



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 08 August 2006

location: council chambers

time: 5:00 p.m.



mission statement

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

ORDINARY MEETING

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SECTION 4 - Reports for Determination

GENERAL MANAGER

Item: 180 **GM - Cultural Precinct - Museum Project - (95495, 83276, 75323, 80333, 107, 74272, 74141)**

Previous Item: 155, Ordinary (11 July 2006)
 397, Ordinary (13 December 2005)

REPORT:

Financial Projections

In October 2005 Management prepared and presented to Council projections on the long term financial position of Council in delivering essential community services whilst maintaining existing infrastructure. This first phase of the process crystallised the current unsustainable financial projections in delivering and maintaining infrastructure to an acceptable standard.

These initial projections indicated that as from the 2006/2007 Budget, Council had continuing and accumulative deficits going forward unless corrective action was taken. This trend in the divergence between costs and available revenue would have been apparent previously had financial modelling projections been undertaken in previous years and arises largely because of adherence to rate pegging policies over a decade.

This is evidenced by reported unfavourable adjustments in the 2004 and 2005 financial years of over \$2 million. For the 2005/2006 financial year Management has implemented various cost reduction strategies to maintain a balanced budget and in real terms has reduced the projected unfavourable adjustments by \$700,000 to \$1.3 million.

Whilst Management has endeavoured to ensure that these unfavourable adjustments do not continue in the 2006/2007 year (by scrutinising budget estimates and implementing performance monitoring systems) external factors such as rising fuel prices and a continued downturn in the building industry as a result of interest rates still pose a threat to the operating budget of Council.

To address this divergence in costs and increasing infrastructure deterioration the Council resolved to seek Ministerial approval for a special rate variation to fund a \$52 million Infrastructure Improvement Program. Without this approval the projected deficit for the 2006/2007 Budget was \$918,000. In the event that the special rate variation was not approved, Management recommended a series of cost reductions including \$670,000 in staff voluntary redundancies.

As a consequence of the Minister not approving Council's application for a special rate variation, the financial projections have been updated for presentation to Council.

Index Assumptions

In preparing the revised projected long term estimates, the 2006/2007 Budget formed the base and a combination of index factors have been utilised and applied.

The indexation used for cost and revenue escalations include the following:

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Index Factors	2007/2008	Avg % LTFP	Applied to:
Award Increase	3.50%	3.50%	Employee Costs
Staff Increments/Reclassifications	1.65%	1.45%	Employee Costs
Total Employee Cost Increase	5.10%	5.03%	Employee Costs
Consumer Price Index (1)	3.50%	3.50%	Materials, Grants & Other Income
Interest	5.70%	5.70%	Interest Revenue
Rate Pegging	3.60%	3.50%	Rates
Road Index (2)	3.50%	3.50%	Contract Works
Statutory Fees	0.00%	0.00%	Statutory Fees
WACI (3) - Road Index & CPI	3.50%	3.50%	Contract Works
WACI - Wages (Road Index, CPI & Wages)	4.30%	4.27%	Fees & Charges, CapEx
Growth Rate	0.40%	0.40%	FAG Grant

1. Consumer Price Index - June 2006 released figure is 4.00%
2. Road Cost Index - June 2006 released figure is 4.10%
3. Weighted Average Cost Index (WACI) - is a combination of CPI, Wages and Road index as applicable to Council expenditure.

Whilst assumptions in any financial modelling are subjective, they have been derived based on previous and projected future trends. The financial model is capable of sensitivity analysis, with the ability for any assumptions to be varied and the model calculating the impact of various scenarios on the future projected deficits.

It should be noted that in the context of the recent June 2006 released figures for CPI of 4.00% and the Road Cost Index of 4.10% the projections are conservative. When these index results are coupled with an average 5.00% increase in employee costs the projected WACI is 4.52% compared to the approved rate pegging limit of 3.60% which results in a 0.92% (\$200,000) divergence.

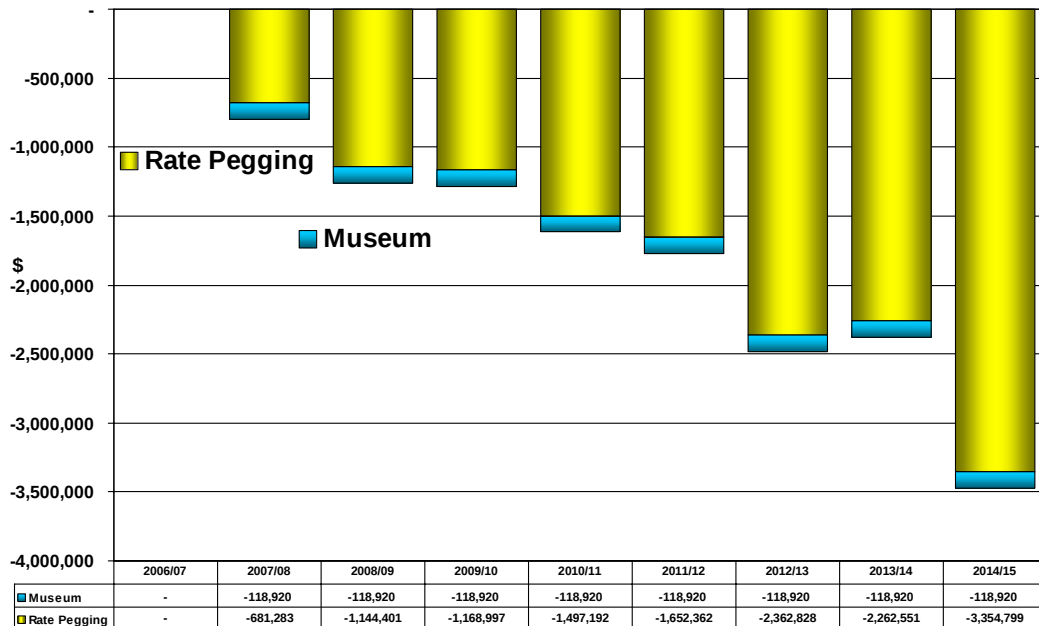
Forward Financial Projections

Based on the above assumptions, the 2007/2008 Budget projects a deficit of \$681,000 and would require further reductions in services to meet current expenditure commitments. As the graph below depicts based on rate pegging increases alone, and even after the recent expenditure reductions to achieve a balanced 2006/2007 Budget, it is projected that over the next ten years Council's expenditure will exceed available revenue by \$15 million and will require further reductions in the 2007/2008 year.

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PROJECTED DEFICIT – Rate Pegging & Museum

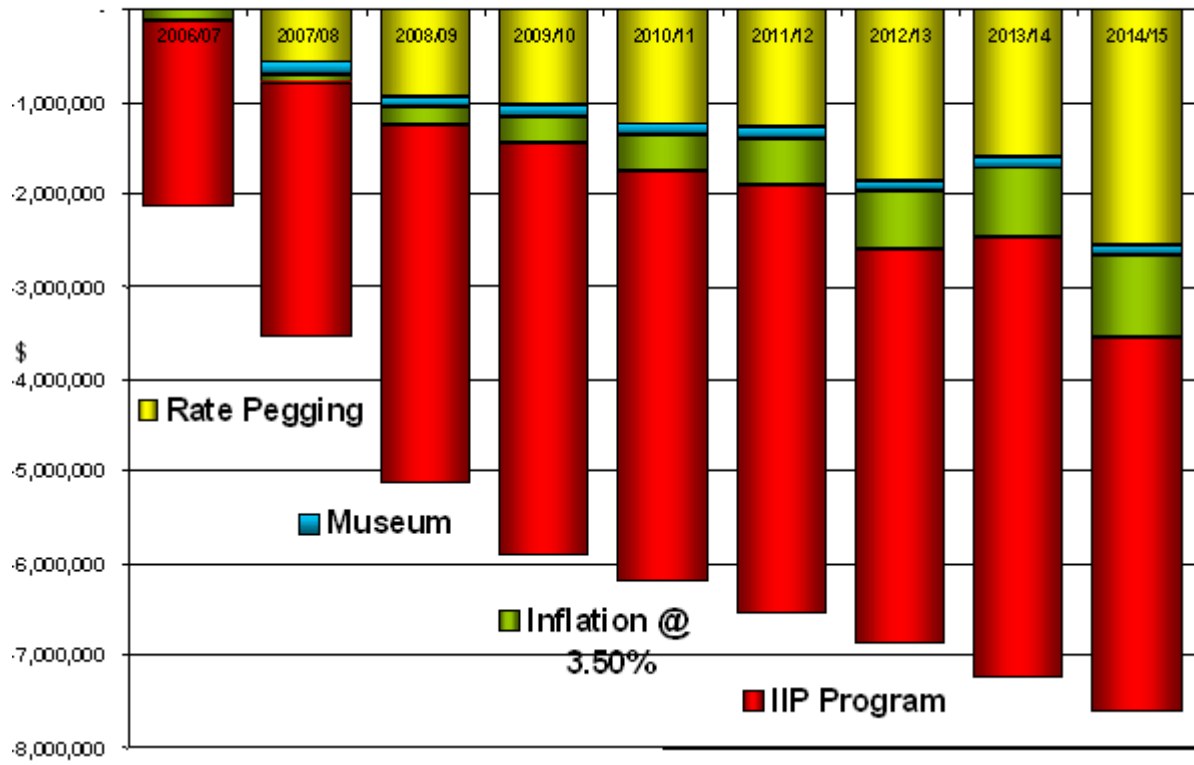


In addition to this projected deficit of \$681,000 the operation of the museum will add an additional \$118,305 to these projections annually resulting in a projected **Budget Deficit of \$800,000 for 2007/2008.**

Based on current trends, Council can no longer absorb the growing gap between income and expenditure without continuing to either reduce service levels or by identifying opportunities for increased revenue.

