval. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the Roads & Traffic Authority; 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 Roads & Traffic Authority;

   d) the event organiser assessing the risk and addressing the suitability of the route as part of the risk assessment considering the possible risks for all participating horses travelling on windy, narrow, uneven gravel roads with steep roadside embankments and sharp bends;

   e) the event organiser carrying out an overall risk assessment 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);

   f) as the St Albans Bridge is a structure 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 not less than $20,000,000 and indemnifying Council and the RTA in respect of the event;

   g) 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;

   h) the applicant notifying the details of the event to ambulance, fire brigades/Rural Fire Service and SES;

   i) the applicant obtaining approval from the National Parks and Wildlife Service for the use of Parr State Recreational Area, Yengo National park and Great Northern Road;

j) the applicant advertising the event in the local press two weeks prior to the event; and,

k) the riders following all the general road user rules while riding on public roads.

4. Appropriate advisory signs and other devices be placed after all the required approvals are obtained from the relevant authorities, during the event along the route by traffic controllers holding appropriate certification required by the Roads & Traffic Authority in accordance with the approved Traffic Management Plan and Traffic Control Plan.

5. Furthermore, the Committee has been advised by the Roads & Traffic Authority that insufficient time has been given it to assess the application and therefore the St Albans Bridge is not to be closed nor road marshals used on the Bridge; and,

5. This advice is not be used as a precedent for future, or other, events and Council's requirements in the future must follow the Guide to Traffic and Transport Management For Special Events and that six (6) months prior notice of future applications is necessary to allow for compliance with administrative requirements under those guidelines.

3 GENERAL

3.1 Messrs Reeves, Lawson and Ansareen retired from the meeting at this stage.

4 MINUTES

4.1 The Minutes of the meeting held on 21 July 2004 were confirmed.

5 REPORTS

5.1 Bridge to Bridge Water Ski Classic – Hawkesbury

Introduction:

Council has received an application from the NSW Water Ski Association seeking approval to conduct the Bridge to Bridge Water Ski Classic on Sunday, 14 November 2004 from 6.00am to 5.00pm with 28 November 2004 being the alternate day. The Bridge to Bridge Water Ski Classic is a water ski racing event along the Hawkesbury River starting at Dangar Island, Brooklyn and finishing at Governor Phillip Reserve, Windsor.

The Ski Association has informed the following in respect of this event:

Affected streets are:

George Street, Windsor – between Bridge Street and Palmer Street
Arndell Street – full length
Palmer Street – full length
North Street – full length
Court Street – full length

The effect on traffic is not expected to be significant and road closures that were used in 2000 and earlier have not been requested, as they are not deemed necessary.

It is expected that the event will impact only marginally on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road compared to the normal traffic during weekends.

As no road closures will be in place, there will be little effect on traditional afternoon peak hour southeast bound traffic on Windsor Road.
This annual event has been held for the past forty years and the Association is expecting approximately 2000 spectators this year at the finish venue in Windsor.

Also, the Ski Association is seeking Council approval for the suspension of the following Ferry Services on 14 November 2004:

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

Discussion:

Even though this event will be held along the Hawkesbury River and in the Governor Phillip Reserve, this event and the spectators travelling to the event may impact heavily on the state road network on Windsor Road, Macquarie Street and Wilberforce Road and in particular Bridge Street, the local roads such as George Street and Court Street and the Ferry services. This event is classified as a "Class 1" special event under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority based on the disruption to the traffic and transport systems and to the non-event community.

The LTC has resolved on 12 August 2003, pending receipt of independent legal opinion as to the liability of Council, and its Officers, to Work Cover under the "Guide to Traffic and Transport Management for Special Events", that event organisers be 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 approval of the TMP and TCP.

Accordingly, 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 Traffic Management Plan incorporating a Traffic Control Plan to the Transport Management Centre, Roads and Traffic Authority for review and approval. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the Roads & Traffic Authority.

Even though currently Wisemans Ferry, Webbs Creek Ferry, Lower Portland Ferry and Sackville Ferry are under the care and control of Hawkesbury City Council, it is believed that the RTA will take over the care and control of Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry from October 2004.

Recommendation:

That:

1. this event is classified as a "Class 1" special event under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority.

2. 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 3.2) which explains the responsibilities of the event organiser in detail.

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 Traffic Management Plan for the entire route incorporating a Traffic Control Plan to the Transport Management Centre, Roads and Traffic Authority for review and approval. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the Roads & Traffic Authority;

c) the event organiser/applicant undertaking a Risk Assessment of the event to be conducted including pre-event preparations; this assessment must identify potential hazards and the procedures that need to be implemented to eliminate or control those hazards; the event organiser/applicant is responsible for ensuring that procedures are followed and that they comply with the requirements of the Occupational Health and Safety Regulations 2001;

d) all traffic controllers operating within the public road network holding appropriate certification required by the Roads & Traffic Authority;

e) the applicant submitting to Council and RTA, a copy of its Public Liability Policy in an amount not less than $20,000,000 and indemnifying Council and RTA in respect of the event;

f) 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;

g) the applicant notifying the details of the event and ferry suspensions to ambulance, fire brigades/Rural Fire Service and SES;

h) the applicant advertising this special event in both the local and Sydney newspapers two weeks prior to the event;

