



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 31 May 2005

location: council chambers

time: 5:00 p.m.

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ordinary

section 4

reports
for determination

SECTION 4 - Reports for Determination

GENERAL MANAGER

Item: 146 GM B - Redundant Positions - (79355)

REPORT:

On Tuesday, 25 January 2005, Council approved an organisational structure to better coordinate and improve customer service, and to allow staff to focus on strategy or operations.

Some of the underlying principles regarding the restructure are:

- as far as possible all changes will be achieved through a re-allocation of existing resources;
- all employees will be encouraged to apply for any new positions created;
- any requests for voluntary redundancy will only entertained at the discretion of Council;
- any changes to an existing employee's job description will, as far as possible, be subject to mutual agreement between the General Manager and the employee.

In line with the above principles and in the normal process of reviewing vacancies occurring through natural attrition to achieve a more efficient utilisation of existing resources, the following opportunities have been identified:

- Vacant position of Building & Development Officer, External Services Division not be replaced, saving \$57,984.
- The lateral transfer of an existing staff member to the role of Senior Secretary to the External Services Director, resulting in the saving of a position of Administration Officer in the Cultural Planning section, saving \$35,497.
- The duties of a vacant position of Data Administration Officer in Infrastructure Services have been re-allocated amongst existing staff resulting in the position not be replaced, saving \$43,072.
- The lateral transfer of another existing staff member to the role of Data Integrity/Records Officer in the Commercial Strategy Division resulting in the saving of a position of Finance Officer in the Finance Branch, saving \$41,755.

This will achieve a total salary saving of \$178,308 at this time with no detriment to staff, as well as a more efficient utilisation of the skills and experience of existing employees.

RECOMMENDATION:

That:

1. The following positions be declared redundant:
 - a. Building & Development Officer.
 - b. Administration Officer
 - c. Data Administration Officer
 - d. Finance Officer

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2. An amount equal to the realised savings of \$178,308 be allocated in the 2005/06 Draft Operational Maintenance Budget.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 147 GM B - Masterplanned Urban Developments: Securing Approval and Ensuring Sustainability Conference - (79531)

REPORT:

The Masterplanned Urban Developments: *securing approval and ensuring sustainability*, National conference will be held on Thursday, 9 and Friday, 10 June 2005 in Sydney. The two day National conference will look at the most recent developments in planning large-scale residential developments and focus on assuring the approval of masterplanned developments and on improving their ecological, economic and social sustainability.

Topics covered during the conference include:

- Strategic planning processes
- Regulatory issues and pitfalls
- Development Plan Overlays and Local Environmental Planning schemes
- Sustainable land use
- Assessing flood risk
- Flora and fauna surveys
- Cultural heritage
- Site-sensitive design
- Geospatial visualisation tools
- Integrated water-cycle management and water-sensitive design
- Dealing with net-gain policies and offset schemes
- Building community engagement
- The future of sustainable residential developments

The cost of attendance at the conference will be approximately \$1,530.00 per delegate.

RECOMMENDATION:

That attendance of a nominated Councillor at the Masterplanned Urban Developments National Conference in Sydney on Thursday, 9 and Friday, 10 June 2005 at a cost of approximately \$1,530.00 per delegate be approved.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 148

GM B - 8th International RiverSymposium 2005 - (79531)

REPORT:

The 8th International RiverSymposium 2005, will be held 6 - 9 September 2005 in Brisbane, Queensland. The International RiverSymposium is an integral part of Brisbane's annual broad-based cultural event, the Riverfestival. Now in its 8th year, the RiverSymposium provides a global forum, which aims to make a difference to the declining state of rivers and waterways globally.

The RiverSymposium 2005 will focus on some of the pressing issues important to water and food security such as transboundary catchment conflicts and resolutions, water scarcity and urban and rural tensions over sharing water on rivers as corridors. Discussions will also continue on living with floodplain rivers, maintaining and restoring native fish populations, polluted rivers and predicting and planning for climate change, all relevant to the Hawkesbury Nepean River Catchment.

Hawkesbury City Council has submitted an Abstract entitled "Salvinia and the Hawkesbury/Nepean River Outbreak, 2004" for oral presentation at the Conference by the Director of City Planning.

Cost of attendance at the 8th International RiverSymposium in Brisbane on 6 - 9 September 2005, will be approximately \$2,695.00 per delegate.

RECOMMENDATION:

That attendance of nominated Councillors and staff members as considered appropriate by the General Manager, at the 8th International RiverSymposium to be held in Brisbane, 6 - 9 September, 2005, at a cost of approximately \$2,695.00 per delegate be approved.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

COMMERCIAL STRATEGY - (CORPORATE RESPONSE UNIT)

Item: 149 RES B - Use of Council Crest - (107, 94012)

REPORT:

Management has received a request from Mr John Miller, Promotion Officer, Windsor Business Group (Group) for use of the Council Crest as:

1. A marketing logo to promote the Group's activities, and
2. An emblem to designate membership of the Group.

Approval for use of the Crest was indicated to the Group subject to certain terms and conditions, however the Group have since responded that the terms and conditions of use do not allow the Group to manipulate the image to suit their needs and subsequently request such approval.

Examples of the Group's proposed artwork are attached to this report.

Background

On 1 January 1981, Windsor Municipality and Colo Shire were amalgamated and the new Shire of Hawkesbury was created. Council officers understand that artist Dennis Adams was commissioned by Council to design a suitable crest that "should portray the essence of Hawkesbury". Hawkesbury Shire Council subsequently adopted the crest.

The crest represents the past with the inclusion of Governor Lachlan Macquarie; the river that was the lifeline of the colony; the permanence and excellence of the spire of St Matthews; progress and commerce of today and tomorrow portrayed by the jet in the background heading out to the future. On 1 July 1989, Hawkesbury Shire was declared a city with the crest being abandoned in favour of more contemporary corporate livery.

The crest is sometimes used for historical celebrations and a previous Mayor used it to distinguish Mayoral correspondence from the rest of Council, however it appears that the crest has played no significant part in Council affairs since 1989 when the City of Hawkesbury was initially proclaimed.

Proposal

On the basis of the Group's intended use and proposed artwork, it is proposed that Council grant a licence to the Group to use the crest subject to the following terms and conditions:

1. The Crest must be represented as proposed by the attached samples;
2. The Crest may only be used on material produced by and for the Group at the Group's cost. The Group shall not apply the Crest to any permanent fixture nor to any property over which it has no jurisdictional control;
3. The Crest may not be issued by the Group for use by any third party;
4. The Group must not manipulate the Crest in any other manner except for the proportional scaling of the graphic as a whole element;

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5. The Group is not granted any proprietary interest in the Crest. The whole of the goodwill associated with it, whether now, existing or arising in the future, is the sole and exclusive property of the Hawkesbury City Council;
6. The Group must not use the Crest in a misleading or deceptive way;
7. The Group must not purport to bind the Council, make or perceive to make any representations on Council's behalf;
8. The Group must not use or apply for registration of any similar marks or names containing the mark;
9. This Licence is valid for two years from the date of this letter. The terms and conditions of this Licence are subject to change without notice.

RECOMMENDATION:

That a licence is granted to the Windsor Business Group for the use of the Council Crest pursuant to the terms and conditions outlined by this report.

ATTACHMENTS:

AT - 1 Proposed artwork as submitted by Windsor Business Group for use of the Council Crest.

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**AT - 1 Proposed artwork as submitted by Windsor Business Group
for use of the Council Crest.**

Example 1

Refer to Maps Agenda

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Example 2

Refer to Maps Agenda

oooO END OF REPORT Oooo

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Item: 150 RES B - External Payments - Tourism Hawkesbury Inc. (Fourth Quarter Instalment, April-June 2005) - (73538)

REPORT:

Council has received its Third Quarterly Activity Report from Tourism Hawkesbury Inc (THI) for the period ending March 2005 and an invoice for the Fourth Quarter Payment (and final instalment ending June 2005 for \$47,300 inclusive of GST). Council's total funding allocation to THI for the 2004/5 Financial Year was \$172,000.

An extract from the Activity Report is provided hereunder.

Achievements Statement (January to March 2005)

- Submitted by Michael Georgeson, Tourism Operations Manager

Executive Summary

"The March 2005 quarter has seen an improvement in a number of areas for the VIC and for THI in general. Member support and encouragement has grown, the booking service produced excellent results, the VIC introduced a touch screen referencing system and area famils with the VIC staff continued.

Following feedback from several quarters a greater focus has been placed in the relationship THI has with the different areas associated with the Hawkesbury Valley. This has taken the form of greater attendance at localised meetings, participation in events, greater communication and face-to-face contact. We feel that the result has been very positive and that whilst not altering much on the operational front the added communication has led to a much greater level of satisfaction within the membership.

This has been supplemented by some very good results in the bookings service showing an overall increase of 5.97% for the quarter. Unfortunately an outstanding result in January was diminished by a drop in March, we believe that this was a result of poor Easter weekend which fell very early and was predominantly used by daytrippers rather than overnight stayers. The PR function was a large part of contributing to results for this quarter.

The VIC extended services to the membership with the addition of the tourism Touchscreen unit which is now in place permanently and members have an option of additional exposure which will be available through several hundred units throughout the country."

Comments on Activity Report

The following observations are noted from the Activity Report submitted:

Total bookings - a 5.97% increase was recorded for the March Quarter relative to the same period last year.

Average nights - Not provided in this report

Actual nights - Not provided in this report

Average spend - Not provided in this report

PR function - it is suggested that the THI PR Program has helped return Hawkesbury Valley back to a higher profile and exposure for the area. THI have begun negotiations with Sydney Weekender Magazine for a comprehensive feature on The Hawkesbury.

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Coverage has been achieved in a number of local and regional newspapers and total spend to date is \$61,065. THI is also developing a downloadable version of the Heritage Trails Map & Nature Trails Map.

- Liquidity -** analysis of financial statements show that THI have a Current Ratio of approximately 1.95 for the year to-date.
- Profitability -** financial statements show that THI posted an operating profit of approximately \$9,370 for the year to-date.
- Cash-at-hand -** THI report a bank balance of approximately \$53,331.76 as at 31 March 2005.
- Membership -** During the quarter THI attracted 12 new members, which brought the total to 140.
- Accounting -** The financial statements do not adequately distinguish between capital and non-capital expenditures arising from Council-provided contributions and corresponding items funded from independent sources.

RECOMMENDATION:

That the Third Quarterly Activity Report (January to March 2005) by Tourism Hawkesbury Inc. be received.

ATTACHMENTS:

There are no corresponding documents

oooO END OF REPORT Oooo

Item: 151 RES B - Strategic Events - "Putting the Hawkesbury on the Map" - (91367)**REPORT:**

The E-Commerce/Markets Advisory Committee (EMAC) at its meeting of 12 May 2005 considered the developing a strategic events program around the use of the "Bridge-to-Bridge" theme, recommending unanimously to Council that:

1. *A Working Party comprising the Commercial Response Unit, representatives of the E-Commerce/Markets Advisory Committee (Councillor Trevor Devine, Mr Barry Crockford, Mr Zac Hope) and independent experts as required, is formed to investigate the feasibility of developing an integrated marketing program that is based upon a series of sporting competitions and/or community events and the "Bridge-to-Bridge" name and that:*
 - (a) *a commercial proposition be developed for further consideration by the Committee, and;*
 - (b) *any such proposition take into account consultations with relevant sporting clubs and associations.*
2. *Funding for this purpose is made available from the Local Economic Development program.*

Background Information

The EMAC considered how the use of a well-planned, single-themed event may be used by Council for strategic marketing purposes, much like the way that the City of Tamworth uses a country music theme as a cornerstone for its economic development program. The Committee considered how the opportunity existed for Council to develop a marketing vehicle around the concept of the Hawkesbury LGA being the "*Home of The Bridge-to Bridge*", and to be recognised as such at a state and national level by icon sporting and recreational goods suppliers and prolific sporting associations.

A situational analysis undertaken by the Commercial Response Unit (CRU) shows that "Bridge-to-Bridge" events occur between Brooklyn Bridge and Windsor Bridge on The Hawkesbury River. Governor Macquarie Park is used for pre and post event activities. The two annual *known* Bridge-to-Bridge events are for powerboats (May) and waterskiing (November). The Canoe Classic (October) is also a "Bridge-to-Bridge" event, but is not marketed as such.

It appears the brand name *Bridge-to-Bridge* is more recognisable than the individual events, and with the right direction and commitment, there is substantial scope to develop the brand as an umbrella event or festival program that operates over a defined calendar. A series of events held between the North Richmond Bridge and the Windsor Bridge could also be seen as a Bridge-to-Bridge event. A Bridge-to-Bridge festival presents as a marketing opportunity to *put the Hawkesbury on the map*, and could ultimately provide a revenue source to Council through a structured partnership arrangement.

The Bridge-to-Bridge events are special events that attract strong interest from external markets. Any development of these events should include measures to ensure that this interest can translate into tangible benefits for the local community.

Proposal

It is proposed that Council explore the possibility of developing the Bridge-to-Bridge theme as an umbrella brand that would sustain a series of marketing campaigns for special events and associated activities that are designed to:

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1. Raise awareness of the Hawkesbury brand in external markets.
2. Create the perception of the Hawkesbury as a vibrant and forward-looking community that promotes and enjoys many lifestyle benefits, adventure escapes and cultural experiences.
3. Generate new industry networks and spin-off enterprises as key performance outcomes arising from compounding successes of a Bridge-to-Bridge program.

Conformance to Strategic Plan

This proposal conforms to the Strategic Directions as set out in Council's Strategic Plan, being:

"Define attributes that distinguish the City and identify opportunities for growing and creating new niche industries".

RECOMMENDATION:

1. A Working Party comprising Council staff, representatives of the E-Commerce/Markets Advisory Committee (Councillor Trevor Devine, Mr Barry Crockford, Mr Zac Hope) and independent experts as required, is formed to investigate the feasibility of developing an integrated marketing program that is based upon a series of sporting competitions and/or community events and the use of the "Bridge-to-Bridge" brand and that:
 - (a) A commercial proposition be developed for further consideration by the E-Commerce/Markets Advisory Committee for presentation to Council, and
 - (b) Any such proposition takes into account consultations with relevant sporting clubs and associations and the possibility of forming some form of joint venture or marketing partnership.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 152 RES B - Strategic Planning Considerations - Public Private Partnerships & Policy Review - (91368)

REPORT:

The Strategic Planning Committee (SPC) at its meeting of 19 May 2005 considered the use of Public-Private Partnerships (PPPs) and a review of Council's Environmental Planning Instruments and Policy Register, unanimously recommending:

In relation to the use of Public Private Partnerships, that Council:

1. *Acknowledge any other issues or success factors not identified or fully explored by this [discussion] paper*
2. *Identify opportunities that may lend themselves to a Public Private Partnership model*
3. *Seek advice on what operating models and risk management instruments are available to Council to facilitate the ability to raise capital and/or enter into partnerships with the private sector, including the use of special purpose entities to minimise risk and report findings to the Strategic Planning Committee.*

And in relation to a review of Council's Environmental Planning Instruments and Policy Register:

1. *The Committee advise Council that in light of the direction letter from the Department of Infrastructure, Planning and Natural Resources, the Hawkesbury LEP 1989 should be replaced with the new Local Environmental Plan incorporating all the matters outlined above (see item "(a) - (m)" as shown in the attached item).*
2. *That the Hawkesbury Development Control Plan is in a suitable format for transition to electronic viewing and interrogation; this work should proceed in conjunction with the re-writing of the Local Environmental Plan.*
3. *That a report on the Review of the Policy Register be presented to Council in July 2005.*
4. *That Council write to the Department of Local Government & DIPNR to advise of the intention to move to an electronic form, with appropriate representatives to meet to discuss the process.*

Background Information

Public Private Partnerships

At the Special Meeting on 9 May 2005, Council resolved in part to:

"...actively investigate public/private partnerships and investment opportunities, which Council can enter into in the next 12 months."

Public Private Partnerships are popular because governments can access resources that would not otherwise be available, allowing new or improved services to be delivered without the need to raise taxes. The SPC considered a Discussion Paper that showed (among other things) that the private sector has long provided goods and services to the public sector.

