



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 13 March 2007

location: council chambers

time: 5:00 p.m.

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CITY PLANNING

Item: 40 CP - Truck Depot, Lot 2 DP220161, 251 Windsor Road, Vineyard NSW 2765 - (95498, 83535, 88784, DA0633/06)

Development Information

Applicant: Gallo Investments & Management Pty Ltd
Applicants Rep: PGH Environmental Planning
Owner: Gallo Investments & Management Pty Ltd
Stat. Provisions: Hawkesbury Local Environmental Plan 1989
Hawkesbury Development Control Plan
Area: 2.023H
Advertising: 15 January 2007 to 30 January 2007
Date Received: 14 August 2006

Key Issues:

- ◆ Permissibility
- ◆ Amenity
- ◆ Character

Recommendation: Refusal

REPORT:

Introduction

Council has received an application for a truck depot at 251 Windsor Road, Vineyard. The matter is being reported to Council at the request of Councillor Devine. This report provides an assessment of the key issues. A complete assessment is contained on the file.

The Proposal

The application is seeking approval for a truck depot on the subject land. The truck depot activity includes the garaging of six trucks, excavator and bobcat, and the use of the whole of the existing dwelling house as an office. The hours of operation for the business are 5:00am to 5:00pm Monday to Saturday, with truck movements occurring between the hours of 5:00am to 7:00am and 2:00pm to 5:00pm. A maximum of 20 staff will be employed.

Statutory Situation

Hawkesbury Local Environmental Plan 1989 (HLEP 1989)

Clause 5 - Definitions

The proposed development involves the use of the property for the parking of six trucks, an excavator and a bobcat, and the storage of tools and equipment. The existing dwelling house located on the land will be converted into an office.

The proposed use of the site is best defined as 'truck depot'. 'Truck depot' means "*a building or place used for the servicing and parking of trucks, earthmoving machinery and the like.*"

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Clause 8 - Zones indicated on the map

The subject land is within the Rural Living zone.

Clause 9 - Carrying out development

'Truck depot' is prohibited within the Rural Living zone. However, Clause 53B of the LEP applies and is discussed below.

Clause 9A - Zone Objectives

Clause 9A states that consent shall not be granted for a development unless, in the opinion of Council, the carrying out of the development is consistent with the objectives of the zone.

The zone objectives are

- a. *to provide primarily for a rural residential lifestyle,*
- b. *to enable identified agricultural land uses to continue in operation,*
- c. *to minimise conflict with rural living land uses,*
- d. *to ensure that agricultural activity is sustainable,*
- e. *to provide for rural residential development on former agricultural land if the land has been remediated,*
- f. *to preserve the rural landscape character of the area by controlling the choice and colour of building materials and the position of buildings, access roads and landscaping,*
- g. *to allow for agricultural land uses that are ancillary to an approved rural residential land use that will not have significant adverse environmental effects or conflict with other land uses in the locality,*
- h. *to ensure that development occurs in a manner:*
 - i. *that does not have a significant adverse effect on water catchments, including surface and groundwater quality and flows, land surface conditions and important ecosystems such as streams and wetlands, and*
 - ii *that satisfies best practice guidelines and best management practices,*
- i. *to prevent the establishment of traffic generating development along main and arterial roads,*
- j. *to ensure that development does not create unreasonable economic demands for the provision or extension of public amenities or services.*

It is considered that the proposed development is inconsistent with objectives a, c, and f of the Rural Living zone.

The proposal includes the use of the land, and the existing structures on the land, solely for business purposes. The activity, including the driveway entry, will be carried out in close proximity to the adjoining residence at 241 Windsor Road. This will result in an adverse impact on the amenity of the neighbouring property resulting in land use conflicts. The proposed hours of operation, including trucks leaving the site as early as 5:00am will also add to these conflicts.

The proposed development includes the erection of a rural shed for the housing of trucks. It is considered that the form of the proposed shed is inconsistent with the rural character of the locality and with existing rural development within the locality. The building materials and colours are not consistent with that of the existing building on the site, and no landscaping has been proposed.

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Clause 53B Savings in relation to development applications made before the commencement of Hawkesbury Local Environmental Plan 1989 (Amendment No. 108)

"If a development application is made before the commencement of Hawkesbury Local Environmental Plan 1989 (Amendment No. 108) and is not finally determined before that commencement, the application is to be determined as if that plan had been exhibited but not made."

History of Draft Amendment No. 108

- Draft Amendment No. 108 was exhibited from 10 July 2002 to 19 September 2002, and 16 July 2003 to 15 August 2003, following some minor changes. Both exhibited copies show that 'truck depot' is prohibited within the Rural Living zone.
- The section 68 submission was sent to the former Department of Infrastructure, Planning and natural Resources on 8 March 2004.
- The section 69 Report was sent to the Department of Planning on 16 November 2005.
- Draft Amendment No. 108 was gazetted on 18 August 2006.

The subject development application was received by Council on 14 August 2006. If the application was finalised on this date, the proposed development would have been refused on the basis that the gazettal of the Amendment was imminent and certain, given that the s69 Report was with the Department of Planning. With the pending gazettal of the Amendment, the provisions of Amendment No. 108 was considered to have significant weight. This is consistent with Councils approach for other development applications received at this time. For example:

DA 519/06 was received on 4 July 2006. This application sought approval for three units at 49 Elizabeth Street, North Richmond. At this time, Draft Amendment No. 108 (incorporating Amendment No. 130) to Hawkesbury Local Environmental Plan 1989 proposed to zone the subject land to Housing. Multi unit housing is prohibited within the Housing zone. The application was not supported on the basis that the draft Plan was imminent and certain.

In addition, the application would be assessed against the draft plan to determine whether the proposed activity was compatible with the existing and desired character of the locality. In this respect, the proposed development would be assessed against the objectives of the proposed Rural Living zone. As demonstrated above, it is considered that the proposal is inconsistent with objectives a, c and f of this zoning.

Community Consultation

The application was exhibited from 15 January 2007 to 30 January 2007 in accordance with Hawkesbury Development Control Plan. No submissions were received.

Planning Assessment

Rural/Residential Amenity and Character

It is considered that the proposed activity will have an adverse impact on the amenity of the adjoining residential property (No. 241 Windsor Road) for the following reasons:

- a. The activity employs a maximum of 20 staff; five of which are employed in the office, and 15 drivers and concreters/labourers. This will result in a maximum of 52 vehicle movements per day. (20 x 2 vehicle movements for employees arriving and leaving the premises; and 6 x 2 truck movements);

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- b. The entry driveway to the subject land is located adjacent to the shared boundary with 241 Windsor Road. The dwelling house located on this adjoining property is sited in close proximity to the shared boundary.
- c. Vehicle and trucks movements will commence from 5:00am Monday to Saturday.
- d. The design of the proposed shed to park trucks is inconsistent with the rural character of the adjoining properties. It is considered that the height of the proposed shed, in conjunction with the design (pitch) and appearance (roller doors) of the building, significantly contributes to the bulky and dominant visual impact of the shed. Due to the predominantly cleared nature of the locality, the proposed shed will intrude into the skyline. In addition, the shed is higher than the existing buildings on the land, which will add to its dominance within the landscape.

Conclusion

It was clearly the intention of Amendment 108 to prohibit truck depots within the Rural Living zone and the savings clause was inserted by the Minister for Planning under Section 70 of Act without any consultation with Council. As noted above, Council's approach when considering applications affected by draft local environmental plans was to give considerable weight to their provisions on the basis that gazettal was imminent and certain.

Notwithstanding the proposal is inconsistent with the provisions of Hawkesbury Local Environmental Plan 1989, including the objectives of the Rural Living zone and will have an adverse impact on the rural character and the amenity of the adjoining property.