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

j) Access being maintained for residents, businesses and their visitors;

k) A clear passageway of at least 4 metres width being maintained at all times for emergency vehicles;

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

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

n) the applicant obtaining all necessary permits/approvals in relation to amusement devices/rides from the Council's Building Co-ordinator;

o) the applicant contacting the Council's Manager Construction and Maintenance three weeks prior to the event with regard to the suspension of ferry services maintained by Council;

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

q) the maximum noise level during the race be limited to 100dB(A) with a tolerance of 3dB(A) as per the resolution of Ordinary Meeting held on 9 December 2003; and,

r) As this event extends over other Council areas, approval be obtained from those Councils.

4. appropriate advisory signs be placed after all the required approvals are obtained from the relevant authorities, during the event along the route by traffic controllers holding appropriate certification required by the Roads & Traffic Authority in accordance with the approved Traffic Management Plan and Traffic Control Plan.

5. no objection be held for the suspension of ferry services maintained by Council subject to compliance with the following conditions:

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

    b) signs be erected at the Association’s cost in locations indicated in the approved Traffic Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;

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

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

6. the RTA approval be sought for the suspension of ferry services maintained by the RTA after October 2004 and be complied with the conditions set by them.

5.2 <u>Regulatory signs – Baker Street, Windsor Hawkesbury</u>

Introduction:

Construction works are scheduled to commence on the new museum during August 2004. Access to the construction site will be mainly via Baker Street, Windsor. The kerb line adjacent to the site (Lot1 DP60716) is currently regulated by 1 hour time restricted parking. It is requested that a works zone be created for a length of 31 metres along the frontage of this property.

Discussion:

The proposed work at the Museum Site includes changes to the existing Baker Street carpark layout and the reduction of the available parking spaces from 39 to 37. The proposed carpark entry and exit points will be located south east of the existing combined entry/exit point.

An evaluation of the parking restrictions has been undertaken along the north eastern side of Baker Street between The Terrace and George Street. It is considered that the introduction of the following zones are appropriate (refer to the attached Plan A):

1. A 31 m long temporary “Works Zone” along the frontage of the museum site during museum construction works. This will result in the loss of five parking spaces.

2. A 8 m long “No Stopping” zone between the carpark entry and exit points to improve sight distance of on-coming vehicles on Baker Street for exiting vehicles from the carpark. This will result in loss of one parking space.

3. A 14.5m long “No Stopping” zone between the carpark exit driveway and the existing “No Stopping” sign near the pedestrian crossing to meet the standard “No Stopping” zone requirements on the approaching side of a pedestrian crossing. This will result in the loss of two parking spaces.

4. After the completion of construction works, the 31m long temporary “Works Zone” will be converted to a “No Parking – Buses & Tourist Coaches Excepted” zone to allow for the parking of buses visiting the museum. As a result of the above mentioned proposals, there will be two off-street and eight on-street parking spaces lost in the commercial area. However, this will improve traffic safety along Baker Street.

During investigation of this matter, it was noticed that vehicles exiting the Macquarie Arms Hotel driveway situated on George Street, Windsor had difficulty undertaking the northbound turning manoeuvre due to proximity of parked vehicles adjacent to the driveway.

The one (1) hour parking zone on the Western side of George Street between Thompson Square and Baker Street, Windsor be adjusted to accommodate a "No Stopping" zone across the exit driveway (7.0 metres wide) from the drive-through bottle shop of the Macquarie Arms Hotel located at 81 George Street, Windsor.

This "No Stopping" zone is to facilitate an unobstructed and safe left turn manoeuvre out of this driveway. The extent of the 13.5 metre "No Stopping" zone is outlined in the attached Plan B.

Recommendation:

That:

1. the regulatory signs shown on the attached Plan A be installed in Baker Street at the locations shown on that plan to introduce the following zones:

a) a 31 m long temporary “Works Zone” along the frontage of the museum site during museum construction works;

b) a 8 m long “No Stopping” zone between the carpark entry and exit points,

c) a 14.5m long “No Stopping” zone between the carpark exit driveway and the existing “No Stopping” sign near the pedestrian crossing; and,

d) after the completion of construction works, the 31m long temporary “Works Zone” be converted to a “No Parking – Buses & Tourist Coaches Excepted” zone.

2. The one (1) hour parking zone on the western side of George Street between Thompson Square and Baker Street, Windsor be adjusted to accommodate a 13.5 metre "No Stopping" zone across the exit driveway from the drive-through bottle shop of the Macquarie Arms Hotel located at 81 George Street, Windsor in accordance with the attached Plan B; and,

3. Concern is expressed that, with these alterations, the number of on-street parking spaces in the area north of Baker Street, Windsor is diminishing.

5.3 Delegation of Functions to Regulate - Roads & Traffic Authority (74282)

The Roads & Traffic Authority has prepared a new manual dealing with the delegation of functions to regulate traffic. This includes the operation of Local and Regional Traffic Committees.