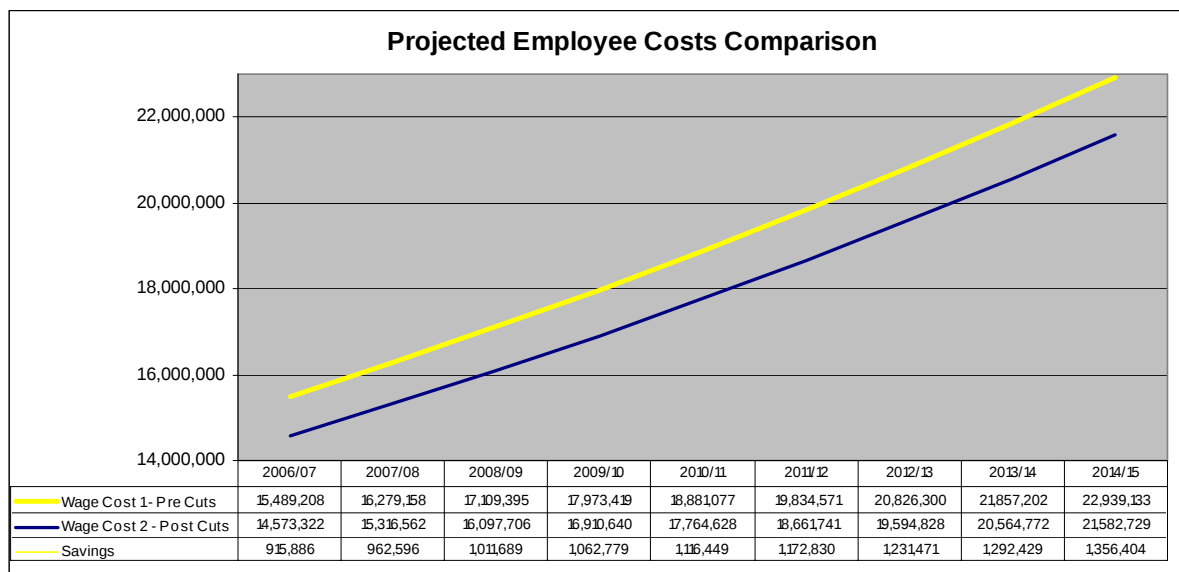
In addition to the divergence of operating costs and available revenue, Council's deteriorating financial position is having a significant impact on its infrastructure assets with the road network alone projected to fail over the next ten years without an injection of funding. The graph below depicts the shortfall in funding requirements for the Infrastructure Improvement Program to maintain existing infrastructure at a satisfactory standard.

PROJECTED DEFICIT – IIP Program



Employee Costs

Council has reduced employee numbers over the past 12 months by 20 staff positions. These were achieved by making positions redundant through either natural attrition of vacant positions and by voluntary redundancies. This has resulted in savings in employee costs totalling \$1.01 million. This reduction represents a 7% decrease in Council's FTE base and has resulted in an average annual budget saving in employee costs of \$1.12 million or equivalent to a 5.60% rate rise.



Future Sustainability

It should be noted that the continued pressure on maintaining an appropriate income vs. cost containment mix in each budget is becoming increasingly difficult.

Significant advances have been made to reduce operational costs and to direct rate revenue and operational savings towards funding future capital works. Although this is achievable in the short term, this is not a sustainable strategy without future reviews on -

- Service levels requirements;
- Capital works programming and prioritisation;
- Internal and external borrowings;
- Revenue Generation; and
- Rates modeling and future rate increases.

These reviews are imperative to ensure the future sustainability of Council's Long Term Financial Plan.

Museum Projects

Council at its Ordinary meeting of 1 November 2005 considered a report regarding the financial situation in relation to the Cultural Precinct and the cost implications of continuing with the museum project.

The report outlined the funding that had been approved by Council, including the interest on the Grant for the museum from the Ministry of the Arts and the Grant from the Heritage Office, the expenditure to date on the total project (Library/Gallery and Museum), the cost to finalise the Library/Gallery and the estimated cost to complete the museum. At that stage there was a funding shortfall of \$1,008,944.

Council at that meeting resolved:

"That:

- 1. The matter be deferred to allow for exploration of funding options.*
- 2. The matter be reported back to Council no later than the last scheduled Ordinary meeting in 2005."*

The matter was reported to Council at its meeting of 13 December 2005, where Council was advised that an application had been submitted to GROW Sydney ACC, which is part of the Australian Government Regional Development Network to provide funding towards the project. Council at this meeting resolved that further consideration of funding for the cultural precinct be deferred until the Grant application to GROW has been determined.

Advice has been received from the Department of Transport and Regional Services that Council has been successful in obtaining a Grant of \$511,480 (excluding GST) towards the construction of the extension to the museum. An updated funding scenario is outlined within this report in similar terms to that previously advised to Council showing the updated available funds, expenditure to date and estimated costs to complete the project.

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Capital Cost - Cultural Precinct

Funding	\$	
Budget Approved by Council	21,665,500	
Interest on Museum Grant	159,015	
Heritage Office Grant	10,000	
DOTARS Grant	511,488	
Total Funding	22,346,003	
Expenditure to Date on Cultural Precinct comprising:	\$	\$
• Deerubbin Centre	12,548,788	
• Cogeneration Plant	3,593,371	
• Old Hospital/Johnson Wing/Morgue	3,508,753	
• Museum	577,055	
Total		20,227,967

Museum Completion Costs (Additional to Expenditure to Date)	\$	
Building Costs	2,155,461	
European Archaeology	28,797	
Indigenous Archaeology	132,255	
Interpretation of European Artefacts	67,500	
Recompact Fill	15,000	
Builders Costs due to Delayed Start	218,464	
Professional Fees (all Consultants)	20,509	
Subtotal	2,637,986	
Total Estimated Cost to Complete the Cultural Precinct	22,865,953	
Funding Shortfall	519,950	

The tender for the construction consists of two parts. Part 1 included the total building works plus the demolition of the rear foyer, kitchen and toilets of Howe's House and the construction of a rear entry to that building. The demolition work is currently costed at \$66,120.

Part 2 of the tender includes construction of a new brick boundary wall and fencing to the Baker Street frontage of both the building and the adjacent car park. The current cost of Part 2 is \$26,448.

In an effort to reduce the capital cost of the project it is considered that the works to the rear of Howe's House (\$66,120), and the brick fencing to the Baker Street frontage of the car park (\$12,880) need not be carried out and would result in a saving of \$79,000.

Further consideration has also been given to the extent of the museum fit out which consisted of:

Interior Signage and Graphics	\$30,000
Fit out	\$150,000
Interactive Hardware	\$50,000
Total	\$230,000

In discussing this matter with the Museum/Gallery Manager and Curator, it would appear that a basic fit out of the building could be achieved at a cost of around:

Interior Signage and Graphics	\$20,000
Fit out	\$110,000
Interactive Hardware	Subject to Future Grant Funding
Total	\$130,000

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This would enable a further saving of \$100,000 resulting in a total capital saving of \$179,000. Further enhancements of the display area would be subject to the availability of future grant funding.

Capital Funding Shortfall**\$340,950**

Should Council wish to proceed with the project it would be necessary to fund the capital shortfall through the provision of loan funds, sale of non income producing property, the reallocation of capital funding from current capital works programs or a combination of these options. For the purpose of carrying out financial analysis of continuing the project the loan option has been assumed, with the principal and interest repayments included within the operational costs.

A non income producing property which was previously identified for sale as part of a review of the property strategy is 1A Greenway Crescent, Windsor. This property has an area of 1.534ha, zoned Environmental Protection 7(d)1 and is leased to the Anglican Church until 30 January 2007 for \$1 per annum.

As part of Council's Property Development Strategy it was proposed that this property be sold at the expiration of the current lease with the Council, at its meeting held on 13 July 2004 resolving *"That this item point be further reported to Council after negotiations with the Church have taken place"*. If Council wishes this project to proceed it is suggest that an appropriate course would be for a loan to be obtained and for this property to subsequently be sold, in accordance with Council's current policies, with the proceeds being applied to the loan or the Property Development Reserve, as appropriate.

