



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 10 May 2005

location: council chambers

time: 5:00 p.m.



mission statement

***"To create opportunities
for a variety of work
and lifestyle choices
in a health, natural
environment"***

How Council Operates

Hawkesbury City Council supports and encourages the involvement and participation of local residents in issues that affect the City.

The 12 Councillors who represent Hawkesbury City Council are elected at Local Government elections held every four years. Voting at these elections is compulsory for residents who are aged 18 years and over and who reside permanently in the City.

Ordinary Meetings of Council are held on the second Tuesday of each month, except January, and the last Tuesday of each month, except December. The meetings start at 5:00pm with a break from 7:00pm to 7:30pm and are scheduled to conclude by 11:00pm. These meetings are open to the public.

Meeting Procedure

The Mayor is Chairperson of the meeting.

The business paper contains the agenda and information on the issues to be dealt with at the meeting. Matters before the Council will be dealt with by an exception process. This involves Councillors advising the General Manager at least two hours before the meeting of those matters they wish to discuss. A list will then be prepared of all matters to be discussed and this will be publicly displayed in the Chambers. At the appropriate stage of the meeting, the Chairperson will move for all those matters not listed for discussion to be adopted. The meeting then will proceed to deal with each item listed for discussion and decision.

Public Participation

Members of the public can request to speak about a matter raised in the business paper for the Council meeting. You must register to speak prior to 3:00pm on the day of the meeting by contacting Council. You will need to complete an application form and lodge it with the General Manager by this time, where possible. The application form is available on the Council's website, from reception, at the meeting, by contacting the Manager Administration and Governance on 4560 4426 or by email at pjackson@hawkesbury.nsw.gov.au.

The Mayor will invite interested persons to address the Council when the matter is being considered. Speakers have a maximum of five minutes to present their views. If there are a large number of responses in a matter, they may be asked to organise for three representatives to address the Council.

A Point of Interest

Voting on matters for consideration is operated electronically. Councillors have in front of them both a "Yes" and a "No" button with which they cast their vote. The results of the vote are displayed on the electronic voting board above the Minute Clerk. This was an innovation in Australian Local Government pioneered by Hawkesbury City Council.

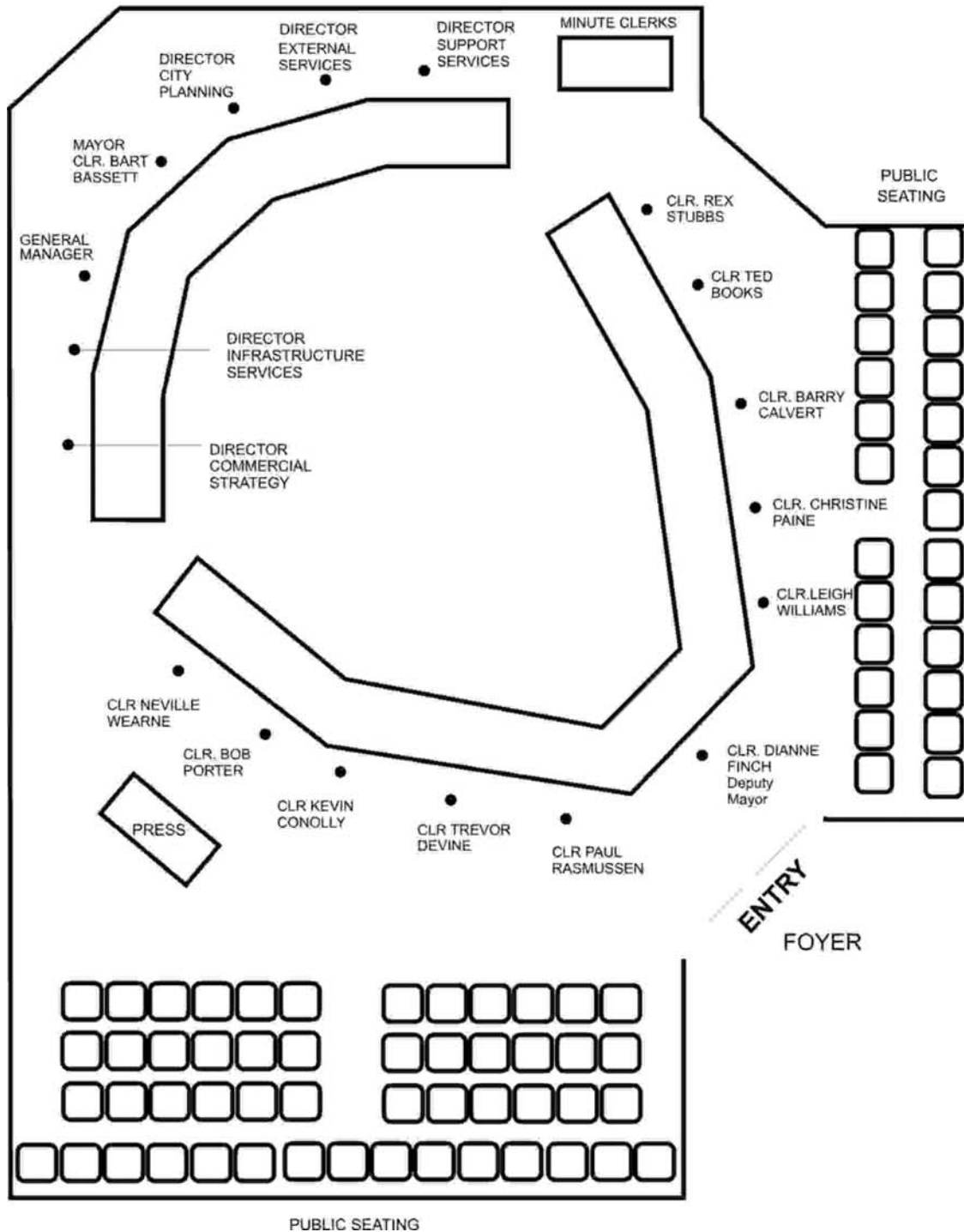
Website

Business Papers can be viewed on Council's website from noon on the Friday before each meeting. The website address is www.hawkesbury.nsw.gov.au.

Further Information

A guide to Council Meetings is available on the Council's website. If you require further information about meetings of Council, please contact the Manager, Administration and Governance on, telephone 02 4560 4426.

council chambers



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SECTION 3 - Rescission Motion

RM - Rescission of Previous Resolution - Modification of Development Application DA0813/03, Commercial and Multi-Unit Housing Development - 8-14 Bosworth Street, Richmond - (80106, 80093, 80105, 81371)

REPORT:

Submitted by: Councillor Paul Rasmussen
Councillor Barry Calvert
Councillor Leigh Williams

A Rescission Motion was received on 27 April 2005 from Councillors Rasmussen, Calvert and Williams in relation to Item 121: ENV B - Modification of Development Application DA0813/03, Commercial and Multi-Unit Housing Development - 8-14 Bosworth Street, Richmond from the Ordinary Meeting held on Tuesday, 26 April 2005.

RESCISSION MOTION:

That the resolution of Council's Ordinary Meeting of 26 April 2005 in relation to Item 121: ENV B - Modification of Development Application DA0813/03, Commercial and Multi-Unit Housing Development - 8-14 Bosworth Street, Richmond, be rescinded.

ATTACHMENTS:

There are no supporting documents to this report.

oooO END OF NOTICE OF MOTION Oooo

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SECTION 4 - Reports for Determination

GENERAL MANAGER

Item: 135 **GM B - Recruitment - Director of Support Services - (79351, 79355)**

Previous Item: 17, Ordinary (25 January 2005)

REPORT:

Council approved the position of Director, Support Services as a Senior Executive appointment upon adoption of the new Organisation Structure at Council's Ordinary Meeting on 25 January 2005.

Consistent with Council's resolution and the requirements of the Local Government Act (1993) it is appropriate that a Committee of Council ideally comprising no more than three elected members assist the General Manager in the recruitment process. One option may be to appoint the same Committee currently in place to assist in the selection of the Director External Services given the experience it will gain from that selection process.

The position of Director, Support Services, will be an extremely challenging role and will be responsible for all financial and corporate services including revenue generation currently undertaken by Council extending to:

- Financial Service
- Corporate Services/Governance
- Supply Management

Given the necessity to ensure that Council has the opportunity to consider as broad a range of qualified applicants as is possible, where we wish to improve our financial and corporate services, a professional recruitment agency may be used to assist in targeting relevant areas, complementary to the activities undertaken by the Support Services Division.

RECOMMENDATION:

A Committee of Council comprising the Mayor and Councillors Stubbs and Books be established to assist the General Manager to recruit suitable applicants for Council's consideration for the position of Director, Support Services.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

COMMERCIAL STRATEGY - (CORPORATE RESPONSE UNIT)

Item: 136 **RES B - Developing Intellectual Property Assets - (107, 73538)**

Previous Item: 118, Ordinary (26 April 05)
 3, Ordinary (25 January 05)
 115, Ordinary (14 September 04)

REPORT:

Background

At its Ordinary Meeting of 26 April 2005, Council resolved to register a new Marketing Logo known as "Option A (i)" and to defer the matter until the next Council meeting.

The report under consideration by Council is attached to this report as Attachment 1.

The Marketing Logo under consideration by Council is attached to this report as Attachment 2.

Current situation

At its Ordinary Meeting of 26 April 2005, Council adopted its amended *Signage Policy*, resolving in part that:

"...The installation of all signs proceeds, subject to the incorporation of an approved marketing logo by Council."

Proposal

In order to safeguard its substantial investment in signage, it is proposed that Council utilise the IP asset which it has created with input from a focus group comprising representatives from the local business community having experience in:

- Local Government (ie, Elected Councillors)
- Graphic design/marketing communications
- National/international marketing
- Brand management
- Travel/Tourism/Hospitality and related industries
- Community services
- City planning

Council is able to build upon intellectual property over which it has a sole proprietary interest by offering its use to independent organisations for industry-specific marketing purposes and to develop a brand accreditation program with local businesses. An example of this is provided under Attachment 3 - Examples of Marketing Themes.

Conformance to Strategic Plan

This proposal is deemed to conform to an initial component of the objectives as set out in Council's Strategic Plan, viz:

"Brand Accreditation systems established".

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RECOMMENDATION:

The logo design known as "Option A(i)" be adopted as Council's official Marketing Logo and used for the promotion of the Hawkesbury local government area as appropriate.