The purpose of the document is to:

- ensure that Councils follow due legal process when exercising their powers and thus avoid any potential grounds for legal challenge;
- ensure consistency of practice throughout the State;
- deal with emerging issues such as the legal liability of LTC members, and media and public participation in LTC meetings;
- provide course material for a training course for staff who attend LTC meetings

Comments are sought from potential users of the new document and close at 5.00pm Friday 17 September 2004.

The RTA expects that this document will be adhered to by all Councils following its release later this year. The document is attached as Annexure C to the Minutes.

Recommendation:

That a report on this matter be submitted to the next Councillors' information night to be held on 7 September 2004.

5.4 Special Events

It was recommended at the Local Traffic Committee meeting of 21 July 2004 that:

1. *a representative from the Transport Management Centre, Roads & Traffic Authority be invited to address the Committee on issues under those guidelines;*
2. *upon determination of response to the evident liability under the Occupation Health & Safety in relation to special events, deadlines for lodgement of applications be forwarded to known applicants/associations with appropriate links on Council's web-site to the Roads & Traffic Authority web-site; and,*
3. *the legal opinion supplied by A R Walmsley & Co, Solicitors regarding Council's liability under the Occupation Health & Safety Act in relation to special events be submitted to the next meeting of the Local Traffic Committee.*

A copy of the legal opinion supplied by Messrs A R Walmsley & Co Solicitors is attached as Annexure E to these Minutes.

Recommendation:

That a report on this matter be submitted to the next Councillors' information night to be held on 7 September 2004.

5.5 Horse Race (Zone One Endurance Ride) – Webbs Creek/St Albans Hawkesbury

Introduction:

Council has received an application from the Zone one of NSW Endurance Riders Association (Webbs Creek) seeking approval to conduct horse races on 10 October 2004 (Sunday), in and around the Webbs Creek and St Albans areas. The route of the 80 km ride is predominantly on the tracks within the Parr State Recreational Area, private farmlands and on the following public roads (refer to the attached plan):

Webbs Creek Road – gravel road, few gates and cattle grids along the road
Webbs Creek Mountain Road – gravel road
Bicentenary Road – gravel road
Chaseling Road – on the sealed section
St Albans Road – on the 4km long gravel section
Upper Macdonald Road - gravel road, few gates and cattle grids along the road

The association has advised that there will be approximately 60 horse riders participating in this horse race.

Discussion:

This event is classified as a “Class 2” special event under the “Traffic Management for Special Events” guidelines issued by the Roads & Traffic Authority as this event will disrupt minor traffic and transport systems and there is a low scale disruption to the non-event community. This classification is based on the advice received from the RTA’s Manager of Business Processes.

The LTC has resolved on 12 August 2003, pending receipt of independent legal opinion as to the liability of Council, and its Officers, to Work Cover under the “Guide to Traffic and Transport Management for Special Events”, that event organisers be 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 approval of the TMP and TCP.

Accordingly, it will be necessary for the applicant to lodge an application seeking approval to conduct the event with NSW Police Service under section 40, Road Transport (Safety and Traffic Management) Act, 1999, as this event is a horse race. After receiving this Police approval, it will be necessary for the applicant to submit a Traffic Management Plan for the entire route incorporating a Traffic Control Plan to the Transport Management Centre, Roads and Traffic Authority for review and approval. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the Roads & Traffic Authority.

Recommendation:

That

1. As the applicant has advised that this event is a horse race, this event is classified as a "Class 2" special event under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority;

2. 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 3.2) which explains the responsibilities of the event organiser in detail.

3. No objection be held to this event subject to compliance with the following conditions:

   a) the applicant obtaining approval to conduct this event, from the NSW Police Service under section 40, Road Transport (Safety and Traffic Management) Act, 1999;

   b) the applicant submitting a Traffic Management Plan for the entire route incorporating a Traffic Control Plan to the Transport Management Centre, Roads and Traffic Authority for review and approval. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the Roads & Traffic Authority; 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 Roads & Traffic Authority;

   d) the event organiser assessing the risk and addressing the suitability of the route as part of the risk assessment considering the possible risks for all participating horses travelling on windy, narrow, uneven gravel roads with steep roadside embankments and sharp bends;

   e) the event organiser carrying out an overall risk assessment 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);

   f) 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;

   g) 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;

   h) the applicant notifying the details of the event to ambulance, fire brigades/Rural Fire Service and SES;

i) the applicant advertising the event in the local press two weeks prior to the event;

j) the riders following all the general road user rules while riding on public roads; and,

k) the applicant obtaining approval from the National Parks and Wildlife Service for the use of Parr State Recreational Area;

4. Appropriate advisory signs and other devices be placed after all the required approvals are obtained from the relevant authorities, during the event along the route by traffic controllers holding appropriate certification required by the Roads & Traffic Authority in accordance with the approved Traffic Management Plan and Traffic Control Plan.