Museum Expenditure to Date**\$577,055**

Costs Required Should the Museum Extension Not Proceed	\$
Exhibit Designer Costs	51,021
Return Ministry Grant and Interest	1,309,015
Builders Costs to Date	26,700
Restore Site to Grass	15,000
Archaeological Reports	64,000
Loss of DOTARS Grant	526,488
Total	1,992,224
Total Cost of Project with Museum Removed	22,205,529
Current Funding	22,346,003
Surplus Should Museum Not Proceed	140,474

Museum Operating Costs

Cultural Services contribution - Already Budgeted	\$
Museum Building Operating Costs	24,850
Total	24,850

Additional Expenditure	
Volunteer training & support	11,750
Conservation & collection management	7,270
Administration	5,750
Exhibition Program (4 x exhibitions at \$4,000 each)	16,000
Subtotal	40,770
Building Operation and Maintenance 2007/2008	
Water	750
Electricity	4,280
Electricity for Air Conditioning	14,406
Security Monitoring	300

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Cultural Services contribution - Already Budgeted	\$
Security Service	120
Air Conditioning Maintenance - quarterly service	680
Fire Service Maintenance	200
Cleaning	11,154
General Maintenance	5,000
Sewerage Rates	0
Insurance	1,360
Vandalism	1,500
Land rates	0
Painting internal	0
Painting external	0
Painting internal part	5,231
Subtotal	44,981
Loan Facility - \$350,000 Principal and Interest over 20 years at 7%	32,554
Total	118,305
Additional Income - Annual Grants Contribution	
Australian Government Department of Environment & Heritage (grants to voluntary environment & Heritage organisations)	10,000
Arts NSW projects	9,500
Total	19,500
Total Additional Expenditure	73,955

The operating costs shown is for the first year. An analysis of estimated costs for a twenty-year period has been undertaken with the resultant average nett present value of those costs being (\$118,305). The operational costs of the museum as estimated would be additional to the current operating costs of the organisation, which are projected to approach approximately \$681,000 deficit for the 2007/2008 financial year. If the project were to continue, it would be necessary to reallocate operational funds within the organisation.

Hawkesbury Historical Society Business Plan Evaluation

In recognition of Council's financial situation, Council has received a business plan proposal put forward by the Hawkesbury Historical Society (Society) that seeks to mitigate some of the ongoing operating costs to be incurred by Council in constructing a new museum as part of the overall Cultural Precinct. Management also met with members of the Society to further explore their business plan proposal with a view to clarifying certain aspects of the plan.

The Society is to be commended for their work in providing Council with a proposal that includes thoughtful consideration of both product development strategies and the identification of potential markets suitable for a cultural and heritage-based commercial offering.

From a corporate planning perspective however, Council cannot rely upon the financial projections provided for in the Society's business plan unless the anticipated cash flows were underwritten by some form of guarantee to Council (e.g. bank guarantee). As Council is unlikely to receive such assurances it would therefore be prudent for Council to redirect its financial resources so that it is able to underwrite its own operating liabilities. Having control over these key risks Council may then perhaps wish to enter into a more suitable arrangement with the Society with a view to offsetting the museum's ongoing operating costs through a possible incremental revenue stream.

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Funding

There are significant financial matters for council to determine relating to this project which will add an additional \$118,305.00 in average annual operating costs to a projected operational deficit of \$618,000.00, as identified in October, 2005.

Management acknowledges the longstanding commitment made to the project by successive Councils and the recommendation to this report has been framed with this in mind as well as having regard to the grants that Council has been fortunate to receive to date for the project as well as in recognition of the funds expended to date to bring the project to its current stage.

Notwithstanding these, Council in Management's view must respond to the projected deficit as a priority and to this end expenditure cuts in recurrent operating costs must be made to accommodate both the anticipated running costs of the Museum and the remainder of the projected deficit of \$681,000.00. In addressing the projected annual operating costs of the Museum, Management has identified recurrent operational expenditure that can be saved allowing the Museum to operate, namely:

- i. Signage within the Local Economic Development Program - \$80,000.
- ii. Tourism Contract savings - \$15,000.
- iii. City Planning Consultancies - \$25,000

Additionally, it is proposed that the shortfall in capital funds available for construction can be accommodated by loan borrowings of \$350,000.00 and the sale of the property known as 1A Greenway Crescent, Windsor with proceeds upon sale being applied to the loan and/or Property Reserve if appropriate.

In relation to the remaining projected deficit of \$681,000.00 for 2007/2008, Management urges Council to adopt a strategy comprising a combination of revenue generation, expenditure reduction and borrowing initiatives to address both the projected deficit and potential revenue generation activities, all of which are to be reported to Council during November, 2006.

Conclusion

The Museum project should only proceed on the basis that Council commits to address the projected operational deficit of \$800,000.00 for 2007/2008, which includes \$118,305.00 p.a. average annual operating costs for the Museum. It is Management's view that Council should not commit to the additional operational costs arising from the Museum's operations without first recognising and developing a strategy for the pre-identified projected deficit of \$681,000.00. Management is unable to rely on the revenue generation potential as promoted by external parties as there are no binding contracts in place to support certainty of realisable revenue.

Accordingly should Council wish to proceed it must rely on its own funding sources, for the purpose of this analysis and seek to have any external revenue generated in the future by external sources directed to Council's general revenue account by formal agreement.

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"Objective: Implement infrastructure strategy to underpin the social, cultural and commercial development of the City."

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RECOMMENDATION:

That Council:

1. Note that, as indicated in the report and as previously indicated to Council in association with the proposed Infrastructure Improvement Program, current financial projections indicate an operating deficit for the 2007/2008 financial year of approximately \$800,000 inclusive of \$118,305 recurrent average annual operating costs for the Museum if it proceeds.
2. Proceed with the Museum component of the Cultural Precinct Project subject to:
 - a) Reductions in annual operating costs totalling \$120,000 and as indicated in the following areas:
 - i. Signage within the Local Economic Development Program - \$80,000.
 - ii. Tourism Contract savings - \$15,000.
 - iii. City Planning Consultancies - \$25,000.
 - b) A draft strategy of revenue generation/cost cutting and loan borrowing being developed with a view to targeting the projected approximate deficit of \$681,000 remaining for 2007/2008 and implementing revenue generating initiatives for consideration by Council at its November 2006 meeting.
 - c) A formal written agreement being obtained from the Hawkesbury Historical Society for the development and implementation of a "Museum Business Plan" and/or an appropriate undertaking to maximise visitation revenue with all funds to be payable to Hawkesbury City Council; the Business Plan, or an appropriate undertaking, to be completed and accepted by Council by 20 August 2006 and that delegated authority be extended to the General Manager to determine the Plan, or an appropriate undertaking, on Council's behalf.
 - d) Council selling, in accordance with Council's appropriate policies, the property known as 1A Greenway Crescent, Windsor.
3. Make an appropriate submission to the Minister for Local Government for approval to borrow funds of \$350,000 to enable the immediate construction of the Museum Project and that the proceeds of the sale of the property known as 1A Greenway Crescent, Windsor (referred to in 2 d) above) to be applied to the loan or the Property Development Reserve, as appropriate, due to the timing associated with the sale of this property; loan approval requirements and the commencement of the project.

ATTACHMENTS:

AT - 1 Financial Analyses

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AT - 1 Financial Analyses

FINANCIAL ANALYSIS - CULTURAL PRECINCT (MUSEUM CONSTRUCTION)

Scenario Summary		
	Base Case	Worst Case
Changing Cells:		
Historical_Society_Income	\$0	\$0
ARTS_NSW_projects	\$9,500	\$0
Aust._Govt._Depart_of_Environ._	\$10,000	\$0
Employee_Costs	\$0	\$52,500
Construction_Cost_Variation	2.50%	5.00%
Fit_out	\$130,000	\$230,000
Howes_House_Work	\$0	\$79,000
External_Loan_Borrowings	\$348,983	\$584,957
Result Cells:		
Total_Operating_Costs	(\$1,348,099)	(\$1,348,099)
Net_Cashflow	(\$2,378,408)	(\$4,944,622)
Net_Present_Value	(\$1,715,048)	(\$3,598,380)
Average_Net_Cashflow_per annum	(\$118,920)	(\$247,231)
Net_Cashflow_Out_In_Construction	\$0	(\$0)
Net_Cashflow_Out_In_First_Year	(\$73,655)	(\$167,668)
Net_Cashflow_Out_In_Last_Year	(\$166,190)	(\$340,368)
Total_Debt_Payments	(\$651,089)	(\$1,091,339)

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Item: 181

GM - Review of Strategic Plan - Survey of Community - (79351, 80929)

REPORT:

Council's Strategic Plan has been evolving during the last 12 months and it is now appropriate to review not only the vision and direction Council wishes to take but also the extent of the plan and its long-term affordability. In light of recently developed long-term financial projections, which have been presented to Council, it may well be necessary to 'contract' the Strategic Plan into a more defined financially achievable vision. Prior to this change, (should Council agree) it would be appropriate to test Community sentiment by way of a sample survey as to the direction Council wishes to take.

Consistent with this approach, Management have held discussions with representatives of the Centre for Local Government based at the University of Technology Sydney ("The Centre") who have the capability and experience to advise on both 'contraction' and 'survey' initiatives having undertaken similar projects for a number of other local authorities recently. The 'Centre' has been requested to quote on

1. A critical review of Council's Strategic Plan and its integration with the annual Management Plan, copies of which were presented to the Centre during our meeting.
2. The Development of Strategic Corporate and Divisional performance indicators in a context where it may be necessary to contract Council's strategic horizon because of the resource and operational constraints facing Council currently.
3. The development and implementation of a telephone survey to a statistically significant sample of Hawkesbury residents with a view to determining community priorities for services provided by Hawkesbury City Council.

For this work, the 'Centre' has quoted \$15,000.00 plus \$1,500.00 GST for the review process and a further \$15,000.00 - \$20,000.00 for a random survey of Council's ratepayers.

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"Investigating and planning the City's future in consultation with our community, and co-ordinating human and financial resources to achieve this future."