ATTACHMENTS:

- AT - 1** Report to Council
- AT - 2** Option A(i)
- AT - 3** Examples of Marketing Themes

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Attachment 1 - Report

ITEM 118: RES B - Developing Intellectual Property Assets - (107, 73538)

Previous Item: 3, Ordinary (25 January 2005)
115, Ordinary (14 September 2004)

REPORT:

Background

At its Ordinary Meeting of 25 January 2005, Council resolved in part to:

"... negotiate with Tourism Hawkesbury for a long term agreement for Council to use the "Hawkesbury Valley" logo without cost to ratepayers..."

Pursuant to Council's resolution in this regard, Council has since received written advice from Tourism Hawkesbury Inc (THI) indicating that although it may be possible to seek some form of *duel use* of the "Hawkesbury Valley" logo (Logo), the Board of THI consider it inappropriate to enter into negotiations regarding the use of THI assets until the tender process is completed. As such, THI will delay any decision regarding THI assets until the end of June 2005.

[Note: see report on *Tender for Tourism Services* in this Business Paper].

While it is entirely within the right of any third party to withhold any privileges that Council may seek in relation to the use of such party's intellectual property (IP), the above response is a very real example of the risk that Council has been exposed to in the absence of any contractual understanding between itself and THI. This observation is not meant as an indictment on THI as they have their own commercial interests to protect, but a recognition that Council must likewise seek to protect its interests for the benefit of the community.

As highlighted in a previous report to Council, the IP risk facing every organisation that contemplates any form of commercial relationship includes:

- Inability to develop assets for other purposes
- Inability to use assets in the event of provider insolvency, wind-up, etc

Council has acknowledged that such risks can be commonly addressed through a more rigorous approach to commercial management, including the use of written agreements, and has since been actively putting in place an improved framework of commercial governance.

Current situation

At its Ordinary Meeting of 14 September 2004, Council resolved to adopt a *Signage Strategy for the Hawkesbury* based on recommendations put forward by the E-Commerce/Markets Advisory Committee. Council resolved in part to:

Allocate \$100,000 to signage with the current financial year and "...commence installation of the LGA Entry Signs and the main Town Entry Signs as a priority."

Establish a "Signage Working Group", comprising tourism, local business and cultural representatives.

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

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

While much work has been undertaken to progress Council's resolution in this regard, Council officers now face a difficult situation in implementing the Signage Policy within the current financial year in the absence of Council having a clear and unencumbered right to the use of all intellectual property as may be carried by its LGA signs.

Proposal

In order to safeguard its substantial investment in signage, it is proposed that Council utilise IP assets over which it has a sole proprietary interest. The adoption of such a strategy is recommended as the preferred option by management if Council wishes to fully mitigate any IP risk arising from the implementation of its Signage Policy.

Council is fortunate to have access to in-house resources with backgrounds in graphic design, branding and marketing communications. Accordingly, Council officers have utilised professional staff to develop a range of logo designs that Council might wish to consider for use on LGA signs as set out in Council's Signage Policy.

A proposed logo design (to be displayed at the meeting) has been recommended for consideration by Council along with a proposal to increase the value of its IP assets through licensing arrangements with external parties as such opportunity may arise.

Logo Evaluation Process

Council officers arranged for a focus group to assist staff in formulating recommendations to Council. The focus group comprised representatives from a qualified cross-section of the Hawkesbury community including local proprietors having business interests directly linked to the success of the local tourism industry.

The criterion used by the focus group when assessing the various design options and in giving due consideration as to what constitutes an effective logo design, has been reproduced below for the benefit of Council.

Background Information and Focus Group Guidelines for Selecting a Logo Design

WHAT IS A LOGO?

Simply put, a logotype - popularly known as a logo, is a name, symbol, or trademark of a company or organisation. Logos can be made up of text that is configured in a unique way. A logo can be an illustration with a company's name on or around the illustration. Or a logo can be a symbol. A logo may also be a combination of these, but its goal is always to project an idea or intended image.

WHY USE A LOGO?

Marketers use logos for one good reason, that is people process an image in their mind more readily than words alone. A logo serves as the visual stimulation to *kick-start* the audience's memory, leaving a greater and lengthier impact than words alone can do. It is the simplest and most direct way in promoting a business presence; it's a "what we're about" statement without providing all of the detail.

Logos give brand name recognition and add visual appeal to any form of media used to convey an image. Because a logo is a unique graphic image, a visitor's eyes will naturally be drawn to it both on a sign and on printed materials.

TYPES OF LOGOS

- Text logos
- Symbol logos
- Text and symbol logos

Text Logos -

Words in their purest form ARE images. Typefaces come in all shapes and sizes, which convey different impressions on an audience. A thick font conveys strength and power. A script font conveys elegance and austerity, and a slanted typeface conveys movement. A company name thus can be a logo, provided the typeface used displays the intended qualities of the organisation. A good example of a company that uses its own name as its corporate logo is HONEYWELL.

Symbol Logos -

A symbol uses an image or images to convey an actual or abstract representation of a business. Because a symbol alone is less direct than text, it leaves itself open to a wider interpretation of what a business is about. Using a symbol in a logo design has several possibilities. It may be a take on a company name or line of business. One example would be showing a pool of water with a 'ripple effect' for a business that calls itself "Telstra BigPond", which has nothing to do with water but is actually a telecommunications company emphasising the impact that their product has upon its market.

Creative treatments help create an entirely new symbolic meaning. For instance, people did not originally associate the Nike "swish" with the company. But due to its *presence everywhere*, people have become accustomed to immediately thinking of "Nike" whenever they see a "swish" and in whatever context. The same is true for the McDonald's golden arches, or a national flag.

Text and Symbol Logos - A brief amount of text, or sometimes just an abbreviation, can compliment a symbol and provide that extra level of clarity in relation to what a business is about. Simply stating "Yes" sums up the Optus mission statement, which along with its image of the earth surrounded by a "swish", indicates "anywhere/ anytime". It is helpful to remember that, in the end, it is not about what you may want our logo to look like because if it provokes an emotional response, it has achieved the primary goal of any marketing or PR message. It is about how an audience will perceive our logo that is most important.

LOGOS THAT WORK (in order of importance)

1. A logo design **should be simple**
2. A logo design **should be unique** and **recognisable** (too much detail will diminish this)
3. A logo design **should offer intrigue** (the most powerful and enduring image is the one created in the mind of the individual)
4. A logo **should be represented consistently** and **used repeatedly**
5. A logo **should be compatible** with its intended image

LOGOS THAT DO NOT WORK (in order of importance)

1. A logo design **that is complex or carries too much detail** (a 'busy' logo cannot be comprehended in an instant, thereby eroding cognitive benefits)
2. A logo design **that is based upon a picture or image** (a logo that 'removes any doubt' also removes any opportunity to extend its life and maintain currency with demographic trends and changes, ie, enduring compatibility)

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3. A logo **that cannot be represented consistently** (a logo should be able to be used across many forms of media and communication channels)
4. A logo **that is not used repeatedly** (brand equity is developed through exposure)
5. A logo **that is not compatible** with its intended image

WHAT ABOUT COLOUR?

Colours often have a profound impact on viewers. Psychologists agree that red and orange produce excitement, while dark blue comfort and relaxation, and so on. It is helpful to think about the personality you want to convey for the brand. Primary colours can be wrong for high-priced professionals, while silver and black would not necessarily fit the fun image of a kids' gym. In addition, the group is asked to consider how the choice of colour might extend the use of the logo beyond its original context. Might we want to use the logo on clothing, stencilled on a wall or onto banners or flags? Certain colours (eg, light yellow or pink) do not wear well, while other colours (light blue, grey) do not stand out well from a distance. Bright neon hues might not match the surrounding environment and the use of certain shading techniques do not lend themselves to black and white reproductions, becoming incomprehensible when reproduced in a newspaper.

Selecting familiar colours and generally no more than two (including black as one colour) will help keep costs down wherever we use the logo.

Conformance to Strategic Plan

This proposal is deemed to conform to an initial component of the objectives as set out in Council's Strategic Plan, viz:

"Brand Accreditation systems established".

RECOMMENDATION:

That:

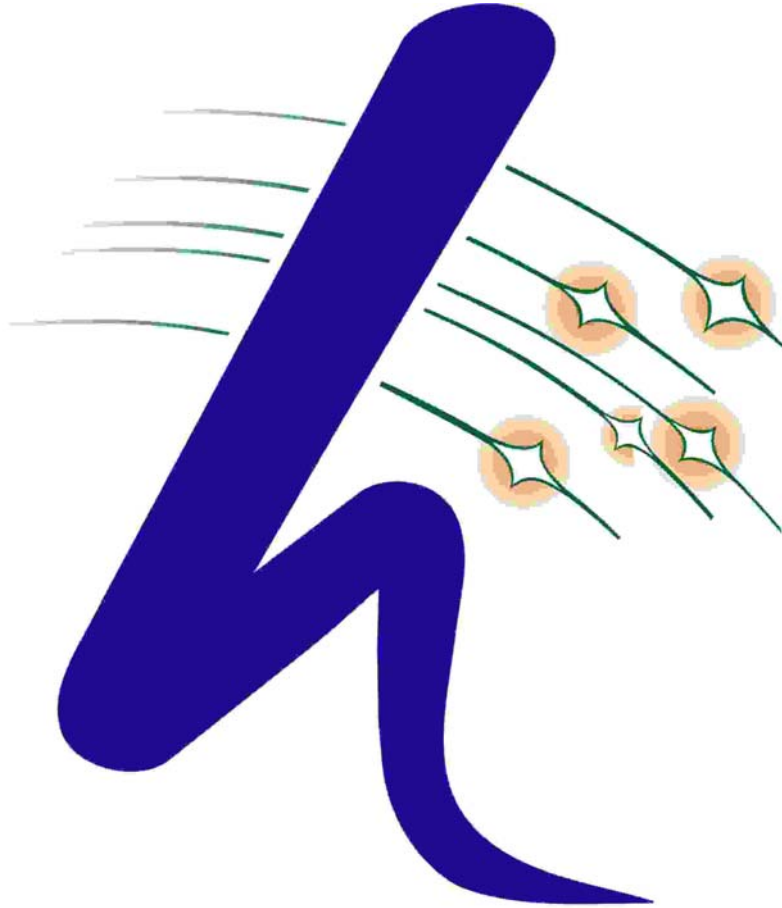
1. The revised Hawkesbury Valley logo known as "Option A" be placed upon all LGA signs in accordance with Council's Signage Policy and be considered as Council's official marketing logo.
2. The value of the logo be enhanced where possible through its repeated use on relevant promotional material and be offered under licence by Council for further use by individual organisations as appropriate.