5.6 Walkathon - various roads, Richmond

Introduction:

Council has received an application from Richmond High School seeking approval to conduct its annual fundraising walkathon on Friday 15 October 2004 between 9.00am and 1.30pm. The walkathon will take place over a total distance of 11 km in Richmond and The Lowlands area. The event will start and finish at Richmond High School and follow the route of Lennox Street, Bosworth Street, Francis Street, Onus Lane, Cornwells Lane, Edwards Road, Powells Lane, Triangle Lane and returning along Old Kurrajong Road, Francis Street, Bosworth Street and Lennox Street (refer to attached Plan no T002/04). The participants will walk across Kurrajong Road, Windsor Street and Francis Street while traversing along Bosworth Street.

Onus Lane, Cornwells Lane, Edwards Road and Powells Lane are rural sealed roads and Triangle Lane is a gravel rural road in The Lowlands. All of these five roads are very low traffic (ADT <100) carrying roads with no regulatory speed limit signs and hence the speed limit is 100 kph. There will be approximately 600 students participating in this event. There are sections of Edwards Road with narrow nature strips on the approaches to 90 degree curves. There are culverts on the route with narrow nature strips. Many participants may walk along the sealed sections of these rural roads where there are narrow nature strips.

Discussion:

This event is classified as a "Class 2" special event under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority as this event will disrupt minor traffic and transport systems, there will be a low scale disruption to the non-event community and there will be special traffic management arrangements in place. This classification is based on the advice received from the RTA's Manager of Business Processes.

The LTC has resolved on 12 August 2003, pending receipt of independent legal opinion as to the liability of Council, and its Officers, to WorkCover under the "Guide to Traffic and Transport Management for Special Events", that event organisers be required to submit a Traffic Management Plan (TMP) incorporating a Traffic Control Plan (TCP) direct to the Transport Management Centre, Roads & Traffic Authority for review and approval of the TMP and TCP.

Accordingly, 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 Traffic Management Plan incorporating a Traffic Control Plan to the Transport Management Centre, Roads & Traffic Authority for review and approval. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the Roads & Traffic Authority.

Recommendation:

That:

1. Based on information provided by the applicant, this event is classified as a “Class 2” special event under the “Traffic Management for Special Events” guidelines issued by the

Roads & Traffic Authority;

2. 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 3.2) which explains the responsibilities of the event organiser in detail;

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 Traffic Management Plan for the entire route incorporating a Traffic Control Plan to the Transport Management Centre, Roads and Traffic Authority for review and approval. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the Roads & Traffic Authority; Further details of TMP and TCP can be obtained from the Transport Management Centre of RTA on 8396 1400;

   c) the event organiser assessing the risk and addressing the suitability of the route as part of the risk assessment considering the possible risks for all participating students walking on the sealed sections of rural roads with 100 kph speed limits where there are narrow nature strips;

   d) the event organiser carrying out an overall risk assessment 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);

   e) all traffic controllers operating within the public road network holding appropriate certification required by the Roads & Traffic Authority;

   f) the applicant submitting to Council and RTA, a copy of its Public Liability Policy **in the name of Richmond High School** in an amount not less than $20,000,000 and indemnifying Council and RTA in respect of the event;

   g) 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;

   h) the applicant notifying the details of the event to ambulance, fire brigades/Rural Fire Service and SES;

   i) the applicant advertising the event in the local press two weeks prior to the event;

4. appropriate advisory signs be placed after all the required approvals are obtained from the relevant authorities, during the event along the route by traffic controllers holding appropriate certification required by the Roads & Traffic Authority in accordance with the approved Traffic Management Plan and Traffic Control Plan.

6 QUESTIONS WITHOUT NOTICE

Mrs J Hogge:

6.1 Expressed concern at the continuing traffic conflict at the intersection of George Street and Richmond Road, Windsor particularly in relation to the south-west turning manoeuvre.

Recommendation:

That correspondence be forwarded to the Roads & Traffic Authority requesting that right turn phases be included in designing intersection improvements associated with the flood free access.

Senior Constable C Hamilton

6.2 Enquired as to progress regarding investigation of the intersection of Grose Vale Road and Bells Road, Grose Vale as resolved by the Committee at its meeting held on 21 July 2004.

Mr C Amit advised that investigation is proceeding with a view to submission to the earliest possible Committee meeting.

Recommendation:

That the information be received.

Councillor B Bassett

6.3 Advised of poor condition of the road pavement of Bells Line of Road, North Richmond between North Richmond Bridge and Pitt Lane.

Recommendation:

That correspondence be forwarded to the Roads & Traffic Authority requesting maintenance to the subject section of road.

7 NEXT MEETING

The next meeting of the Local Traffic Committee will be held at 3.00pm 15 September 2004.

Meeting terminated 6.35pm.

ATTACHMENTS:

AT - 1 Annexure 1 - *(Distributed under separate cover)*

oooO END OF REPORT Oooo

ROC - Strategic Planning Committee - 23 August 2004 - (91368)

The meeting commenced at 5:30pm.