Public-private partnerships (PPPs) involve private sector supply of infrastructure assets and services that have traditionally been provided by the government. An infusion of private capital and management can ease fiscal constraints on infrastructure investment and increase efficiency. Reflecting these advantages, a

trend is developing around the world towards increasing the involvement of the private sector in the provision of goods and services, traditionally seen as a function of the public sector: there are well-established PPP programs in a number of countries (including Chile, Ireland, Mexico, and the United Kingdom), with a good deal of interest being expressed by many other countries including Australia.

PPPs can involve the design, construction, financing, operation and maintenance of public infrastructure or facilities, or the operation of services, to meet public needs. PPPs are often "financially free standing", i.e., privately financed and operated on the basis of revenues received for the delivery of the facility and/or services.

Environmental Planning Instruments Review

In the near future, the Local Environmental Plan for Hawkesbury will be modified by the gazettal of some significant changes, which fundamentally alter the structure of the plan and the way it operates. Although these major structural reviews known as Amendment No. 108, Amendment 130 and Amendment 139 make significant changes, and there is still a significant amount of work to be done to modernise the Local Environmental Plan.

Proposal

It is proposed that Council continue to explore what possibilities may exist for Council to use PPPs as mechanism to improve services and develop incremental revenue streams, while minimising downside risks to Council.

It also proposed that Council modify the Hawkesbury LEP 1989 in accordance with the matters raised in the report to the SPC and undertake a review of the Policy Register.

Conformance to Strategic Plan

This proposal conforms to the objectives as set out in Council's Strategic Plan, being:

"Alliances/Public Private Partnerships established with industries and other organisations".

And;

"Review of Council's LEP, DCP and Policy Register to ensure accurate reflection of strategic plan".

RECOMMENDATION:

That:

1. The Strategic Planning Committee continue to identify opportunities that may lend themselves to a Public Private Partnership model for consideration by Council from time-to-time.
2. Advice be sought on what operating models and risk management instruments are available to Council to facilitate its ability to raise capital and/or enter into partnerships with the private sector, including the use of special purpose entities to minimise risk and the findings to be reported to the Strategic Planning Committee.
3. The Hawkesbury LEP 1989 is to be replaced with the new Local Environmental Plan incorporating all the matters outlined in the attached report to the Strategic Planning Committee.
4. The Hawkesbury Development Control Plan is to be made available for electronic viewing and interrogation and this work should proceed in conjunction with the re-writing of the Local Environmental Plan.

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5. A report on the Review of the Policy Register is presented to Council in July 2005.
6. The Department of Local Government & DIPNR is advised of Council's intention to move to an electronic format for its key planning instruments, with arrangements being made to meet and discuss with appropriate representatives as need be.

ATTACHMENTS:

- AT - 1** Report to Strategic Planning Committee - Environmental Planning Instruments and Policy Register Review

Attachment 1 - Report to Strategic Planning Committee (19 May 2005)

ITEM: 10 RES B - Strategic Planning Considerations - Public Private Partnerships & Policy Review - (91368)

REPORT:

Council's adopted Strategic Plan requires that by May 2005, a review be carried out on Council's Environmental Planning Instruments; that is LEP's and DCP's, and the Policy Register to ensure accurate reflection of the Strategic Plan. Council has received a direction from the Department of Infrastructure, Planning and Natural Resources that it is to replace its Local Environmental Plan within 2 (two) years. This direction also requires that the standard template (yet to be published) must be incorporated into this new plan.

In the near future, the Local Environmental Plan for Hawkesbury will be modified by the gazettal of some significant changes, which fundamentally alter the structure of the plan and the way it operates. Although these major structural reviews known as Amendment No. 108, Amendment 130 and Amendment 139 make significant changes, and there is still a significant amount of work to be done to modernise the Local Environmental Plan.

An application is also being made to the Department of Infrastructure, Planning and Natural Resources for funding under the Planning Reform Funds to assist in this modernisation program.

Hawkesbury Local Environmental Plan 1989

This Local Environmental Plan was gazetted in December 1989 and has been subject to, in excess of 120 (one-hundred and twenty) amendments since that date. In recent times, some of these amendments have made significant structural alterations to the plan and with 3 (three) major amendments awaiting gazettal, the plan will be significantly altered in the near future. There are however, further changes required to the plan:

1. to place it in a suitable format for display and interrogation over the internet;
2. to simplify and make it easy to read; and
3. to make it clearer in it's implementation.

Therefore it is considered that the Local Environmental Plan should be:

- (a) restructured in its format to be more logical; progressing from the strategic to the particular;
- (b) to delete all redundant Clauses, particularly those Clauses relating to development that have been completed, such as the Richmond Market Place;
- (c) to update the Clauses to do with such things as heritage and bushfire management;
- (d) to correct the schedule of heritage items to ensure modern property descriptions;
- (e) consolidation of the 120-plus gazetted amendments;
- (f) to place the LEP into a format so it can be compiled into a relational database for interrogation over the internet;
- (g) to change the fundamental structure of the map associated with the plan, so it is topologically correct for interrogation by a geographic information system;
- (h) to alter the way in which heritage items are represented;

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- (i) to separate the mapping of environmental constraint layers onto separate maps, and to define it in such a way so it can be exhibited electronically, and not rely on hardcopy maps for legal enforcement;
- (j) incorporate into the map, requests from the Roads and Traffic Authority to show certain lands for road widening;
- (k) to correct known abnormalities such as the location of wetlands, where they are vastly different between the map and the aerial photograph;
- (l) rationalisation of redundant zones, such as special uses zones on land no longer owned by public authorities; and
- (m) to amend the Land Use Matrix to remove redundant/outdated land use descriptions, bearing in mind however this may be influenced by the template.

It should also be noted that in the direction letter from the Director General of the Department, Council is requested to not make any other minor amendments to existing Local Environmental Plans in this period, and if any amendments are to proceed they must be by exception, and must be attempting to facilitate activities or remove provisions that jeopardise or undermine State Government Policy, or implements agreed strategic directions for development of the area prepared by the Department.

It would seem therefore, under these circumstances that some of the strategic re-zoning issues such as those associated with the land at Clarendon, and the land at North Richmond may fulfil this criteria but other minor amendments to the LEP's are unlikely to be supported until the comprehensive plan is concluded. The funding sought from the Department would see the employment of a Consultant Planner, Legal Practitioner, GIS expert and Software expert to support Council's implementation of this new plan.

This new form of Local Environmental Plan has normally been called a 'visually interactive plan', and demonstrations of implementations of these plans will be provided to the Committee.

Development Control Plan

Hawkesbury City Council is well placed in the substantial review of all the Development Control Plans as a result of the recent adoption by Council of the Hawkesbury Development Control Plan, which is 1 (one) document, containing separate chapters to deal with types of development, themes of development and specific locations. Currently under preparation, are new chapters to do with stormwater management and the Pitt Town area, and Council has already adopted alterations to the notifications chapter, effluent disposal chapter and proposed modifications to the definitions of carparking for a variety of developments in commercial zones. The Hawkesbury Development Control Plan is already structured using template documents and therefore can be readily compiled for electronic interrogation, and is considered that it will not be very difficult to achieve implementation of it being available for internet interrogation, as well as viewing.

Policy Register

Currently within Council's adopted Policy Register, there are 205 (two hundred and five) policies of various ages and history. A review was commenced but has been suspended, pending the adoption by Council of its Strategic Plan. The review can now be completed and the Policy Register analysed according to the strategic directions set by Council to ensure that responsibility for policies are allocated to the correct Council Director, the policies are current and in-line with current law and those policies which are superfluous are removed. Subject to staff availability, it is considered that this review will commence at the beginning of July.

COMMITTEE RECOMMENDATION:

1. The Committee advise Council that in light of the direction letter from the Department of Infrastructure, Planning and Natural Resources, the Hawkesbury LEP 1989 should be replaced with the new Local Environmental Plan incorporating all the matters outlined above.

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2. That the Hawkesbury Development Control Plan is in a suitable format for transition to electronic viewing and interrogation; this work should proceed in conjunction with the re-writing of the Local Environmental Plan.
3. That a report on the Review of the Policy Register be presented to Council in July 2005.

oooO END OF REPORT Oooo

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Item: 153 RES B - Enterprise Panel Projects - (73824)

Previous Item: 114, Ordinary (14 September 2004)
 22, Ordinary (8 February 2005)

REPORT:

At the Ordinary Meeting of 14 September 2004, Council resolved to establish a Commercial Development Enterprise Panel (Enterprise Panel) for the purpose of pre-qualifying potential contractors that would identify and take ownership for specific Council-sponsored projects and be held accountable for the implementation and success of such projects through performance-based agreements.

At its Ordinary Meeting of 8 February 2005, Council resolved to appoint the Hawkesbury City Chamber of Commerce Inc (Chamber) to the Enterprise Panel and that:

"... The CRU manage all negotiations and contractual arrangements with the Chamber with a view to executing a suitable agreement."

"... Up to \$25,000 (twenty thousand dollars) be made available from the CRU budget for the purpose of procuring goods and services arising from the Chamber above and subject to a further report to Council."

Pursuant to Council's resolution in this regard, the CRU has been in discussions with the Chamber to develop a Hawkesbury Customer Service Assurance Program (Program) as a strategic initiative to:

- create a discernable improvement in the quality of customer care provided by local businesses,
- differentiate the Hawkesbury from other LGAs, and;
- develop a sustainable competitive advantage for local business.

The program will be established and run over an initial 12-month period with an opportunity to review, assess and then continue on an annual basis subject to satisfactory performance.

What will set this program apart from other customer service and/or quality initiatives is that a key objective of the program is to create *Centres of Excellence* within each Hawkesbury Business district. One of the learning outcomes will require participants in the program to obtain a minimal understanding of the Hawkesbury, its environment, heritage and places of interest. Tourist and visitors may come to realise that the "*Hawkesbury Experience*" is not just about superior customer service, but about a people that are passionate about what they do; knowledgeable about what they have to offer; with a culture that is built upon networking and participation in the local community.

The program will be structured to be held one evening a week, for a minimum of three hours, and will include other learning outcomes designed to address Customer Service and Quality Issues such as:

- Why focus on customer service?
- What is superior customer service?
- Identifying and Knowing you customer's needs
- Getting customer feedback
- Identifying your key service activities
- Service that results in customer satisfaction
- Customer Service – your key competitive advantage

Qualified and experienced trainers will deliver the program tutorials.

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Assessment will be made on how business are being rated by their customers on an ongoing basis to maintain the integrity and quality of the program with appropriate feedback and suggestions for improvement being given to program participants.

Both the business itself and its participating employees will receive formal certificates of obtainment, which may not only be used for publicity purposes by the business, but as additional training qualifications for employees - potentially increasing their value in the labour market.

The Hawkesbury City Chamber of Commerce will be funding the development of the training program, with external contractors. The Chamber expects to contribute cash and in-kind support for set-up; certification, project management, enrolments and ongoing assessment, which is anticipated to amount to approximately \$27,000. It is envisaged that any revenues generated by this initiative will be used to offset any future commitment of Council (as may be the case).

Proposal

It is proposed that Council enter into a suitable supply agreement with the Chamber for set-up and delivery of the Hawkesbury Customer Service Assurance Program.

Conformance to Strategic Plan

This proposal is deemed to conform to the objectives as set out in Council's Strategic Plan, being:

"Brand accreditation systems established".

Funding

The cost of this initiative will be \$19,300 for the first year and will be funded from the CRU budget for the current 2004/5 financial year.

RECOMMENDATION:

That:

1. A Hawkesbury Customer Service Assurance Program is established in partnership with the Hawkesbury City Chamber of Commerce Inc at a cost of \$19,300 per annum.
2. An initial 3-year agreement is negotiated with the option for Council to terminate after 12 months, subject to the satisfactory performance of the contractor.
3. The General Manager is authorised to prepare and execute the necessary documents (including the use of the Common Seal of Council as required), to give effect to point 2 above.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ENVIRONMENT AND DEVELOPMENT

Item: 154 ENV B - Draft LEP Investigation for Land Bounded by Macquarie Street, Bridge Street, Ross Street - South Creek, Windsor - (79427, 95498)

REPORT:

Council last considered this matter at its meeting on 27 February 2001, where it resolved to prepare a draft Local Environmental Plan for this land and to rezone it to Commercial 3(b). Due to the limited budget available, some resources have been allocated to this work and further investigation has now been completed; this included consultation with Government Departments. Council is also in possession of a request from the owner's of 6 Anschau Crescent; which are the owner's of the Hawkesbury Valley Holden Development, to have this land zoned commercial and they are prepared to dedicate to Council a strip of land between this property and the adjacent residential property to provide a pathway to the residential land along South Creek. They request however, that the pathway be named 'Needham Pathway' or 'Needham Way'.

Following consultations with Government Departments, responses were received from:

- a) the Roads and Traffic Authority - they have no objections, but only have support for left-in / left-out from Bridge and Macquarie Streets;
- b) the Department of Infrastructure, Planning and Natural Resources previously known as the Department of Land and Water Conservation - they wish to have controls imposed on the riparian zone of South Creek;
- c) the Department of Primary Industries previously known as the Department of Agriculture for NSW - they consider that there is little or no impact on the agricultural area; and
- d) the Department of Environment and Conservation previously known as the National Parks and Wildlife Services - have requested further fauna studies be carried out and investigations into the likelihood of Aboriginal Heritage values.

After examining these responses, Council engaged a Consultant Planner and Heritage Architect to investigate the redevelopment of this site, in particular the treatment of the 'Jolly Frog' building. These investigations resulted in a series of recommendations outlining how to treat the redevelopment of the 'Jolly Frog', together with the first commercial building in Macquarie Street that would be immediately adjacent to the heritage item. These investigations also revealed that the previously recommended zone for the area is probably inappropriate, and a further review needs to be made of the proposed zoning. Discussions were also held at this stage with the Principals of Hawkesbury Valley Holden and their advisers concerning their redevelopment plans for the site.

Following these discussions, it was concluded that the Local Environmental Plan should be amended such that the land contained within the Heritage Item; that is the block of land that the 'Jolly Frog' is located on and the adjacent rural zoned land, together with a small triangular shaped piece of land on the corner of Macquarie and Bridge Street should be zoned Private Open Space (should be noted that the Heritage Incentive provisions will apply to allow the land to be used for any purpose provided it leads to preservation of the 'Jolly Frog' building). The remaining land affected by the draft LEP should be zoned from 3(b) to 3(a), as the adjacent Hawkesbury Valley Holden development has been rezoned 3(a) in a subsequent amendment to the Hawkesbury Local Environmental Plan. With regards to the property located in Anschau Crescent, the owner's of the land propose that the land be zoned 3(a) and a six (6) metre wide strip be zoned proposed road. Finally, the location of the zone boundary between the 6(a) zone and the 6(c) zone be moved towards South Creek to encompass only those lands required by Council for maintenance of the riparian zone. It should be noted that ultimately this land will need to come into Council ownership.

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A draft Development Control Plan has also been prepared outlining the distribution of preferred land uses on this site, and how the development can take place. This draft map will be augmented by three-dimensional presentations of the desired character of the building located on the corner of Macquarie and Bridge Streets.

A copy of the proposed Local Environment Plan as amended by the above suggestions, and a copy of the map associated with the Development Control Plan, are attached.

RECOMMENDATION:

That:

1. The attached Draft Local Environmental Plan Map, be adopted.
2. The Draft Local Environmental Plan be placed on exhibition as soon as possible, along with the Draft Development Control Plan.

ATTACHMENTS:

AT - 1 Draft Local Environmental Plan.

AT - 2 Map associated with the Development Control Plan.

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AT - 1 Draft Local Environmental Plan.

Refer to Maps Agenda

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AT - 2 Map associated with the Development Control Plan.

Refer to Maps Agenda

oooO END OF REPORT Oooo

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Item: 155 **ENV B - Review of Development Application Process - Update - (79351, 79347)**

Previous Item: 69, Ordinary (29 March 2005)

REPORT:

This report has been prepared to provide Councillors with an update regarding the internal review of the development application assessment process. At the Ordinary Meeting held on 29 March 2005 Council resolved that:

1. *An independent planning consultant be appointed, for an amount less than \$5,000 (five thousand dollars), to review the quality of applications received by Council and the effectiveness of the handling process thereafter.*
2. *External submissions from interested parties be invited.*
3. *Additional focus be placed on pre-lodgement and lodgement process when the vacant Town Planner positions are filled.*
4. *Council seek, as a matter of urgency, that the vacant Town Planning positions be filled*
5. *The ongoing internal review of the DA process continue.*
6. *A further meeting of the parties referred to in the report and other appropriate persons be held in 4 (four) months time.*

Background

Councillors will be aware that in February 2005, Council staff commenced an 'in-house' review of its development application assessment process. This internal review was undertaken in response to the Council restructure, which had seen to separation of planning and operational functions within the Building and Development Branch. The creation of a Town Planning Services Branch, with a clearly defined operational focus, was intended to increase Council's capacity to deliver development assessment services to customers. The restructure provides an excellent opportunity to review customer services.