Conformance to Strategic Plan

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

Objective: "A prosperous community sustained by a diverse local economy that encourages innovation and enterprise to attract people to live, work and invest in the city", and

"Sustainable and liveable communities that respect, preserve and manage the heritage, cultural and natural assets of the City".

Funding

No impact on Budget.

RECOMMENDATION:

That the application for a truck depot be refused for the following reasons:

- 1. The proposed development is likely to have an adverse impact on the amenity of residents in the immediate locality.
- 2. The proposed development is inconsistent with the established character of the locality.
- 3. The design of the development is not acceptable in terms of bulk, height and external finish.
- 4. The proposed development is inconsistent with objective (a), (c) & (f) of the Rural Living zone contained within Hawkesbury Local Environmental Plan 1989.
- 5. The proposed development is inconsistent with the Objects contained within Section 5 of the Environmental Planning and Assessment Act, 1979.
- 6. In the circumstances, approval of the development would not be in the public interest.

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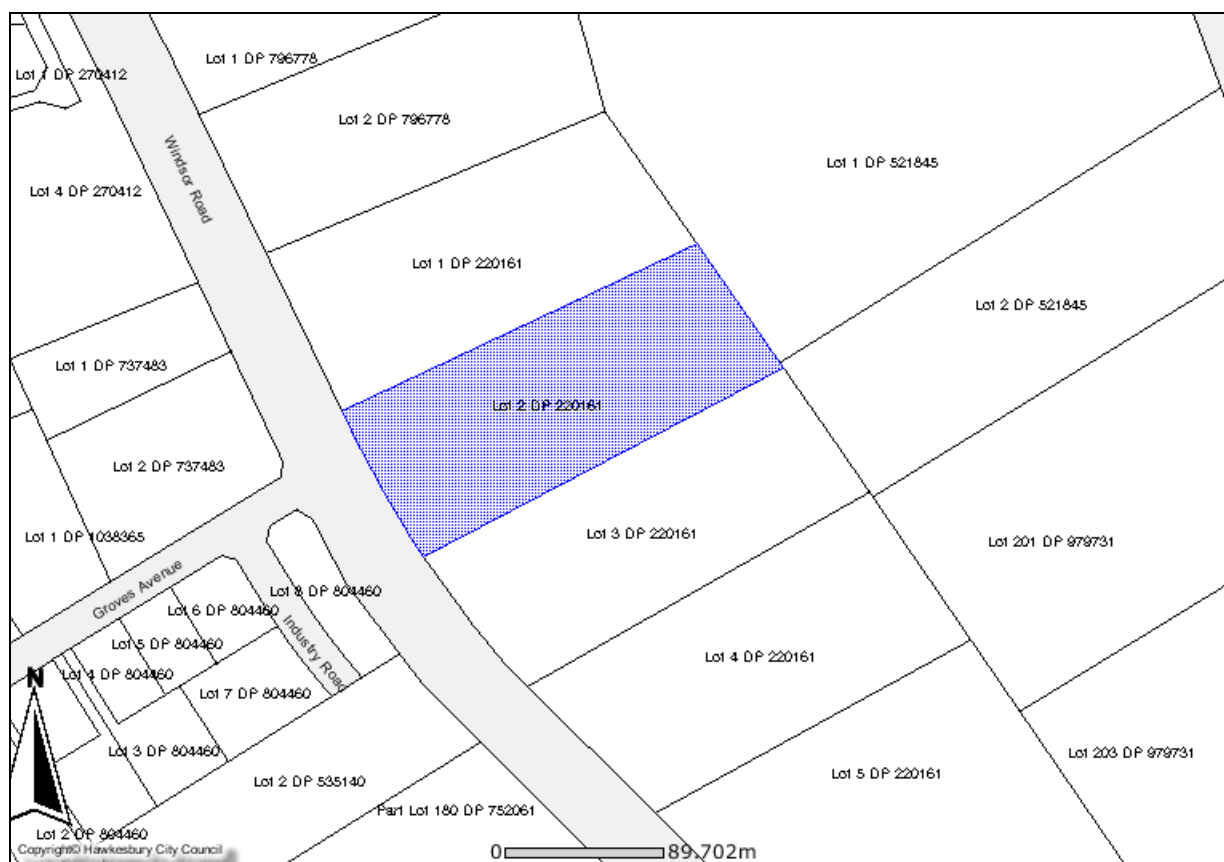
ATTACHMENTS:

AT - 1 Locality Plan - Lot 2 DP 220161, No. 251 Windsor Road, Vineyard

AT - 2 Site Plan

AT - 3 Elevation Plan

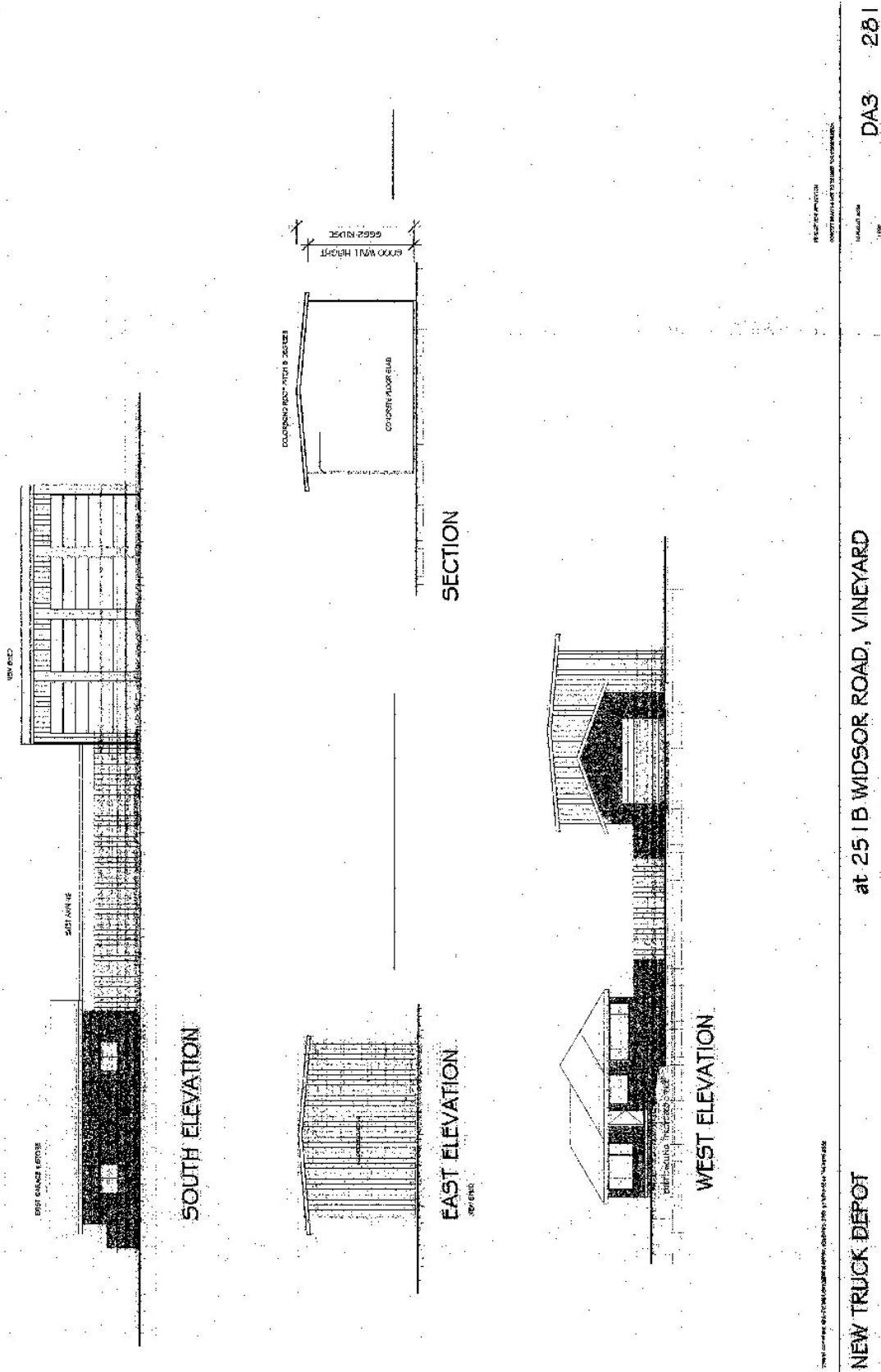
AT - 1 Locality Plan - Lot 2 DP 220161, No. 251 Windsor Road, Vineyard