Present:	Clr Rex Stubbs Clr Neville Wearne Clr Trevor Devine Clr Christine Paine Clr Bart Bassett Clr Paul Rasmussen Mr Brain Lindsay Mr Robert Woog Mr Alan Eagle Mr Graeme Faulkner Mr Stephen Phillips
Apologies:	Clr Kevin Conolly Clr Barry Calvert Wing Commander Wayne Knight
In Attendance:	Mr Geoff Banting Mr Chris Daley Ms Fiona Mann Ms Jenni Allen

REPORT:

1. Introduction by Graeme Faulkner, General Manager Hawkesbury City Council

Purpose of the meeting was to brainstorm potential arguments to support Council's submission to the Electoral Districts Commissioners relating to the proposed electoral boundary changes.

Dr Lindsay Taylor, with experience in Amalgamations and Electoral Boundaries, was invited to the meeting to provide legal advice on the matter.

2. Key Points of Discussion

- Council's submission must take into consideration the position of the three local members representing the Hawkesbury LGA.
    - o May be dominated by population area (Hawkesbury may be dominated by north of Windsor Road with significant numbers of population growth).
        - Marsden Park (Londonderry)

    - Riverstone / Vineyard
    - Rouse Hill
  - Hawkesbury is not seen by State Planning for population growth and subdivision until inner north west is developed to capacity.

- Hawkesbury Electorate does not have a major town, however Hawkesbury is in a position where we will always have a representative in Government.

- Threat of amalgamation may be a trigger.

- RAAF and UWS known as the largest employers of the Hawkesbury, both situated outside of the Hawkesbury boundary (Londonderry).

- Difficult to argue Hawkesbury alone due to minimal criteria set. Hawkesbury is restricted by low population numbers. Need to include other areas (Riverstone / Londonderry) to increase the size.

- **Components of Community Interest**
  - Environmental Management and coherence (balance for success)
  - Land Use Management
    - Rural V's Urban - non-urbanised country seen as the centre of gravity.
  - Character of the area
    - Continuity of Heritage - homogeneity of demographics. Would be detrimental if Macquarie Towns are divided.
    - Uniqueness - public transport not available to majority of Hawkesbury hence the towns of Richmond and Windsor act as hub for LGA.
  - Agriculture (physical, social & living amenity argument)
  - Economic / Commercial Relationships
    - Small business is important to the Hawkesbury, retail base different to other electoral areas. Makes Hawkesbury unique to the surrounding big business districts.

- **Does the application of the Metro-strategy factor into the population issue - planner to provide implications and strategy towards development (Malcolm Ryan, Director Environment and Development).**
  - Advantages
    - Means of communication and travel
  - Disadvantages
    - Developing Sydney by railway lines

- **Use of the term "IDENTITY" as an umbrella term to capture the community of interests.**

- **Dr Taylor's advice regarding the process of submission:**
  - o Make the submission in writing;
  - o The act provides that a public enquiry will be made if a substantially new issue is raised in submission (hence important to raise new matter that is not frivolous);
  - o To exert pressure to galvanise support would be through public enquiry hence must raise new matter.

3. Structural Model - The Submission

Key structure of paper - ORIENT OUR STRATEGY FOR PUBLIC ENQUIRY

- **Intent of the Act doesn’t relate to the practical application.**
  - o View that Hawkesbury LGA has been divided up based on demographic analysis that misrepresents the area. Key issues can be satisfied through the revised demographic argument.

- **Develop on key points of community interests:**
  - o Make reference to and consideration of lived experience, bringing it together with demographics.
    - Economic
    - Identity
    - Social

- **Illustrate the positives of rationale.**

- **Argue the possible threats.**

- **Close with actions that would defend/address how to preserve the value (offer alternatives).**

- **Request to meet with commissioners to address the issues**
  - o Dr Taylor has offered his assistance with preparing comments that would not intimidate the ideas put forward to the Electoral Districts Commissioners.

oooO END OF REPORT Oooo

ROC - E-Commerce/Market Advisory Committee 25 August 2004 - (91367)

The meeting commenced at 6:10pm.

Present:	Clr Bart Bassett Clr Paul Rasmussen Clr Christine Paine Clr Rex Stubbs Clr Trevor Devine Mr Graeme Faulkner Mr Peter Hudson Mr Robert McCallum Mr Justin Melton Mr Chris Young Ms Janette Fairleigh Mr Zac Hope
Apologies:	Clr Neville Wearne Mr Barry Crockford Mr Rob Ewin
In Attendance:	Mr Stephen Phillips Ms Fiona Mann Ms Jenni Allen

REPORT:

SECTION 2 - Reports for Determination

ITEM: 1 EMAC A - Election of Chairperson and Deputy Chairperson (91367)

MOTION:

RECOMMENDED on the motion of Councillor Rasmussen, seconded by Councillor Paine. The vote for the motion was unanimous.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the committee as a whole appoint Mr Justin Melton under clause 5 of the Local Government Act 1993, to be the Chairperson of the E-Commerce/Market Advisory Committee, and Ms Janette Fairleigh under the same clause to be Deputy Chairperson, who shall act in the absence of the Chairperson.

ITEM: 2 EMAC A - Adoption of E-Commerce/Market Advisory Committee Constitution (91367)

MOTION:

RECOMMENDED on the motion of Councillor Rasmussen, seconded by Councillor Stubbs. The vote for the motion was unanimous.