ATTACHMENTS:

AT - 1 Logo Designs - *(Distributed Under Separate Cover)*.

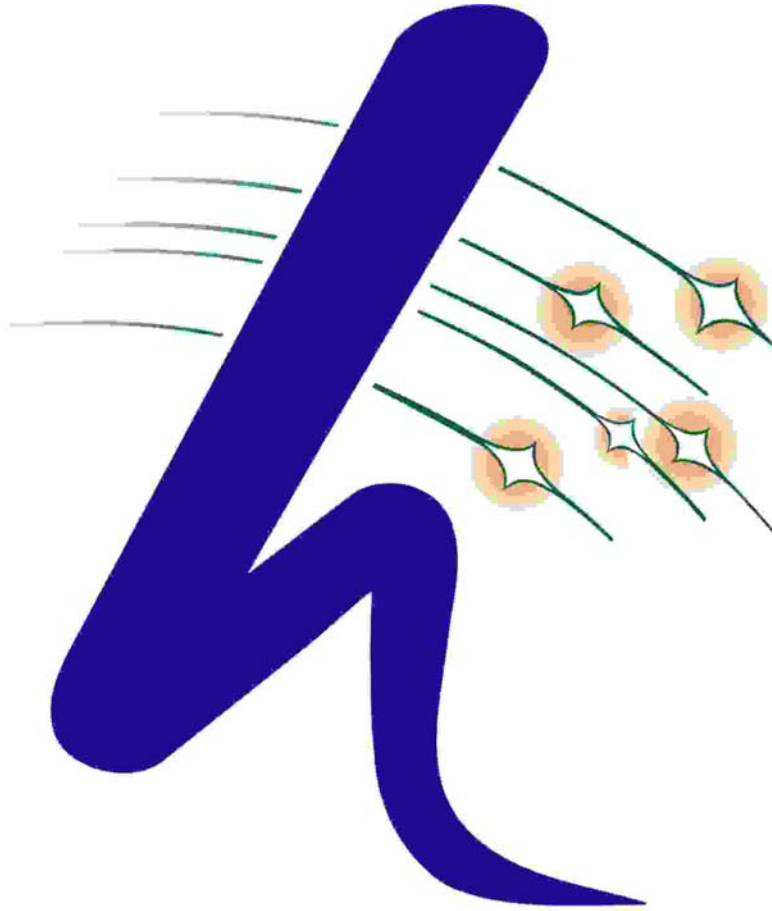
oooO END OF REPORT Oooo

Attachment 2 - Option A(i)



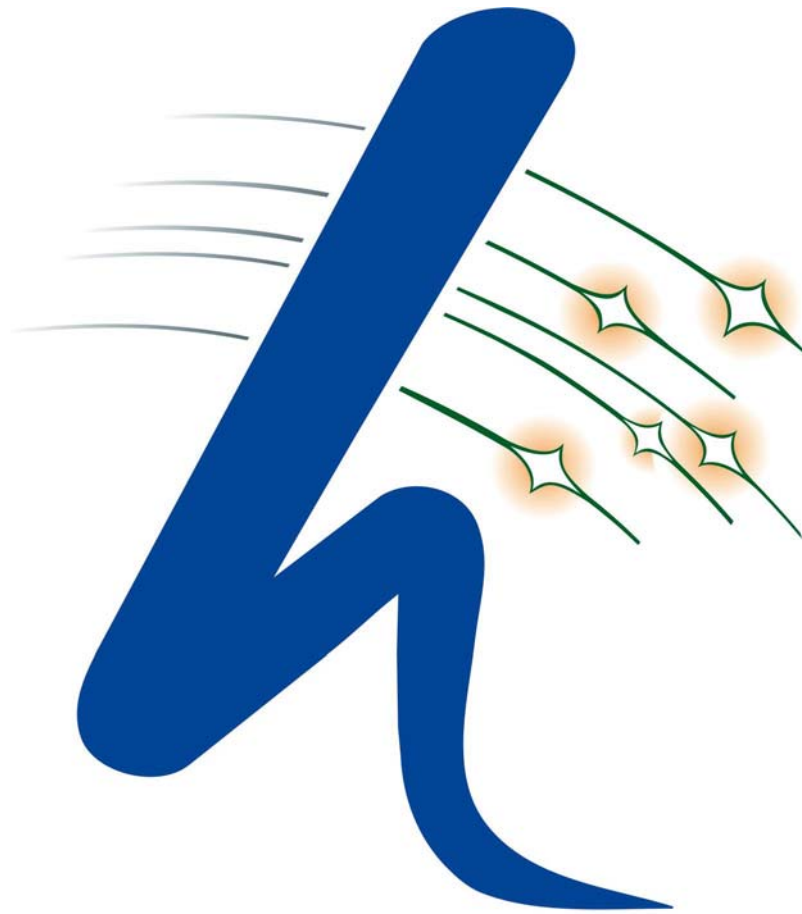
The Hawkesbury

Attachment 3 - Examples of Marketing Themes



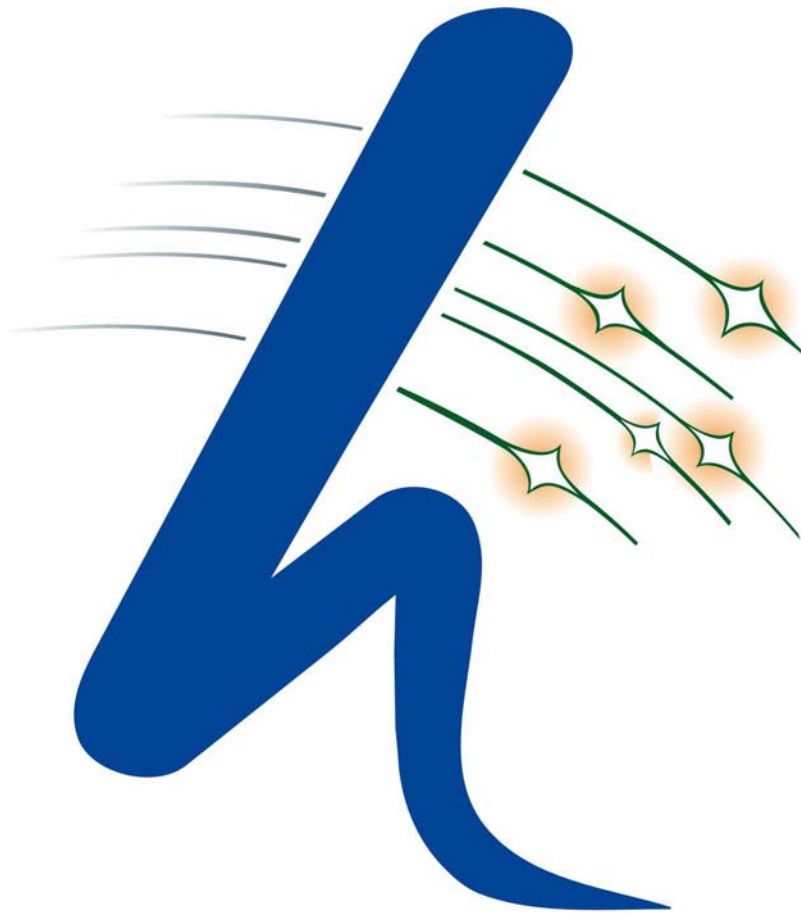
The Hawkesbury

Your five star destination



The Hawkesbury

Putting Business on the Radar



The Hawkesbury

Another 5 Star Business

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Item: 137 RES B - External Payments - Hawkesbury Harvest Inc - Fourth Quarter Instalment (March - June 2005) - (74197)

REPORT:

Hawkesbury Harvest Inc. (HH) has provided its Activity Report for the March quarter (2005) and an invoice for its fourth and final instalment to be paid by Council. The Activity Report comprises financial statements and commentary on actions and outcomes for the reporting period. Relevant details from the Activity Report is summarised herein.

In relation to the current funding arrangements between Council and HH, Council resolved at its Special Meeting on 28 June 2004 that:

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

This is the final quarterly payment to HH and is for the period from 1 April 2005 to 30 June 2005. A total of \$20,000 dollars has now been provided to HH in accordance with Council's resolution.

It is noted that as from 1 January 2005, Council has established a Commercial Development Enterprise Panel (Enterprise Panel) for the purpose of pre-qualifying contractors that may potentially be responsible for future economic development projects and be held accountable for the delivery of such projects through a performance-based agreement.

Comments on Activity Report

The following highlights and observations are noted from the HH Activity Report for October to December 2004:

- HH reported an operating loss of \$3,547.63 which is a turn-around from the operating profit of \$11,129.41 from the previous quarter;
- HH reported an operating income of \$7,260.00 of which 38.5% is derived from Participation Fees (\$2,800) and 14% from the Farmers Markets (\$1,072.72);
- HH reported an operating expenditure of \$10,892.33, of which 88% is attributable to the Advertising (\$9,552.27);
- No clear indication is available on how HH has allocated their expenditure from grants received to-date or how labour costs are apportioned; and
- HH continues to have strong agricultural marketing and community education roles being involved in projects that extend Farm Gate Trail to other areas and diversify the activities of HH (proposed Food and Wine Coordinator) and that increase their exposure by attending and hosting events.

Activity Report for External Funding ending 31 December 2004

The information was supplied by Ian Knowd, Chair, HH and Anne Stewart, Executive Officer, HH (Unaudited accounts supplied).

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Organisation	Income	Expenses	Surplus (Deficit)
Hawkesbury Harvest	\$7,260.00	\$10,892.33	(\$3,547.63)

Achievements Statement (January to March 2005)

It is with pleasure that Hawkesbury Harvest submit our quarterly report for the period ending March, 2005 and is pleased to inform Council of our continued progress in the areas of finance, marketing and community development.