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AT - 3 Elevation Plan



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Item: 41 **CP - Pitt Town Investigation 2006 - Independent Report - (95498, 87959, 103216)**

Previous Item: 214, Ordinary (12 September 2006)

REPORT:

Background

On 24 August 2006 the Johnson Property Group lodged a submission to Council seeking further rezoning at Pitt Town. In relation to this request Council at its meeting of 12 September 2006 resolved:

That:

1. *Council accept the offer from the Johnson Property Group to meet the cost of Council engaging an independent Town Planning Consultant to undertake an initial assessment of the proposal on the basis outlined in this report, including the execution of Deed of Agreement as considered appropriate by Council's solicitors and also subject to the Group meeting Council's legal costs associated with the preparation of the Deed.*
2. *In the event of the Johnson Property Group agreeing to (1) above, Council's solicitors be requested to prepare an appropriate Deed of Agreement.*
3. *In the event of Johnson Property Group entering into a Deed of Agreement, as referred to in (1) above on the basis outlined in this report and lodging the required deposit with Council to meet the costs involved an appropriate consultant be engaged to undertake an initial assessment of the proposal and submit an appropriate report to Council for its consideration.*
4. *Authority be given for the execution of the Deed of Agreement under Seal if necessary.*

The Deed of Agreement and contribution was provided on the following basis:

- The lodgement by the applicant of a cash bond or bank guarantee to cover the anticipated costs in preparing the initial report. In the event that the costs were less than the amount lodged, a refund would be made to the applicant and, alternatively, if the additional costs are to be incurred then the applicant would be required to lodge further funds with Council prior to further action being taken.
- The consultant to be utilised by Council would be selected at the sole discretion of Council, with the applicant not having any ability to agree to or withhold funding based upon the consultant selected.
- The brief for the consultant being prepared solely by Council, with the applicant not having any right to influence or provide input into the prepared brief.
- The applicant would not have any right to access the consultant over and above what would normally be expected of an applicant making responses to requests for additional information from Council had it been assessing the submission.

Report of Independent Town Planner

Neil Selmon Consulting Services Pty Ltd was engaged to undertake the review of the rezoning request and the final report was submitted on 5 February 2006. The report is attached in full to this Business Paper for Council's consideration.

The report recommends that:

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1. *Council not resolve to prepare a draft local environmental plan pursuant to section 54 of the Environmental Planning and Assessment Act 1979 to alter the planning controls affecting the Pitt Town investigation area as described in the "Environmental Investigation - Pitt Town Village" prepared by Don Fox Planning Pty Ltd on behalf of the Johnson Property Group.*
2. *Any alteration to the controls introduced through Hawkesbury LEP 1989 (Amendment 145) or any extension of the area affected by them should only be considered as part of a LGA wide strategic review that might occur as a result of completion of the North West Subregional Strategy and consideration of any housing targets that the strategy might require for the Hawkesbury LGA.*
3. *Council advise the applicant, Department of Planning and NSW State Emergency Service of its decision.*

Department of Planning - Heritage Office Comments

As noted in the report prepared by Neil Selmon, the proposal was referred to the NSW Heritage Office (now part of the Department of Planning) for comment however no formal response was received prior to the report being completed. Following the completion of Mr Selmon's report the NSW Heritage Office has provided a response, received on 2 February 2007.

The Heritage Office has advised that it does not support any expansion in the area to be developed as proposed in the Johnson Property Group submission. The proposed inclusion of the northern area, including the site of Governor Bligh's farm will destroy the significant evidence of the aboriginal and historical archaeology of the area.

In relation to the proposed increase in lot yields, the Heritage Office has advised that some increase may be accommodated however the doubling of the total yield is not supported. The Heritage Office clearly outlines where dwelling yields should not be increased, as it would affect the heritage significance of Pitt Town.

A copy of the advice from the Department of Planning (Heritage Office) is provided at the end of this report.

Conclusion

The Selmon Report provides a detailed assessment of the proposal by the Johnson Property Group and the key issues for Council's consideration. It is recommended that Council adopt the findings of the Neil Selmon Report and not amend Hawkesbury Local Environmental Plan 1989 to allow for further development at Pitt Town.

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

There are no funding implications as the costs were met by a Deed of Agreement.

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RECOMMENDATION:

That:

1. The report of independent town planner, Neil Selmon Consulting Services Pty Ltd be received.
2. Council resolve not to prepare a draft local environmental plan pursuant to section 54 of the Environmental Planning and Assessment Act 1979 to alter the planning controls affecting the Pitt Town investigation area as described in the "Environmental Investigation - Pitt Town Village" prepared by Don Fox Planning Pty Ltd on behalf of the Johnson Property Group.
3. Any alteration to the controls introduced through Hawkesbury LEP 1989 (Amendment 145) or any extension of the area affected by them should only be considered as part of a LGA wide strategic review that might occur as a result of completion of the North West Subregional Strategy and consideration of any housing targets that the strategy might require for the Hawkesbury LGA.
4. Council advise the applicant, Department of Planning and NSW State Emergency Service of its decision.

ATTACHMENTS:

- AT - 1** Pitt Town LEP Review prepared by Neil Selmon Consulting Service - February 2007 - *(Distributed Under Separate Cover)*.
- AT - 2** Advice from the Department of Planning (Heritage Office)

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AT - 2 Advice from the Department of Planning (Heritage Office)



NSW GOVERNMENT
Department of Planning

Neil Selmon
40 Wrightson Avenue
BAR BEACH NSW 2300

Hawkesbury City Council

- 2 FEB 2007

Contact: Robyn Conroy
Telephone: 02 9873 8583
conroyr@heritage.nsw.gov.au
File: H03/00028/13
Our Ref: HRL42860, 42960

Dear Mr Selmon

Re: Independent review of the Johnson Property Group's "Pitt Town Investigation" – proposal to increase the densities and area of urban development of Pitt Town, Hawkesbury

Thank you for referring the above matter to the Heritage Office for comment. I refer to your letter, the draft LEP and Environmental Investigation Pitt Town Village (by Don Fox Planning for JPG Ltd dated August 2006) dated 1 November 2006 and the several conversations in October and November 2006 between yourself and Robyn Conroy of the Heritage Office. Please accept my apologies for the delay in providing a written response.

It is understood that the purpose of the proposed amendment is to increase the economic return of the development to help fund the infrastructure that is required by the development enabled by LEP145. The following comments do not address the issue of whether this is a supportable argument in planning terms. They focus on the likely heritage impacts of the proposed densities and increased urban area and are provided under the provisions of the Heritage Act 1977 and Environmental Planning and Assessment Act 1979.

Section 84(1) of the NSW Heritage Act 1977 requires that any local environmental plan that will apply to land on which an item of environmental heritage is situated must contain provisions to facilitate the conservation of the building, work, relic, place or precinct. The Pitt Town cultural landscape is a place of recognised heritage significance with Bona Vista already on the State Heritage Register (SHR) and the remainder of the colonial landscape (including the Indigenous landscape, Bligh's Farm, Pitt Town itself and the farming systems of 'tops' and 'bottoms') still being investigated for inclusion on the SHR in recognition of their importance in the development of agriculture in the development of the colony.