In March 2005, the scope of this internal review was widened in response to issues raised at a meeting held on 22 March 2005, which was chaired by the Mayor and attended by persons involved in the local development industry. The development industry representatives in attendance at this meeting identified four broad criticisms that were perceived to be of concern, these included:

- a perception that Council is 'negative' towards development;
- a perception that DAs take too long to process - a number of factors were identified as adversely impacting on processing times for Development Applications including staff shortages, and delays resulting from the referrals of DAs to the Rural Fire Service and other Government agencies;
- a perception that applicants were not provided with sufficient information or opportunity to discuss, review or seek advice from Council staff regarding proposed developments prior to their lodgement of DAs. It was also felt that this lack of pre-lodgement advice/assessment resulted in further delays as a result of Council staff frequently requesting additional information from applicants after their DA had been lodged.
- a perception that Council is providing inconsistent advice or direction to applicants and that its decision-making in relation to DAs is too unpredictable.

Current Situation

The internal review is proceeding. A preliminary analysis of development applications lodged between March 2003 and March 2005 has been completed together with a review of the outcome of customer satisfaction surveys returned over this period.

A town planning consultant (Falson and Associates) has been engaged and is currently auditing a sample of development applications lodged in the six months prior to March 2005.

Two vacant planner positions have been filled (including the position of Senior Planner). This process created a vacancy for a town planning assistant, which will be assessed in the 2005/2006 Financial Year.

A number of customer service initiatives are being piloted to improve service levels. These initiatives were developed in response to the preliminary findings of the review of development applications received over the last 24 months. Discussions are also currently being held with Branch Staff to identify options for the reconfiguration of staffing resources to improve customer services with a particular focus on enhancing the processing of commercial development applications.

It is anticipated that the review will be completed shortly. A draft position paper will be prepared and reported to Council with approval sought for the public exhibition of the position paper to enable external submissions to be invited from interested parties. It is intended that the position paper will include recommendations for Council's consideration.

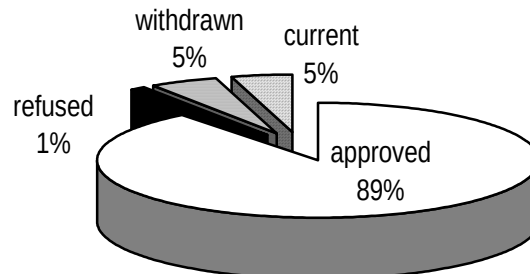
Review of Development Applications

To explore the issues and perceptions raised at the meeting held on 22 March 2005 with representatives of the local development industry, Council staff have completed a review of DAs received during the period 1 March 2003 to 31 March 2005. A summary of the findings is outlined below.

Council's approach to development - Between March 2003 and March 2005 Council received 3,065 development applications of which 138 of the applications received over this period are still 'live' and awaiting determination while a further 149 applications were subsequently withdrawn. Of the remaining 2,778 DAs determined by Council, 2743 were approved and 35 were refused. This indicates that over 98% of those DAs actually determined by Council were approved.

Table 1 summarises the outcome of all DAs received between March 2003 and March 2005.

**Table 1 - Outcome of DAs received
between March 2003 and 2005**



Delays in the processing of DAs - The most commonly adopted 'performance measure' in relation to the processing of DAs is whether the assessment of a DA has been completed within the 'deemed refusal' period of 40 days. There are two different indicators used to assess performance:

- 'mean calendar days' - which divides the total number of calendar days taken to determine every DA by the total number of DAs determined; and

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- 'median time in calendar days' which ranks the time it takes to determine each DA from the least to the most number of days and then selects the middle one (in statistical terms, the median is considered to be a more accurate measure).

Table 2 records the mean and median calendar days for determining DAs that were received in the period March 2003 to March 2005. It includes data for DAs that had been determined as well as data for DAs which were received over the same period and which were still 'live' as at the 31 March 2005.

	Mar 2003 – Mar 2004	April 2004 – March 2005	Total
no of determined DAs	1554	1224	2778
no of processing days	62,924	38,532	101,456
mean	40	31	36
median	30	27	29
yet to be determined DAs	6	132	138
no of processing days*	1446	8023	9469
mean	241	61	69
All DAs (determined + live)	1560	1356	2916
no of processing days*	64,370	46,555	110,925
Mean	41	34	38
Median	27	27	29

Table 2 – Mean and Median calendar days for determining development applications (*as at 31 March 2005)

Table 2 shows that the average number of calendar days for determining DAs over the period March 2003 to March 2005 was 36 days. When the data for 'yet to be determined DAs' is factored into consideration, it shows that (as at the 31 March 2005), the mean number of calendar days for determining and/or processing DAs was 38 days. The median figure for determining and/or processing DAs was considerably less at 29 days. Overall, just over 73% of DAs were determined within 40 days.

Although these figures suggest that the average processing time for DAs is 40 days or less, there are variations in processing times based on the type of DA. This information is summarised in Table 3.

Table3 : Average DA processing times by category

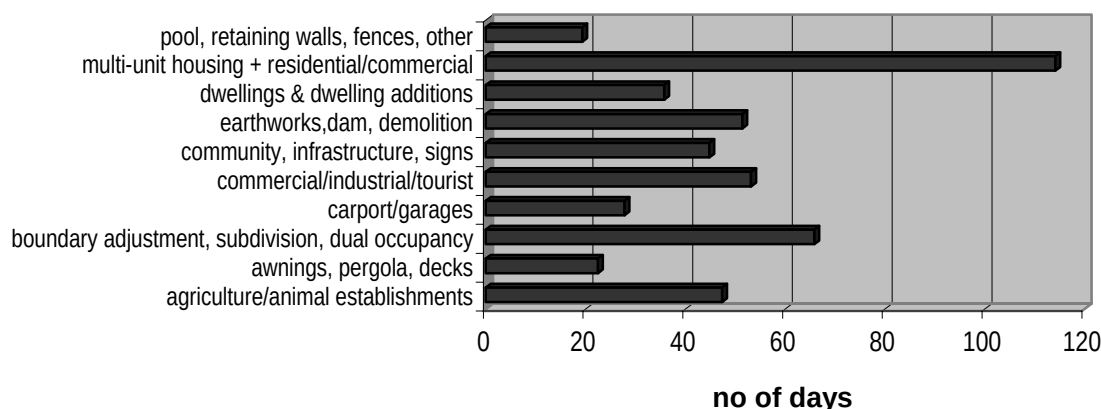


Table 3 indicates that the average time for processing some types of DAs is well over the 40 days and well under 40 days for others.

Requests for Additional Information - Of the 2,916 development applications, which were received in the period March 2003 to March 2005 (and which were determined or are currently being assessed), 359 (13%) were subject to delays based on a formal requirement for additional information. In these cases the 'clock was stopped', and further information was requested by Council to facilitate the processing of DAs. Additional information can also be sought from applicants without the need to 'stop the clock'. The customer satisfaction survey sent out to applicants following the determination of their DAs indicated that 46% of surveyed applicants were requested to provide additional information. On this basis, it would be reasonable to assume that a significant proportion of DAs were required to supply additional information. The opportunity exists for Council to improve DA processing times by ensuring that requests for additional information are made early in the assessment process.

Inconsistent and unpredictable decision making - This area of concern was not addressed in the analysis of DAs received between March 2003 and March 2005 as this information was not captured. Perceptions of inconsistency and unpredictability reflect the personal experience of applicants. To this end, the results of the 123 customer satisfaction surveys, which were returned to Council over this period were collated to determine if there were any identifiable trends in relation to customer perceptions (the 123 completed surveys represent a 4% sample of applicants which is a reasonable survey sample). The survey results indicated that 73% of applicants spoke with Council staff to seek advice prior to the lodgement of their DA with 96% of these persons indicating that they were satisfied or very satisfied with these pre-lodgement discussions. 71% of respondents indicated that they were satisfied with the time taken to assess their applications and 92% of applicants rated Council's level of customer services as either very good or good.

Customer Service Initiatives

The preliminary review of DA processing times, together with customer feedback, has identified opportunities for improving customer services. To this end two new service initiatives are currently being piloted, these include:

- Focus on the First Four Days – an initiative which invests resources at the early stage of the assessment process to ensure that a thorough preliminary assessment can be completed within four days of the initial receipt of a DA. All DAs are reviewed on a daily basis by the Executive Manager, Development in conjunction with senior staff. This procedure is intended to facilitate the timely distribution of neighbour notifications, initial site inspection, and contact with applicant to advise of the likely time frame for completion of assessment and any need for additional information.
- Mobile DA Service – an initiative targeting commercial applicants. Council staff will provide an outreach service to relevant applicants, which is intended to minimise delays in the assessment and processing of these DAs.

Conclusion

The preliminary findings of the review of Council's Development Application Assessment Process has identified an number of opportunities for improving levels of customer service. While some of the criticisms of Council, in relation to its approach to DAs and the time taken to process DAs seem unfounded, the review has identified opportunities for improving levels of customer service.

New initiatives are currently being piloted to speed up the preliminary assessment of DAs with a view to minimising the time delay in Council requesting additional information from applicants. The review has also identified categories of development applications where DA processing times are significantly higher than the average for all DAs. In particular, the processing of DAs for commercial projects, is an area identified for improvement - Council is piloting a 'Mobile DA service' to speed the processing of these DAs and staff are currently reviewing further options for the reconfiguration of staffing resources to reduce the processing times for these categories of DAs.

The findings of the DA audit being undertaken by consultants may identify areas for improvement in relation to the processing of DAs for multi-unit housing and larger commercial/residential developments.

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RECOMMENDATION:

That a further report be provided to Council in August following meetings with industry representatives.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 156 ENV B - Independent Review Panel - (79339)

REPORT:

Introduction

In the process of the current review of Town Planning Services, consideration has been given to the establishment of an independent review panel for development applications. The purpose of this report is to introduce the concept and seek Council's endorsement to investigating the matter further.

Report

A number of Councils in the Sydney Metropolitan area have implemented independent review panels to assist Council in determining major or controversial development applications.

The independent panel typically comprises a lawyer, a town planner, and a community representative. The members of the panel are totally independent of Council operations, other than being paid by Council.

Panels are currently operating at a number of Councils, including Sutherland, Liverpool, Fairfield and Warringah. Not all panels operate in the same way, but the common elements are as follows:

- Certain triggers are in place for a DA to be referred to a panel hearing (eg no. of objectors, type of development);
- Council staff assess the application and make a recommendation to the panel;
- The panel meetings are held in public and objectors and applicants can be heard; and
- The panel makes a recommendation, which is then considered by Council.

It is considered that an independent panel may be beneficial to this Council, particularly in matters where there are subjective components to the assessment or a there are a number of objections to the application. It may also be of benefit in reducing the increasing cost of appeals against DA refusals.

To progress this matter, further investigation will be required as to costs, operational issues and procedures and performance.

RECOMMENDATION:

That:

1. The Director External Services investigate the feasibility of establishing an independent DA review panel.
2. A further report be provided to Council on completion of the investigation.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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ASSET MANAGEMENT

Item: 157 INF B - Proposed re-location of Wilberforce Rural Fire Station - (79354, 73600)

REPORT:

The Hawkesbury Rural Fire Service (RFS) has requested consideration be given to the possible re-location of the Wilberforce Fire Station. The reason for the re-location is that the current fire station requires upgrading and that the current location is situated in the middle of a residential area.

The three locations proposed are:

1. The land opposite the Wilberforce depot. This is the RFS's preferred location. This land is Crown land under Council's care and control and was vested in Council for the purposes of Recreation. This parcel of land was originally reserved as a trig station in 1896. Historically this is important, especially as it is the highest point in this region. It is also considered that a fire station at this location would have a significant visual impact on the area.

Due to limited recreation land within Wilberforce, it is considered that this site is not be suitable.

2. The second site is next to the Wilberforce Cemetery. It is believed that this parcel land is part of the cemetery and is currently being verified by the Department of Lands. Many locals believe that burials have occurred on this site. The area is relatively small and has remnant Cumberland Plain bushland on the site. For the above reasons it is felt that the site would not be suitable.
3. The third site is near the intersection of Salters Road and Old Sackville Road, Wilberforce. This parcel of land is vacant crown land, reserved for the use of a quarry. It has had a large quantity of uncontrolled fill deposited over the years and as such would have additional cost implications to achieve satisfactory footings for a building.

It is suggested that this would be the best option for the RFS to follow as it is the furthest away from residential areas.

Due to all three parcels being Crown Land, Department of Lands would need to be approached regarding the placement of a fire shed on any of the sites. If the Department of Lands was agreeable, the purpose of the land would have to be changed.

The other option would be for Council to approach the Crown to acquire it i.e. Council would then own it. The Crown may (and usually does) require compensation to be paid and this would be at market value.

Either way there will be application fee for the Crown to process the application and plans will need to be drawn by a qualified surveyor. It would also be suggested that some public consultation be part of this process.

RECOMMENDATION:

That:

1. The Department of Lands be approached regarding the placement of a new Fire Shed on the vacant parcel of Crown Land near the intersection of Salters Road and Old Sackville Road, Wilberforce; and,

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2. Hawkesbury RFS be requested to consider providing the necessary upgrading at the current site.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 158 **INF B - Lighting Request - Pedestrian Laneway Between Nos 43 and 45 Hereford Street, Hobartville - (79346, 80449, 95404, 76332, 12326, 12325, 80538)**

REPORT:

A request has been received from the resident of No 43 Hereford Street, Hobartville for the installation of lighting in the pedestrian laneway between Nos 43 and 45 Hereford Street, Hobartville.

This laneway provides a link for pedestrians between Hereford Street, Richmond High School and West Market Street. Recently there has been a high incidence of vandalism in the laneway and in particular at night thus posing a potential risk to both users of the laneway as well as the adjoining property occupants. It is proposed to install a light approximately half way along the laneway and positioned on the side abutting No 45 Hereford Street.

A survey of the adjoining property residents/owners, by way of a questionnaire was undertaken to ascertain their views relating to the acceptance of lighting within the laneway. The two properties are occupied by tenants.

Responses were received from both tenants of the properties as well as their respective property owners. All responses supported the installation of lighting in the laneway.

Details of the lighting include the installation of one 2 x 14W FL T5 lantern on a 6 x 0.5 metre galvanised steel hinged column connected to the existing street light circuit via underground cables. Estimated cost (schedule 1) for the lighting is \$8,020.74 with an annual charge increase of \$220.22 (all prices inclusive of GST). Funding for the lighting is available from the street lighting budget.

RECOMMENDATION:

That lighting half way along the pedestrian laneway between Nos 43 and 45 Hereford Street, Hobartville, positioned on the side abutting No 45 Hereford Street be installed.

ATTACHMENTS:

AT - 1 Locality Map

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AT - 1 Locality Map

[Refer to Maps Agenda](#)

oooO END OF REPORT Oooo

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Item: 159 INF B - Windsor Parking Update - (79346, 79338)

Previous Item: 33, GPC - Infrastructure (23 September 2003)
 33, Ordinary (14 October 2003)

REPORT:

A report outlining the available parking as well as opportunities to provide additional car parking spaces was reported to Council at its General Purpose Committee meeting held on 30 September 2003.

The report, in part, included:

An assessment of the current parking available has been undertaken covering an area from the Windsor Wharf/Thompson Square area through to the Council Chambers/Offices, with the results listed below:

• <i>On street including both restricted and unrestricted</i>	<i>830</i>
• <i>Car parking areas</i>	
<i>Windsor Wharf</i>	<i>29</i>
<i>Baker Street (New Museum/Macquarie Arms</i>	<i>30</i>
<i>Lachlan Court</i>	<i>66</i>
<i>Windsor Town Centre</i>	<i>139</i>
<i>Kable Street/Macquarie Street</i>	<i>113</i>
<i>Kable Street/The Terrace</i>	<i>96</i>
<i>Coles</i>	<i>80</i>
<i>New Library/Art Gallery</i>	<i>98</i>
<i>Council Administration Building</i>	<i>124</i>

Kable Street/The Terrace

It would be possible to construct a deck on this car park to provide approximately 90 (ninety) additional spaces. Whilst it is appreciated that there would be some visual impact, this could be minimised by reconstructing the lower level to be consistent with the level of The Terrace and constructing the upper level to be consistent with the height of the existing access off Kable Street.