Funding

Funds of \$35,000.00 are available from Account Number 1-70-2407-0478 being surplus funds arising from savings on FBT and Audit costs, and it is suggested this is an appropriate source for Strategic Plan development.

RECOMMENDATION:

That:

Council appoint the Centre for Local Government at the University of Technology, Sydney to conduct:

1. A critical review of Council's Strategic Plan and its integration with the annual Management Plan, copies of which were presented to the Centre during our meeting.
2. The Development of Strategic Corporate and Divisional performance indicators in a context where it may be necessary to contract Council's strategic horizon because of the resource and operational constraints facing Council currently.

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3. The development and implementation of a telephone survey to a statistically significant sample of Hawkesbury residents with a view to determining community priorities for services provided by Hawkesbury City Council.

at a total cost of \$35,000.00 as outlined in the 'Centres' correspondence of 26 July, 2006 (attached).

ATTACHMENTS:

AT - 1 Letter to Mr Graham Samson of the Centre for Local Government Studies at the University of Technology, Sydney concerning a review of the Council's Strategic Plan.

AT - 2 Correspondence via email dated 26 July, 2006 from Mr Graham Samson with proposal attached regarding consultancy proposal.

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AT - 1 Letter to Mr Graham Samson of the Centre for Local Government Studies at the University of Technology, Sydney concerning a review of the Council's Strategic Plan.

21 July 2006

Mr Graham Samson
Centre for Local Government Studies
University of Technology
Room 11, 11th Floor
235 Jones Street
ULTIMO NSW 2007

Dear Graham,

Re: Review of Strategic Plan - Hawkesbury City Council and Development Criteria and Survey

Thank you for the time taken by you to meet with representatives of this office at the University of Technology Sydney (UTS) on Thursday 20 July, 2006.

I confirm Council's request to the Centre for an Indicative Costing for the following services.

4. A critical review of Council's Strategic Plan and its integration with the annual Management Plan, copies of which were presented to the Centre during our meeting.
5. The Development of Strategic Corporate and Divisional performance indicators in a context where it may be necessary to contract Council's strategic horizon because of the resource and operational constraints facing Council currently.
6. The development and implementation of a telephone survey to a statistically significant sample of Hawkesbury residents with a view to determining community priorities for services provided by Hawkesbury City Council.

I would be grateful for your advice as to the Centre's cost estimates for the above at your earliest convenience.

Yours sincerely,

Graeme Faulkner
General Manager

Direct Line: (02) 4560 4410

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**AT - 2 Correspondence via email dated 26 July, 2006 from Mr Graham Sansom
with proposal attached regarding consultancy proposal.**

From: Graham Sansom [Graham.Sansom@uts.edu.au]
Sent: Wednesday, 26 July 2006 12:43 PM
To: Graeme Faulkner
Subject: Strategic planning review

Dear Graeme

Please find attached our proposal in response to your letter of 21 July. I would be happy to provide further information if required.

Best wishes

Graham

Graham Sansom
Associate Professor and Director
UTS Centre for Local Government

Phone: 61 2 9514 2643
Fax: 61 2 9514 2274
PO Box 123, Broadway, NSW 2007
Australia

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INFRASTRUCTURE SERVICES

Item: 188 **IS - Whalan Road, East Kurrajong - Extension by Subdivision - Proposed Naming (95495, 79346)**

Previous Item: 107, Ordinary (30 May 2006)

REPORT:

Council, at its meeting held on 30 May 2006, resolved that public comment be sought on naming the extension of Whalan Road, East Kurrajong resulting from the subdivision of Lot 141, DP 751637, as Whalan Road.

Public comment was sought by way of correspondence addressed to proximate residents/statutory authorities/service organisations as well as newspaper advertisement.

At expiration of the public comment period, the following comments had been received:

- In favour - 4
- Objection - 2; based on suggesting an alternate name of "Bennett Drive" in recognition of the developers of the property.

With regard to the objections, under Guidelines for the Naming of Roads issued by the Geographical Names Board of New South Wales, name duplication within a local government area should be avoided. Bennett Lane, Kurrajong Heights exists.

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"Objective: Implement processes to identify and respond to the infrastructure requirements (information, access and mobility) of groups with special needs."

Funding

Funding is available within the signs construction component of the current budget.

RECOMMENDATION:

That the extension of Whalan Road, East Kurrajong resulting from the subdivision of Lot 141, DP 751637 be named Whalan Road, making the full length of Whalan Road from its intersection with East Kurrajong Road to its end a distance of approximately 710 metres.

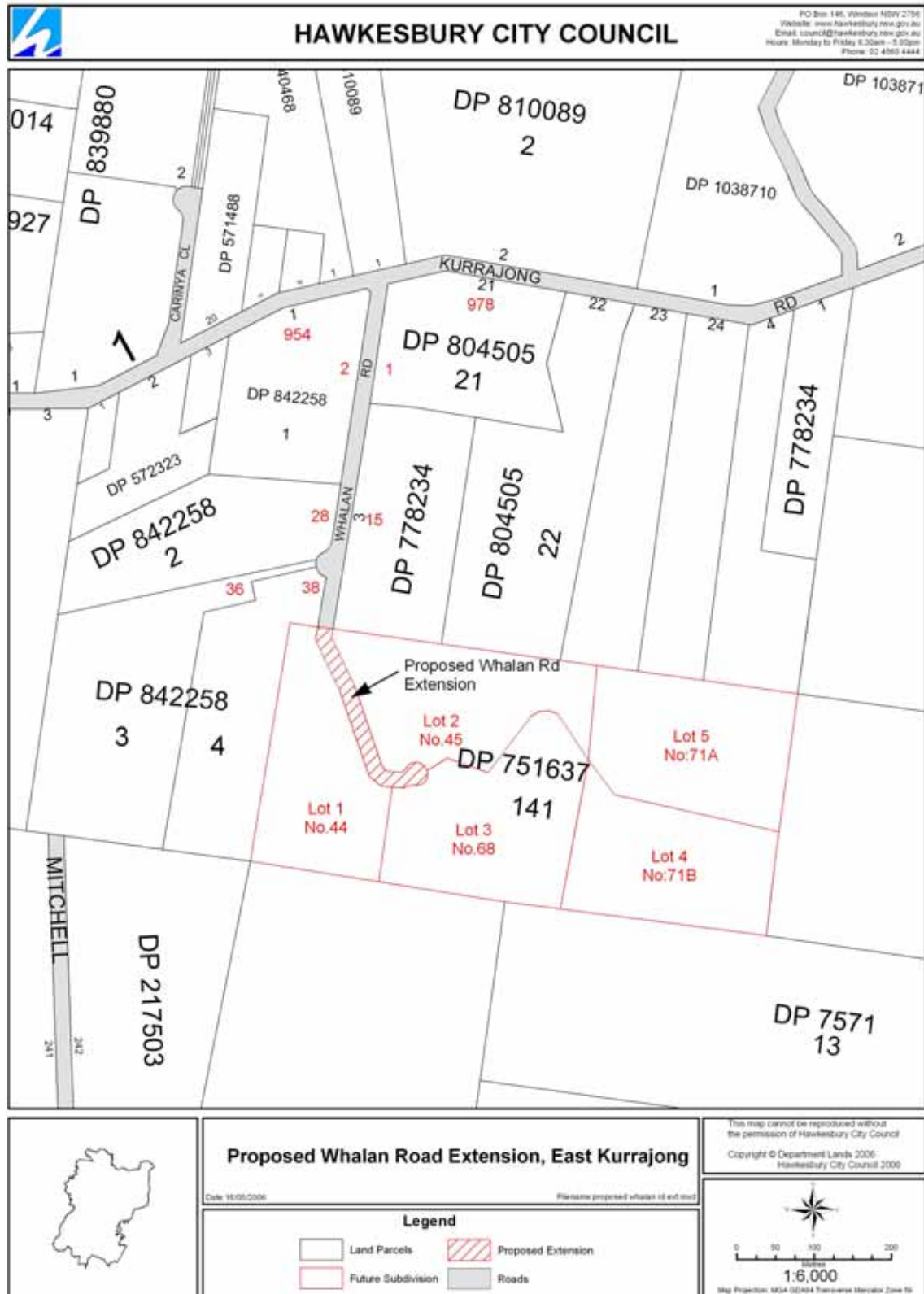
ATTACHMENTS:

AT - 1 Sketch Plan - Proposed Whalan Road Extension, East Kurrajong

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AT - 1 Sketch Plan - Proposed Whalan Road Extension, East Kurrajong



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SECTION 5 - Reports of Committees

ROC - Local Traffic Committee - 19 July 2006 - (80245)

The meeting commenced at 3.00pm.

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

SECTION 1 - Minutes

Item 1.1 Minutes of Previous Meeting

The minutes of the meeting held on 21 June 2006 were confirmed.

Item 1.2 Business Arising

Nil Business Arising.

SECTION 2 - Reports for Determination

ITEM 2.1 LTC - 19 July 2006 - Item 2.1 - Pedestrian Crossing Request - Porpoise Crescent, Bligh Park (Londonderry) - (80245)

REPORT:

Introduction

Representations have been received on behalf of Windsor Park Public School by its Parents and Citizens Association, requesting the installation of a pedestrian crossing in Porpoise Crescent, at its eastern intersection with Rifle Range Road, Bligh Park.