Refer to COMMITTEE RECOMMENDATION

RECOMMENDATION:

That the Committee receipt and adopt the E-Commerce/Markets Advisory Committee Constitution.

ITEM: 3 EMAC A - Method of Communication (91367)

MOTION:

RECOMMENDED on the motion of Councillor Rasmussen, seconded by Councillor Paine. The vote for the motion was unanimous.

Refer to COMMITTEE RECOMMENDATION

RECOMMENDATION:

That the information be noted, and that email be adopted as the preferred communication medium for the E-Commerce/Market Advisory Committee.

ITEM: 4 EMAC A - Committee Structure and Membership (91367)

MOTION:

RECOMMENDED on the motion of Councillor Rasmussen, seconded by Mr Peter Hudson. The vote for the motion was unanimous.

Refer to COMMITTEE RECOMMENDATION

RECOMMENDATION:

That the committee as a whole recommend to Council amending Clause 5(a) of the Constitution as follows:

Add new…"

(iv) One other nominated officer of Council (Mr Stephen Phillips) who may also represent the General Manager in his/her absence."

ITEM: 5 EMAC A - Charter for Commercial Development Enterprises (91367)

DISCUSSION:

A copy of the Draft Charter of Operations for Commercial Development Enterprises was tabled at the meeting.

Points raised by Committee members encompassed:

- The current strategy by the Chamber of Commerce is to quantify the present drivers of the local commercial district.
- The future Charter to clearly define criteria for application by separate entities to become a Commercial Development Enterprise.
- Advice given to the Committee that Chamber of Commerce has applied to the Department of Fair Trading to certify the term "Commercial Development Units".
- Transition period of 6 (six) months provided by the Chamber of Commerce to the Mainstreet Committees to convert to CDU's.

- Major one off events coordinated by separate entities to the CDE's will be determined by Council as such.

- State Government funding is not conditioned on the term "Mainstreet" for initiatives such as this.

- The essential element for the development of CDE's and CDU's is to provide an accountable and transparent avenue to go through for funding with Council.

MOTION:

RECOMMENDED on the motion of Councillor Paine, seconded by Councillor Mr Bob McCallum. The vote for the motion was unanimous.

Refer to COMMITTEE RECOMMENDATION

RECOMMENDATION:

That the committee as a whole recommends to Council:

1. Adopt in-principle the draft Charter of Operations for approved Commercial Development Enterprises

2. A final draft be put to Council upon due consultation with relevant parties including legal

ITEM: 6 EMAC A - Tourism Cooperatives (79805, 91367, 91811)

DISCUSSION:

- Mr Graeme Faulkner advised that he had been approached by Tourism Hawkesbury to ascertain Council's stance on its approach to tourism of the Hawkesbury area.

- Aboriginal cross-road, being Bells Line of Road, is seen to have marketing potential.

- Discussion made towards the possible alliances with neighbouring LGA's.

- Preference indicated that a Strategic framework with action plans be defined to assist the Committee in assessment of such items.

- Mr Graeme Faulkner noted that Council's resolution towards the finalisation of the Strategic Plan / Direction was scheduled for December 2004. Consequently, the Strategic Planning

Committee will be holding a meeting on 11 September 2004 to finalise the draft Strategic Plan.

- Motion was put forward by the Committee to include an additional recommendation relating to the preparation and presentation of a Business Plan to the committee.

MOTION:

RECOMMENDED on the motion of Mr Graeme Faulkner, seconded by Councillor Stubbs. The vote for the motion was unanimous.

Refer to COMMITTEE RECOMMENDATION

RECOMMENDATION:

That:

1. E-Commerce/Markets Advisory Committee endorses the concept of developing a Tourism Cooperative with Lithgow City Council.

2. E-Commerce/Markets Advisory Committee recommends to Council that the General Manager and/or nominated staff meet with Lithgow City Council to progress discussions as appropriate.

3. Subject to Council's Strategic Outcomes, any proposal in relation to the concept will be subject to a Business Plan to be presented to the Committee.

ITEM: 7 EMAC A - Signposting Strategy for the Hawkesbury (91367)

DISCUSSION:

- Signage Strategy presentation demonstrated by Council representative, Mr Stephen Phillips and Strategic Town Planner, Ms Fiona Mann.

- Suggestion was put forward that the Committee take into account advancing technology as the strategy is structured within a 3 (three) year timeframe.

- Mr Bob McCallum illustrated, in his experience, the 3 (three) important signage subject matter included:
  - Entrance of township
  - Attractions of Area
  - Service Clubs

- Committee members conveyed that Hawkesbury boundaries need to be defined.

- Signage was seen as:
  - a means improvement in image/identity of the Hawkesbury region to the Sydney metropolitan;
  - an important channel in promoting the development of tourism opportunities;
  - a way of fostering the increased economic activity of the area.

MOTION:

RECOMMENDED on the motion of Councillor Paine, seconded by Councillor Bassett.