- We met with Asha Chittick the Food and Wine Co for the Southern Highlands. Open and frank discussion regarding establishing a Farm Gate Trail (modelling the Harvest) through the Bowral /Moss Vale area – it is our intention to continue to mentor this project.*
- HH attended a meeting at the Dural Country Club where The Northern Alliance Group had invited us to speak on the value of Farm Gate. Although an evening of violent storms it was well attended by the Mayor of H.C.C, the Mayor and Councillors of B/Hills, State Member Steven Pringle and across section of interested parties.*
- HH also attended the Hawkesbury Tourism afternoon tea at Mt Tomah for the release of their new brochures. Although few H.H. Members were in attendance it gave me the opportunity to meet some key people within the H.V.T group.*
- Food and Wine Coordinator funding - HH met with Narrelle Wheatland from GROW and the G.M. of W.S.E.B Bob Germaine along with project manager Suzanne Davis to discuss the partnerships funding application that went in before Christmas. It was a very positive meeting.*
- Thursday 10th March – Hornsby Council Senior's Week Farm Gate visit – which was a resounding success, with MANY letters from happy participants requesting we run these tours more frequently. HH is currently in discussion with Tourism NSW & HTI with their support to set this venture into motion.*
- March – Geranium Cottage featured on the Better Homes and Garden TV promotion.*
- April Anzac Weekend - Town and Country Garden/ Rare Plant Collectors Fair – plans almost complete with this event featuring over 30 stalls and receiving many bookings for their guest speakers from coach operators who will be visiting for the weekend. This will bring enormous economic benefit by way of a flow-on effect to the surrounding areas as these visitors stay, eat and shop in the Hawkesbury area.*
- We will again be participating and assisting in the Mt Tomah Autumn Festival. We will have four members as stall holders and other members are contributing produce for the TAFE Young Chef's "Cook Off" competition – plans for this are reaching completion.*
- Royal Easter Show – An invitation was extended by the RAS for HH to guest speak and distribute maps during the show. We accepted and two members spoke at the Horticultural Pavilion on various dates.*
- I attended the quarterly Food & Wine regional coordinator's meeting at the headquarters of State & Regional Development. This will prove extremely beneficial to HH with valuable contacts and advance information on what is new in this increasingly important regional strategy.*
- Our Farmers & Gourmet Food market, which is held at the Castle Hill Showground on the 2nd Saturday of the month, continues to flourish and draw good crowds.*

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The senior manager of Greater Sydney/ Tourism NSW visited the Hills portion of the Farm Gate Trail late March and visited six members. She was VERY impressed with her visit, along with assisting HH to set up coach tours to this region, she has also offered to sponsor a Media release of our latest FGT map – edition 4, to local and international media representatives.

RECOMMENDATION:

That the Quarterly Activity Report (January to March 2005) of Hawkesbury Harvest be endorsed.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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ENVIRONMENT AND DEVELOPMENT

Item: 138 **ORG B - Execution of Funding Agreement - South Windsor Family Centre - (83080, 95494)**

Previous Item: 149, Ordinary (9 September 2005)

REPORT:

This report has been prepared to seek Council's approval to execute a funding agreement with the Department of Transport and Regional Services (DoTARS) to accept the offer of a \$240,000 grant as a contribution to the cost of constructing the South Windsor Family Centre.

In September 2003, Council resolved to proceed with the construction of the South Windsor Family Centre. Council resolved to allocate funds currently held within the Section 94 Community Buildings Reserve for Catchment 3, together with funds to be realised from the proposed sale of the Ham Street Hall, to fund the construction of the Centre.

The design of the proposed Centre was based on extensive consultation with user groups and also incorporated the findings of a consultants report (funded by the Department of Community Services). The consultant conducted interviews and focus groups with residents of South Windsor to develop a design brief for a 'family friendly' community centre. The design elements identified in the consultants brief were referred to Council's architect and a plan for the centre was developed. When these plans were costed, a funding shortfall was identified.

To meet this shortfall Council applied for funding to the Department of Community Services (DoCS) and was successful in receiving a capital grant of \$68,000. Council also sought the assistance of the Federal Member for Macquarie, Mr. Kerry Bartlett, who put Council Staff in touch with representatives from DoTARS. With the assistance of Departmental staff, Council lodged an application under the Regional Partnership Program for a \$240,000 contribution to the cost of constructing the South Windsor Family Centre.

Council has recently received advice from the Minister for Transport and Regional Services, The Hon. John Cobb MP, that its application had been successful. The funding provided by DoCS and DoTARS will augment Council's allocated funding of \$900,000 to enable the South Windsor Family Centre to be constructed at a total cost of \$1,200,000.

RECOMMENDATION:

That the Seal of Council be affixed to the Funding Agreement with the Department of Transport and Regional Services to accept the offer of a \$264,000 (GST inclusive) *Regional Partnerships Grant* as a contribution to the cost of constructing the South Windsor Family Centre.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 139 **ORG B - Establishment of Hawkesbury Bicycle and Access Mobility Committee - (95494)**

Previous Item: 82, Ordinary (29 March 2005)

REPORT:

This report has been prepared to seeks Council's ratification of the proposed constitution for the Hawkesbury Bicycle and Access Mobility Committee, and to seek Council approval to invite nominations from members of the community for appointments to this Committee.

At its Ordinary Meeting held on 29 March 2005 Council resolved:

That:

1. *Council create a new Committee known as the Hawkesbury Bicycle and Access Mobility Committee in accordance with the Constitutions for Committees;*
2. *The Committee members consist of but not be limited to:*
 - *1 (one) - 2 (two) Councillors*
 - *Director of External Services or Manager Community Services*
 - *Appropriate Council Officers as required.*
 - *Various representatives from public nomination such as previous members from the Bicycle Committee;*
 - *NSW Police Service.*

Pursuant to this resolution, a draft constitution for the Hawkesbury Bicycle and Access Mobility Committee has been prepared. The constitution identifies six objectives for the committee, which are consistent with Council's intent to establish a committee to provide advice to Council in relation to the current and future needs of cyclists, motorised mobility scooter users, pedestrians and the access requirements of people with disabilities.

The primary function of the Hawkesbury Bicycle and Access Mobility Committee will be to assist Council staff in the drafting, public exhibition and review of a Hawkesbury Access Mobility Plan, which will be used to inform Council decision making in relation to the design and/or location of cycleways, footpaths, shared cycleways/paths, pedestrian crossings, kerb ramps and transition zones. The intent of the Hawkesbury Access Mobility Plan will be to assist Council to meet its responsibilities in providing barrier free access, and the development of safe and integrated network of cycleways/paths that can link residents and communities together.

RECOMMENDATION:

That:

1. The draft constitution for the Hawkesbury Bicycle and Access Mobility Committee be ratified.
2. Nominations be sought from members of the community for eight community appointments to this Committee as provided for in clause 5 (a) (iii) of the proposed constitution.

ATTACHMENTS:

AT - 1 Hawkesbury City Council. Hawkesbury Bicycle and Access Mobility Committee Constitution.

**Hawkesbury City Council
Hawkesbury Bicycle and Access Mobility Committee (HBAMC)**

Constitution

1. Name

The Advisory Committee, as appointed under the provisions of section 377 of the Local Government Act 1993, shall be known as the Hawkesbury Bicycle and Access Mobility Advisory Committee, and is hereinafter referred to as the 'Advisory Committee'.

2. Objectives

- (a) to provide advice to Hawkesbury City Council staff in the drafting of a Hawkesbury Access Mobility Plan to address the current and future needs of cyclists, motorised mobility scooter users, pedestrians, and the access requirements of people with disabilities;
- (b) to provide advice to Hawkesbury City Council staff on consultative strategies for inviting submissions and comments in relation to the draft Hawkesbury Access Mobility Plan;
- (c) to review on an annual basis, the implementation of the Hawkesbury Access Mobility Plan to provide advice to Hawkesbury City Council staff on priorities for consideration as part of the preparation of Council's Management Plan;
- (d) to provide advice to Hawkesbury City Council staff on the design of cycleways, footpaths, shared cycleways/paths, pedestrian crossings, kerb ramps and transition zones to ensure that residents are not restricted from accessing Council services and facilities;
- (e) to provide advice and guidance to Hawkesbury City Council staff on strategies to raise community awareness about mobility access issues impacting on residents of the City of Hawkesbury and, where required, to recommend actions for Council's consideration in relation to these matters;
- (f) to assist Hawkesbury City Council staff to source and secure funding and other external investments for relevant works and programs.

3. Role and Authorities

- (a) Whereas the Advisory Committee is appointed by the Hawkesbury City Council under the terms of the Local Government Act 1993, the Advisory Committee is to abide at all times with the terms of reference of this clause, and with the authorities delegated under this clause whilst remaining in force (unless otherwise cancelled or varied by resolution of Council).
- (b) The Advisory Committee shall have the following authorities delegated to it in accordance with the provisions of section 377 of the Local Government Act 1993:
 - (i) to recommend to Council policies drawn up by professional staff for:
 - the design, location and promotion of cycleways, footpaths, shared cycleways/paths, pedestrian crossings, kerb ramps and transition zones (in accordance with relevant standards and building codes) to address the access needs of residents;

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- the design, implementation and review of strategies and for improving physical access to services and facilities by disadvantaged groups consistent with Council's responsibilities with regard to equity and access as set down in state and federal legislation;
 - the design and delivery of promotional activities to raise awareness of the access needs of cyclists, motorised mobility scooter users, pedestrians, and people with disabilities; and to provide information to these groups on strategies implemented by Council to ensure barrier free access.
- (ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under section 377;
- (c) The Council retains the responsibility for all budgetary considerations;
- (d) The General Manager (or his/her delegate) retains, and shall be entirely responsible for the appointment and dismissal of staff (either permanent or temporary) with respect to the objectives and functions of the Hawkesbury Bicycle and Access Mobility Committee in accordance with the Local Government Act 1993;
- (e) The General Manager (or his/her delegate) retains all responsibility for the direction of any staff member, including any disciplinary action, be it for permanent, temporary or part time staff. The Advisory Committee will, however, have the right to bring to the attention of the Director of the Department within Council responsible for the Hawkesbury Bicycle and Access Mobility Committee, any issues which, in its opinion, require disciplinary action; and
- (f) Any authorities conferred upon the Advisory Committee under this Constitution may be varied by Council.

4. Term

The Advisory Committee members' term shall be for four years to coincide with Council's term of office. Advisory Committee members shall cease to hold office at the expiration of three months after the Ordinary election of the Council, but be eligible for re-appointment, subject to the condition that the Advisory Committee may be dissolved by Council at any time.