This matter was reported to the Local Traffic Committee at its meeting of 21 September 2001, and subsequently resolved by Council at its meeting of 9 October 2001 as follows:

"That:

- 1. A pedestrian crossing not be installed.*

2. A "No Stopping" sign be installed in Rifle Range Road (north western corner) at a distance 15 metres from the kerb intersection point and a closing "No Stopping" sign be installed in Porpoise Crescent at 10 metres from the kerb intersection point in order to improve the visibility of motorists so that pedestrians can cross Porpoise Crescent safely."

The combined pedestrian and vehicle movements did not satisfy the minimum requirements as set out in the Australian Standard during the 2001 investigation.

General Conditions

The School is located on Rifle Range Road between Porpoise Crescent and Kentwell Drive, Bligh Park. There is a marked pedestrian crossing on a raised platform in Rifle Range Road, in line with the Main Entry/Exit gate. The intersection is within 30m of the existing pedestrian crossing.

Both roads are local urban roads, with Rifle Range Road between Samuel Street and Kentwell Drive being a collector road and Porpoise Crescent between Rifle Range Road and Therry Street being a minor distributor road.

The horizontal alignment of both Porpoise Crescent and Rifle Range Road in this vicinity consist of straight sections of road. Vertical alignment is not a consideration as the terrain is generally flat. The width of carriageway between kerbs for Rifle Range Road is 12m and for Porpoise Crescent is 11m.

The result of traffic volumes recorded in February 2006 were as follows:
Porpoise Crescent between Rifle Range Road and Therry Street: ADT = 556, and
Rifle Range Road between Samuel Street and Porpoise Crescent: ADT = 1040.

The current regulatory speed limit in this vicinity for both roads is 40 kph and further reinforced with a school zone. The 85% speeds recorded in February 2006 during the school zone times were within the speed limit.

Reference to the RTA Road Traffic Accident Database indicates no accidents at this intersection in the last five years.

Discussion

Traffic and pedestrian counts were recorded during the periods from 8.15am to 9.15am and from 2.30pm to 3.30pm on 25 May 2006 and are listed in Table 1.

Table 1

Time	Number of pedestrians (P)	Number of vehicles (V)	P x V
8.15 am to 9.15 am	51	73	3723
2.30 pm to 3.30 pm	81	70	5670

Minimum peak hour traffic and pedestrian requirements for the installation of a pedestrian crossing in accordance with AS1742.10 – 1990 under clause 6.2.2. are shown in Table 2.

Table 2

Time	Number of pedestrians (P)	Number of vehicles (V)	P x V
Peak hour	60	600	90 000

The traffic and pedestrian count details listed in Table 1 indicate that the conditions to justify the installation of a pedestrian crossing at this location have not been met.

Alternatively, the provision of a pedestrian refuge is not considered viable and would not conform to Australian Standard 1742.10-1990; *"Pedestrian Refuges are generally constructed on a wide or heavily trafficked roads where it is desirable to provide designated staging area for pedestrians."*

During the Traffic and Pedestrian count between 8.15am to 9.15am, it was observed that there was an additional 42 pedestrian movements along the eastern side of Porpoise Crescent heading towards the School, coinciding with the crossing movements across Porpoise Crescent. Pedestrians were either crossing Porpoise Crescent further down or from within properties situated along the eastern side of Porpoise Crescent. A similar scenario was observed during the afternoon count. Further, the majority of pedestrian movements during the AM and PM counts were not impeded by the vehicle movements in and out of Porpoise Crescent. On most occasions pedestrians were able to cross the road without any delay.

The findings of the investigation have been discussed with a P&C Representative who acknowledges that there is no basis for the installation of a pedestrian crossing in Porpoise Crescent. It was suggested that the School, in consultation with Council's Road Safety Program Coordinator, embark on a Road Safety Education Program for the students and, in particular, those students encountering this intersection on a daily basis.

RECOMMENDATION:

That:

1. A Pedestrian Crossing not be installed in Porpoise Crescent, Bligh Park, at its eastern intersection with Rifle Range Road.
2. Windsor Park Public School undertake a Road Safety Education Program for their students in consultation with Council's Road Safety Program Coordinator.

APPENDICES:

There are no supporting documents for this report.

ITEM 2.2 LTC - 19 July 2006 - Item 2.2 - Proposed Mail Zone – Windsor Street, Richmond (Londonderry) - (80245)

REPORT:

Representation has been received from Australia Post requesting the installation of a Mail Zone adjacent to Richmond Post Office located in Windsor Street, Richmond.

The location of the Mail Zone is requested to be adjacent to the eastern end of the Post Office and within the existing quarter hour parking zone.

Currently the existing Post Office boxes and Private Post Office boxes are located within the front wall of the Post Office, with street access for customers. Due to an increased demand for Private Post Office boxes, the existing Post Office boxes are to be relocated from the wall to the footpath, with Red Street Posting Boxes.

Due to OH&S requirements for their staff to clear the Street Posting Boxes, the establishment of the Mail Zone has been requested.

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As outlined in Appendix 1 (Plan No. TR0014/06), it is proposed to convert six metres of quarter hour parking to Mail Zone (11.00am to 6.30pm Sun - Fri).

Council resolved to establish a quarter hour parking zone for 3 spaces at its meeting of 8 June 1999. The existing quarter hour parking zone is 24.3 metres long. After allocating 6 metres for the Mail Zone there is still 18.3 metres minimum which is adequate for 3 spaces. Therefore, a reduction of 6 metres will not adversely effect the short term parking requirements of Post Office customers.

The Bus Zone east of the quarter hour parking zone cannot be altered from its current location, due to Council resolution dated 11 April 1995, to provide access to through traffic which was being impeded by right turn traffic onto East Market Street.

Windsor Street is classified as a distributor road in Richmond. This section of Windsor Street, between East Market Street and West Market Street, primarily consists of commercial properties. The existing parking in this section of Windsor Street consists of approximately 282.3 metres of one hour parking and approximately 24.3 metres of quarter hour parking.

Therefore, it is considered that a reduction of 6 metres of parking length from the existing 306.6 metres would not have a major impact on parking capacity of this section of Windsor Street.

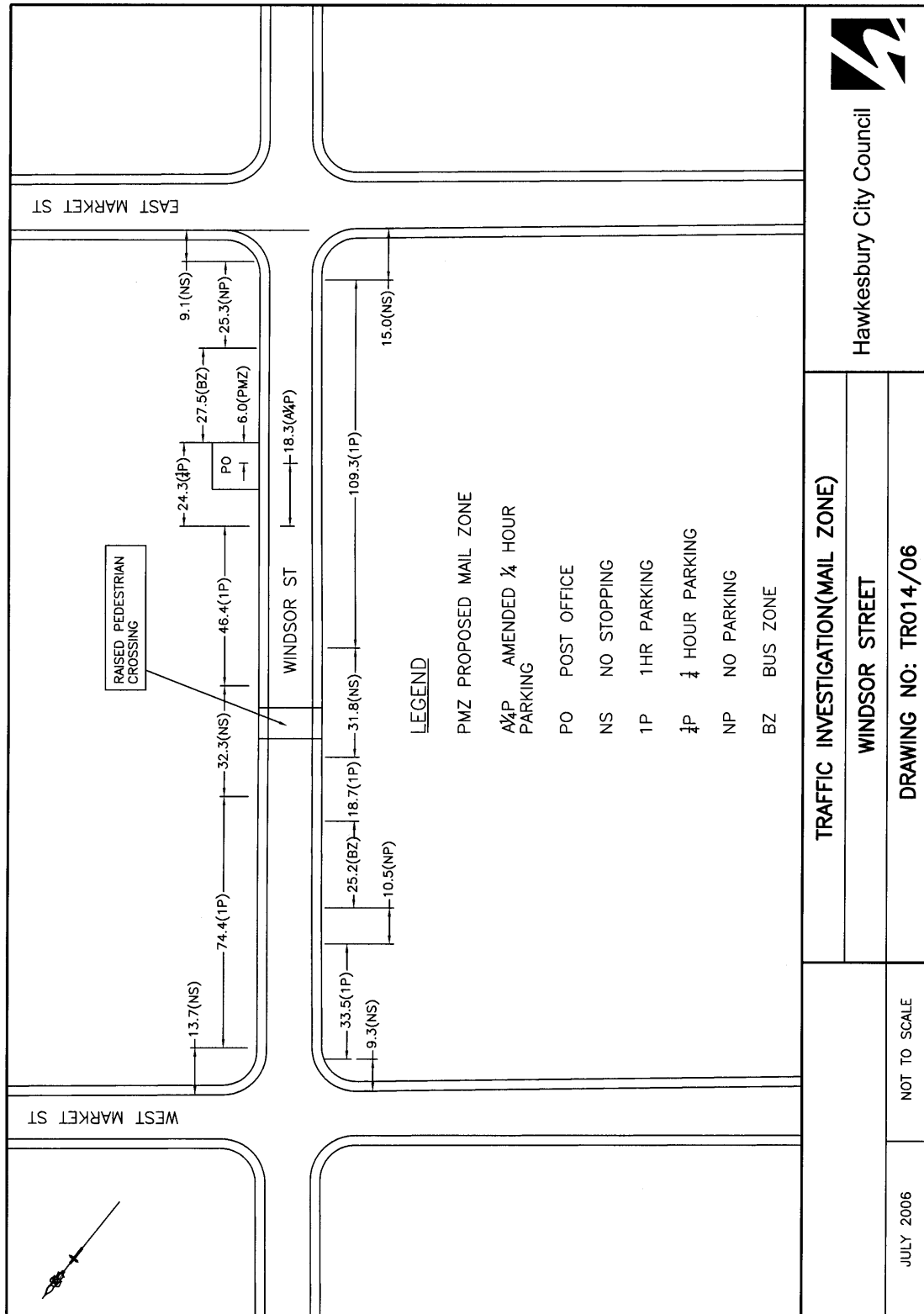
RECOMMENDATION:

That a 6 metre long Mail Zone (11.00am to 6.30pm Sun-Fri) be provided within the existing quarter hour parking zone, along Windsor Street in the vicinity of the Post Office, as per Plan No TR014/06.