Refer to COMMITTEE RECOMMENDATION

RECOMMENDATION:

That:

1. That Council adopt the Signage Strategy for The Hawkesbury.

2. That Council revote funds allocated for Gateways [$100,000.00 (one hundred thousand dollars)] towards implementing the Signage Strategy for The Hawkesbury and to commence installation of the LGA Entry Signs and the main Town Entry Signs as a priority.

3. That Council invite Hawkesbury Valley Tourism to be part of the Signage Working Group.

4. Council agree in principle to allocate further funds in the 2005/2006 Budget to implement detailed signage to assist in building an effective tourism product within the towns/villages of the Hawkesbury LGA.

5. Management explore evolving communication technology that might be applied in further delineating and identifying the commercial and tourism product of the Hawkesbury LGA to visitors.

GENERAL BUSINESS

1. Chairperson invited members to share their views as to how they see the Committee and its function.

Clr Bart Bassett
- Encouraged by the representation of community through nominated members
- Promotion of Economic growth

Mr Bob McCallum
- Strategic direction of Hawkesbury to attract commercial interest in the area

Mr Justin Melton
- Enhance Telecommunications to allow for better lifestyle
- Foster regional partnerships
- Raising awareness of E-Commerce

Clr Christine Paine
- Sees the Committee as an innovative opportunity for the Hawkesbury that can provide a strategic direction

Mr Zac Hope
- Views the Committee as a developer of ideas / concepts to present to Council

Ms Janette Fairleigh
- Believes the Hawkesbury has a fantastic lifestyle with real sense of community, however sees a need promote the existing and potential businesses of the area

Clr Paul Rasmussen
- Personally has a Strategic focus
- Looking to generate local employment
- Wanting to brand the Hawkesbury / Identity

Clr Trevor Devine
- Strengthening of commercial sector
- Would like to encourage loyalty of local businesses by the existing Hawkesbury population

Mr Chris Young
- Wants to see the Committee start small and grow
- Marry the old with the new

Mr Peter Hudson
- Add value to Council by developing the E-Commerce technologies to make businesses better

Ms Fiona Mann
- Think outside the square concept

Mr Stephen Phillips

- Positive / innovative approach
- Proactive Business development
- Attract new business industry while growing the existing markets
- E-Commerce / technologies
- Network with business people

Mr Graeme Faulkner

- Help Hawkesbury businesses to be more profitable through growing existing businesses
- Educate businesses for potential of E-Commerce
- Establish joint ventures
- Sees the Committee as a driver for Council

2. Invitation put forward to all Committee members for suggestions towards the items of the next Committee meeting in 3 (three) months time. Proposed agenda items for next meeting to include:

- Business Plan for Committee and Commercial Development Unit.
- Development of Strategic Plan accounting for Council's adopted Plan.
- New Communication potential for application by local businesses.

TABLED CORRESPONDENCE

1. Email from Mr Rob Ewin sending his apologies for being unable to attend the scheduled committee meeting, with his contribution towards the Agenda items.

2. Draft Charter of Operations for Commercial Development Enterprises.

3. Supplementary to Signage Strategy presentation, graphics of proposed layouts for new signs.

The meeting terminated at 8:25pm.

Submitted to and confirmed at the next Committee meeting to be determined.

oooO END OF REPORT Oooo

ROC - Hawkesbury Equity and Access Planning Committee - 25 August 2004 - (80231)

The meeting commenced at 10:05am

Present:	Councillor Christine Paine	Hawkesbury City Council
	Michael Laing	Hawkesbury Youth Interagency
	Roy McAlpine	Disability Advisory Committees
	Patrick Smith	Hawkesbury Child Protection Interest Group
	Kaylene Kelland	Childrens Services Forum
	Max West	Seniors Advisory Committee
	Shirley Palmer	Aboriginal Community Support Groupr
Apologies:	Jenni Bousfield	Seniors & Disability Advisory Committees
	Mark Newton	Hawkesbury Disability Forum
	Lyn Saville	Hawkesbury Food Program
In Attendance:	Joseph Litwin	Hawkesbury City Council Manager, Community Services

REPORT:

1. Chairs Opening Remarks

The Chairperson (Clr. Paine) welcome participants to the meeting.

2. Apologies

The Apologies were accepted. **Moved:** Patrick Smith **Seconded:** Roy McAlpine

3. Minutes Of Previous Meeting

The Manager Community Services drew the Committees attention to the minutes of the meeting held on 30 June 2004 and confirmed that the minutes had been reported to Council. The Minutes were accepted as an accurate reflection of the proceedings of the meeting held on 30 June 2004.

Moved: Patrick Smith **Seconded:** Roy McAlpine.

4. Matters Arising From Previous Minutes.

The Manager Community Services drew the Committees attention to pages 7 through 11 of the Business Papers confirming that a report had been prepared for Council in relation to Supported Employment Business Services and that Council had forwarded written representations to Mr. Kerry Bartlett about this matter. The Manager Community Services also advised the Committee of the outcome of representations regarding access issues raised by the Hawkesbury Disability Network. Copies of the relevant correspondence were attached to the Business Papers on Pages 12 through to 14.