The proposed amendments to the development will have two main areas of impact: the inclusion of the northern area of Pitt Town in the development (including the site of Governor Bligh's farm and other significant evidence of the Aboriginal and early European cultural landscapes); and significant increases in urban densities throughout the area already rezoned for housing.

Impact of expansion of the urban area

The Heritage Council does not support any expansion in the area to be developed. Any intensification of land use in the area near the Hawkesbury River (as shown in the JPG documentation) will over-write the landscape and permanently prevent any possibility of understanding the historic significance of the ancient Indigenous and early colonial landscape. It will also destroy the very significant evidence of the aboriginal and historical archaeology of the area. In this context grading and levelling for sporting fields would have a similar impact and is also not supported in this area.



SCANNED



Heritage Office

Working with the community to know, value and care for our heritage

Heritage Office, 3 Market Place, Parramatta NSW 2150 | Locked Bag 5020, Parramatta NSW 2124 | DX 8225 PARRAMATTA
Phone 61 2 9873 8500 Fax 61 2 9873 8599 Email heritageoffice@heritage.nsw.gov.au Website www.heritage.nsw.gov.au

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Increase in residential densities

The dLEP also proposes to increase yields by increasing urban densities throughout the development. Although some increase could possibly be accommodated without affecting the heritage significance of Pitt Town, the proposed doubling of the total yield of the development is not supported. The reduction of lot sizes by approximately one-third near the SHR listed Bona Vista (including the historic slab barns) in particular is not supported because it will have a significant impact on the character of the urban environment.

The recently gazetted LEP145 was made only after extensive negotiation and discussion about how to protect the special qualities of Pitt Town as a rural village, and this was described in the gazetted Statement of Desired Future Character for the area:

"Pitt Town provides a relaxed and comfortable lifestyle with a rural village character. New development is to retain a rural village character with generous and landscaped building setbacks and open streetscapes...."


It is recommended that this principle should continue to guide the future planning of the area.

The new development with frontage towards Bona Vista, Johnston Street, Bootles Lane and Bathurst Street will provide a critical interface between the historic and contemporary landscapes and it is recommended that the minimum lot sizes of these properties not be reduced. Some capacity for a limited increase in dwelling yield may exist, in particular at the southern end of the site. This will however require careful attention to the detailed design, realisation and maintenance of the development, including possibly limiting the height (to single storey) of houses to allow trees to screen the impact of the urban areas.

If Council is satisfied that the proposed additional lots are necessary and supportable in planning terms it is recommended that their number be kept to the minimum possible, that they be created through increases in densities away from the most historically, aesthetically and technically sensitive areas and that the development controls be amended to ensure that the additional impact on the heritage values of Pitt Town's cultural landscape will be minimal.

I hope that these comments are of assistance. For further information or to discuss the proposal further please contact me on 9873 8584 or Vincent Sicari on 9873 8556.

Yours faithfully


Reece McDougall
Executive Director
20/3/07

cc. Department of Planning
Hawkesbury Council
Johnson Property Group

oooO END OF REPORT Oooo

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EXTERNAL SERVICES

Item: 44 **ES - Draft Customer Service and Communication Strategy - (96328, 95494)**

Previous Item: 298, Ordinary (12 December 2006)
 231, Ordinary (26 September 2006)

REPORT:

This report has been prepared to seek Council's approval to adopt the draft Customer Services and Communication Strategy following its public exhibition.

Background

- In February 2005, Council adopted a Strategic Plan. The Plan required Council to develop and adopt a Customer Service and Communication Strategy.
- A draft Customer Service and Communication Strategy was reported to Council in September 2006. Council resolved to workshop the Strategy.
- The Strategy was considered by Council at a Councillors workshop held on 5 December 2006.
- At its Ordinary Meeting of 12 December 2006, Council resolved to place the draft Customer Service and Communication Strategy on public exhibition for a period of 60 days.

Current Situation

No public submissions were received during the exhibition period. It is therefore recommended that the Draft Strategy be adopted.

Conformance to Strategic Plan

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

"Development of a Customer Service Strategy" and

"Development of Communications Strategy in line with planned objective."

Funding

The implementation of the Customer Service and Communication Strategy will be achieved within existing resources, and where required, through the internal reallocation of resources.

RECOMMENDATION:

That the draft Customer Service and Communication Strategy for Hawkesbury City Council, prepared in accordance with objectives contained in Council's Strategic Plan, be adopted.

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ATTACHMENTS:

AT - 1 Draft Customer Service and Communication Strategy

AT – 1 Draft Customer Service and Communication Strategy**VISION: Hawkesbury City Council will be recognised for its customer service excellence.****MISSION: To deliver services that meet and exceed our customer's expectations**

	Service Leadership	Customer Research	Employee Development	Innovation + Improvement	Responsiveness	Customer Satisfaction
OBJECTIVES	We will be a customer focused organisation with a reputation as an excellent Council to do business with.	We will understand the needs, expectations and perceptions of our customers and we will request and use customer feedback to improve our services.	All our staff are dedicated to customer service excellence and will be accountable and rewarded for meeting and then exceeding customer expectations.	We will maintain a climate of continuous customer service improvement to encourage innovation and creativity in the delivery of services.	We will respond promptly to customer requests and strive to solve customer problems.	We will set customer service standards and benchmarks and monitor and measure our performance against these standards and benchmarks
STRATEGIES	Adopt a world-class customer service charter to direct and communicate Council's customer service approach (based on the International Customer Service Standard).	Implement customer research strategies to define expectations of customer groups, and identify critical issues impacting on customer service performance and refocus attention on customer priorities.	Establish 'customer first' service-oriented procedures and goals for each Council work unit.	Develop processes and tools to solicit and respond to service improvement ideas and suggestions from customers and staff.	Establish customer-friendly environments, and customer friendly information + communication channels.	Identify customer service standards and benchmarks for the provision of services.
	Establish mechanisms and organisational structures to inspire and drive a 'customer first' service oriented corporate culture.	Develop and implement consultation and engagement strategies to involve customers in the design of services and/or products.	Invest in workplace support strategies and workplace environments to provide staff with resources and skills to achieve service excellence behaviours.	Implement a rolling program of internal service reviews to assess performance and identify opportunities for service improvement.	Implement a coordinated customer request and complaint handling, tracking + mapping system to develop a corporate understanding of our customers needs.	Integrate customer service standards and benchmarks into position descriptions, performance reviews and business plans.
	Build relationships and alliances with customers and other businesses to evaluate the customer service impact of business decisions.	Continuously monitor customer service requests + complaints, and industry + demographic changes to identify future customer requirements.	Implement staff program to congratulate and reward areas of performance excellence in customer services.	Establish an integrated Quality Improvement Process to optimise staff participation in maintaining and improving customer service standards.	Empower front-line staff to take responsibility for responding to and resolving customer problems.	Implement a customer service standard and customer satisfaction monitoring and measurement program.