The resolution of Council at its Ordinary meeting on 14 October 2003 was:

That further consideration for the provision of additional parking in Windsor, excepting the ongoing negotiations with Hawkesbury District Health Service Ltd, be deferred until such time as the Hollands Paddock development proposal has been finalised.

The Hollands Paddock development has a minimum requirement of 309 off-street car parking spaces, however, 327 spaces will be provided, with construction starting in the near future.

Upon further investigation of the deck option for the car park at Kable Street/The Terrace it is apparent as indicated on the attached plan that the property known as 11 Kable Street, lot 2 DP535141 has a substantial encroachment onto the car park. Access to the private parking area for No 11 Kable Street is undertaken via the public car park and not from the Right of Carriageway it has over lot 21, DP603166. Upgrading of this car park may necessitate the owners of 11 Kable Street, to utilise their legal access via lot 21 DP603166.

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The current incorrect positioning of fences between No 11 Kable Street and the car park potentially reduced the available parking to the public by one space. It is proposed to request the owners of No 11 Kable Street to reposition their fence on the correct boundary alignment and utilise their legal access via lot 21, DP603166. The relocation of the fence and carport to the correct alignment will further enhance the deck option by providing two additional parking spaces on each level.

The attached plan indicates that the existing fence along the southern boundary of the car park at The Terrace/Kable Street is approximately 3.0 - 3.9 metres in from the boundary line. This is over a length of 62.49 metres which is part of the boundary length of 65.55 (approximate area = 216.2 m²).

Identified in a previous works program was the proposed alterations to the car parking area along the eastern side of The Terrace between Fitzgerald Street and the access point to the car park on the corner of The Terrace and Kable Street. This proposal was to convert the eight parallel parking spaces to twenty one 90 degree parking spaces. When design works were being undertaken it became clear that the proposal required additional land to allow a vehicle parked at 90 degrees to exit without encroaching on the travelling lane on the western side of The Terrace. The acquisition of a 3.0 metre strip of land along the western boundary of lot 21, DP603166 over a length of approximately 66.0 metres taking into account the existing splay on the corner would be required to ensure safety standards are met.

The additional 3.0 metres would allow for the positioning of the 90 degree parking from the existing kerb line towards the property boundary, freeing up the carriageway for through traffic, further enhancing access to the Hollands Paddock site.

The required land along the western boundary of lot 21 DP603166 to facilitate the parking alterations is approximately 3.0m x 66m = 198m². It would seem reasonable to undertake negotiations with the owner of lot 21 DP603166 with a view to exchanging the land currently occupied on the southern side of the Kable Street/The Terrace car park for the land required on the western boundary of the property required for car parking.

RECOMMENDATION:

That:

1. Due to the additional parking which will be provided at the new shopping centre at Hollands Paddock and the current lack of funds for capital works that, no further action in relation to additional parking occur at this stage.
2. Negotiations proceed with the owner of lot 21 DP603166 with a view to exchanging approximately 216m² of land on the northern boundary of the property for approximately 198m² of land on the western boundary; and
3. The owners of 11 Kable Street, Windsor (lot 2, DP535141) be requested to remove encroachment from the car park and to access their private parking area utilising the Right of Carriageway it currently has over lot 21, DP603166.

ATTACHMENTS:

AT - 1 Plan of Kable Street/The Terrace Car park

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AT - 1 Plan of Kable Street/The Terrace Car park

[Refer to Maps Agenda](#)

oooO END OF REPORT Oooo

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Item: 160 **INF B - Deeplift Asphalt Reconstruction - Ham Street, South Windsor - (79344, 95991)**

REPORT:

Ham Street South Windsor, between Snailham Crescent and Berger Road has been identified as requiring reconstruction. The project was included within the Federal Governments Roads to Recovery Program.

Schedule of rates tenders were called to undertake this project and closed at 2:00pm on Thursday, 5 May 2005. Ten submissions were received from the following companies:

Company Name	Extended Tendered Price
Pioneer Road Services	\$301,736.00
Tropic Asphalts	\$413,627.50
J&G Excavations & Asphalting (NSW) P/L	\$281,082.50
Bernipave	\$340,287.00
Allstate Roads	\$355,231.00
Northshore Paving	\$400,693.25
Works Infrastructure	\$335,727.50
Emoleum	\$370,366.00
DMH Civil	\$313,147.00

A late tender was submitted by Boral Asphalt and as such was not considered.

Two additional alternate tenders were supplied to Council by Works Infrastructure Pty Ltd proposing alternate designs incorporating insitu stabilisation techniques. The assumptions made by the contractor as to the suitability of their design would require further independent verification. After consideration it was decided to proceed based upon the original tendered design due, primarily to the more expeditious nature of full depth asphalt construction, therefore minimising disruption to existing commercial and residential traffic.

The conforming, submitted tenders have been assessed upon the following criteria:

- Estimated tender cost
- Relevant experience and past performance
- OH&S management
- Suitability of plant and equipment

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The tenderers were then ranked and are listed as follows:

Rank	Company Name	Extended Tendered Price
1	J&G Excavations & Asphaltting (NSW) P/L	\$281,082.50
2	Pioneer Road Services	\$301,736.00
3	Bernipave	\$340,287.00
4	Works Infrastructure	\$335,727.50
5	Allstate Roads	\$355,231.00
6	DMH Civil	\$313,147.00
7	Emoleum	\$370,366.00
8	Northshore Paving	\$400,693.25
9	Tropic Asphalts	\$413,627.50

The submission by J&G Excavations & Asphaltting (NSW) P/L is considered to be the best overall value.

Reference checks indicated that the company has undertaken similar works in a satisfactory manner for Blacktown City Council in the recent past.

There are sufficient funds within the Roads to Recovery Program to undertake the project.

RECOMMENDATION:

That the schedule of rates tender submitted by J&G Excavations & Asphaltting (NSW) P/L for the deeplift asphalt reconstruction road pavement in Ham Street, South Windsor for the extended price of \$281,082.50 be accepted and be executed under the seal of council.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 May 2005

Item: 161 INF B - Tenders for the Hire of Plant - (79338, 79344)

REPORT:

Tenders for the Hire of Plant on a comprehensive basis for the period 1 July 2005 to 30 June 2006, closed at 10:00am on Wednesday, 13 April 2005.

Tendered prices have been grouped into respective plant categories and listed in order of price.

The selection of plant for this hire period is based on price, availability, performance and the satisfactory compliance of all OH&S requirements. A list will be made available to interested Councillors.

RECOMMENDATION:

That the tender list be adopted for the selection of plant for the 2005/2006 financial year.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 May 2005

Item: 162 **INF B - Hollands Paddock Landscape Plan - (79354, 8736, 92909)**

Previous Item: 124, Ordinary (26 April 2005)

REPORT:

A community meeting was held on 19 May 2005 to give the public the opportunity to contribute to the design of the Hollands Paddock Landscape Plan.

A concept plan was presented to the meeting to illustrate concepts that had been developed through the plan of management for the park, as recommended by Council on 26 April 2005.

The concept plan will be displayed at the Ordinary Meeting.

In general, the community supported the concept plan however some minor alterations have been suggested. A summary of these changes is outlined below:

Paths

The only change made in relation to the pathways is to terminate the path, coming from the southern side of the shopping centre development, to about the middle of the park boundary with The Terrace (approximately where the wombat crossing is) rather than to the side of the park. The reasoning for this is to create a greater linkage with Howe Park and to provide a safer crossing that is more visible to oncoming vehicles, the previous crossing being on the corner of The Terrace.

An advantage of this is also to provide a different texture under foot, which would act as a reminder/deterrent to children who may run through the park and onto The Terrace. It may reduce the need for a barricade.

Fencing/Barricades

The plan of management recommended that fencing be restricted so as to keep the views to Howe Park and the river, unimpaired. It did, however, recommend that fencing be provided for safety reasons along Johnston Street where necessary.

The Girl Guides have requested fencing be placed along Johnston Street near the proposed car park and new guide hall for the protection of the children so that they do not run out into the street. The community supported this. They have also requested a fenced area to be erected adjacent to the guide hall for use by the guides only. No specific location or size has yet been determined and it was felt that this would be better determined once the hall and the rest of the park is developed. If a fence is not considered appropriate, ie cutting off more parts of the park, alternative barriers may be appropriate such as garden beds or bollards.

Should a barrier be required along The Terrace, bollards and low garden beds are the preferred method in order to keep views open yet contains activities within the park.

Trees/Gardens

The plan of management recommended that native plants local to the area be used for landscaping to encourage wildlife and to acknowledge the proximity to the river. The Plan also suggests that wetland species such as Lomandra, Carex and Melaleuca be used to acknowledge the park as the lowest part of the town and that these plants would have once existed there.

ORDINARY MEETING

Meeting Date: 31 May 2005

At the meeting, some members of the community expressed a desire to have more deciduous plants used within the park. Other members preferred native trees to attract wildlife. People supported the idea of using trees other than Eucalypts so that the shopping centre development would be screened.

It was concluded at the meeting that council staff would put together a range of plant species that would be suitable for the site and that this be sent to members of the meeting to encourage further input. Overall, a concession was reached that the park would have both deciduous and evergreen plants incorporated into the design.

The community agreed that it would be appropriate to remove and/or trim some of the existing trees so that they would be in keeping with the proposed design.

Lighting

It was recognised at the meeting that lighting is needed around the Guide Hall for safety. It was also recognised that there is a need for lights along the pathways. (This is in keeping with the recommendations of the plan of management).

Guide Hall

The only change to the location/design of the building is to have it facing into the park. There is a need to ensure the building is designed using energy efficient principles. The building should be attractive from all angles.

Playground/Play Space

Suggestions were made to have a play space on the embankment on the southern side of the park. A play space is preferred rather than a traditional playground with swings to encourage a more stimulating experience for the children. Features would be incorporated into the embankment to reduce impact upon the visual space. The playground at Newington was given as an example.

This idea was supported by those in attendance and is included in the plan of management.

Artwork/Cultural Interpretation

The community preferred any artwork and cultural interpretation be incorporated within the landscape rather than to stand alone, reducing the openness of the park. It was suggested that this could be incorporated within the play space design, eg Rouse Hill Regional Park.

Seating

It was recognised that there is a need for seating within the park. It was felt that seating as opposed to picnic settings is more appropriate and should be placed around the edges of the park rather than in the centre of the park. It was also suggested that seating could be incorporated into the hill near the play space and footpath.

The plan of management has recommended that plenty of seating be provided to facilitate enjoyment of the park.

Bubblers

A need for bubblers has been identified at this meeting and at the meeting held when developing the plan of management. The plan of management does not directly mention provision of bubblers but does mention park furnishing be of adequate number and placed to complement patterns of community use of the park.

ORDINARY MEETING

Meeting Date: 31 May 2005

Water Tank and Terrace

The community supported the idea of a water tank within the park in order to reuse rainwater for irrigating the park. The terrace and associated ramps and landscaping were also supported.

There is no provision in the current plan of management for a structure such as a water tank to be located within the park. As such, the plan of management would need to be amended and be placed on public exhibition in accordance with the Local Government Act 1993.

RECOMMENDATION:

That:

1. The landscape plan incorporating the changes suggested by the community be adopted and incorporated within the Plan of Management; and,
2. The necessary steps required under the Act to amend the Plan of Management to permit a water tank and bubblers be undertaken.

ATTACHMENTS:

AT-1 Holland's Paddock Landscape Concept Plan - *(to be displayed in Chambers)*.

oooO END OF REPORT Oooo

ORDINARY MEETING
Meeting Date: 31 May 2005

Item: 163 INF B - Tender Report - Cleaning - Various Council Buildings Contract 017/FY05 - (79338, 87360)

REPORT:

Tenders for the general daily cleaning of six Council being owned buildings closed on Thursday, 5 May 2005. Tenders were invited on a performance based specification. A total of thirteen tenders were submitted and are listed below, all prices include GST and is for a three year term.

Company Name	Extended Tendered Price
Storm International P/L	\$268,296.60
Shamoom Cleaning & Trolley Services	\$382,194.45
Starlight Commercial P/L	\$397,743.00
Cama Corp P/L	\$411,000.00
Northern Contract Cleaning P/L	\$417,468.00
AMC Commercial Cleaning (NSW)	\$440,602.41
Guardian Property Services P/L	\$476,313.58
Harvent P/L trading as Total Building Maintenance (TBM)	\$506,934.45
Nads Cleaning Service	\$524,563.18
Porter Group P/L	\$771,014.25
Abrocene P/L	\$832,260.00
Janiking Cleaning Services	\$1,184,040.00

The lowest complying tender in the amount of \$268,296.60 including GST was submitted by Storm International Pty Ltd and the supplied reference checks have supported the company and their company credentials are substantiated. Discussions with Wilson Younan from Storm International confirmed that the total project is included.

Storm International Pty Ltd has experience in the execution of work similar to this contract, the references supplied include contracts from Mosman Council, Auburn Council and the CSIRO at North Ryde.

An Occupational Health and Safety Management System has been provided by the tender of Storm International Pty Ltd

RECOMMENDATION:

The tender of Storm International Pty Ltd of 204 Fairfield Street, Fairfield NSW 2165 for the cleaning of various council buildings for the sum of \$268,296.60 including GST, for a three year period be accepted and the necessary documents be executed under Seal of Council.

ORDINARY MEETING

Meeting Date: 31 May 2005

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 May 2005

Item: 164 INF B - Proposed Water Storage Tanks - Bowen Mountain - (79354, 79016)

REPORT:

A request was received from the Hawkesbury Rural Fire Service (RFS) that the Grose Vale Brigade be permitted to place emergency water storage tanks on community land at the northern and southern ends of Bowen Mountain.

The purpose of these tanks would be to assist in fire mitigation and suppression operations. The tanks would be built of concrete, with a capacity of 105,000 litres each. The diagrams provided indicate that the tanks would be buried in the ground, with a diameter of 8m and a depth of 2.5m.

The community land is zoned 6 (a) - Open Space Existing Recreation and contains good quality bushland. Once these parcels of land are formally categorised, they are likely to be included within the draft Natural Areas Plan of Management.

The adopted Draft Generic Plan of Management for Natural Areas permits "a work shed or storage required in connection with the maintenance of the land" to be erected. It is felt that water tanks would meet this requirement.

The Local Government Act 1993 states that "until a plan of management is adopted, the nature and use of the land must not change." As the generic plans of management have not yet been adopted, it could be argued that the tanks should not be placed on site until this process is completed. Unfortunately the process is still some time off, as seven areas of the Hawkesbury Area still have to be categorised prior to the generic plans being reported to Council for adoption.

Alternatives could be that the tanks be placed on Crown Land that surrounds Bowen Mountain. It is believed that the Crown Land surrounding Bowen Mountain is for the purpose of fire mitigation and such structures would be suitable.

Council has care and control of the crown land directly to the south west of Bowen Mountain, and the Crown directly manages all the other Crown Land. Advice is being sought regarding the possibility of placing the tanks on crown Land.

RECOMMENDATION:

That the Rural Fire Service be consulted in relation to placing the tanks on Crown land. If this is suitable, that the Crown be consulted in relation to using Crown land as an alternative to community lands.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

CORPORATE AND COMMUNITY

Item: 165 ORG A - Remuneration for Councillors and Mayor - (107, 90479)

REPORT:

The Local Government Remuneration Tribunal places Councils in categories and determines the maximum and minimum amounts of fees to be paid to Councillors and the Mayor for each financial year.

Hawkesbury City Council is currently categories as a Category 3 Council.

In summary, in respect of 2005/06 there will be no change to the level of remuneration to be paid to Councillors and the Mayor as the Tribunal has determined to defer the matter until such time as the Minister has reviewed Councils expense policies and categorisations as previously announced.