APPENDICES:

AT - 1 Sketch Plan No TR014/06 - Windsor Street

APPENDIX 1 - Sketch Plan No TR014/06 - Windsor Street



ITEM 2.3 LTC - 19 July 2006 - Item 2.3 - Traffic calming – Alexander Street, Bligh Park (Londonderry) - (80245)

REPORT:

Representation has been received from Mr & Mrs Eather of 38 Alexander Street, Bligh Park raising issues relating to speeding vehicles along Alexander Street, school zone extension and pedestrian safety.

Mr & Mrs Eather have advised that vehicles drive at high speeds in the straight section of Alexander Street. Four accidents have been reported in 2004 & 2006 due to high speed of vehicles. It has been requested that consideration be given for the installation of road humps along Alexander Street to control the vehicular speed;

Alexander Street is classified as a distributor road in Bligh Park, extending from Colonial Drive for an approximate length of 1.175 kilometres. Alexander Street intersects with 8 local roads, plus the closed Flood Access Road: Wetherill Crescent (both ends), Fullerton Crescent (both ends), Selkirk Place, Surprise Crescent, Guardian Crescent and Neptune Crescent. The average width of the carriageway between the kerbs is 11.0 metres. The current regulatory speed limit is 50 kph. The horizontal alignment consists of straight sections and well-developed circular curves. Residential properties are located on both sides of the road, as well Bligh Park Public School, and a recreational reserve in the vicinity of Wetherill Crescent.

The wider appearance and the straight alignment (in some sections) of Alexander Street, tends to promote both excessive vehicular speeds and overtaking of vehicles. Traffic calming on this road currently includes barrier line marking, and a pedestrian crossing with a Flat Top road hump in the vicinity of the school. The RTA Accident Database indicates one injury accident and three minor accidents during the period from January 2001 to December 2004. Traffic volume and 85th percentile speed details on Alexander Street are shown in the table below (Table 1).

Table 1

Counter	Street / Location	ADT	85 th percentile speed (kph)	Year
Counter 1	No 35 Alexander Street - Intersection with Selkirk Place	960	59	Feb 2006
Counter 2	No 46 Alexander Street - Between Selkirk Place and Surprise Crescent	846	55	Feb 2006

The 85th percentile speed recorded in the February 2006 count is higher than the current regulatory speed at both locations, being generally 5 & 9 kph higher.

As part of a Local Area Traffic Management Plan, it would be appropriate to mark edge lines with RRPMs to establish 2.5 metre wide parking lanes on both sides of Alexander Street for its entire length. This will create the perception of a narrow travelling lane (3.0m wide) for motorists, which will discourage speeding. Line marking treatment is considered a better option than the installation of road hump devices due to its cost effectiveness over the entire length of the road, and road humps may create future noise complaints.

RECOMMENDATION:

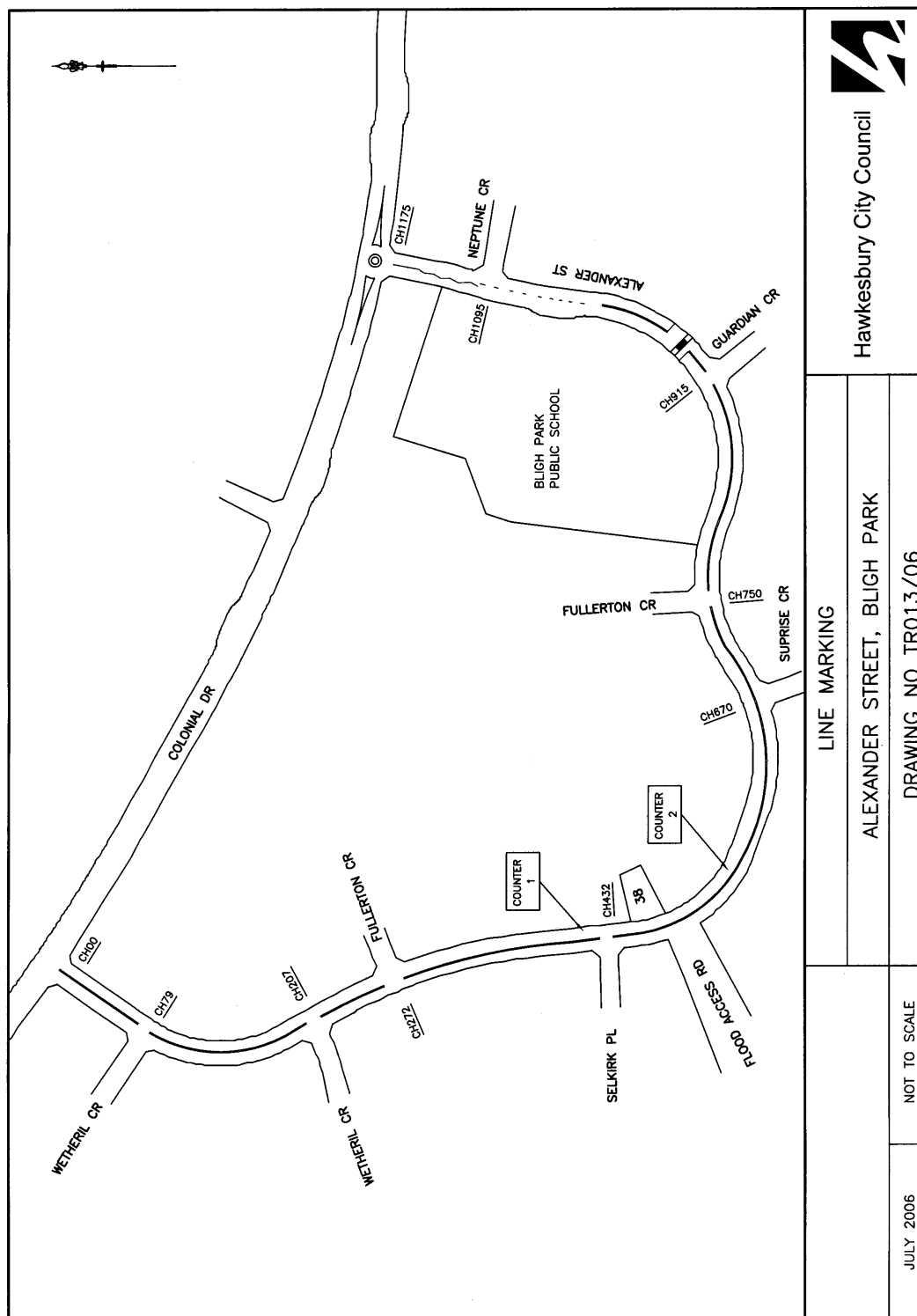
That edge lines be marked to establish 2.5 metre wide parking lanes on both sides of Alexander Street for its full length and a speed survey be undertaken three months after installation of that edge line marking.

APPENDICES:

AT - 1 Sketch Plan No TR013/06 - Alexander Street, Bligh Park

ORDINARY MEETING
Reports of Committees

APPENDIX 1 - Sketch Plan No TR013/06 - Alexander Street, Bligh Park



ITEM 2.4 LTC - 19 July 2006 - Item 2.4 - Yengo Endurance Ride – Parr State Recreation Area, Colo Heights (Hawkesbury) - (80245)

REPORT:

Introduction

An application has been received from Colo Rides Committee Inc. seeking approval to conduct an Endurance Horse Ride on 6 August 2006, generally within the vicinity of the Parr State Recreation Area, Colo Heights.

The application was received at Council on 13 June 2006 and incurred a late application fee. The 2005 event application was also submitted within a short time frame to process.

Event Details:

- Leg 1 - 40 kilometres

Start Colo Heights Reserve, proceed along the side track on Singleton Road. Turn left into Wheelbarrow Ridge Road. Proceed for approximately 2.95 kilometres and turn left into Grono Track, Parr State Recreation Area. The riders will travel the remaining 40 kilometres in the Parr State Recreation Area. The same path is used to return to the Colo Heights Reserve.

- Leg 2 - 40 kilometres

The second leg is optional for the riders. Similar to Leg 1.

The event organiser has advised that there will be approximately 80 - 100 horses participating in this event. The event is scheduled between the hours of 6.00am to 3.00pm. Refer to proposed event route (Appendix 1 - Drawing TR012/06)

Discussion

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.

The event organiser is required to submit Traffic Management Plans (TMP) incorporating Traffic Control Plans (TCP) for the event.