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Service Leadership	Customer Research	Employee Development	Innovation + Improvement	Responsiveness	Customer Satisfaction
2005-06 TARGETS <ul style="list-style-type: none"> • Establish Corporate Capability for Customer Services Co-ordination. • Establish Customer Service Improvement Team (cross functional) • Conduct self-assessment based on International Customer Service Standard (ICSS) Benchmarks 	<ul style="list-style-type: none"> • Identify Customer Groups, products and services. • Pilot Project – complete needs analysis of sample of customer groups to define customer requirements + critical issues) • Survey Customer + Staff Perceptions of Customer Service Performance 	<ul style="list-style-type: none"> • Conduct staff sessions to outline 'Customer First' Customer Service Strategy. • Identify knowledge, skills and competencies required by staff to support customer focused service models across organisation. 	<ul style="list-style-type: none"> • Integrate consideration of customer service requirements into decisions regarding investment in technological innovation and knowledge management systems. 	<ul style="list-style-type: none"> • Investigate feasibility of establishing Customer Service Call Centre 'one-stop' enquiry counter and customer service centres in Richmond + Windsor. • Review options for developing co-ordinated customer request + complaint handling and tracking system. 	<ul style="list-style-type: none"> • Evaluate and define existing customer service benchmarks. • Develop corporate customer service standards and benchmarks.
2006-07 TARGETS <ul style="list-style-type: none"> • Develop Customer Service Excellence Plan based on International Best Practice (including Customer Charter, and Customer Service KPIs) • Communicate 'Customer Focus' vision across organisation and define future customer focused service delivery model. • Customer Service KPIs integrated into Management Plan & reporting cycles. 	<ul style="list-style-type: none"> • Finalise methodology to identify different Customer Groups needs and redesign of products + services to meet customer requirements. • Implement methodology within ES + IS Divisions and develop Customer Service Improvement Plans for each work unit. 	<ul style="list-style-type: none"> • Develop Customer Service Code of Conduct to identify service excellence behaviours and integrate into recruitment and staff induction programs. • Implement Customer Service Training Program • Review and redesign staff rewards program to recognise and celebrate customer service excellence. 	<ul style="list-style-type: none"> • Establish integrated QI framework to facilitate staff participation in maintaining and improving customer service standards • Develop proposal for post-transaction service to provide follow up assistance + information to customers. 	<ul style="list-style-type: none"> • Review and improve on-line customer request, information and transaction facilities. • Implement re-designed customer request, complaint handling + resolution and tracking system. • Implement recommendations of feasibility reviews. • Identify customer service delegations for inclusion in position descriptions. 	<ul style="list-style-type: none"> • Implement strategy to measure performance in achieving customer service standards + benchmarks. • Design and Implement Annual Customer Satisfaction Survey • Develop format for annual Customer Service Report to document impact of customer service improvements.
2007-08 TARGETS <ul style="list-style-type: none"> • Re-conduct and lodge ICSS self-assessment. • Achieve certification to ICSS by Customer Service Institute of Australia • Incorporate ICSS logo into publications and promotional materials. 	<ul style="list-style-type: none"> • Implement 'Customer Focus' methodology within SS, CR & CP Divisions and develop Customer Service Improvement Plans for each work unit. • Maintain ongoing customer research program and implement procedure for monitoring customer service requests to identify future customer requirements 	<ul style="list-style-type: none"> • Implement Customer Service Performance Review for all staff (linked to Salary Review Process) 	<ul style="list-style-type: none"> • Establish process to solicit suggestions/ideas for customer service improvements and feed into service review framework • Implement service monitoring process to identify opportunities for service improvements 	<ul style="list-style-type: none"> • Review effectiveness of multiple customer contact channels to identify strategies for increasing efficiencies and responsiveness. 	<ul style="list-style-type: none"> • Incorporate Customer Service performance measures in all position descriptions.

oooO END OF REPORT Oooo

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Item: 47 **ES - Draft Sponsorship Policy - (96328, 95494)**

Previous Item: 297, Ordinary (12 December 2006)
 104, Ordinary (30 May 2006)

REPORT:

This report has been prepared to advise Council of submissions received in relation to the public exhibition of the Draft Sponsorship Policy which had been placed on public exhibition. The report recommends that Council adopt the Sponsorship Policy and approve the implementation of a transition process to realign the administration of Council's existing Community and Cultural Grants Program to conform with the adopted Policy.

Background

- In May 2005 Council requested a report into the proposed allocation of Section 356 expenditures as part of its deliberations into the 2005/2006 financial estimates.
- A report was considered by Council at its Ordinary Meeting of 14 June 2005 with Council resolving to undertake a review of the Community and Cultural Grants Program.
- A Discussion Paper "Review of the Community and Cultural Grants and Donations Program" was reported to Council in May 2006. In considering this matter Council resolved to place the Discussion Paper on public exhibition and to distribute the Discussion Paper to current recipients (and unsuccessful applicants) of financial assistance. Council also resolved to 'seek comment from local Federal and State Members regarding potential funding options' and to workshop the matter at a Councillor Workshop.
- The matter was workshopped at a Councillor Workshop held on 5 December 2006.
- The matter was further reported to Council on 12 December 2006 at which time Council was advised of the results of the public exhibition of the Discussion Paper. Council was also advised of the release of guidelines (in June 2006) by the Independent Commission Against Corruption (ICAC) intended to assist public sector agencies to develop policies and procedures for both receiving and granting sponsorship. A draft Sponsorship Policy, prepared in accordance with the guidelines issued by the ICAC was considered by Council with Council resolving to place the draft policy on public exhibition for a period of 60 days.

Current Situation

The draft Sponsorship Policy was placed on public exhibition and copies of the draft policy were distributed to those 99 agencies and organisations who had received the previous Discussion Paper "Review of the Community and Cultural Grants and Donations Program".

The closing date for the receipt of submissions in relation to the draft policy was 16 February 2007. Three submissions were received during the exhibition period. The following table summarises the issues/comments raised in these submissions.

ORDINARY MEETING

Meeting Date: 13 March 2007

Respondent	Issues/comments
3 rd Collectors Plant Fair at Bilpin.	<ul style="list-style-type: none">▪ Saw benefit in the establishment of a new sponsorship policy that "achieved greater community awareness than has so far been possible within our current budget"▪ Considered Clause 17.4 warranted rewriting to remove possible conflict with activities that are subject to Council regulation.
Richmond Literary Institute.	<ul style="list-style-type: none">▪ Based their comments on the assumption that:<ul style="list-style-type: none">- the policy is embedded in Council's strategic plan- Council's support for sport and sporting facilities is included- the policy will apply to all 377 Committees of Council- the policy is drafted against a background of financial constraint.▪ Noted the need for clear indication of criteria for potential recipients of funding▪ Felt that elected representatives should have input into the funding process.▪ Noted the need to encourage new applicants.
Bilpin Garden Club	<ul style="list-style-type: none">▪ Suggested that there be a time limit as to how long council may vet media releases for a sponsored activity.▪ Recommended clarification of the extent of Council's rights to veto advertising content.▪ Recommended that Council's right to veto other sponsors should be stated more explicitly.

It is felt that these comments are of either a general or minor nature and do not give rise to a requirement to substantially amend the Draft Sponsorship Policy and/or can be encompassed through the development of the administrative tools required to put the policy into practice. Where specific 'operational' issues have been raised by respondents, these can be dealt with in the negotiation process associated with the execution of the written sponsorship agreements provided for in the Sponsorship Policy.

The draft Policy has also been simplified. Operational matters linked to the drafting and execution of Sponsorship Agreements have been removed from the Policy. These matters will be incorporated in the internal *Operational Standard and Procedure* to be developed to give effect to the draft Policy.

Representations to Federal and State Members

As provided for in Council's resolution, correspondence was forwarded to the State Members for Hawkesbury, Londonderry and Riverstone and the Federal Member for Macquarie. The responses which were received are appended to this report.

Transitional Arrangements

Council has been advised that the adoption of the draft Sponsorship Policy may have implications for recipients of Sec 356 financial assistance. The Sponsorship Policy, which seeks to institute an assessment, administrative and reporting regime in conformance with ICAC guidelines, will require the development and implementation of a more formal and prescriptive administrative framework.