For Council's information the main comments from the Tribunals determination in this regard are reproduced hereunder:

"Pursuant to section 241 of the Local Government Act 1993 (the Act), the Local Government Remuneration Tribunal hereby determines the categories for councils, county councils and mayoral officers and the maximum and minimum amount of fees to be paid during the period 1 July 2005 to 30 June 2006 to mayors and councillors of councils as well as chairpersons and members of county councils.

In undertaking the 2005 review the Tribunal sought submissions from councils and the Local Government and Shires Associations on both the categories of councils and the minimum and maximum level of fees payable to councillors and mayors. This year in particular, the Tribunal indicated its intention to undertake a review of the categories of councils which were initially determined in 1995.

The Minister for Local Government, the Hon. Tony Kelly, M.L.C., has advised the Tribunal that the Department of Local Government will undertake a review of the expenses policies adopted by councils with a view to guidelines being developed. Councils are currently required, pursuant to section 252 of the Act, to adopt a policy for the payment of expenses to mayors, deputy mayors and other councillors.

As the issues surrounding the payment of fees and expenses are related, the Minister has requested that the Tribunal defer its review of categories until such time as the Department has completed its review. One option being considered is the central regulation of expenses and whether different categories of councils should have variable expense structures.

Underpinning the category structure developed by the Tribunal is the principle that like sized councils receive comparable fee levels to perform the roles and responsibilities for which they were elected.

Expenses policies are, under the legislation, a matter for each council. There is no suggestion that this should change. What is at issue, however, is that under the current arrangements expenses policies adopted by councils within the same category may differ significantly in quantum and scope.

The proposed review provides the opportunity for the Tribunal to have regard to the impact, if any, of councils' expense policies on the current category and fee structures.

ORDINARY MEETING

Meeting Date: 31 May 2005

On this basis, and after consultation with the Assessors, the Tribunal has agreed to defer making any changes to the categories of councils for 2005/2006. In addition, the Tribunal has deferred its decision to visit and meet with councils until the review is complete, which is expected to be later this year. The Tribunal would like to thank those councils and the Associations who provided information in regard to the review of categories. The Tribunal will continue its investigations with a view to finalising this matter as part of the 2006/2007 annual review process. Submissions already received will be considered again at that time.

In the light of the review of the expenses policy the Tribunal has considered the quantum of fees for 2005/2006. It has been determined to defer any changes to the fee structure until the results of the Government's inquiry are available."

In the light of the above, for the period 1 July 2005 to 30 June 2006, the Remuneration Tribunal has determined that the annual fees to be paid for a Category 3 Council are as follows:

	Councillor Annual Fee		Mayor Additional Fee	
	Minimum	Maximum	Minimum	Maximum
Category 3	\$5,875.00	\$12,925.00	\$12,490.00	\$28,215.00

While these fees remain unchanged from 2004/05 it is still necessary for the Council to formally adopt a fee, within the above ranges, for the 2005/06 period.

There is no fee for Deputy Mayor prescribed. Last year it was set at \$4,232.25 (15% of the Mayor's fee) with this being deducted from the Mayor's fee. It is proposed that the same percentage of the Mayor's fee be maintained for the Deputy Mayor in 2005/06.

It should be noted that pursuant to section 249, the fees paid to the Mayor and Deputy Mayor are paid in addition to the fee paid to the Mayor and Deputy Mayor as a Councillor.

RECOMMENDATION:

That in respect of the 2005/06 financial year and in accordance with the recommendation of the Local Government Remuneration Tribunal:

1. The fee for Councillors be \$12,925.
2. The fee for the Mayor be \$28,215, and the Deputy Mayor be \$4,232.25 to be deducted from the Mayor's fee.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 May 2005

Item: 166 **ORG A - Tender for the Provision of Banking Services to Council - (79349)**

Previous Item: 94, Ordinary (10 August 2004)

REPORT:

At the meeting of Council held on 10 August 2004 a report was considered regarding banking services provided to Council by its current banker, the Commonwealth Bank, and the requirements of the *Local Government Act 1993* in relation to calling tenders for this service.

In the report it was pointed out that a revised fees structure had been submitted by the bank that would result in potential saving to Council in the order of \$18,000.00 in 2004/05 and recommended that such structure be accepted until 30 June 2005 and, notwithstanding that it was not a legislative requirement, that tenders for the services be invited.

Subsequently, the Council resolved as follows:

"That:

- 1. It is recommended that the proposed fee structure from the Commonwealth Bank be accepted until 30 June 2005.*
- 2. That tenders for Banking Services be invited to take effect from 1 July 2005."*

A copy of the abovementioned report to Council on 10 August 2004 is attached.

Due to issues that have arisen in the first half of 2005 it has not, as yet, been possible to call tenders in accordance with Council's resolution. However, this has been discussed with representatives of the Commonwealth Bank and Council has been advised that the bank is prepared to extend the existing fee structure until such time as Council considers and accepts a tender for the service. As such, the saving achieved in 2004/05 will continue until the process has concluded.

In the event that Council alters its banking arrangements as a result of inviting tenders it would be highly desirable for any "change over" to occur at the beginning of a financial year. As such it is now proposed that tenders for Council's banking services be invited during the first quarter of 2006 on the basis of the successful tender taking effect from 1 July 2006.

RECOMMENDATION:

That the continuation of the existing fee structure from the Commonwealth Bank be accepted and that tenders for Banking Services be invited during the first quarter of 2006 on the basis of the successful tender taking effect from 1 July 2006.

ATTACHMENTS:

AT - 1 Report to Council Meeting on 10 August 2004

ORDINARY MEETING

Meeting Date: 31 May 2005

AT - 1 Report to Council Meeting on 10 August 2004

Item 94: ORG A - Banking Contract - (79349)

REPORT:

The Local Government Act 1993 (Section 55 (1) (f)) excludes banking services from the services for which a Council must invite tenders. The Commonwealth Bank has been Council's principal banker for a significant number of years. To ensure accountability and the best possible result for the organisation, it is considered appropriate that Council call for tenders for Banking Services. With the recent issue of 2004/2005 Rate Notices, including various payment options currently in place the successful tender will need to take effect from 1 July 2005, which will be the start of the next rating and financial year.

The Commonwealth Bank have submitted a proposed fee structure to Council which provides significant cost savings over and above the current fee structure. The proposed Commonwealth Bank pricing review provides pricing amendments across a number of operational banking transaction services including:

- Account transactions (deposits and withdrawals)
- Credit facilities (overdraft)
- Rate Payment Collection (agency receipts and lockbox receipts)
- BPAY transactions
- Diamond Services (EFT software)
- Merchant Services (credit card transactions and EFTPOS terminals)

Pricing analysis based on current transaction volume indicates that the new pricing structure has the potential to realise savings to banking costs in 2004/2005 in the vicinity of \$18,000.00 (eighteen thousand dollars).

It is recommended that Council accept the proposed fee structure from the Commonwealth Bank but advise the bank that the new fee structure is accepted only until 30 June 2005. The Commonwealth Bank should also be advised that it is Council's intention to call tenders for Banking Services to take effect from 1 July 2005.

Although the Commonwealth Bank has been Council's principal transaction banker for some time, over recent years Council's banking services have been diversified across a number of financial institutions:

- Currently less than 15% (fifteen percent) of Council's investment portfolio is with the Commonwealth Bank and this is restricted to Council's on-call account, which is used to meet day to day operational requirements.
- None of Council's existing loans are with the Commonwealth Bank.
- The National Australia Bank undertakes Council's corporate purchasing card system.
- Less than 5% (five percent) of rate payments are collected via the Commonwealth Bank agency facilities.

RECOMMENDATION:

That:

1. It is recommended that the proposed fee structure from the Commonwealth Bank be accepted until 30 June 2005.
2. That tenders for Banking Services be invited to take effect from 1 July 2005.

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Meeting Date: 31 May 2005

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING**Meeting Date: 31 May 2005****Item: 167****ORG A - Monthly Investments Report - April 2005 - (79349)****REPORT:**

The Local Government (Financial Management) Regulation requires that each month, details of all money that has been invested under section 625 of the Local Government Act, 1993 be reported to a meeting of Council.

The following tables outline the investment portfolio held by Council as at the end of April 2005. All investments have been made in accordance with the Act, Regulations and Council's Investment Policy.

April 2005

Investment Type	Balance Brought Forward	Deposits	Withdrawals	Accrued Interest	Balance End of Month
Managed Funds	\$15,598,035.17		-\$1,000,000.00	\$76,500.46	\$14,674,535.63
On Call Funds	\$1,970,000.00	\$1,300,000.00	-\$3,170,000.00		\$100,000.00
Term Investments	\$820,000.00				\$820,000.00
Rolling Investments	\$3,500,000.00				\$3,500,000.00
TOTAL	\$21,888,035.17	\$1,300,000.00	-\$4,170,000.00	\$76,500.46	\$19,094,535.63

Investment Commentary

The investment portfolio decreased by \$2.79 million during April 2005. This decrease is representative of the increase in expenditure over income for the month of April due to minimal income streams in the month of April. The final rates instalment for 2004/2005 is due on 31 May 2005. Expenditure consists predominantly of contract payments associated with capital works projects, payments for materials and supplies, as well as salaries and wages for the month.

Managed Fund performance was marginally below the (UBS Aust.) Bank Bill Index for the period, with an average return after fees of 6.15%, compared with the index of 6.21%. The managed funds portfolio has achieved a return after fees for the past 12 months of 6.02%, which has outperformed the (UBS Aust.) Bank Bill Index of 5.61% for the corresponding period.

Official cash interest rates remained unchanged in April 2005 at 5.50%.

The investment portfolio is diversified across a number of investment types. This includes a number of managed funds, term deposits, rolling rate investments, floating rate notes and on-call accounts.

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The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Comparisons are made between existing investments with available products that are not part of Council's portfolio. Independent advice is sought on new investment opportunities.

Lisa Desmond
Responsible Accounting Officer

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
Meeting Date: 31 May 2005

Item: 168 ORG A - Payment to Hawkesbury Sports Council Inc. - (107, 79350, 73611)

REPORT:

Set out below are the summarised financials as at 31 March 2005, of Hawkesbury Sports Council Inc (HSCI) that Council resolved to allocate funds for 2004/05.

Organisations (Unaudited Result)	Income	Expenses	Surplus (Deficit)
Hawkesbury Sports Council Inc.	\$862,349.63	\$432,147.74	\$430,201.89

HSCI has reported an operating surplus for the period ending 31 March 2005 of \$430,201.89. 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 2004/05 to HSCI was \$781,109.00, which included \$215,000.00 for Capital expenses.

HSCI's report to HCC is as follows:

"As at the end of March the Turnbull Oval extension has been completed excepting for the rectifications of several items. Oakville Oval extension is complete excepting for the plumbing in the canteen. Quotes are being obtained to upgrade the floodlights on several grounds and also to install new lights at Deerubbin Park in conjunction with Hawkesbury Rugby Union and the Macquarie Towns Dog Club.

Programmed Section 94 and capital works projects are on hold pending the next Section 94 review and confirmation of the 2005/06 budget allocation."

(Information supplied by Diane Taite from HSCI)

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 169**ORG B - Proposed Memorandum of Understanding Between Council and Department of Lands for Road Closure Procedure - (84719, 79337)****REPORT:**

Under the Roads Act 1993 there is the mechanism by which a public road or part of a public road may be legally closed enabling the land to be sold or transferred to a third party. Under the Act the Council is considered to be the "Roads Authority" from which consent to close the road is required to be obtained, however it only confers on the Minister the ability to formally close the road. In effect this has created the process involving double handling and in many cases prolongs what is already a lengthy and sometimes difficult process.

The Department of Lands in late last year has approached a number of Council's who process a number of applications to enter into a partnership in an effort to streamline the process and reduce processing times.

Currently the process is as follows:

1. Enquiry received from property owner.
2. Informal internal consultation undertaken to determine if application is likely to be supported.
3. If application on initial review may be supported, written application received from property owner including application fee and bond to cover costs.
4. Formal internal consultation, consultation with public authorities (Integral, Sydney Water etc), and consultation with surrounding property owners by direct mail and general advertisement in Hawkesbury Gazette, 28 days notification given.
5. If no objections are received, the matter is reported to Council for approval.
6. Where objections are received, consideration is given to the validity of the objection and efforts are made to resolve the objection.
7. Once Council resolution is obtained, application is made to the Department of Lands. Our application includes copies and/or details of the consultation that was undertaken.
8. Department of Lands then carry out the identical consultation process again.
9. If no objections approval is granted and a request is made to prepare the appropriate Road Closure plan by survey. If objections are received the Department considers their validity and if they are considered valid the application may be refused or referred back to Council to resolve the issues.
10. The plan is required by the LPI to be lodged with Council for subdivision approval.
11. The plan is lodged with LPI for registration.
12. Once registered a Notice in the Government Gazette may be advertised.
13. Once the road closure is gazetted, action is taken to have the land transferred to the applicant for market value and the applicant is then required to lodge another plan with the LPI to consolidate the closed road with their parcel of land.

It is noted that the applicant is responsible for all costs associated with the application including but not limited to application fees, survey fees, valuation fees, market value of land, registration fees, legal fees both theirs and Council's.

Significant delays have been experienced once the application is forwarded to the Department and they have advised that this is due to a lack of resources within the Department. In an effort to streamline the process and avoid the double handling of the consultation process, they have proposed a trail partnership, whereby Council will act as an agent for the Crown. This will mean that the advertising and consultation that Council currently undertakes will be done in the format required by the Department. Once all issues are resolved and Council have approved the closure, the application will be lodged with the Department for their determination without further consultation being required.

One additional step will be required which, has not previously been undertaken by Council to any great extent is status searches and title derivation searches. It is proposed that any cost incurred in this step be passed onto the applicant.

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It would appear from discussions with other Council's at the meetings in regards to the proposal that many other Councils do not undertake the preliminary work that Hawkesbury does and hence the request from the Department to enter into a formal arrangement. So even though for some Council's this may be seen as a shifting of work load it is not considered to be a significant increase for Hawkesbury and should result in reduced processing times.

It is noted that the MOU allows for alteration of the procedures by mutual agreement should a particular application require it.

RECOMMENDATION:

That:

1. Council enter into a Trial Road Closing Partnership as proposed by the Department of Lands and that any Road Closure application received be processed by Council acting as an agent for the Crown in accordance with the Memorandum of Understanding.
2. The Memorandum of Understanding be signed by the General Manager under the common seal of Council.

ATTACHMENTS:

There are no supporting documents to this report.

oooO END OF REPORT Oooo

ORDINARY MEETING**Meeting Date:** 31 May 2005**Item: 170****ORG B - March Quarterly Review - 2004/05 Management Plan - (107, 79349, 79350)****REPORT:**

The March Quarterly Review of the 2004/05 Management Plan is reported to Council in accordance with the requirements of the Local Government Act 1993 as amended.

There are significant variations proposed for the March Quarterly review given that year end projected results are more apparent. Based on current trends, the March Quarterly review indicates a balanced budget subject to the recommended budget revisions detailed in the report.

The main variations from the adopted budget are as follows:

Favourable Adjustments

Component	\$	Variation Explanation
Internal Audit	(46,276)	Leaseback Vehicle and Misc Equipment not required. Reduction in labour costs due to commencement in Sept 04.
Heritage	(5,000)	Reduction heritage advisor funds
Children & Family Services - Family Day Care	(1,000)	Reduction in advertising costs
Library Services	(121,377)	Operating costs not expended due to new library construction.
Community Services Development	(59,562)	Reduction in budget to reflect actual expenditure trends and reduced programs.
Animal Control	(74,000)	Additional pound income and funds for extension of kennels not required \$61,000.
Health Services	(26,500)	Consultancy fees not required.
Environmental Compliance	(13,000)	Sundry expenses not required.
Asset Mgt - Ancillary Services	(45,017)	\$17,000 net reduction in ancillary maintenance and \$28,000 additional street lighting subsidy.
Asset Mgt - Car Parking	(20,391)	Reduction in car park maintenance to reflect actual expenditure trends.
Asset Mgt - Roadworks Maintenance	(39,634)	Less than expected contribution required for Boundary Road.
Land Mgt - Recreation & Pools	(26,623)	Additional pool income and reduction in expenditure.