Documents submitted with the application are contained in attached Appendix 2 (Dataworks Document No. 2265127). Approval from NSW Police is included within this application.

RECOMMENDATION:

That:

1. The applicant be advised that its current application is the second consecutive late submission imposing onerous administrative tasking on the Committee and the Committee suggests that future applications be submitted earlier.
2. The event planned for 6 August 2006, be classified as a "Class 2" special event under the "Traffic Management for Special Events" guidelines issued by the RTA.
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

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4. It is strongly recommended that the event organiser becomes familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.3) and the Hawkesbury City Council special event information package which explains the responsibilities of the event organiser in detail.
5. No objection be held to this event subject to compliance with the following conditions:

Prior to the event:

- a. the event organiser **submitting a Traffic Management Plan (TMP) for the entire route incorporating a Traffic Control Plan (TCP) to Council and the RTA** for acknowledgement. The TCP should be prepared by a person holding appropriate certification required by the RTA to satisfy the requirements of the relevant Work Cover legislation;
- b. the event organiser **submitting to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 with Council and the Roads & Traffic Authority's interest noted on the Policy**; this Policy is to provide cover in relation to all aspects of traffic management as well as event activities within the Reserve;
- c. the event organiser advertising the event in the local press stating the entire route of the event and the traffic impact / delays due to the event two weeks prior to the event; **a copy of the proposed advertisement be submitted to Council** (indicating the advertising medium);
- d. the event organiser notifying the details of the event to NSW Ambulance Services, NSW Fire Brigade / Rural Fire Service and SES at least two weeks prior to the event;
- e. the event organiser obtaining approval from the National Parks and Wildlife Service (Department of Environment and Conservation) for the use Parr State Recreation Area;
- f. the event organiser directly notifying relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses affected by the event at least two weeks prior to the event;
- g. 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 by the event organiser prior to preparing the TMP and prior to the event;
- h. 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>);
- i. the event organiser submitting the completed "Special Event - Traffic Final Approval" form to Council;

During the event:

- j. access being maintained for businesses, residents and their visitors;
- k. a clear passageway of at least 4 metres width being maintained at all times for emergency vehicles;
- l. all traffic controllers / marshals operating within the public road network holding appropriate certification required by the RTA;

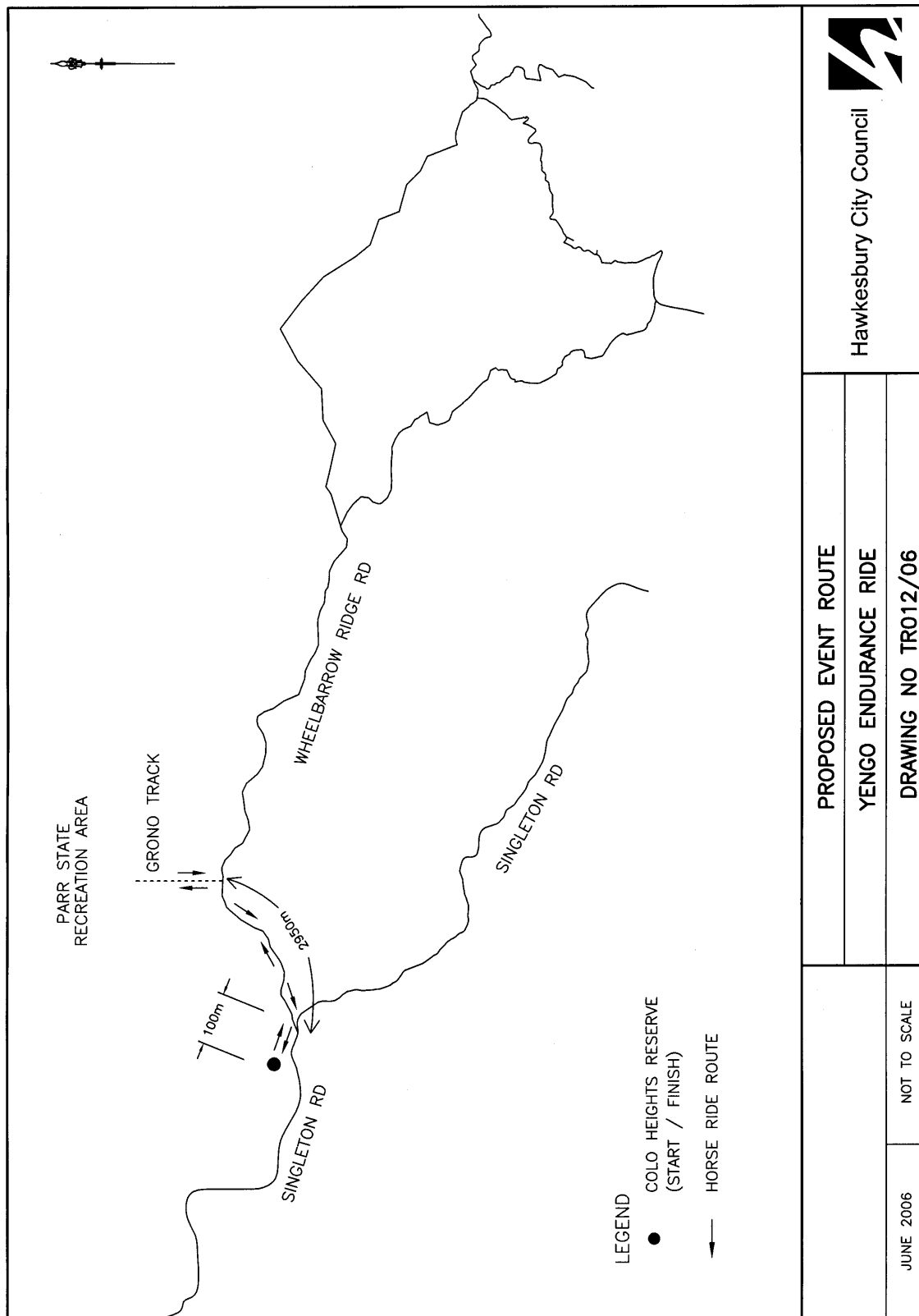
- m. the riders are aware of and are following all the general road user rules whilst riding on public roads;
- n. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices be placed during the event along the route under the direction of a traffic controller holding appropriate certification required by the RTA;
- o. the competitors and participants be advised of the traffic control arrangements in place prior to the commencement of the event; and,
- p. 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.

APPENDICES:

AT - 1 Sketch Plan No TR012/06 - Proposed Event Route

AT - 2 Special Event Transport Management Plan Template - See attached (Dataworks Doc No. 2265127)

APPENDIX 1 - Sketch Plan No TR012/06 - Proposed Event Route



ITEM 2.5 LTC - 19 July 2006 - Item 2.5 - Pirasta/Windsor Riverview Shopping Centre - George Street Pedestrian Crossing (Hawkesbury) - (80245, 8736)

REPORT:

Correspondence has been received from Pirasta Pty Ltd, in relation to the construction of the Windsor Riverview Shopping Centre, to relocate the existing pedestrian crossing to a position approximately 30 metres in a northerly direction to the main entrance of the centre. The proposed relocation includes a narrowing on both sides of George Street to facilitate pedestrian access.

The existing crossing is located directly adjacent to what was the Colonial Arcade which gave direct access to what was the Hollands Paddock Carpark to George Street. It would seem appropriate now that the site, including the Colonial Arcade, has been redeveloped with access from the carpark via lift and travelator being directed towards the new entrance to the shopping centre, that the pedestrian crossing be relocated to this point.

RECOMMENDATION:

That approval in principle be granted to the existing pedestrian crossing in George Street, Windsor, being relocated approximately 30 metres in a northerly direction to the main entrance to the Windsor Riverview Shopping Centre as shown on Project No.1859 Drawing No.GD201, Issue P4, dated March 2006, and all necessary regulatory signage be put in place subject to the applicant:

1. Submitting a detailed plan of the precinct bounded by Fitzgerald/Suffolk/New/George Streets and The Terrace showing:
 - a. all proposed parking/regulatory/advisory signage;
 - b. general traffic manoeuvres within that precinct and particularly addressing access/departure manoeuvres to/from the Centre;
 - c. all public access points, whether pedestrian/vehicular, particularly in relation to the carpark incorporated within the centre;
 - d. loading docks including entry/exit points; and
2. Liaising with local bus and taxi companies regarding the proposed changes and submitting to Council a copy of the concurrence by each service provider.

APPENDICES:

AT 1 - George Street Footpath Design - Drawing No. GD201, Issue P3 (*To be displayed*)

ITEM 2.6 LTC - 19 July 2006 - Item 2.6 - The Hawkesbury 120 Ski Race Classic (Hawkesbury) - (80245, 92138)

REPORT:

Introduction:

An application has been received from Ski Racing NSW seeking approval to conduct the Hawkesbury 120 Ski Race Classic on Saturday, 2 and Sunday, 3 of September 2006.

Documents submitted with the application are contained in Appendix 1 (Dataworks document No: 2270531)

The Hawkesbury 120 Ski Race Classic is a New Event conducted in the Hawkesbury River,

Event Details:

- 01 September 2006: 10.00am - 4:00pm
Vessel inspection at Hawkesbury Showground, Clarendon.
- 02 September 2006: 10.00am - 4:00pm
From Governor Philip Reserve, Windsor to Sackville Ski Gardens, Sackville.
- 03 September 2006: 8.00am - 4:00pm.
From Governor Philip Reserve, Windsor to NSW Ski Grounds Caravan Park(Known as NSW Ski Garden) at Wisemans Ferry

There are a variety of Ski events scheduled to be held in the Hawkesbury River on 2 September and 3 September 2006. The event will also utilise Governor Phillip Reserve.