5. Correspondence

The Manager Community Services drew the Committees attention to a letter received from the Community Relations Commission (CRC) requesting that Council consider submitting information regarding any significant cultural diversity initiatives undertaken by Council in partnership with the community. The Manager Community Services sought the views of the Committee on nominating the establishment of the Community Languages Collection and the staging of NAIDOC week celebrations as possible initiatives which could be forwarded to the CRC. This proposal was accepted and there was some further discussion about other initiatives which could be included in a submission. It was agreed that Committee members would forward suggestions to the Manager Community Services for other initiatives which could be included in a CRC submission.

Action:
Correspondence Item 5.1 B Information noted. Committee members to forward suggestion to Manager Community Services

Recommendation:
The Correspondence be received and the recommended actions be approved.

Moved: Michael Laing. **Seconded:** Kaylene Kelland

6. Equity And Access Seeding Grant Program

The Manager, Community Services drew the Committees attention to an application for an Equity and Access Seeding Grant received from the Wisemans Ferry Sunshine Group Inc. The Application was seeking $2,800 for the installation of air-conditioning to ›Casserly Cottage=. The Manager Community Services advised that the Sunshine Group had previously received a $1,000 grant for the production of a community cookbook for older people. After some discussion it was agreed that the grant should be declined on the basis that it did not meet the criteria for the grant program as it was seeking funds for the purchase of general capital equipment.

Recommendation:

That the application for a Equity and Access seeding grant by the Wisemans Ferry Sunshine Group Inc. be declined and the group be informed of this decision.

Moved: Max West **Seconded:** Roy McAlpine

7. Hawkesbury Social Plan

Michael Laing provided an update to the Committee on progress in developing the Hawkesbury Social Plan 2005-2010. Mr. Laing advised that Council was currently implementing a consultation plan to collect information to produce the Hawkesbury Community Survey **B** a random Household Survey had been completed and a range of strategies were being implemented to collect information from mandated population groups including targeted surveys, information stalls, media advertisements, and face to face interviews. The Hawkesbury Community Survey was scheduled to be completed by October 2004.

8. Council Reports.

Manager Community Services drew the committees attention to the Discussion Paper within the Business Papers which had been drafted in response to the matters raised in the ›Corporate Performance Assessment= Report prepared by the General Manager. The Manager, Community Services confirmed that a report would be prepared for the General Purpose Meeting of Council to be held in September 2004 outlining a revised committee structure for consideration an approval by Council. The Manager Community Services worked through the points raised in the Discussion Paper including the steps leading to the formation of the Committee, the evaluation of the achievements of the Committee as measured against its terms of reference, the potential future role and structure for the Committee, and a draft constitution for the new Committee. After discussion it was agreed that the draft constitution of the proposed Community Planning Committee (CPC) be approved in conjunction with the strategies proposed for maintaining the current communication and information functions of the existing committee.

<u>Recommendation:</u>

That the draft constitution for the proposed Community Planning Committee be accepted.

Moved: Max West **Seconded:** Patrick Smith

9. Issues From Advisory Committees.

9.1 Kaylene Kelland representing the Childrens Services Forum, advised the Committee that Council would be lodging an application under the Families First Program seeking funds to establish a Community Connection project to operate within South Windsor. The Project would implement the Action Plan developed by the South Windsor Reference Group. She also brought to the Committees attention concerns regarding the affordability of child care and the differential status of state and federally funded children services.

9.2 Roy McAlpine representing the Disability Advisory Committee (DAC) informed the Committee of the work being undertaken by DAC to address the accessibility of Windsor. The DAC were focusing on the height of gutters within Windsor, the gradient and camber of footpaths, and the lack of wheelchair access to the National Australia Bank. These activities were being undertaken in conjunction with the DAC=s review of the Windsor Master Plan.

9.3 Max West representing the Seniors Advisory Committee informed the Committee of the planning underway for Seniors Week 2005, which will focus on the theme of ›Knowing your Senior Citizens Centre‹. Activities planned for Senior Week include an information day at the Richmond Marketplace, and an open day at Peppercorn Place.

9.4 Patrick Smith representing the Hawkesbury Child Protection Interest Group (CPIG) informed the Committee of planning currently underway for Child Protection Week to be held in September 2004. He also briefed the committee of the lack of support services for young and prospective mothers with intellectual disabilities, and steps being taken to make representations about this matter.

9.5 Shirley Palmer representing the Aboriginal Community Support Group advised the Committee of the establishment of the Merana Aboriginal Association and the recruitment of a co-ordinator for the Aboriginal Playgroup Project.

9.6 Michael Laing representing the Hawkesbury Youth Interagency (HYI) advised the Committee of work being undertaken to review the structure and operation of the HYI. He also provided an update on the status of the Youth Mapping Project, and informed the committee that a planning session was being held to review the Streetbeat Project.

10. General Business

There was no General Business.

11 Next Meeting

To be held in the Council Committee Room from **10:00 to 12 noon** on **Wednesday**, **27 October, 2004.**

Meeting Closed: 11.30 am.

oooO END OF REPORT Oooo