5. Structure and Membership

- (a) The structure and membership of the Advisory Committee shall be as follows, and all the undermentioned appointments will have voting rights:
- (i) At least One (1) Councillor of the Hawkesbury City Council;
 - (ii) One Council staff member appointed by the General Manager of Hawkesbury City Council;
 - (iii) 8 community appointments, with expertise and/or knowledge of mobility access issues as they apply to cyclists, motorised mobility scooter users, pedestrians, and people with disabilities, appointed by Council following the calling of applications as detailed in clause 6(b) of this Constitution; and,
 - (iv) Two (2) Government Departments - Roads & Traffic Authority & NSW Police Service.
- (b) Whereas the appointments detailed in clause 5(a) will form the Advisory Committee, the Director External Services will be required to attend meetings of the Advisory Committee;

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- (c) The Director of the Department charged with the responsibility for the Hawkesbury Bicycle and Access Mobility Committee within the Hawkesbury City Council shall attend meetings and may delegate the Manager of Community + Cultural Services as his/her delegate when deemed necessary;
- (d) The Advisory Committee shall, at its first meeting following appointment, and each twelve (12) month period thereafter, elect the Councillor delegate appointed under clause 5 (a) (i) to be the Chairperson of the Advisory Committee, and one of its members appointed under Clause 5 to be Deputy Chairperson, who shall act in the absence of the Chairperson;
- (e) The position of Deputy-Chairperson shall not be held by the same person for any longer than three (3) consecutive years.
- (f) No staff member of Hawkesbury City Council shall be elected as Chairperson or Deputy Chairperson of the Advisory Committee;
- (g) Each member of the Advisory Committee entitled to vote shall only have one vote except that of the casting vote of the Chairperson in the case of equality of votes;
- (h) The Advisory Committee may co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance, but such co-opted members shall only serve on the Advisory Committee for the period of time required, and will not, whilst serving in the position of co-opted member, have any voting rights; and
- (i) The Advisory Committee may invite as observers citizens or other representatives for the purpose of clarifying certain matters as decided by the Advisory Committee. Such observers will not be permitted to vote.

6. Appointment and Election of Members

- (a) One (1) Councillor will be appointed to the Advisory Committee in accordance with practices and procedures of the Council;
- (b) The Council shall, in the month of October following the quadrennial election place advertisements in appropriate newspapers inviting nominations from members of the community for membership to the Advisory Committee;
- (c) The Council shall select and appoint the community representatives to the Advisory Committee;
- (d) The Advisory Committee shall have the power to fill casual vacancies at its discretion;
- (e) Members of the Advisory Committee shall cease to hold office:
 - (i) if the Advisory Committee is dissolved by Council;
 - (ii) upon written resignation or death;
 - (iii) if absent without prior approval of the Advisory Committee for three consecutive meetings; or
 - (iv) if the Council by resolution determines that the member has breached Hawkesbury City Council's Code of Conduct (as it is in force from time to time).
- (f) For the purposes of sub-clause 6(e)(iv), the Code of Conduct is to be taken to apply to community and representative members as referred to in clause 5(a) in the same way as the Code of Conduct applies to Councillors.

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7. Procedures and General

- (a) Ordinary meetings of the Advisory Committee shall be held no less than four times per year. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson;
- (b) The Director External Services shall be the Executive Officer to the Advisory Committee, and will be responsible for preparation of specialist reports, and any and all correspondence associated with the Advisory Committee;
- (c) The Council will provide a Minute Clerk for the purpose of recording the Minutes of the Advisory Committee meetings and for the distribution of Minutes followings meetings of the Advisory Committee;
- (d) No meeting of the Advisory Committee shall be held unless three (3) clear days notice thereof has been given to all members;
- (e) The Minute Clerk shall forward a copy of the Minutes of each Advisory Committee meeting to all Advisory Committee members, as well as to Council, for submission to the appropriate Standing Committee, as soon as possible following such Advisory Committee meeting;
- (f) At any meeting of the Advisory Committee, the Chairperson, or the person acting in the position of Chairperson, shall, in addition to his or her ordinary vote, have a casting vote where such a situation occurs where there is an equality of votes;
- (g) The rules governing meetings and the procedures of the Advisory Committee shall, so far as they apply, be those covered by the Hawkesbury City Council's Code of Meeting Practice, as may be altered from time to time by resolution of the Council;
- (h) A quorum of the Advisory Committee shall be constituted by 50% + 1 of total members being present at meetings;
- (i) Any members having a pecuniary interest in any matters being discussed by the Advisory Committee shall declare such interest at the meeting of the Advisory Committee and refrain from voting or discussion thereon.
- (j) The requirements applying to pecuniary interests for members as detailed in clause 7(i) above shall apply equally to any other appointed or invited observers or co-opted members, and also to the Executive Officer/Secretary;
- (k) Any recommendations of the Advisory Committee shall, as far as adopted by the Council, be resolutions of the Council, provided that recommendations or reports of the Advisory Committee shall not have effect unless adopted by the Council;
- (l) It shall be competent for the Advisory Committee to appoint a sub-committee or specific work groups comprised of members or non-members to exercise and carry out specific investigations for the Advisory Committee, and then to report back to the Advisory Committee. These appointed sub-committees or work groups may be dissolved by the Advisory Committee at any time;
- (m) Any appointed sub-committees or work groups have no power to make any decisions whatsoever on behalf of the Advisory Committee, and any recommendations of any sub-committee or work group will only have effect once adopted by the Advisory Committee, or by the Council, as the case may be;

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- (n) The Director External Services shall prepare an Annual Report of the Hawkesbury Bicycle and Access Mobility Committee's activities for submission to the Advisory Committee, who will, in turn, present such report to the Council.

LAST CLAUSE

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 10 May 2005

Item: 140 **ORG B - Vehicles Placed on Public Land and Advertised for Sale - (95494)**

Previous Item: 61, General Purpose Committee - Infrastructure - (30 November 2004)

REPORT:

This report has been prepared to seek Council's approval to trial the placement and enforcement of a Council notice prohibiting the parking, sale or driving of unauthorised vehicles on public lands at the Corner of Pitt Town and Windsor Roads McGrath's Hill.

This matter has previously been considered by Council at the General Purpose Committee Meeting held on 30 November 2004. The staff report prepared for Council's consideration noted that:

- Current procedures for the control of the sale of vehicles from public land were designed around the provisions of Section 68 of the Local Government Act 1993 which require persons to obtain approval from the Council to sell an article in a public place. The procedure involves the issuing of a caution to the owner of the vehicle, which was placed on the windscreen of the vehicle. Registration details were recorded and a letter forwarded to the owner of the vehicle requesting information as to who was responsible for placing the vehicle in a location for the purpose of sale - this information was required to identify the person to whom an infringement notice under Sec 68 could be issued. Council were advised that this procedure had limited effect as most letters went unanswered. Council is required to prosecute the person responsible for placing a vehicle on public land. As there is no practical way of determining the identity of the person responsible, without either an admission or being on the spot to witness the act, Council Officers have to date been unable to prosecute any individual for this practice - no infringement notices have been issued in response to the 180 cautions and follow-up letters which have been sent to owners over the preceding two years. Despite concerted attempts by staff to police this matter, in practice, Section 68 has proven to be ineffective in controlling the sale of vehicles on public land.
- Council were advised that the provisions of Section 670 of the Local Government Act, allow for penalty notices to be issued to a person who fails to comply with the terms of a notice or sign. This provision could be applied to public land, and Council could place a notice on such land to prohibit the parking, selling or driving of vehicles. When applied in conjunction with Section 632(1) of the Act, this would allow Council to issue a penalty notice, with a minimum penalty of \$110, to control the use of that area for the parking of vehicles advertised for sale. Under Section 632(1) the liability rests with owners of vehicles found to be in breach of a notice - there is no requirement to prove who placed the vehicle in the location. Council staff recommended that this procedure be trialled with the results of the trial to be further reported to Council.
- Additional information was subsequently provided to Council in response to a proposal to allocate a parcel of land where local residents could attend and offer their motor vehicle for sale. This information noted that development consent would need to be obtained for the use of land as a 'motor show room' and could only be located on land zoned for this purpose (which would exclude public reserves unless they were rezoned). Council further advised that allocating a parcel of land would carry certain obligations with respect to public liability and other insurance risks.

Council also resolved that this matter be workshopped and reported back to Council. The matter was workshopped in January 2005.

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Current Situation

Council is in receipt of correspondence from Hawkesbury Valley Holden regarding the 'proliferation of cars displayed in the Hawkesbury'. The letter indicated that similar concerns were held by Winford Motors and Windsor Toyota. In recent times up to 35 cars have been observed to be located and offered for sale on the public reserve at the Corner of Pitt Town and Windsor Road McGrath's Hill.

Conclusion

The current procedure for controlling the sale of vehicles from public land under Section 68 of the Local Government Act has been ineffective. The allocation of land by Council as a designated area for the private sale of motor vehicles is not considered to be a feasible approach to address this issue. There are options available to Council under Sections 670 and 632(1) of the Act, which would authorise Council Officers to issue infringement notices to the owners of vehicles offered for sale on public lands in contravention of the terms of a notice or sign.

In recent times the number of vehicles offered for sale on public reserves has increased significantly. This practice, if not curtailed, may expose Council to a risk of litigation in that it could be seen that Council is not taking steps to address breaches of the Local Government Act and that this inaction had contributed to an accident or incident where an injury resulted. The trialling of the proposed procedure, as recommended by staff would not limit the capacity of residents to offer their vehicles for sale through the normal channels – in newspaper classifieds and on line.

Should the trial prove to be effective in controlling the sale of vehicles from public land, Council may wish to apply the same procedures to other locations. Council is also in receipt of legal advice, which suggests that Council may also be in a position to control the sale of vehicles from public roads (as distinct from public lands/reserves) and this option can be considered in the future.