ORDINARY MEETING**Meeting Date: 31 May 2005**

Component	\$	Variation Explanation
Rating Services	(10,000)	Rates Property Valuations Fees less than budget
Procurement/Stores	(12,000)	WSROC purchasing rebate.
Printing	(23,125)	Additional private works income and minor adjustment to expenditure projections.
Information Systems & Services	(32,000)	Reduction in operating lease budget.
Records	(2,000)	Reduction in salaries budget.
Commercial Response Unit	(229,908)	Reduction in Local Economic Development Project funding due to the establishment of CRU Unit late last year.
Total Favourable Adjustments	(887,995)	

Unfavourable Adjustments

Component	\$	Variation Explanation
Communications	2,315	Less than budgeted partnership sponsorship this financial year.
Building	100,000	Construction Certificates less than budget projections.
Development Control	142,044	Net development income (\$16,000) and additional legal and consultancy expenses \$158,000
Cultural Services	340,196	\$414,000 rental income, \$187,000 new library not expected and \$227,000 Old Hospital Income included in budget twice. Reduction in associated maintenance and launch costs \$64,000 and \$10,000 reduction in art & historical expenses.
Parking Patrol	50,000	Parking infringements income less than budgeted.
Asset Mgt - Ferry Operations	13,200	Net increase in expenditure for maintenance and operation of Ferries.
Land Mgt - Parks	81,540	\$100,000 additional to fund deficit of Hawkesbury Leisure Centres, \$30,000 for investigation of Kurrajong Trees and reduction in expenditure of \$30,000.
Building Maintenance - Admin	22,364	Additional maintenance and utility costs associated with community buildings.
Governance - Administration	64,000	Legal expenses and reduction in rental income from Mall.
Property/Leasing - Property Development	72,336	Reduction in rental income from properties and increased legal fees.
Total Unfavourable Adjustments	887,995	

These adjustments have resulted in a nil net budget position for the period ending 31 March 2005. All programs will continue to be closely monitored for the remainder of the financial year.

ORDINARY MEETING

Meeting Date: 31 May 2005

These variations are discussed in more detail in the 2004/05 Management Plan March Quarterly Review and a summary of all variation requests can be found in the following attachments within that report:

1. Attachment A – Operational Budget Variations
2. Attachment B – Capital Budget Variations
3. Attachment C – Inter Program Operational Budget Variations
4. Attachment D - Identified expenditure reductions to balance December Quarter

RECOMMENDATION:

That the Quarterly Review of 2004/05 Management Plan and Financial Statement for the period ending 31 March 2005 be adopted.

ATTACHMENTS:

AT - 1 2004-2005 Management Plan Review - March Quarter - *(distributed under separate cover)*.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 May 2005

Item: 171 **ORG B - Documents for Execution Under the Common Seal of Council - (73914, 4330, 79337)**

REPORT:

Renewal of Licence Roderick Storie Solicitors currently lease the grassed area of Thompson Square, Windsor in front of their building for the purposes of Alfresco Dining by the general public. The land is Council Road Reserve. Council's Parks and Gardens Staff are responsible for the mowing and garden maintenance, however, the lessee is responsible for the general cleanliness of the area (including the disposal of litter).

The current agreement is due to expire on 31 May 2005 and the tenants have confirmed their intention to exercise the one year option available to them under the current agreement.

The annual rent has been reviewed in accordance with the Consumer Price Index (CPI) for Sydney. Accordingly, annual rental for the period 1 June 2005 to 31 May 2006 shall be \$613.00, plus GST.

Renewal of Licence Action Insurance Brokers currently lease the 'Johnston Wing' at Christie Street, Windsor.

The current lease agreement is due to expire on 16 June 2005 and the tenants have confirmed their intention to exercise the two year option available to them under the terms of the current agreement.

The annual rent has been reviewed, by KD Wood Valuations, in accordance with the Market Rental for the area. Accordingly, annual rental for the period 17 June 2005 to 16 June 2006 shall be \$58,000 plus GST. The rent will be reviewed by CPI annually during the term of the option.

RECOMMENDATION:

That:

1. Council enter into the licence agreement for the adjoining road reserve with Roderick Storie Solicitors at a rental of \$613.00 per annum plus GST for a period of one year.
2. Council enter into the option with Action Insurance Brokers for the Johnston Wing at Christie Street, Windsor at a commencing rental of \$58,000.00 per annum plus GST for a period of two years.
3. The seal of Council be affixed to the relevant documentation.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 May 2005

CONFIDENTIAL REPORTS

Item: 172 ORG B - Request for Access to Information - Ms M Buckett - (95309, 79337)
CONFIDENTIAL

Reason for Confidentiality

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

- (e) information that would, if disclosed, prejudice the maintenance of law*
- (f) matters affecting the security of the council, councillors, council staff or council property*

ordinary

section 5

reports
of committees

SECTION 5 - Reports of Committees

ROC - Hawkesbury City Bicycle Steering Committee - 13 December 2004 - (80226)

The meeting commenced at 4.00pm

Present:	Councillor Mr Leigh Williams (Chairperson) Mr David Randall (High School Rep) Mr Doug Bathersby (CAMWEST) Mr Chris Horwood (Hawkesbury Triathlon Club) Mr Andrew Docking (Community Rep)
Apologies:	Mrs Jodie Burton (RTA) Mr Brett Barnes (Windsor Police) Mr Hugh McKinnon (Community Rep) Mr Michael Kimmorley (RAAF Base Richmond)
In Attendance:	Mr C Amit (Manager Design & Mapping Services)

REPORT:

1. Minutes

That the minutes of the meeting held on 11 August 2004 be confirmed.

Moved: Andrew Docking

Seconded: Doug Bathersby

2. Business Arising from Previous Minutes

Nil

3. Correspondence

3.1 Resignation letters received from John Jose and Allan Brown.

4. General Business

4.1 Proposed 2005/2006 Cycleway Program

Mr C Amit advised the Committee that the 2005/2006 proposed program has been submitted to the RTA.

ORDINARY MEETING
Reports of Committees

The projects listed for consideration are:

Item No.	Details	Estimate costs
1	Off-Road cycleway Colo High School to Kurrajong - Stage 5	\$75,000
2	Kurmond Road, Terrace Road to Putty Road. Finalisation of Stage 1, (infill missing link Kurmond Road (south side) from Terrace Road intersection to existing constructed shoulder) - Shoulder reconstruction	\$25,000
	Total	\$100,000

4.2 Mr C Amit provided an update to the 2004/2005 Cycleway program;

- i) The budget for the Colo Cycleway (Stage 4) for 2004/05 is \$54,000. The works are nearing completion for this budget, resulting in the cycleway being within approximately 40 metres from Kurmond Road. The intersection of Kurmond road and the future extension of the cycleway is currently under investigation/design. This will be ready in time for the 2005/06 budget.
- ii) Macquarie street \$26,000 is scheduled for February 2005.
- iii) Kurmond Road, \$20,000 is scheduled for early 2005.

5. Next Meeting

No date was set down for the next meeting.

The meeting closed at 4.40 pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Hawkesbury City Bicycle Steering Committee - 4 May 2005 - (80226)

The meeting commenced at 4:00pm

Present: Mr Hugh McKinnon (Community Rep and Acting Chairperson)
Mr David Randall (High School Rep)
Mr Doug Bathersby (CAMWEST)
Mr Michael Kimmorley (RAAF Base Richmond)
Mr Andrew Docking (Community Rep)

Apologies: Councillor Mr Leigh Williams
Mr Chris Horwood (Hawkesbury Triathlon Club)

In Attendance: Mr C Amit (Manager Design & Mapping Services)
Mr C Willebrands (Parks Officer, Recreation)
Mrs J Hogge (Roads Safety Program Co-ordinator)

An Acting Chairperson was elected by the committee. Mr Hugh McKinnon was nominated by Mr Doug Bathersby and seconded by Mr Andrew Docking.

REPORT:

1. Minutes

That the minutes of the meeting held on 13 December 2004 be confirmed.

Moved: Doug Bathersby
Seconded: Andrew Docking

2. Business Arising from Previous Minutes

Nil

3. Correspondence

Nil

4. General Business

4.1 Mr Doug Bathersby raised the following points

- Updating of the Bike Plan needs to be investigated. This will require the allocation of funding to enable this. The committee felt that all members should be involved in reviewing items from the Bike plan and collectively listing the future direction of the needs within the Hawkesbury. Mr Hugh McKinnon will forward on to all members works that was undertaken by the sub-committee relating to this project.
- Concerns with the future funding of Cycleways within the Hawkesbury LGA. Hawkesbury City Council should ensure that it provides the \$50,000 to match the RTA contribution.

ORDINARY MEETING
Reports of Committees

- Funding has been provided from the RTA and The Australian Cycling Promotion fund for the Bicycle Forum to be held on 28 and 29 May 2005.

- 4.2 Mr C Amit advised the committee that a request has been received from Councillor Stubbs for the Bicycle committee to consider the construction of a shared Cycleway from Arndell college to McGraths Hill. This will involve the construction of approximately 2 kilometres of cycleway and considerable civil works including the widening of the culvert in Wolseley Road at Killarney chain of Ponds at a budget estimate of \$350,000.

Whilst this project was supported by committee members and will be considered with other future projects, the committee members felt that access to the college is available via Windsor Road, Brennans Dam Road, Old Stock Route Road and onto Wolseley Road. The committee acknowledged that only Windsor Road has a constructed shared cycleway with the other roads having low traffic volumes. Further the committee members indicated that there would be a low usage of this facility as many students were located outside of the area and traversed to the school by car or bus.

Moved : David Randall
Seconded: Doug Bathersby

- 4.3 Mr C Amit advised the committee of the future direction of the existing Hawkesbury Bicycle Steering Committee. This was to be the last meeting as a new committee known as the Hawkesbury Bicycle and Access Mobility Committee.

A Draft constitution for the Hawkesbury Bicycle and Access Mobility Committee will be reported to Council at its meeting on 10 May 2005. Nomination will be sought for all members for the new committee. All existing members from the Hawkesbury Bicycle Steering Committee would be welcome to apply for positions on the new committee.

The committee members indicated that they would like to have a handover of matters to the new committee

- 4.4 Mr C Amit presented to the members preliminary design plans for the Kurrajong cycleway and in particular the missing link near Colo High School, intersection treatment at Kurmond Road and the link from Kurmond Road to Old Bells Line of Road.

5. Next Meeting

This was the last meeting of the Hawkesbury Bicycle Steering Committee

The meeting closed at 6:00 pm

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - E-Commerce / Markets Advisory Committee - 12 May 2005

The meeting commenced at 7:10pm.

Present:	Councillor Bart Bassett Councillor Trevor Devine Councillor Rex Stubbs Councillor Neville Wearne Ms Janette Fairleigh Mr Stephen Phillips Mr Robert McCallum Mr Barry Crockford Mr Zac Hope
Apologies:	Councillor Barry Calvert Mr Graeme Faulkner Mr Justin Melton Mr Peter Hudson Wing Commander Tracey Simpson Mr Chris Young
In Attendance:	Mr John Pietrasanta Ms Fiona Mann Ms Jenni Allen (Minute Secretary)

REPORT:

RESOLVED on the motion of Councillor Trevor Devine, and seconded by Councillor Neville Wearne that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Trevor Devine and seconded by Councillor Neville Wearne that the Minutes of the E-Commerce/Market Advisory Committee held on the 16 February 2005, be confirmed.

SECTION 3 - Reports for Determination

ITEM: 6 Putting the Hawkesbury on the Map (91367)

DISCUSSION:

- Hawkesbury needs a signature event that the area would be recognised for. The Bridge-to-Bridge is seen as a good opportunity to showcase the Hawkesbury.
- The event would provide for the external and internal community.
- The Bridge-to-Bridge events "start at the Hawkesbury Bridge where the Hawkesbury isn't, and finishes at the Windsor Bridge where the Hawkesbury is".

ORDINARY MEETING
Reports of Committees

- Nominations of Committee representatives on the Working Party for recommendation to Council include:
 - Councillor Trevor Devine
 - Mr Barry Crockford
 - Mr Zac Hope

MOTION:

RESOLVED on the motion of Mr Barry Crockford, seconded by Councillor Neville Wearne. The vote for the motion was unanimous.

Refer to RECOMMENDATION TO COUNCIL

RECOMMENDATION TO COUNCIL:

1. A Working Party comprising the Commercial Response Unit, representatives of the E-Commerce/Markets Advisory Committee (Councillor Trevor Devine, Mr Barry Crockford, Mr Zac Hope) and independent experts as required, is formed to investigate the feasibility of developing an integrated marketing program that is based upon a series of sporting competitions and/or community events and the "Bridge-to-Bridge" name and that:
 - (a) a commercial proposition be developed for further consideration by the Committee, and;
 - (b) any such proposition take into account consultations with relevant sporting clubs and associations.
2. Funding for this purpose is made available from the Local Economic Development program.

ITEM: 7 E-Commerce/ Markets Advisory Committee - Business Plan 2005-2006 (91367)

Previous Item: 11, EMAC (17 Nov 04)

DISCUSSION:

- Due to the scale of forthcoming projects for the Committee, prioritisation must be a key factor.
- The proposed Business Plan can illustrate to the community the pipeline of activities for the Committee.

MOTION:

RESOLVED on the motion of Mr Robert McCallum seconded by Councillor Rex Stubbs. The vote for the motion was unanimous.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the Committee resolve to:

1. Adopt the E-Commerce/Markets Business Plan 2005-2006 to guide its activities over the next financial year.
2. Finalise any actions arising from the Business Plan by the end of June 2005.
3. Report the Business Plan to Council at the next available Ordinary meeting after June 2005.

SECTION 5 - General Business

ITEM: 8 Broadband Rollout

Update report to Committee presented to the Committee by Mr John Pietrasanta, Telstra Countrywide.

- Broadband rollout has been at an accelerated rate.
- Telstra is using Hybis fund to deliver the harder to reach areas.
- Hawkesbury areas that have been enabled include:
 - Sackville Reach
 - Ebenezer
 - Berambing
- Currently working on enabling:
 - Cattai South
- Level of Broadband take-up is conducive to more investment. Awareness of the infrastructure will ensure more use.

ITEM: 9 Working Party Progress Reports

Glossodia / Wilberforce Project Team

- Letters have been distributed to the business communities of Glossodia and Wilberforce to invite businesses to participate in a community meeting to develop a Business Plan and identify infrastructure works for the areas.

Technology Park Working Group

- Internal working group have met twice.
- Refining of land use issues will be examined. Preferred sites have been noted (ie. Clarendon).
- A series of meetings with strategic partners are to be convened.

Signposting Working Party

- Arising issues surrounding the logo has delayed the process. Sample of proposed logo presented to the Committee.
- Internal Signposting Party to continue implementation process of Signage Strategy.

M-Commerce Working Party

- Progress delayed due to working with the e-enablement strategy.
- A company that has web-browsing technologies has been invited to meet with the working party to present relevant concepts.

E-enablement Working Party

- Through further meetings with representatives of EDS, the Committee has been referred to Monet Technologies. Monet Technologies are currently working on a package to present to Council.
- A proposal for an independent review of Council's use of IT is being prepared.

RAAF Working Group

- Working Group attended the Avalon Airshow in March 2005 and were impressed as to the operations of the airport and its relationship with Geelong Council. From this, the members met with representatives of the City of Greater Geelong Council who expressed many benefits of the partnership.
- Discussions were also had with Mr Lindsay Fox of Linfox in relation to freight and maintenance operations.
- Awaiting decision from Cabinet / Federal Government in relation to the use of Richmond RAAF Base and defence resources.

Hawkesbury - Lithgow Tourism Cooperative Working Party

- Next Cooperative Working Party meeting scheduled for Thursday, 19 May 2005.
- Tourism Hawkesbury Inc. have stepped out of the next meeting due to conflict of interest (Tender for Tourism Services currently underway).

ITEM: 10 Occupational Health and Safety Legislation Amendment (Workplace Fatalities) Bill 2004 UPDATE

Update report to Committee presented to the Committee by Stephen Phillips, Director Commercial Strategy.

- Correspondence received by Council from John Bella Bosca MLC in response to Hawkesbury City Council's submission to State Parliament.
- HCC wasn't alone in voicing its concerns. As a result, amendments have been made with copies of the draft Bill available on WorkCover's website (www.workcover.nsw.gov.au)
- Members of the Committee were encouraged to look through the newly proposed bill, with any comments and views to be forwarded to the Director Commercial Strategy for further action if required.

ITEM: 11 Mayoral Reception for Hawkesbury Business

Update report to Committee presented to the Committee by Stephen Phillips, Director Commercial Strategy.