Council resolved to grant the exclusive use of Governor Phillip Reserve for this event on 27 June 2006.

Ski Racing NSW has indicated that a vessels inspection event will be held on 1 September 2006 at The Hawkesbury Showground, Clarendon between 10:00am and 4:00am. The number of vehicles expected is approximately 100.

Traffic Management Issue

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

a) Affected Streets are:

Racecourse Road at Clarendon: in the immediate vicinity of the Hawkesbury Showground
10:00am and 4:00pm on 1 September 2006

George Street, Windsor: between Bridge Street and Palmer Street from around
7:00am on 2 September 2006, and
6:00am on 3 September 2006

Arndell Street, Windsor: the full length from around
7:00am on 2 September 2006, and
6:00am on 3 September 2006

Palmer Street, Windsor: the full length from around
7:00am on 2 September 2006, and
6:00am on 3 September 2006

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North Street, Windsor: the full length around
7:00am on 2 September 2006, and
6:00am on 3 September 2006

- b) The effect on traffic is not expected to be significant.
- c) It is expected that the event will impact only marginally on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road compared to the normal traffic during weekends.
- d) As no road closures will be in place, there will be little effect on traditional afternoon peak hour southeast bound traffic on Windsor Road.
- e) The Ski Racing NSW is expecting approximately 500 spectators on 2 September 2006 and 1500 spectators on 3 September 2006.
- f) Parking will be at Governor Phillip Reserve with additional parking at Tebbutts Observatory for any additional overflow.
- g) The number of vehicles of spectators and participants is approximately 150 to 500.

The Ski Racing NSW is seeking Council / RTA is seeking approval for the following Ferry Services conditions on 3 September 2006:

Lower Portland Ferry	9.30am – 3.00pm - Total suspension
Sackville Ferry	8.30am – 1.00pm - Reduced Capacity

Webbs Creek Ferry and Wiseman Ferry are located downstream to the NSW Ski Gardens, and subsequently the ferry operations are not effected.

Discussion:

Traffic Issues

Even though this event will be held along the Hawkesbury River and in the Governor Phillip Reserve, this event and the spectators travelling to the event may impact heavily on the state road network on Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street and in particular the local roads such as George Street and Court Street as well as the Ferry services. It would be appropriate to classify this event as a “**Class 1**” special event under the “Traffic Management for Special Events” guidelines issued by the Roads & Traffic Authority given that perceived impact.

It will be necessary for the event organiser to lodge an application seeking approval to conduct the event with the NSW Police Service. A Traffic Management Plan (TMP) and an associated Traffic Control Plan (TCP) should be submitted to Council and the RTA for acknowledgement as this is a **Class 1** event.

Lower Portland Ferry Service is under the care and control of Hawkesbury City Council. Sackville Ferry Services is the under the care and control of the RTA and hence, the RTA approval be sought directly by the event organiser for the suspension of ferry services maintained by them.

RECOMMENDATION:

Traffic Management

That:

- 1 The event planned for 1, 2 & 3 September 2006 be classified as a “**Class 1**” special event under the “Traffic Management for Special Events” guidelines issued by the RTA.

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2. The event organiser obtains approval from the RTA as this is a "Class 1" event.
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. It is strongly recommended that the event organiser becomes familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.3) and the Hawkesbury City Council special event information package, which explains the responsibilities of the event organiser in detail.
5. No objection be held to this event subject to compliance with the following conditions:

Prior to the event:

- a) the event organiser obtaining approval to conduct this event, from the NSW Police Service, **a copy of the Police Service approval be submitted to Council;**
- b) the event organiser **submitting a Traffic Management Plan (TMP) for the entire route incorporating a Traffic Control Plan (TCP) to Council and the RTA** for acknowledgement. The TCP should be prepared by a person holding appropriate certification required by the RTA to satisfy the requirements of the relevant Work Cover legislation;
- c) 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>);
- d) 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
- e) 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;** this Policy is to provide cover in relation to all aspects of traffic management as well as event activities within the Reserve;
- f) all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately on completion of the activity;
- g) the event organiser obtaining the relevant approval to conduct this event from the Waterway Authority; **a copy of this approval be submitted to Council;**
- h) the event organiser notifying the details of the event to NSW Ambulance Services, NSW Fire Brigade / Rural Fire Service and SES at least two weeks prior to the event;
- i) 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;
- j) the event organiser directly notifying relevant bus companies, tourist bus operators and the taxi companies operating in the area and all the residence and business affected by the event at least two weeks prior to the event;
- k) access being maintained for businesses, residents and their visitors;

- l) a clear passageway of at least 4 metres width being maintained at all times for emergency vehicles; and,
- m) the applicant undertaking a letter drop to all affected residents and businesses in proximity to the event, with that letter advising full details of the event;
- n) the applicant contacting the Council's Construction and Maintenance Section three weeks prior to the event with regard to the suspension of Lower Portland Ferry service maintained by Hawkesbury Council;
- o) the event organiser submitting the completed "Special Event - Traffic Final Approval form to Council

During the event:

- p) access being maintained for businesses, residents and their visitors;
 - q) all traffic controllers / marshals operating within the public road network holding appropriate certification required by the RTA;
 - r) in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices be placed during the event along the route under the direction of a traffic controller holding appropriate certification required by the RTA;
 - s) 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;
 - t) advise all adjoining Councils such as Gosford, Baulkham Hills, Hornsby of this event and in particular the ferry closures;
6. That the applicant seek RTA approval for reduced crossing of the Sackville Ferry Service; no objection is held to the suspension of the Lower Portland Ferry Service; suspension of the ferry services is subject to the applicant complying with the following conditions, as well as any conditions imposed by the Roads & Traffic Authority:
- a) Advertising of the proposed event being undertaken at the expense of the Ski Racing NSW in Sydney and Local newspapers, two weeks prior to the event, in relation to :
 - traffic impact and delays,
 - exclusive use of Governor Phillip Reserve,
 - timings of suspension of ferry services,such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;
 - b) signs be erected at the Ski Racing NSW cost in locations indicated in the approved Traffic Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;
 - c) safety precautions as previously established are to be placed at all ferry locations, such to include a boat and crew downstream from each ferry with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and ferry vessel, such procedures are to be implemented to the satisfaction of the Waterways Authority and Hawkesbury City Council; and,
 - d) the Transport Management Centre, Roads & Traffic Authority be authorised to alter ferry suspension times if necessary.

APPENDICES:

There are no supporting documents for this report.

SECTION 3 - Reports for Information

Nil Reports for Information.

SECTION 4 - General Business

ITEM 4.1 LTC - 19 July 2006 - Item 4.1 QWN (80245)

Mrs J Hogge

REPORT:

Advised of representations received from the Occupational Health and Safety Committee, Rural Press Ltd, 159 Bells Line of Road, North Richmond requesting additional warning signs on Bells Line of Road at Rural Press Ltd to advise motorists of vehicles entering/leaving the property.

RECOMMENDATION:

That this matter be referred to the Roads and Traffic Authority for investigation.

ITEM 4.2 LTC - 19 July 2006 - Item 4.2 QWN (80245)

Mr J Christie

REPORT:

Tabled correspondence from Mr A Shearan, MP, making representations on behalf of Mrs W Middleton, 139 Lennox Street, Richmond, regarding vehicles parking in the 'No Stopping' zone adjacent to her premises.

RECOMMENDATION:

That this matter be referred to the Development Control Team for enforcement of parking restrictions.

ITEM 4.3 LTC - 19 July 2006 - Item 4.3 QWN (80245)

Mr J Christie

REPORT:

Advised of representations received seeking increased patrols by the NSW Police Service of the School Zone, Putty Road, Colo Heights.

RECOMMENDATION:

That this matter be deferred pending Mr J Christie ascertaining specific detail as to timings of alleged offences to enable further investigation.

ITEM 4.4 LTC - 19 July 2006 - Item 4.4 QWN (80245)

Councillor B Bassett

REPORT:

Tabled representations by Mr D Pullicin seeking installation of advisory signage on Putty Road in the Mellong/Tinda Creek locality, similar to that recently erected by the Roads and Traffic Authority at Colo Heights and also enquiring as to when the "Mellong" locality sign is to be erected.

RECOMMENDATION:

That the issue relating to installation of speed zone/advisory signage be referred to the Roads and Traffic Authority and installation of locality signage be dealt with administratively within Council.

ITEM 4.5 LTC - 19 July 2006 - Item 4.5 QWN (80245)

Councillor B Bassett

REPORT:

Enquired as to progress of Roads and Traffic Authority investigation in relation to removal of parking on the southern side of Bells Line of Road, North Richmond between Pitt Lane and Grose Vale Road and extension of the eastbound kerb-side lane on Bells Line of Road, North Richmond immediately west of Terrace Road.

Mr R McHenery advised that each issue was still under investigation by the Authority.

RECOMMENDATION:

That the information be received.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Wednesday, 16 August 2006 at 3.00pm in the Large Committee Rooms.

The meeting terminated at 4.11pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees



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