RECOMMENDATION:

That:

1. On a trial basis, signs be erected at the corner of Pitt Town and Windsor Roads McGrath's Hill, prohibiting the parking, sale, or driving of unauthorised vehicles at this location.
2. The cost of approximately \$2,000 be met by Development Legal Expenses.
3. Once the signs are installed, notification be placed in the local newspaper.
4. Two weeks after notification, any vehicle found in the restricted area to be issued with a penalty notice in the amount of \$110.
5. The results of the trial be reported to Council twelve months after implementation.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 141 ORG B - Documents for Execution Under Common Seal of Council - (77907)

"Reverend Turner Cottage" 360 George Street, Windsor is currently occupied by Schofield & Co (Administration) Pty Limited as Trustee for Sands Unit Trust as office space. The current lease expired on 31 March 2005 and confirmation has been received of their intention to enter into a new lease of three years with a three year option to commence on 1 April 2005. A valuation has been obtained. Commencing rent shall be \$20,800 net per annum plus separately metered services. An additional car space will be provided when one becomes available, at the rent of \$1,000 per annum. The lease preparation fees, pertaining to this matter, will also be the responsibility of the tenant.

1. Lease agreement for "Reverend Turner Cottage" 360 George Street, Windsor with Schofield & Co (Administration) Pty Limited for a lease of three years with a three year option with a commencing annual rent of \$20,800 plus metered services. A car space is to be provided when one becomes available at an annual rent of \$1,000. The lessee is to be responsible for the lease preparation fees.

0000 END OF REPORT 0000

ORDINARY MEETING

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CONFIDENTIAL REPORTS

Item: 142 ORG B - Lease of Windsor Function Centre, Mr Peter Payne and Mrs Cherie Payne - (79337, 74416, P-26816) CONFIDENTIAL

Reason for Confidentiality

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

- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege*

ORDINARY MEETING

Meeting Date: 10 May 2005

**Item: 143 ORG B - Proposed New Lease - Part Commercial Space Deerubbin Centre,
Cultural Precinct – Mr Ron Hackett - (79337, 85788, P-31516) CONFIDENTIAL**

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
of committees

ORDINARY MEETING
Reports of Committees

SECTION 5 - Reports of Committees

ROC - Local Traffic Committee - 20 April 2005 - (80245)

The meeting commenced at 3.00pm

Present:	Councillor B Bassett, Chairman Mr D Chui, Roads & Traffic Authority Mr T O'Brien, Office of Mr S Pringle, MP Mr J Christie, Office of Mr A Shearan, MP Sen Constable S Sherry, NSW Police Service Sen Constable C , NSW Police Service
Apologies:	Mr R Elson, Department of Transport
In Attendance:	Mr C Amit, Manager Design & Mapping Services Mrs J Hogge, Road Safety Officer

REPORT:

MINUTES

Minutes of the meeting held on 16 March 2005 were confirmed.

2 REPORTS

2 Reports

**2.1 Public consultation (No Parking Zones) –Warks Hill Road, Kurrajong Heights
Hawkesbury**

Introduction:

The Local Traffic Committee, at its meeting held on 16 February 2005 recommended the following:
That public consultation be undertaken with the property owners on both sides of Warks Hill Road between Max Street and No 19 Warks Hill Road (inclusive) regarding the proposed restricted parking and a further report be submitted to the committee.

Discussion:

As part of the consultation process, a letter and questionnaire, inviting comment to this project was sent out to the respective 14 property owners/residents of Warks Hill Road between Max Street and No 19 Warks Hill Road.

The results from comments received are listed below:

Agree = 4
Object = 2
No response =8

Two residents have objected to the proposal and mentioned the following reasons in their comments:

1. The proposal will affect the valuation of their property.
2. Instead of No Parking Zones, the reduction of speed limit to 40 kph should be considered.
3. If motorists adhere to the current regulatory speed limit, no safety problem and hence, no action required.
4. There will be parking problems for water and sewer carters after the installation of No Parking signs.
5. The proposal will be denying the right to use on-street parking in a suburban area on the basis of "a resident's concern".

The speed reduction option proposed by a resident will not improve the visibility problem on the curve and the inadequacy of the available lane width while a car is parked. The existing speed limit is 50 kph. The introduction of these two No Parking Zones will improve traffic safety at this location. One of the objections is from the opposite side of the street at No. 14, while the other objection is at No. 23 which would have 11 metres of their 30 metre frontage affected.

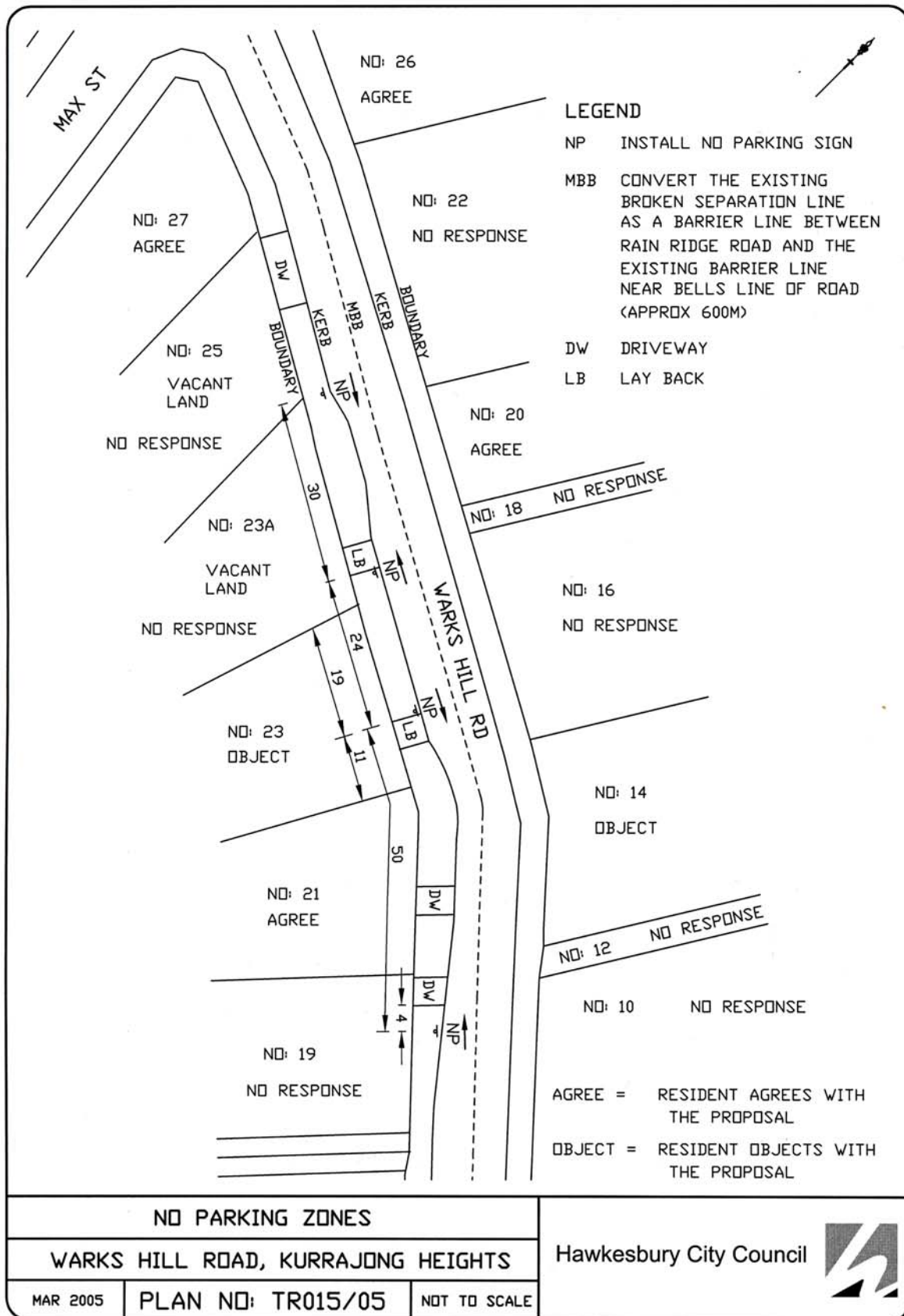
It would seem appropriate to proceed with the installation of No Parking signs and the marking of Barrier Lines.

Recommendation:

That:

1. the following line marking and sign installation work in Warks Hill Road be undertaken:
 - a) four "No Parking" signs be installed at the locations shown on the attached Plan No: TR015/05 to establish two No Parking zones, 30m and 50m long.
 - b) the existing Broken Separation Line along the centre of the road be converted as a Barrier Line from the end of the existing Barrier Line near Rain Ridge Road to the end of the existing Barrier Line near Bells Line of Road for a length of approximately 600 metres.
2. should issues regarding parking of service vehicles arise, that the matter be revisited.

ORDINARY MEETING
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2.2 No Parking - 167 Mileham Street, South Windsor *Hawkesbury*

Introduction:

Representation has been received from Ms Kathy Newman of 167 Mileham Street, South Windsor requesting that consideration be given for the installation of "No Parking" signs on the north western side of Mileham Street to restrict parking on the section between the driveways of No. 163 and No. 167. She claims that netball court users' cars are frequently parked on this section, up to the edge of this driveway and the entrance to No. 163, making it very difficult to enter the roadway due to reduced visibility.

Discussion:

The house No. 167 is located opposite the South Windsor Netball Court. Mileham Street is a local road in South Windsor. The horizontal alignment consists of a straight section. The width of the carriageway between the kerbs is 11.6 metres. The regulatory speed limit on this road is 50 kph. Traffic volumes of 4580 ADT and an 85th percentile speed of 60 kph were recorded in 2000. The RTA Accident Database indicates one minor accident on Mileham Street near No. 167 during the period from July 1999 to June 2004.

Netball court users park their vehicles on this section of Mileham Street in the vicinity of No. 167. The space between the driveways of No. 163 and No. 167 is 4 metres long. When a car is parked on this space, there is inadequate visibility for vehicles leaving the premises of oncoming vehicles on Mileham Street. This 4 metre long space is inadequate for a car to park. Hence, a 4 metre long No Parking Zone should be established on this section of Mileham Street. The residents of No. 163 (all three units) and No.167 support this proposal.

Recommendation:

That two "No Parking" signs be installed to establish a 4 metre long No Parking Zone between the driveways of No. 163 and No. 167 on the north western side of Mileham Street.

2.3 Special event application procedure Hawkesbury & Londonderry

The recommendations made by the Local Traffic Committee at its meeting held on 18 August 2004 and adopted by Council at its Ordinary Meeting held on 14 September 2004 in part included:

That all known special event organisers be notified of required time frames under the special event approval procedure in accordance with the RTA publication "Guide to Traffic and Transport Management for Special Events".

The following special event application procedure, information and time frame requirements be notified to known special event organisers.