- Event to be held after the end of the financial year as this is a hectic time for all businesses. Proposed timeframe being end-July 2005.
- Concerns were raised as to whether the event would be a duplication of services (ie. Chamber of Commerce holding similar events). It was explained that this event was part of Council's Networking Strategy adopted by Council for implementation.

The meeting terminated at 8:56pm.

ORDINARY MEETING
Reports of Committees

Proposed Future Meeting Dates:

E-Commerce / Markets Advisory Committee Meeting

Thursday, 11 August 2005

E-Commerce / Markets Advisory Committee Meeting

Thursday, 10 November 2005

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Local Traffic Committee - 18 May 2005 - (80245)

The meeting commenced at 3:00pm

Present:	Councillor B Bassett (Chairman) Mr D Chui (RTA) Mr T O'Brien, (Office of Mr S Pringle, MP) Mr J Christie, (Office of Mr A Shearan, MP)
Apologies:	Mr R Elson, (Department of Transport) Sen Constable C Neville (NSW Police Service)
In Attendance:	Mr C Amit, (Manager Design & Mapping Services) Mrs J Hogge, (Road Safety Co-ordinator)

REPORT:

1 Minutes

- 1.1 The minutes of the meeting held on 20 April 2005, with minor typographical corrections, were confirmed.

2 Business Arising from Previous Minutes

- 2.1 Mr C Amit made reference to the Question Without Notice 3.1 by 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.

Under the Roads & Traffic Authority Delegation to Council - Regulation of Traffic - Schedule 4, Council cannot exercise this function as this affects a classified (state) road.

The Roads & Traffic Authority should be undertaking all public consultation as well as relevant traffic studies.

Recommendation:

That:

- 1 the RTA undertake a full traffic analysis of this intersection and in particular the necessary public consultation to implement the required restrictions.

- 2 the RTA further address peak traffic movements between Richmond and North Richmond taking into consideration the signalised intersections between Bourke Street and Terrace Road/Grose Vale Road.

- 2.2 Mr C Amit made reference to Question Without Notice 3.2 by 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.

This matter has been investigated. The existing sign posting across this driveway is "No Parking" and **not** "No Stopping". Given the sight distance implications, relocation of the eastern end "No Parking" sign a further 9.0m would improve the existing manoeuvre into Francis Street. This car park is now known as The Magnolia Mall Car Park.

Recommendation:

That the existing "No Parking" sign on the eastern most end of the driveway from the Magnolia Mall Car Park exiting onto Francis Street be relocated a further 9.0m to a point approximately 20.0m from the eastern edge of this driveway.

- 2.3 Mr C Amit made reference to Question Without Notice 3.3 by Mr J Christie

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.

George Street between Argyle Street and Campbell Street is currently linemarked with barrier lines and separation lines. This linemarking is considered satisfactory.

Recommendation:

That no further action be taken.

3 Reports

It was moved by Mr J Christie and seconded by Mr T O'Brien that Items 3.2, 3.5 and 3.6 be brought forward as these items were to be addressed by relevant representatives.

3.2 No Parking zones - William Street, Richmond (Londonderry)

Mr Jose Fernandez addressed the Committee regarding the parking issue in William Street. Mr Fernandez indicated he owned the property Nos 11 and 12 and objected to any parking restrictions being imposed in William Street. This was based on

- no problems with garbage bins or their collection
- no-one parks in William Street on a long term basis, generally visitors only.

Mr Fernandez retired from the meeting at this stage.

Introduction:

Representation has been received from Ms Noeline Sullivan on behalf of her mother Mrs Blundell of No. 9, William Street, Richmond raising concerns in relation to the difficulty of garbage trucks and ambulances reaching her house while cars are parked on William Street due to inadequate width between the parked vehicle and the property boundary. She has requested that consideration be given for the installation of "No Parking" signs on the section of William Street from Moray Street to the boom gate.

Discussion:

William Street is a local road in Richmond. The average sealed carriageway width is 3.0 metres and the width of the road reserve (between the boundary fences) is 6.0 metres. There are 1.5 metre wide grass verges. There is a road closure boom gate in William Street at a distance of approximately 84 metres from Moray Street with the total length being 133.5 metres. There are only three houses on this section of William Street.

It has been observed on a number of occasions that a vehicle is parked outside House No. 11, very close to the property boundary. When there are vehicles parked very close to the property boundary on this section of William Street, the available width for a passing vehicle is 4.0 metres between the parked vehicle and the opposite side boundary fence. This width is reduced to 3.3 metres at the locations where there is a light pole. Refer to the attached Plan No: TR017A/05. There are ample parking spaces available on Moray Street.

Public consultation has been undertaken with the property owners of William Street including the three corner properties with frontage along Bourke Street and Moray Street regarding the following proposal:

1. Installation of "No Parking" signs at the locations shown on the attached Plan No: TR017A/05 to establish No Parking zones along both sides of William Street to allow access for garbage trucks and emergency vehicles.
2. Extending the No Parking zones to Moray Street as shown on the attached plan as vehicles are not allowed to stop within 10 metres from the nearest point of an intersecting road at an intersection in accordance with the Australian Road Rules.

As part of the consultation process, a letter and a questionnaire, inviting comment to this proposal was sent out to the respective 7 property owners/residents of William Street including the corner properties. The results from comments received are as indicated below:

Agree = 1 (No. 9 William Street)
Object = 3 (No. 11 and No. 12 William Street and No. 5 Bourke Street)
No response = 3 (No. 20 and No. 22 Moray Street and No. 82 Windsor Street)

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

1. During the last three years garbage trucks have never failed to clear the bins.
2. The space between the parked vehicle and the boundary fence can be used by the passing vehicles. There has never been a problem with garbage pick ups or emergency vehicles as grass verges are drivable.
3. If No Parking signs are installed, one of the household's and the visitors' cars have to be parked a long way away from the house and hence the difficulty of carrying the shopping items.
4. Losing the benefit of parking along the street frontage.

One owner has supported the proposal and mentioned the following reasons in their comments:

1. Sometimes it is not possible to drive up the street due to parked vehicles.
2. As ambulances travel to No. 9 William Street, the parked vehicles cause a real problem for ambulances.

Even when there are no cars parked on William Street, it is difficult for garbage trucks and ambulances to make a turn to travel back to Moray Street due to the narrow road reserve and the boom gate.

The Waste Supervisor has informed the following:

1. Currently the garbage is collected from the three houses on William Street and the truck reverses back to Moray Street. The bins are placed on the northern side of William Street.
2. reversing solves the trucks turning problem at the dead end of Moray Street where there is inadequate space for turning.
3. It is possible to safely reverse back to Moray Street as there are only two houses on the eastern side of Moray Street between William Street and the railway line.

Considering the following, it would seem appropriate to maintain the existing parking arrangement:

1. The garbage trucks and ambulances have to reverse back to Moray Street even when there are no vehicles parked on William Street (assuming private driveways are not used for turning).
2. It is possible for garbage trucks and ambulances to reverse back to Moray Street when the parked vehicles are positioned **very close to the property boundary**.
3. The Waste Supervisor is satisfied with the existing parking arrangement.
4. The Ambulance Service has informed that there are no records showing any difficulties in ambulances reaching No. 9 William Street due to the parked vehicles. However, they have advised that if there are many cars parked on William Street, this may cause some difficulties for ambulances but this will not prevent the travelling of ambulances.
5. The majority of the residences have not supported the proposed introduction of No Parking Zones.

Therefore, it would seem appropriate to maintain the existing parking arrangement in accordance with Plan No: TR017B/05.

ORDINARY MEETING
Reports of Committees

[Refer to Maps Agenda](#)

ORDINARY MEETING
Reports of Committees

[Refer to Maps Agenda](#)

Recommendation:

That:

1. no action be taken at this stage;
2. correspondence be forwarded to the owner of No 9 William Street, Richmond advising of the outcome and the contents of this report.

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

This development was reported to the Local Traffic Committee on 20 April 2005 and, in part, included:

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.

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.*

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.

Mr T Myers representing the applicant and Mr R Montgomery Council's Executive Manager Development joined the meeting at his stage.

Mr Myers provided an information pack in response to the recommendation made by the Committee at its meeting on 20 April 2005.

ORDINARY MEETING
Reports of Committees

The information pack in part included:

1. An amended site plan.
2. Correspondence from the RTA regarding the accepted service egress from the site to Bells Line of Road.
3. Aerial photographs of the general vicinity.
4. Digital photographs of the existing car park.

The information pack is included as part of these minutes.

ORDINARY MEETING
Reports of Committees

[Refer to Maps Agenda](#)

Manoeuvring into and within the car park required the relocation of a minimum of five parking spaces. One at the entry point and four in the vicinity of the access from the car park to the site. The applicant has proposed to provide five parking spaces along the north eastern corner of the car park with all adjustments to infrastructure.

Truck access is best suited to a 7.1m truck as indicated by Drawing DA04191-Rev. Provision for a 8.8m service vehicle would require the vehicle to cross over to the opposing side of the access when making a left in turn off Riverview Street. It is also proposed to have one-way flows along the outer perimeter of the roadways.

Exiting onto Bells Line of Road from the site has been approved by the RTA. This would be supplemented with "Left Turn Only" signage at the exit. Right turn manoeuvres out of the site will not be possible due to the centre median along Bells Line of Road along this frontage.

Mr T Myers and Mr R Montgomery retired from the meeting at this stage.

The Committee discussed this matter at length and felt it was a good compromise and supported this development with the following recommendations with all costs to be borne by the applicant.

Recommendation:

That:

1. speed control by way of Watts Profile Speed humps be provided (minimum four) in the car park along the travel route and in particular within the access point to Riverview Street. (Two along the eastern roadway, one half way along the western roadway and one halfway along the southern roadway);
2. nil net loss of parking spaces within the car park;
3. the RTA monitor the exit point from the site to Bells Line of Road given its close proximity to the signalised intersection of Grose Vale Road/Terrace Road. Also the installation of "Left Turn Only" on exit and "No Queuing" across traffic for exiting vehicles;
4. control within the development limiting only service vehicles to exit onto Bells Line of Road. Internal speed humps at entry and exit, as well as a boom gate be in placed along the service road. "No Entry" signs fronting onto the car park for vehicles other than service vehicles;
5. signage at the Bells Line of Road end of the service road to be appropriately sign posted to prohibit vehicles entering the service road from Bells Line of Road.

3.6 DA1001/04 - 510-512 George Street, South Windsor

Mr P Pleffer and Mr A Hastie from Council addressed the Committee on this matter mainly from an information point of view. Mr Pleffer advised the Committee that this was not part of the SEPP11 process. In time future development is expected in this area.

The laneway would be reconstructed from the development site to Campbell Street. Mr A Hastie indicated that with future development expected, changing the flow of traffic to one-way as development progressed needs to be considered. The Committee was advised that four respondents have objected to this development indicating access to their properties along Dickson Lane will be affected.

Mr Pleffer and Mr Hastie retired from the meeting at this stage.

DA1001/04 - 510 - 512 George Street, South Windsor

Development application for mixed retail, commercial & residential development.

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- Site located within Commercial area of South Windsor on eastern side of George Street between Argyle Street and Campbell Street. Site is approx 600m from Windsor Railway station. Westbus provides route along Macquarie Street and Church Street.
- A total of 26 residential units. 3 X 1 bedroom units, 21 X 2 bedroom units, 2 X 3 bedroom units.
- 4 retail units fronting George Street. Areas of 98.92m², 115.29m², 105.95m², 106.92m² i.e total 427.08m²
- 2 professional suites. Areas of 54.67m² and 64.38m², i.e total 119.05m².
- A total of 54 car parking spaces (8 at ground level and 44 within basement). 25 spaces are for retail units, professional suites and visitors, 29 for residents.
- Car parking area and loading dock to be accessed off Dickson Lane.
- Dickson Lane 5.5m wide, with 5m wide 2 coat bitumen seal, average condition. No parking restrictions in Dickson Lane.

Traffic analysis submitted by Christopher Stapleton Consulting suggests:

- Existing traffic flows along Dickson Lane are very low, traffic flows in George Street are moderate. South Windsor road network operates well with few delays, small peaks occur only during the commuter peak and school arrival and departure periods. Details are provided on the attached Plan.
- Likely that most trips would use Campbell Street intersection with Dickson Lane to gain access to local and regional road network.
- Estimated Trip Generation

	Peak	Daily
Residential	12	120
Retail	25	300
Commercial	3	11
Total	40	431

- Likely to comprise a high percentage of shared trips. Unlikely more than 50% of retail trips would be generated to the Site itself, with remainder generated to local on-street parking and the rear of the village car park (Mullinger Lane). Hence no more than 30 vehicles per hour are likely to access Dickson Lane in a peak hour.
 - Traffic generation of the site is relatively low during peak periods and local road network would experience almost negligible increases in average delays.

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Sectional View of Proposed Development

[Refer to Maps Agenda](#)

Recommendation:

The Committee discussed this matter at length and supported this development with the following recommendations:

1. Dickson Lane between Argyle Street and Campbell Street be upgraded for the full length to cater for the higher traffic flows and heavier vehicles.
2. Provide satisfactory turning manoeuvres for delivery vehicles both at the entry point of the development site as well as the intersecting roads of Argyle and Campbell Streets.
3. Parking restrictions to be addressed by the applicant across the property width in light of access to the site.
4. One-way traffic flow is supported in principal with a detailed traffic report to be provided by this or future applicants to support direction of the flow.
5. The landscaping strip of 3.0m be dedicated as roadway with future developments requested to dedicate a 3.0m strip to allow for manoeuvring and on-street parking along Dickson Lane.
6. The development not to affect residential access along Dickson Lane.

3.1 Horse Race (Shahzada Endurance Test) – St Albans (*Hawkesbury*)

Introduction:

Correspondence has been received from the Shahzada Memorial Endurance Test Inc requesting permission to conduct horse races (400 km Marathon Endurance Test) during 22-26 (Mon-Fri) August 2005, 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 No: TR019/05):

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 event organiser has provided the following information:

- The race route will cross the Macdonald River instead of using the St Albans Bridge.
- If the river is flooded and unsafe to cross, St Albans Bridge will be used, which is under the care and control of the Roads and Traffic Authority.
- There will be approximately 100 to 140 horse riders participating in each leg of the horse race.
- The race is also traversing the Great Northern Road, which is under the care and control of the National Parks and Wildlife Service.

Discussion:

Based on the information provided, it would be appropriate to classify this event as a “Class 2” special event under the “Traffic Management for Special Events” guidelines issued by the Roads & Traffic

Authority as this event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

It will be necessary for the event organiser to lodge an application seeking approval to conduct the event with the NSW Police Service. The Traffic Control Plan (TCP) submitted by the event organiser is attached with this report and the associated Traffic Management Plan (TMP) needs to be submitted to Council for acknowledgement. The TMP and the associated TCP should be submitted to the RTA for authorisation due to the possible use of the St Albans Bridge. A copy of the Public Liability Policy in an amount of \$10,000,000 has been submitted by the event organiser.

Mr C Amit advised the Committee that RIDCS Pty Ltd has advised Council staff prior to the Local Traffic Committee meeting that the Traffic Control Plan submitted by the event organiser was prepared for the 2004 event and not the 2005 event. RIDCS Pty Ltd has not been engaged by the event organiser to undertake the TCP for the 2005 event. Hence this TCP is not valid. As such the event organiser must submit an appropriate TCP for this event.