In broad terms, the changes which will flow from the adoption of the Sponsorship Policy, will require Council staff to work with current and prospective recipients of financial assistance, to realign the existing program to give effect to the 15 principles outlined in the initial Discussion Paper. As previously reported to Council, those groups who responded to the Discussion Paper were supportive of the intent of the 15 principles. These principles are reproduced below:

ORDINARY MEETING

Meeting Date: 13 March 2007

AIM	administration	equity	financial sustainability
PRINCIPLES	<p>A1 - consolidate (community + cultural) financial assistance programs within one Grants Program administered by a single Branch.</p> <p>A2 - revise current policies to deliver a transparent, equitable, and application based grants program while still retaining Council's discretionary capability</p> <p>A3 - establish common administrative requirements for all financial assistance programs</p> <p>A4 - develop guidelines for categories of financial assistance based on the following functions;</p> <ul style="list-style-type: none"> • 3 yr Event Sponsorship Agreements • Access to Council Facilities • Program + Activity Seeding Grants • Rapid Response Donations <p>A5 - implement an accountability regime so that outcomes of financial assistance grants can be evaluated and reported to Council and the community</p>	<p>E1 - move away from the provision of annual operating subsidies towards the funding of specific projects with agreed outcomes.</p> <p>E2 - realign the objectives and aims of grant programs to reflect current community priorities identified in Council plans</p> <p>E3 - recognise that priority for funding should be given to local community groups with limited access to other sources of funding</p> <p>E4 - broaden some categories of assistance to provide all eligible organisations with the same opportunity to apply for financial assistance</p> <p>E5 - eliminate the inequitable aspects of some current categories of financial assistance.</p>	<p>FS1 - discontinue open-ended and long term funding commitments.</p> <p>FS2 - encourage the long term sustainability of projects and events by limiting the duration of grants to a maximum of three years (with provision for further extensions in special circumstances).</p> <p>FS3 - review programs where there is currently no incentive on applicants to contain costs, reinstate dollar-for-dollar funding arrangements, and limit programs where Council provides a 100% operational subsidy</p> <p>FS4 - re-establish a requirement for grant applicants to demonstrate some capacity to secure other sources of revenue or sponsorship in order to reduce the level of subsidy provided by Council over the life of a grant or agreement.</p> <p>FS5 - specify a maximum level of grant (within each category of financial assistance).</p>

The release of the ICAC guidelines (which were required to be incorporated into Council's draft Sponsorship Policy) has delayed the anticipated time frame for realigning Council's financial assistance programs. It will not be possible to assist current recipients of financial assistance to meet the application and accountability requirements as set down in the draft Sponsorship Policy prior to the adoption by Council of the 2007/2008 management plan and financial estimates.

It is therefore recommended that Council continue to meet all current Sec 356 financial assistance commitments in the 2007/2008 financial year (subject to the confirmation of funding allocations within Sec 356 financial assistance programs). This will ensure the continuity of current programs and activities.

Should Council adopt the draft Sponsorship Policy, Council staff will begin the implementation of a review process commencing in April 2007. This process will entail:

- the development of the administrative and organisational apparatus to underpin the delivery of Sec 356 financial assistance programs in conformance with the Sponsorship Policy (and with the 15 principles outlined previously); and
- advising current recipients of the new requirements and working with them to realign their applications and accountability reporting to conform with the Sponsorship Policy.

This process is anticipated to be completed by November 2007. This would provide sufficient time to call for applications and expressions of interest for grants, subsidies and event sponsorship agreements in early 2008 to enable recommendations for grants to be submitted to Council in conjunction with the 2008/2009 management plan and financial estimates.

ORDINARY MEETING

Meeting Date: 13 March 2007

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

There are no funding implications arising from this report.

RECOMMENDATION:

That:

1. The draft Sponsorship Policy, prepared in accordance with the guidelines issued by the Independent Commission Against Corruption, be adopted.
2. Council continue to meet all current commitments within Sec 356 financial assistance programs for the 2007/2008 financial year (subject to the confirmation of funding allocations following the adoption of the 2007/2008 financial plan and financial estimates).
3. A further report be reported to Council by November 2007, to advise of progress in the realignment of existing Sec 356 financial assistance programs in conformance with the draft Sponsorship Policy. The report to outline the proposed timing and process for seeking applications and expressions of interest for grants, subsidies and event sponsorship agreements for the 2008/2009 financial year and beyond.

ATTACHMENTS:

- AT - 1** Copy correspondence dated 7 December 2006 from Mr. Kerry Bartlett M.P Federal Member for Macquarie.
- AT - 2** Copy correspondence dated 14 December 2006 from Mr. Steven Pringle M.P State Member for Hawkesbury.
- AT - 3** Copy correspondence dated 18 January 2007 from Mr Kerry Bartlett M.P Federal Member for Macquarie (incorporating response from The Hon Jim Lloyd MP, Minister for Local Government, Territories and Roads in regard to representations made on behalf of Hawkesbury City Council).
- AT - 4** Draft Sponsorship Policy - (*Distributed under separate cover*).

ORDINARY MEETING

Meeting Date: 13 March 2007

**AT - 1 Copy of correspondence dated 7 December 2006 from Mr Kerry Bartlett M.P
Federal Member for Macquarie**



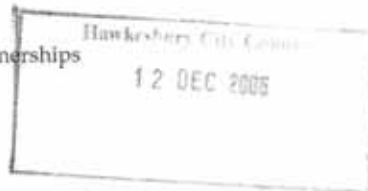
Kerry Bartlett M.P.
Federal Member for Macquarie
Chief Government Whip



Parliament of Australia
House of Representatives

Thursday, 7 December 2006

Mr Joseph Litwin
Executive Manager - Community Partnerships
Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756



Dear Mr Litwin

Thank you for your letter and passing on the discussion paper about Hawkesbury City Council's Community and Cultural Grants and Donations Programme.

I understand and appreciate the great call on all levels of government to provide funding and support for the community, and I am sympathetic to the current situation with Hawkesbury City Council.

I have taken up your concerns with the Minister for Local Government, Territories and Roads, the Hon. Jim Lloyd MP, to see if there is anything the Federal Government can do to assist. I will pass on any advice as it becomes available.

No doubt you are aware of the Grantslink website which outlines all available grants from the Federal Government. I strongly encourage you to regularly monitor this site and I am willing to support funding applications from Council when I can.

Yours sincerely

KERRY BARTLETT MP
Federal Member for Macquarie



SCANNED

Electorate Office: Suite 4, 186 Macquarie Road Springwood NSW 2777
Correspondence: PO Box 376 Springwood NSW 2777
Email: kerrybartlett.mp@aph.gov.au

Tel: (02) 4751 7494
Fax: (02) 4751 7495
Website: www.kerrybartlett.com

DataWorke Document Number: 276

ORDINARY MEETING

Meeting Date: 13 March 2007



Australian Government
Attorney-General's Department
Emergency Management Australia

GRANTS AVAILABLE

Local Grants Scheme and National Emergency Volunteer Support Fund

Applications for funding during financial year 2007/08 are now being accepted under the Australian Government's *"Working Together to Manage Emergencies"* initiative.

This initiative comprises two programs, the Local Grants Scheme (LGS) and the National Emergency Volunteer Support Fund (NEVSF).

The LGS provides support for communities to undertake projects to develop and implement community emergency risk management initiatives, identify vulnerabilities with a view to enhancing protective measures for critical infrastructure, and provide emergency management security awareness training for local government staff.

The Programs are managed by Emergency Management Australia (EMA), a Division of the Attorney-General's Department, through a partnership between the Australian Government, State and Territory Governments, communities, local authorities and emergency services sector representatives.

Enclosed for your information is a brochure about the two programs. Guidelines, application forms and details on how to apply are available from the EMA website or by contacting the Working Together to Manage Emergencies team:

e-mail cd@ema.gov.au

phone (02) 6256 4608

fax (02) 6256 4653

website www.ema.gov.au/communitydevelopment

Closing date for applications is Friday 2 March 2007

EMA *'safer sustainable communities'*

PO Box 1020, Dickson ACT 2602 Telephone (02) 6256 4600 Fax (02) 6256 4653 www.ema.gov.au ABN 92 661 124 436

DataWorks Document Number: 239

National Emergency Volunteer Support Fund (NEVSF)

The NEVSF provides grants for projects developed to boost the recruitment, retention and training of volunteer organisations at the frontline of emergency management.



Who is eligible?