Special event application procedure

1. An event organiser planning to hold a special event has to submit an application to Hawkesbury City Council **six** months prior to the proposed event date. Hawkesbury City Council through the Local Traffic Committee will assess traffic aspects of the special event.
2. The following application fees apply for special events:
 - a) A standard application fee of **\$500**;
 - b) A late application fee of an additional **\$1,000** (in addition to the standard fee of **\$500**) for the applications received by Council not prior to **six** months from the event date but at least **45 days** prior to the event date;

- c) Applications received by Council less than **45 days** from the event date will not be processed and will be rejected. This is due to inadequate time for assessment; and,
 - d) The application fee will be refunded if the application is rejected.
3. The application should contain the following items:
- a) Details of the special event.

A copy of the "Details of the special event" sheet is attached.
 - b) a Traffic Management Plan (TMP) for the entire route incorporating a Traffic Control Plan (TCP) where necessary.
 - The TCP should be prepared by a person holding appropriate certification required by the RTA to satisfy the requirements of the relevant Work Cover legislation.
 - A copy of the TMP model is attached. The event organiser is to complete the TMP and sign the Approval in Item 6 of the TMP template.
 - c) a copy of the applicant's Public Liability Policy in an amount not less than \$10,000,000 with Council and the Roads & Traffic Authority's interest noted on the Policy.

If the event traverses on a RTA asset such as a bridge, freeway or viaduct, the RTA will not support the event unless the Event Organiser arranges Public Liability Insurance for an amount of \$20,000,000.
 - d) A detail plan showing the proposed route of the event with the following information:
 - all public roads on which the event proposed to traverse;
 - length and limit of traverse on each road;
 - direction of traverse, turning points, river crossings and bridges used;
 - starting point and end point of the event.
 - e) Where alternate routes are required to bypass traffic around the event, a map and description of the alternate routes.
4. The event organiser has to obtain approval from the RTA in addition to the LTC concurrence as part of the application process;
- if the event proposed is to traverse on a RTA structure (bridge) or a RTA road (classified road); or
 - if there are road closures or restrictions to certain classes of road users.
5. The applicant has to get approval to conduct the special event, from the NSW Police Service.
6. **Assessment process:**
(This process may take up to six months dependant on the nature of the event.)
- b) After receiving the application for a special event, Council staff prepare a traffic submission for the Local Traffic Committee (LTC) to consider.
 - c) The LTC meets monthly at Hawkesbury City Council. The LTC has the following representatives:
 - Councillor (chair)
 - State members' representatives
 - RTA

- Police
 - Department of Transport
 - Council Staff
- d) The application may be forwarded to the LTC meetings twice for the assessment of the impact on the traffic movement after a site visit by the members of the LTC if required, or for the assessment of the other documents requested by the LTC at its first review.
- e) After the LTC reviews the complete application, it makes a recommendation to Council about the traffic management aspects of the event.
- f) The application is forwarded to RTA if the event proposed is to traverse on a RTA structure (bridge) or a RTA road or if there are road closures or restrictions to certain classes of road users.
- g) The LTC recommendations are forwarded to the Council meeting the following month as part of the approval process. Upon approval provided by Council, the event organiser is issued with a Schedule of Conditions Document. This outlines the conditions under which the event may proceed.

After the approval is granted, the event organiser has to meet the conditions set by Council including preparing a Traffic Control Plan if requested and advertising the event in the local press two weeks prior to the event.

(A) Important information for event organisers

(A1) It is recommended that the Event Organiser reads and becomes familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.3) which explains the responsibilities of the event organiser in detail. The latest version of this publication is available on the RTA's web site at http://www.rta.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html

(A2) The safety of all road users and personnel on or affected by the site/event is the responsibility of the Event Organiser.

(A3) The event organiser is responsible for public liability claims even where the position is voluntary or unpaid.

(A4) The Event Organiser is responsible for assessing the risk and addressing the suitability of the entire route as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the Event Organiser prior to preparing the TMP and prior to the event.

(A5) The Event Organiser is responsible for carrying out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and designing and implementing a risk elimination or reduction plan in accordance with the Occupational Health and Safety Regulation 2000; (information for event organisers about managing risk is available on the Department of Tourism, Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>)

(A6) In addition to responsibilities under the Occupational Health & Safety Act, the Event Organiser also has a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.

(A7) Traffic Control Plans (TCP) are a subset of the Transport Management Plan (TMP). The TMP is the plan that describes the entire traffic and transport management for the event. TCPs are risk management plans for traffic. A TCP describes the use of traffic control devices such as signs and barriers.

(A8) The TCP should be prepared by a person holding appropriate certification required by the RTA to satisfy the requirements of the relevant Work Cover legislation. These persons can be found under Transportation Consultant in the Yellow Pages if plans or advice are required.

(A9) No government authority approves or certifies the suitability of the TMP as, in itself, it has no legal standing. Rather, the TMP is a collection of statutory and common sense requirements and is the Event Organiser's description about how these requirements are to be met.

However, the regulation of traffic must be authorised under the Roads Act 1993 and the use of traffic control devices authorised under the Road Transport (Safety & Traffic Management) Act 1999.

(A10) Filming:

All filming activities in the Hawkesbury City Council area require approval in accordance with the Hawkesbury City Council's Standard Filming Conditions. In relation to the traffic aspect of the Filming Application – Special Events, refer to the following information.

The following is stated in the section 2.1 of the RTA publication "Guide to Traffic and Transport Management for Special Events" Version 3.3:

Some kinds of filming activities are special events. These are large scale productions that require multiple agency support. For example, the filming of helicopters and pyrotechnics in the Sydney CBD is a special event.

Small-scale filming activities where Council or the RTA can issue an approval in its own right are not classified as special events. For example, the filming of a truck crash scene over an isolated mountain road is not a special event.

The co-ordinator of the RTA Filming Section has advised that all filming activities in the Hawkesbury Council area are not classified as special events. Filming Applications will not be assessed by Hawkesbury City Council in relation to Special Events. The applicant is to forward all aspects of traffic assessment, TMP, TCP and associated information direct to the Transport Management Centre, Roads and Traffic Authority, telephone 8396 1513.

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Reports of Committees

Event Organisers are required to provide the following information in relation to the event:

DETAILS OF THE SPECIAL EVENT

Item	Description
Event name	
Brief description of the event	
Is the event a race/time trial	
Event date	
Event start and finish time	
Number of participants in the whole event	
Number of participants in a group if the participants will be competing in groups	
Number of groups in the event if the participants will be competing in groups	
Expected number of spectators	
Starting point of the event	
End point of the event	
The distance and the name of each public road where the event will be traversing	
Will the event traverse on any bridges?	
Can the emergency vehicles access the event site?	
Any road closures or traffic control arrangements will be in place?	
Will the event impact on access for local residents, businesses and hospitals?	
Where will the vehicles of spectators and participants be parked?	
Plan/Map of the event	Provided/Not provided
Other	
Applicant's name	
Applicant's address and telephone no.	
Applicant's signature	

Recommendation:

That

1. the Special Even Application Procedure attached as Annexure A to these Minutes be adopted, and commence operation as at 1 July 2005;

2. the late application fee of \$100.00 be included in the 2005/2006 Fees and Charges, but commence operation on 1 January 2006;
3. the Special Event Application Procedure be forwarded to all known applicants, including reasons for introduction of the procedure and seeking compliance; due to changes in office-bearers within organisations, that correspondence be forwarded to applicants at six (6) monthly intervals for a period of two (2) years; correspondence to applicants is to include a return acknowledgement notice;
4. Council undertake a comprehensive community advertising campaign in relation to this procedure;
5. in light of the apparent liability of Council and its Officers to WorkCover in relation to these events and given that Council is the road authority under the Roads Act 1993, having regard that filming activity is excluded as a special event that correspondence be forwarded to the Roads & Traffic Authority and the Premier's Department seeking:
 - a) a copy of the policy, excluding filming activity from the ambit of the "Guide to Traffic and Transport Management for Special Events", Version 3.3; and,
 - b) clarification of interpretation of Section 2.1 of the "Guide to Traffic and Transport Management for Special Events", Version 3.3, particularly whether Council has the authority to override the Roads & Traffic Authority's guidelines and resolve that filming is in fact a special event give the Committee's concerns regarding safety associated with that activity.

2.4 Development Application - 47 Bells Line of Road, North Richmond - Residential/Commercial Development - DA488/04 - Applicant: Urban City Consulting Pty Ltd

Messrs T Myers, D Hanna, C Crowther and A Reich, representing the applicant and Mr R Montgomery, Council's Executive Manager Development joined the meeting at this stage.

The development is for retail shops and pedestrian areas and courtyards on the ground floor with four levels of residential accommodation above. The development is split into two buildings with each of these buildings comprising of a mixture of 3 (three) levels towards Bells Line of Road and 5 (five) levels towards the car park and pedestrian way to the rear (south).

The retail development is split into 6 (six) shops with a combined floor space of 144 sqm.

Above the shops are provided 32 (thirty two) residential units having a mixture of 2 (two) and 3 (three) bedrooms.

Vehicular access to the development was originally proposed as a combination of separate in and out points to Bells Line of Road with further in and out points to the rear service area and car park adjacent to the Bendigo Bank. There is a recommendation by the applicant's traffic consultant that there be a revision to the plans so that access from Bells Line of Road be deleted. The applicant has indicated that they no longer seek direct access to Bells Line of Road.