Recommendation:

That:

1. This event be classified as a "Class 2" special event under the "Traffic Management for Special Events" guidelines issued by the RTA.
2. The event organiser obtain approval from the RTA as the St Albans bridge needs to be used if the river is flooded and unsafe to cross.
3. The safety of all road users and personnel on or affected by the site/event is the responsibility of the event organiser.
4. No objection be held to this event subject to compliance with the following conditions:
 - a) the event organiser obtaining approval to conduct this event, from the NSW Police Service;
 - b) the event organiser submitting a Traffic Management Plan (TMP) incorporating respective Traffic Control Plan (TCP) for the entire route to Council for acknowledgement. The TCP should be prepared by a person holding appropriate certification required by the RTA;
 - c) all traffic controllers/marshals operating within the public road network holding appropriate certification required by the RTA;
 - d) the event organiser assessing the risk and addressing the suitability of the entire route as part of the risk assessment considering the possible risks for all participants travelling on winding, narrow, uneven gravel roads with steep roadside embankments and sharp bends; 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;
 - e) the event organiser carrying out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and designing and implementing a risk elimination or reduction plan in accordance with the Occupational Health and Safety Regulation 2000; (information for event organisers about managing risk is available on the Department of Tourism, Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>);
 - f) the event organiser obtains a copy 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. This publication is available on the RTA's web site at http://www.rta.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html

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- g) if the event organiser is planning to use St Albans Bridge, the event organiser submitting to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 with Council and the Roads & Traffic Authority's interest noted on the Policy;
- h) 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;
- i) the event organiser notifying the details of the event to ambulance, fire brigades/Rural Fire Service and SES;
- j) the event organiser obtaining approval from the National Parks and Wildlife Service for the use of Parr State Recreational Area, Yengo National Park and Great Northern Road;
- k) the event organiser advertising the event in the local press stating the traffic impact due to the event two weeks prior to the event;
- l) the riders following all the general road user rules while riding on public roads;
- m) appropriate advisory signs and traffic control devices be placed after all the required approvals are obtained from the relevant authorities, during the event along the route under the direction of a traffic controller holding appropriate certification required by the RTA in accordance with the submitted TMP and associated TCP;
- n) the competitors and participants be advised of the traffic control arrangements in place prior to the commencement of the event;
- o) the event organiser directly notifying all the residents and businesses affected by the event; and,
- p) access being maintained for businesses, residents and their visitors.

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Refer to Maps Agenda

3.3 Special Event - Bicycle Racing Events – Oakville and East Kurrajong (Hawkesbury)

Introduction

An application has been received from the Parramatta Cycling Club (PCC) seeking approval to conduct bicycle racing events on the following two routes:

Route 1

Commencing at Oakville Public School, Oakville and proceeding along Hanckel Road Turning left into Old Pitt Town Road

Turning left into Saunders Road

Turning left into Smith Road

Turning left into Ogden Road and finishing at Oakville Public School.

Refer to the attached Route 1 Map.

The PCC has intended to conduct this event 3-4 Saturdays per month commencing April through to September, 2005. The PCC has advised that there will be approximately 10 to 12 participants in each race with up to 50 competitors competing in 5 separate events which will be held between 1.30pm and 4.00pm.

Route 2

Commencing at Stanley Park, East Kurrajong and proceeding along East Kurrajong Road Turning left into Putty Road

Turning left into Blaxland Ridge

Turning left into Comleroy Road

Turning left into East Kurrajong Road and finishing at Stanley Park.

Refer to the attached Route 2 Map.

This is a one day event and has been scheduled for Sunday 4 September 2005 and includes the NSW under nineteen State Championships. The PCC has advised that there will be approximately 30 to 40 participants in each race with up to 150 competitors competing in 5 separate events which will be held between 9.00am and 3.00pm.

Discussion

The event on Route 1 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 may disrupt minor traffic and transport systems along the specified route. The event on Route 2 is classified as a "Class 1" special event under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority as this event may disrupt major traffic and transport systems along the specified route. Traffic volume and road width details are as shown in the following table:

Road name	ADT	Sealed carriageway width (m)	Road name	ADT	Sealed carriageway width (m)
Hanckel Road	1310	5.7	East Kurrajong Rd	900	5.6 – 6.4
Old Pitt Town Rd	1265	6.0	Putty Road	RTA	RTA
Saunders Road	720	5.5 – 6.3	Blaxland Ridge Rd	700	6.0 – 7.5
Smith Road	340	6.2	Comleroy Road	2165	6.0 – 6.8
Ogden Road	190	7.5			

It was observed that there are sections of roads along Route 1 and Route 2, with edge failures and drop-offs along the interface of the edge of seal/gravel shoulder. It is not viable to carry out improvement works to rectify these roads at this stage due to long lengths and improvement cost. Considering the road width, number of bicycles in each race and the daily traffic, there is a possible risk for competing bicycles travelling close to the edge of the sealed section of these carriageways. The event organiser should assess this risk and address the suitability of both Routes as part of the risk assessment.

It will be necessary for the event organiser to lodge an application seeking approval to conduct the event with the NSW Police Service. After receiving this Police approval, the event organiser is required to submit a Traffic Management Plan (TMP) incorporating a Traffic Control Plan (TCP) to Council and the RTA for

acknowledgement of the TMP and the TCP. This TCP should be prepared by a person holding appropriate certification required by the RTA to satisfy the requirements of the relevant WorkCover legislation.

Recommendation

That the event organiser is to be aware that this event can only proceed once Final Approval has been provided.

1. the Route 1 event is classified as a “Class 2” special event and the Route 2 event is classified as a “Class 1” special event under the “Traffic Management for Special Events” (version 3.3) guidelines issued by the Roads & Traffic Authority (See attached Route 1 map and Route 2 map).
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 3.3) which explains the responsibilities of the event organiser in detail;
3. The safety of all road users and personnel on or affected by the site/event is the responsibility of the event organiser.
4. No objection be held to these two events subject to compliance with the following conditions:
 - a. the event organiser obtaining approval to conduct this event, from the NSW Police Service;
 - b. the applicant submitting Traffic Management Plans for the entire Route 1 and Route 2 incorporating respective Traffic Control Plans to the Transport Management Centre, Roads and Traffic Authority and Council. These two Traffic Control Plans should be prepared by a person holding appropriate certification required by the Roads & Traffic Authority;
 - c. all traffic controllers 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 Routes as part of the risk assessment considering the possible risk for competing bicycles travelling close to the edge of the sealed section of the roads in both Routes due to the current condition of the carriageway edge;
 - 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 \$10,000,000 and indemnifying Council and the RTA in respect of the event (the certificate of currency submitted by the applicant, does not indemnify the RTA);
 - g. all roads and traffic controlling points are to be kept clean and tidy, with all directional signs to be removed immediately on completion of the activity;
 - h. the event organiser notifying the details of the event to ambulance, fire brigades/Rural Fire Service and SES;
 - i. the event organiser advertising the event in the local press stating the traffic impact due to the event two weeks prior to the event;
 - j. the riders following all the general road user rules while riding on public roads;

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- k. appropriate advisory signs and traffic control devices be placed after all the required approvals are obtained from the relevant authorities, during the event along the route under the direction of a traffic controller holding appropriate certification required by the RTA in accordance with the submitted TMP and associated TCP;
- l. the competitors and participants be advised of the traffic control arrangements in place prior to the commencement of the event;
- m. the event organiser directly notifying all the residences affected by the event;
- n. access being maintained for residents and their visitors; and,
- o. Stanley Park being left clean and tidy upon completion of the event on Route 2 and the applicant indemnifying Council for the costs of repair of any damage caused to the park.

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[Refer to Maps Agenda](#)

3.4 Parking Restrictions - Cultural Centre, George Street, Windsor (Hawkesbury)

Introduction:

It is appropriate that consideration be given to the installation of parking restriction signs within the premises known as the Cultural Centre (Lot 50, DP1035291) which contains the recently constructed Windsor Library and Gallery Building on George Street, Windsor.

Discussion:

The recently constructed Cultural Centre has access from George Street, Macquarie Street and Christie Street. It has access roads and associated parking areas (13 external parking spaces and 88 underground parking spaces). A section of the access roadway is currently under construction and will be part of the loading zone area. The land and the buildings are owned by Hawkesbury City Council. The proposed signs for parking restrictions on the access roads, on the external car parking area and on the underground car park, are shown on sheet 1 and 2 of Plan No: TR020/05.

Recommendation:

That the following signage be implemented:

- i) parking restriction signs to create the zones and spaces shown on sheet 1 and 2 of Plan No: TR020/05;
- ii) two "No Stopping" signs (and associated one hour parking signs) to create a "No Stopping" zone on George Street on both sides of the Cultural Centre exit driveway to improve sight distance of oncoming vehicles; and,
- iii) "No Entry" and "One Way" signs on the entry/exit lane for the loading area.

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[Refer to Maps Agenda](#)

The Committee returned to the items as listed in the Agenda

4 Correspondence

4.1 Correspondence from the Collectors Plant Fair at Bilpin was tabled.

Several issues were raised in relation to the Special Event approval obtained for this event and incidences which occurred on the day. Copy of the correspondence is reproduced below.

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[Refer to Maps Agenda](#)

The Committee discussed the issues as numbered in the correspondence:

1. The matter be referred to the NSW Police and the RTA to investigate and respond to the writer.
2. The matter to be referred to the RTA to investigate the permanent reduction along Bells Line of Road in this vicinity.
3. No Council officers, from the regulatory section were working on Saturday 23 April 2005.
4. Residents are not permitted to fence off the roadway. Appropriate action could have been taken by the Police on the day. Maintenance issues be referred to the appropriate section in Council.

5 Questions Without Notice

Mr T O'Brien

- 5.1 Correspondence was tabled from Mr Stansfield of Cedar Ridge Road for a reduction in the speed limit.

Recommendation:

That the matter be referred to the Roads & Traffic Authority.

- 5.2 Correspondence tabled from Mr Grunske requesting speed reduction in Putty (Singleton) Road in the vicinity of the Colo River as well as noise reduction signs for trucks.

Recommendation:

That the matter be referred to the Roads & Traffic Authority.

- 5.3 Correspondence tabled from Council to Mr & Mrs Miller of 37 George Street, relating to the traffic conditions in George Street in the vicinity of Arndell Street.

This matter has been previously investigated with measures put in place relevant and fitting to the site. The Committee felt that the current arrangement was satisfactory.

Recommendation:

That no further action be taken at this stage.

- 5.4 Correspondence tabled from Mr R Woods in relation to the condition of Lennox Street between East Market Street and West Market Street.

This matter needs to be referred to Council's Construction and Maintenance Section.

Recommendation:

That the correspondence be forwarded to Council's Construction and Maintenance Section for investigation and reply.

Mrs J Hogge

- 5.5 Indicated that the section of Springwood Road in the vicinity of the old Boral site - Yarramundi Bridge to Castlereagh Road requires repeater 60 KPH signage.

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Recommendation:

That the matter be referred to the Roads & Traffic Authority.

6 Next Meeting

The next meeting of the Local Traffic Committee is scheduled for Wednesday 15 June 2005 at 3.00pm.

The meeting terminated at 5:45pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
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ROC - Strategic Planning Committee - 19 May 2005 (91368)

The meeting commenced at 7:05pm.

Present:	Councillor Bart Bassett Councillor Rex Stubbs Councillor Trevor Devine Councillor Neville Wearne Councillor Kevin Conolly Councillor Dianne Finch Mr Brian Lindsay Ms Denise Handcock Mr Alan Eagle Mr Robert Woog Mr Graeme Faulkner Mr Malcolm Ryan Mr Stephen Phillips
Apologies:	Councillor Barry Calvert Wing Commander Tracey Simpson Ms Esther Perry
In Attendance:	Ms Fiona Mann Ms Jenni Allen (Minute Secretary) Ms Julie Sinclair

REPORT:

RESOLVED on the motion of Councillor Dianne Finch and seconded by Councillor Rex Stubbs that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Rex Stubbs and seconded by Councillor Neville Wearne that the Minutes of the Strategic Planning Committee held on the 3 March 2005, be confirmed.

SECTION 3 - Reports for Determination

ITEM: 9 Public Private Partnerships (107, 91811)

DISCUSSION:

- Need to be diligent when entering into PPPs, using appropriate professional advice and continually reviewing objectives.
- PPPs could assist Council in achieving their objectives in projects such as Three Towns Sewerage and road infrastructure.
- Opportunity to build or expand upon current and potential services by incorporating PPPs.

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- Council would need to start joint ventures on a small scale to develop skills and ensure appropriate risk controls.
- Essential to have an exit strategy in the contract of a PPP.

MOTION:

RESOLVED on the motion of Councillor Rex Stubbs, seconded by Councillor Trevor Devine. The vote for the motion was unanimous.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

1. Acknowledge any other issues or success factors not identified or fully explored by this paper.
2. Identify opportunities that may lend themselves to a Public Private Partnership model.
3. Seek advice on what operating models and risk management instruments are available to Council to facilitate the ability to raise capital and/or enter into partnerships with the private sector, including the use of special purpose entities to minimise risk and report findings to the Strategic Planning Committee.

ITEM: 10 Environmental Planning Instruments and Policy Register Review - (107, 95498)

DISCUSSION:

- Presentation to the Committee - Topology (Mr Malcolm Ryan). Example of an electronic product conveying similar data was also presented to the Committee.
- City Planning has submitted application to the State Government for grant funds, with clarification of the funding to be reported to the next Ordinary.
- Re-structuring of the Plan is the first priority, with State Government recommending that no other changes are made during the structuring process.

MOTION:

RESOLVED on the motion of Councillor Dianne Finch, seconded by Councillor Neville Wearne. The vote for the motion was unanimous.

Refer to RECOMMENDATION TO COUNCIL

RECOMMENDATION TO COUNCIL:

1. The Committee advise Council that in light of the direction letter from the Department of Infrastructure, Planning and Natural Resources, the Hawkesbury LEP 1989 should be replaced with the new Local Environmental Plan incorporating all the matters outlined above, being:
 - (a) restructured in its format to be more logical; progressing from the strategic to the particular;
 - (b) to delete all redundant Clauses, particularly those Clauses relating to development that have been completed, such as the Windsor Market Place;
 - (c) to update the Clauses to do with such things as heritage and bushfire management;
 - (d) to correct the schedule of heritage items to ensure modern property descriptions;
 - (e) consolidation of the 120-plus gazetted amendments;
 - (f) to place the LEP into a format so it can be compiled into a relational database for interrogation over the internet;
 - (g) to change the fundamental structure of the map associated with the plan, so it is topologically correct for interrogation by a geographic information system;
 - (h) to alter the way in which heritage items are represented;
 - (i) to separate the mapping of environmental constraint layers onto separate maps, and to define it in such a way so it can be exhibited electronically, and not rely on hardcopy maps for legal enforcement;
 - (j) incorporate into the map, requests from the Roads and Traffic Authority to show certain lands for road winding;
 - (k) to correct known abnormalities such as the location of wetlands, where they are vastly different between the map and the aerial photograph;
 - (l) rationalisation of redundant zones, such as special uses zones on land no longer owned by public authorities; and
 - (m) to amend the Land Use Matrix to remove redundant/outdated land use descriptions, bearing in mind however this may be influenced by the template.
2. That the Hawkesbury Development Control Plan is in a suitable format for transition to electronic viewing and interrogation; this work should proceed in conjunction with the re-writing of the Local Environmental Plan.
3. That a report on the Review of the Policy Register be presented to Council in July 2005.
4. That the Department of Local Government & DIPNR is advised of Council's intention to move to an electronic format for its key planning instruments, with arrangements being made to meet and discuss with appropriate representatives as need be.

SECTION 5 - General Business

ITEM: 11 Hawkesbury - Lithgow Tourism Cooperative Working Group UPDATE

- Tourism Hawkesbury Inc. have declined involvement until such time as the current tender process for the Provision of Marketing, Tourism and Visitor Information Centres is complete (due to conflict in interest).
- Meeting held with Working Group members - Thursday, 19 May 2005. The meeting was very productive, with all parties involved confident in working towards creating strong partnerships between the two LGAs, to promote each others products.
- Lithgow City Council and Lithgow Tourism produced a concept, with a MOU to be established.
- Lithgow City Council to report back to HCC with their budget proposal for the Bells Line of Road Gateway concept. HCC will seek to allocate funding in their current budget for this.

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ITEM: 12 Strategic Planning - Employment Lands

- Parcel of land for potential employment lands established in North Richmond, with details to be investigated further and presented at the next Committee meeting.
- Quite a high number of Industrial zoned lands in South Windsor that are unavailable due to the current land ownership.

TABLED CORRESPONDENCE

1. "Protecting the Land that Sustains Us" - discussion paper prepared by the American Farmland Trust (2003).
 - Discussion Paper provided by Councillor Paul Rasmussen and presented to the Committee for information purposes. The paper details the deliberations on the suitability of a transferable development rights scheme (or Shared Land Equity) as a strategic land use planning tool for the Hawkesbury.

The meeting terminated at 8:48pm.

Future Meeting Dates:

Strategic Planning Committee Meeting

Thursday, 18 August 2005

Strategic Planning Committee Meeting

Thursday, 17 November 2005

oooO END OF REPORT Oooo

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Reports of Committees



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