Grants are available to any agency that has a defined role in State or Territory Response or Recovery Plans, and member agencies of the Australian Emergency Management Volunteer Forum.

What is eligible?

Details of eligible projects approved for funding in Financial Year 2006-07 are available on the Emergency Management Australia website. Applicants are invited to review that list to gain an indication of the range of eligible projects in each State and Territory.

Local Grants Scheme (LGS)

The LGS is intended to enhance the capability of communities to prepare for, respond to and recover from disasters and emergencies arising from any hazard. The Scheme will provide grants at the local government level to assist communities to develop and implement emergency risk management initiatives, identify vulnerabilities with a view to enhancing protective measures for critical infrastructure and provide emergency management and security awareness training for local government staff.

Who is eligible?

Grants are available to local councils, local governing bodies established in remote communities and Indigenous communities. State or Territory Government agencies with an emergency management focus and State or Territory local government associations may submit an application on behalf of a community.

What is eligible?

Details of eligible projects approved for funding in Financial Year 2006-07 are available on the Emergency Management Australia website. Applicants are invited to review that list to gain an indication of the range of eligible projects in each State and Territory.



As a nation, Australia has a proud and long-held tradition of pulling together in times of adversity. Nowhere is this more apparent than in the emergency management sector where Australians from all walks of life make enormous personal sacrifices to work at the frontline in times of emergency.

The Australian Government is keen to marshal the commitment and enthusiasm of local communities in order to build our national preparedness for emergencies.

The "Working Together to Manage Emergencies" initiative provides practical support to develop self-reliance at both the community and local government levels through the Local Grants Scheme and the National Emergency Volunteer Support Fund.

I encourage eligible organisations to submit an application.



Philip Ruddock
Philip Ruddock
Attorney General

ORDINARY MEETING

Meeting Date: 13 March 2007

DataWorks Document Number 2395001

How to Apply

Guidelines, application forms and details on how to apply are available from the EMA website or by contacting the Working Together to Manage Emergencies team:

email cd@ema.gov.au
phone (02) 6256 4608
fax (02) 6256 4653
website www.ema.gov.au/communitydevelopment

Closing date for applications is Friday 2 March 2007

Further Information

Details about both Programs are available on the EMA website www.ema.gov.au/communitydevelopment

If you require further information or would like help in relation to completing your application, please seek advice from your State or Territory Contact as listed on this brochure.

STATE AND TERRITORY CONTACTS

Australian Capital Territory
Matthew Harper
PO Box 104
CURTIN ACT 2605
T (02) 6207 8223
F (02) 6207 8447
E matthew.harper@act.gov.au

Northern Territory
Peter Davies
PO Box 39764
WINNELLIE NT 0821
T (08) 8922 3639
F (08) 8947 2162
E peter.davies@nt.gov.au

South Australia
Ross Pagram
GPO Box 2706
ADELAIDE SA 5001
T (08) 8204 9376
F (08) 8463 4051
E pagram.ross@saugov.sa.gov.au

Victoria
Jude Laurence
GPO Box 4356
MELBOURNE VIC 3001
T (03) 8684 7936
F (03) 8684 7956
E jude.laurence@justice.vic.gov.au

New South Wales
Trevor Cox
Level 12
52 Phillip Street
SYDNEY NSW 2000
T (02) 8247 5909
F (02) 9252 9168
LGS: lgs@emergency.nsw.gov.au
NEVSC: nevsc@emergency.nsw.gov.au

Queensland
Alan White
Community Safety and Training, EMQ
GPO Box 1425
BRISBANE QLD 4001
T (07) 3247 8461
F (07) 3247 8475
E awhite@emergency.qld.gov.au

Tasmania
Chris Beattie
GPO Box 1290
HOBART TAS 7001
T (03) 6230 2772
F (03) 6234 9767
E chris.beattie@tas.gov.au

Western Australia
Nicole Gibbs
PO Box P1174
PERTH WA 6844
T (08) 9323 9580
F (08) 9323 9462
E ngibbs@tea.wa.gov.au

Australian Government
Emergency Management Australia
Working Together to Manage Emergencies
Attorney-General's Department

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www.ema.gov.au/communitydevelopment

Australian Government
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Emergency Management Australia

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Emergency Management Australia

ORDINARY MEETING

Meeting Date: 13 March 2007

**AT – 2 Copy of correspondence dated 14 December 2006 from Mr. Steven Pringle M.P
State Member for Hawkesbury**



DataWorks Document Number: 239761

ORDINARY MEETING

Meeting Date: 13 March 2007

**AT – 3 Copy of correspondence dated 18 January 2007 from Mr. Kerry Bartlett M.P
Federal Member for Macquarie (incorporating response from The Hon Jim Lloyd MP
Minister for Local Government, Territories and Roads**



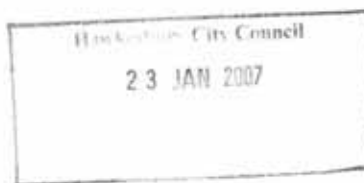
Kerry Bartlett M.P.
Federal Member For Macquarie
Chief Government Whip



Parliament of Australia
House of Representatives

Thursday, 18 January 2007

Mr Joseph Litwin
Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756



Dear Mr Litwin

I have enclosed for your consideration a copy of correspondence I have received from the Hon. Jim Lloyd MP, the Minister for Local Government, Territories and Roads, regarding Hawkesbury City Council's community and cultural grants programme.

While the Minister's response is unlikely to provide you with any information which you are not already aware, I assure you that I am willing to support Hawkesbury City Council in future funding applications wherever I can.

Yours sincerely

KERRY BARTLETT MP
Federal Member for Macquarie



SCANNED

Electorate Office: Suite 4, 186 Macquarie Road Springwood NSW 2777
Correspondence: PO Box 376 Springwood NSW 2777
Email: kerrybartlett.mp@aph.gov.au

Tel: (02) 4751 7494
Fax: (02) 4751 7495
Website: www.kerrybartlett.com

DataWorks Document Number: 2417580

ORDINARY MEETING

Meeting Date: 13 March 2007



The Hon Jim Lloyd MP

MINISTER FOR LOCAL GOVERNMENT, TERRITORIES AND ROADS

Reference: 13019-2006

Mr Kerry Bartlett MP
Member for Macquarie
PO Box 376
SPRINGWOOD NSW 2777

15 JAN 2007

Dear Mr Bartlett

Thank you for your letter of 7 December 2006 on behalf of Hawkesbury City Council concerning the need for ongoing funding for its community and cultural grants programme. I understand that this programme has cost \$491,902 over a period of almost four years.

The council's discussion paper included with your letter already contains suggestions for reform of the grants programme so that it can function within its budget and in conformance with its guidelines. However, these are issues for the council itself and not for the Australian Government. Hawkesbury City Council is asset rich and like many local governments around Australia, it has a wealth of community halls, facilities and recreational reserves, some of which may not be fully utilised. Facing similar circumstances, George Town Council in Tasmania, one of the winners of the asset management category of the 2006 National Awards for Local Government, engaged its community in discussions about selling some of its underutilised facilities to enable it to fund a \$1.5 million upgrade of the heavily used Memorial Hall. If Hawkesbury City Council is interested in the George Town Council's approach, details are available from Ms Ngaire McCrindle, George Town Council on 03 6382 8800.

The financial challenges facing Hawkesbury City Council are not unique. The report of the Local Government and Shires Associations' *Independent Inquiry into the Financial Sustainability of NSW Local Government* found that 25 per cent of the state's councils are financially unsustainable and another 50 per cent are in difficulty. It estimated that NSW local government needed to find an extra \$900 million a year to restore its assets, including local roads, to a sound condition. This is equal to about 13 per cent of NSW local government revenue. The financial difficulties facing local government in NSW are partly due to rate capping, which exists only in NSW. As a result of rate capping, per capita rates in NSW are the lowest of all states. They are eight per cent lower than the average for Australia, 13 per cent lower than in Victoria and 21 per cent lower than in South Australia. If Hawkesbury City Council were to increase rates by eight per cent it would have an extra \$1.6 million a year in income, which is more than sufficient to fund its community and cultural grants programme.