The application is referred to the Local Traffic Committee in accordance with the provisions of SEPP 11, and the following Executive Summary has been provided by the applicant:

Executive Summary

- i Following a critical assessment of the proposed development of 47-51 Bells Line of Road, and with reference to both the appropriate traffic and transport guidelines, standards and consultation with key authorities, Christopher Stapleton Consulting Pty Ltd has determined that the proposed mixed use development would have no adverse impacts on the local access, traffic or parking environment.*
- ii Significantly, the access, traffic and parking components of the proposal examined in this report remain flexible, based on the potential provision of permanent access rights (Right of Way) from Riverview Street, through the public car park to the rear of the site.*

- iii *the provision of ROW - which is supported by Hawkesbury City Council but is yet to be formalised - as well as the potential for [restricted] vehicles access along the pedestrian path/open spaces at the rear of the site, would provide a revision of the current proposal, and specifically:*
- *Allow for the removal of vehicle access from Bells Line of Road*
 - *Allow for [restricted] service vehicle access in a similar manner to that provided in the Windsor Mall*
 - *Allow for more the removal of generally circuitous access paths*
 - *Allow for the revision of parking and parking allocation within the basement area*
- iv *Notwithstanding these benefits associated with the ROW, Christopher Stapleton Consulting Pty Ltd has found that the current proposal provides an appropriate level of accessibility and parking based on its location in Bells Line of Road.*
- *Primary access to the site will be provided from the Bank centre car park off Riverview Street, with minor ingress only access from the Bells Line of Road.*
 - *The provision of access through the Bank centre car park in and of itself has no significant traffic efficiency or safety impacts on the local traffic and parking environment.*
 - *The provision of access from Bells Line of Road would have no impact on the operation of Bells Line of Road, and indeed is no different from similar access points throughout the local and the metropolitan area.*
 - *Service vehicle access will be provided through the site in accordance with advice from the RTA.*
 - *The traffic generation of the site is minor and - distributed to the local and regional road network - would have no impact on either local roads or intersections.*
 - *Parking has been provided which will fully meet the demands of the site, particularly given the use of shared trips to the North Richmond village; different visitor parking peaks; and the primary use of the adjacent public car parks to access the site's retail components.*
 - *All parking areas have been designed to comply with AS2890.1.*
- v *Finally, Christopher Stapleton Consulting Pty Ltd strongly supports the implementation of a ROW for the site from Riverview Street; we believe that the ROW proposal will significantly benefit both the site's residents, tenants and visitors, and just as importantly provide significant benefits to the overall redevelopment of the North Richmond village.*

Substantial discussion ensued principally centring on:

1. access to/from Bells Line of Road given proximity of the development to the intersection with Grose Vale Road;
2. loss of car parking within Riverview Street car park, both from the viewpoint of proposed access to the development from that facility as well as manoeuvrability of large trucks within the car park.

Messrs Myers, Hanna, Crowther, Reich and Montgomery retired from the meeting at this stage.

Recommendation:

That a further report be submitted to the next meeting addressing the issues of perceived loss of car parking, including disabled parking and manoeuvrability of large vehicles servicing the development within the car park.

3 QUESTIONS WITHOUT NOTICE

Councillor B Bassett

- 3.1 Enquired as to progress regarding investigation of Old Kurrajong Road and Bells Line of Road, Richmond by the Roads & Traffic Authority.

Mr D Chui advised that the Roads & Traffic Authority would support the proposal should Council secure favourable public comment on the proposal.

Recommendation:

That community consultation be undertaken regarding restricted turning manoeuvres during peak hour periods at the subject intersection.

Mr J Christie

- 3.2 Advised of restricted sight distance in an easterly direction on exit from Coles Car Park, Richmond onto Francis Street due to parked vehicles.

Recommendation:

That investigation be undertaken regarding moving existing "No Stopping" signage approximately eight (8) metres in an easterly direction.

- 3.3 Advices of increasing number of motorist crossing the notional centre-line on George Street, South Windsor within the commercial precinct.

Recommendation:

That installation of barrier line at this location be investigated for the next meeting.

- 3.4 Tabled correspondence by Mr A White regarding speeding vehicles on Kurmond Road, Freemans Reach, west of Hibberts Lane.

Recommendation:

That this matter be referred to the NSW Police Service for inclusion in its routine patrols.

NEXT MEETING

The next meeting of the Local Traffic Committee will be held at 3.00pm 18 May 2005.

Meeting terminated: 5.20pm

**ANNEXURE A
LOCAL TRAFFIC COMMITTEE
20 APRIL 2005**

SPECIAL EVENT APPLICATION PROCEDURE

1. An event organiser planning to hold a special event has to submit an application to Hawkesbury City Council **six** months prior to the proposed event date. Hawkesbury City Council through the Local Traffic Committee will assess traffic aspects of the special event.
2. The following application fees apply for special events:
 - a) No application fee is applicable.
 - a) A late application fee of an additional **\$100** for the applications received by Council not prior to **six** months from the event date but at least **45 days** prior to the event date;
 - b) Applications received by Council less than **45 days** from the event date will not be processed and will be rejected. This is due to inadequate time for assessment;
3. The application should contain the following items:
 - a) Details of the special event.

A copy of the "Details of the special event" sheet is attached.
 - b) a Traffic Management Plan (TMP) for the entire route incorporating a Traffic Control Plan (TCP) where necessary.
 - The TCP should be prepared by a person holding appropriate certification required by the RTA to satisfy the requirements of the relevant Work Cover legislation.
 - A copy of the TMP model is attached. The event organiser is to complete the TMP and sign the Approval in Item 6 of the TMP template.
 - c) a copy of the applicant's Public Liability Policy in an amount not less than \$10,000,000 with Council and the Roads & Traffic Authority's interest noted on the Policy.

If the event traverses on a RTA asset such as a bridge, freeway or viaduct, the RTA will not support the event unless the Event Organiser arranges Public Liability Insurance for an amount of \$20,000,000.
 - d) A detail plan showing the proposed route of the event with the following information:
 - all public roads on which the event proposed to traverse;
 - length and limit of traverse on each road;
 - direction of traverse, turning points, river crossings and bridges used;
 - starting point and end point of the event.
 - e) Where alternate routes are required to bypass traffic around the event, a map and description of the alternate routes.
4. The event organiser has to obtain approval from the RTA in addition to the LTC concurrence as part of the application process;
 - if the event proposed is to traverse on a RTA structure (bridge) or a RTA road (classified road); or
 - if there are road closures or restrictions to certain classes of road users.
5. The applicant has to get approval to conduct the special event, from the NSW Police Service.

6. Assessment process:

(This process may take up to six months dependant on the nature of the event.)

- a) After receiving the application for a special event, Council staff prepare a traffic submission for the Local Traffic Committee (LTC) to consider.
- b) The LTC meets generally on the 3rd Wednesday monthly at Hawkesbury City Council with the exception of December. The LTC has the following representatives:
 - Councillor (chair)
 - State members' representatives
 - RTA
 - Police
 - Department of Transport
 - Council Staff
- c) The application may need to be assess by the LTC on more than one occasion prior to the issue of the **Initial Approval**, due to the need for the committee to undertake a site visit, require further information, the application in itself not providing sufficient information.
- d) After the LTC reviews the complete application, it makes a recommendation to Council about the traffic management aspects of the event.
- e) The application is forwarded to RTA if the event proposed is to traverse on a RTA structure (bridge) or a RTA road or if there are road closures or restrictions to certain classes of road users.
- f) The LTC recommendations are forwarded to the Council meeting the following month as part of the approval process. Upon approval provided by Council, the event organiser is issued with a Schedule of Conditions Document. This outlines the conditions under which the event may proceed.
- g) After the initial approval is granted, the event organiser has to meet the conditions set by Council including preparing a Traffic Control Plan if requested and advertising the event in the local press two weeks prior to the event.
- h) **Final Approval** from Council **must** be obtained by the event organiser. This **Final Approval** will be provided on the basis that all Conditions as set out in the **Initial Approval** have been satisfied and submitted to Council a minimum of 45 days prior to the Event date. The submission by the even organiser for **Final Approval** will be forwarded to the next available LTC meeting for its recommendation to Council.
- i) The application may be refused if the information submitted for **Final Approval** has not met all the requirements of the **Initial Approval**.

A) Important information for event organisers

(A1) It is recommended that the Event Organiser reads and becomes familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.3) which explains the responsibilities of the event organiser in detail. The latest version of this publication is available on the RTA's web site at http://www.rta.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html

(A2) The safety of all road users and personnel on or affected by the site/event is the responsibility of the Event Organiser.

(A3) The event organiser is responsible for public liability claims even where the position is voluntary or unpaid.

(A4) The Event Organiser is responsible for assessing the risk and addressing the suitability of the entire route as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the Event Organiser prior to preparing the TMP and prior to the event.

(A5) The Event Organiser is responsible for carrying out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and designing and implementing a risk elimination or reduction plan in accordance with the Occupational Health and Safety Regulation 2000; (information for event organisers about managing risk is available on the Department of Tourism, Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>)

(A6) In addition to responsibilities under the Occupational Health & Safety Act, the Event Organiser also has a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.

(A7) Traffic Control Plans (TCP) are a subset of the Transport Management Plan (TMP). The TMP is the plan that describes the entire traffic and transport management for the event. TCPs are risk management plans for traffic. A TCP describes the use of traffic control devices such as signs and barriers.

(A8) The TCP should be prepared by a person holding appropriate certification required by the RTA to satisfy the requirements of the relevant Work Cover legislation. These persons can be found under Transportation Consultant in the Yellow Pages if plans or advice are required.

(A9) No government authority approves or certifies the suitability of the TMP as, in itself, it has no legal standing. Rather, the TMP is a collection of statutory and common sense requirements and is the Event Organiser's description about how these requirements are to be met.

However, the regulation of traffic must be authorised under the Roads Act 1993 and the use of traffic control devices authorised under the Road Transport (Safety & Traffic Management) Act 1999.

(A10) Filming:

All filming activities in the Hawkesbury City Council area require approval in accordance with the Hawkesbury City Council's Standard Filming Conditions. In relation to the traffic aspect of the Filming Application – Special Events, refer to the following information.

The following is stated in the section 2.1 of the RTA publication "Guide to Traffic and Transport Management for Special Events" Version 3.3:

Some kinds of filming activities are special events. These are large scale productions that require multiple agency support. For example, the filming of helicopters and pyrotechnics in the Sydney CBD is a special event.

Small-scale filming activities where Council or the RTA can issue an approval in its own right are not classified as special events. For example, the filming of a truck crash scene over an isolated mountain road is not a special event.

The co-ordinator of the RTA Filming Section has advised that all filming activities in the Hawkesbury Council area are not classified as special events. Filming Applications will not be assessed by Hawkesbury City Council in relation to Special Events. The applicant is to forward all aspects of traffic assessment, TMP, TCP and associated information direct to the Transport Management Centre, Roads and Traffic Authority, telephone 8396 1513.

Event Organisers are required to provide the following information in relation to the event:

ORDINARY MEETING
Reports of Committees

DETAILS OF THE SPECIAL EVENT

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Number of groups in the event if the participants will be competing in groups	
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Applicant's address and telephone no.	
Applicant's signature	

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees



ordinary
meeting

end of
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