PARLIAMENT HOUSE OFFICE
Parliament House, Canberra ACT 2600
Tel: (02) 6277 7040 Fax: (02) 6273 7112
E-mail: j.lloyd.mp@aph.gov.au

ELECTORATE OFFICE
91-93 Main Street, Gosford NSW 2250
Tel: (02) 4325 1604 Fax: (02) 4323 4555
Website: www.jimlloyd.com.au

TransMiles Document Number: 1

ORDINARY MEETING

Meeting Date: 13 March 2007

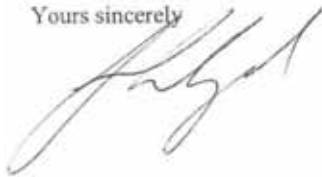
Financial viability is at the heart of a sustainable local government sector. Without a sound financial base, a council cannot deliver the services communities demand over the long term. Without sound finances, council assets deteriorate, services decline and the final bill to taxpayers to retrieve the situation is amplified.

The Australian Government continues to respond sympathetically to the needs of local government in NSW. In 2006-07, the Australian Government is providing \$539 million in financial assistance grants to councils in NSW. Councils can spend these funds according to local priorities. The *Roads to Recovery* grants, provided directly to local government, will inject an extra \$85 million a year into NSW local infrastructure over the period from 2005-06 to 2008-09. In 2005-06, the Australian Government provided a bonus \$85 million in supplementary *Roads to Recovery* funds to councils in NSW. The increase in the financial assistance grants and *Roads to Recovery* grants, bring the total increase in grants to councils in NSW since the Coalition came to office to over \$245 million a year, an increase of 65 per cent. In 2006-07, Hawkesbury City Council will receive \$4,224,844 in financial assistance grants and \$726,959 in *Roads to Recovery* grants. There are no other Australian Government funds available to fund the council's community and cultural grants programme.

While the Australian Government is making a concerted effort to help councils, state and local governments also need to lift their efforts to better manage council finances, assets and services. Local government needs to act responsibly and consult their communities about the service level standards they expect and the rates they are prepared to pay to sustain those services in the long term.

I trust this information will assist you in responding to Hawkesbury City Council's correspondence.

Yours sincerely



JIM LLOYD

11 / 1 / 2007

oooO END OF REPORT Oooo

Item: 49 SS - Declassification of Waste Management as a Business Activity - (96332)

REPORT:

Waste Management is currently classified by Council as a Category 1 Business Activity for National Competition Policy purposes.

The operational areas currently included in Waste Management are:

- Household garbage services
- Household recycling services
- Household kerbside cleanup services
- Commercial waste
- Landfill operations

The household services of garbage, recycling and kerbside cleanup are Domestic Waste Management (DWM) activities and should not be classified as a business activity. The attached correspondence from Council's External Auditor, PricewaterhouseCoopers (PWC) states *"In our view DWM is not a business because Council does not compete with anyone in the provision of this service. Also, the fact that Council cannot profit from this activity adds further weight to our view"*.

It is proposed to separate out the operational areas of Commercial Waste and Landfill Operations from DWM. Again the attached advice from PWC is clear on this point.

The principal philosophy behind Commercial Waste and the Landfill Operations is not to maximise profits, but to provide a service to the local businesses and residents. As such it is appropriate to declassify these activities as a business activity.

This action will result in a more appropriate handling of these activities from both accounting and operational aspects.

The effective date for these changes is proposed to be 30 June 2007, to coincide with Council's business planning processes.

Conformance to Strategic Plan

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

"Establish a framework to define and equitably manage the infrastructure demands of the City"

Funding

This report will have no adverse financial impacts.

RECOMMENDATION:

That Council declassify Waste Management as a Category 1 Business Activity effective from 30 June 2007.

ORDINARY MEETING
Meeting Date: 13 March 2007

ATTACHMENTS:

AT - 1 Letter from PriceWaterhouse Coopers dated 6 February 2007.

AT - 1 Letter from PriceWaterhouse Coopers dated 6 February 2007.



6th February 2007

Mr Rob Stalley
Chief Financial Officer
Hawkesbury City Council
DX 8601
Windsor

PricewaterhouseCoopers
ABN 52 780 433 757

Darling Park Tower 2
201 Sussex Street
GPO Box 2650
SYDNEY NSW 1171
DX 77 Sydney
Australia
www.pwc.com/au
Telephone 61 2 8266 0000
Facsimile 61 2 8266 9999

Re: Domestic Waste Management (DWM) Issue

Dear Sir,

You have requested our advice on the following issues:

1. Can commercial waste and tip operations be excluded from DWM activities?

Commercial waste is not part of DWM and should be separated from DWM operations and reporting.

Only tip operations relating to DWM should be included in DWM costs either on a direct or apportionment basis.

2. Is DWM a business activity?

In our view DWM is not a business activity because Council does not compete with anyone in the provision of this service. Also, the fact that Council cannot profit from this activity adds further weight to our view.

Council ultimately decides whether an activity is a business or not and can de-recognise DWM as a business activity by resolution.

Please contact Dennis Banicevic on 8266 5213 if you require further information.

Yours faithfully

A handwritten signature in black ink, appearing to read 'D. B.', followed by a horizontal line.

Dennis Banicevic
Director

oooO END OF REPORT Oooo

ordinary

section 5

reports
of committees

SECTION 5 - Reports of Committees

ROC - Local Traffic Committee - 21 February 2007 - (80245, 95495)

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Wednesday, 21 February 2007, commencing at 3.00pm.

Present: Councillor B Bassett (Chairperson)
Mr J Christie, Office of A Shearan, MP
Mr JW Timmerman, Office of S Pringle, MP
Senior Constable S Sherry, NSW Police Service
Mr J Suprain, 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

SECTION 1 - Minutes

Item 1.1 Minutes of Previous Meeting

The Minutes of the meeting held on 17 January 2007 were confirmed.

Item 1.2 Business Arising

Nil Business Arising.

SECTION 2 - Reports for Determination

ITEM 2.1 LTC - 21 February 2007 - Item 2.1 - Rosemont Training Ride 2007 - Webbs Creek (Hawkesbury) - (80245, 99601)

REPORT:

Introduction:

An application has been received from Rosemont Endurance Riders Inc seeking permission to conduct the Rosemont Training Ride which is a 40 km training horse ride through the Webbs Creek Valley on Sunday 4 March 2007. The route of the ride is predominantly on tracks within the Yengo National Park, Parr State Recreation Area, private farmlands and on the following public roads: Webbs Creek Road, Webbs Creek Mountain Road and Doyles Creek Road.

Refer to Drawing No: TR001/07 for details (Appendix 1)

ORDINARY MEETING
Reports of Committees

Event Details

Event Date: 4 March 2007, between 9.00am and 3.00pm.

Event Route: Webb's Creek Road:
Approximately 10km long gravel section will be used; few gates and cattle grids along the road.

Webb's Creek Mountain Road:
Approximately 0.4km long gravel section will be used

Doyle's Creek Road:
Approximately 10km long gravel section of Council road will be used; remaining section of the road is owned by the NSW Department of Lands (Crown Land); few gates and cattle grids along the road

Number of Participants: 60 - 70

Expected number of spectators: 20 - 30

Expected number of vehicles of spectators and participants: 60 - 70. These vehicles will be parked within the 'Rosemont' estate along Webb's Creek Road.

There are very few houses along these gravel roads.

Discussion:

It would be appropriate to classify this event as a "Class 3" special event under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority (RTA) as there may be very little or no impact on local traffic and transport systems and there may be a low scale disruption to the non-event community in the immediate area only.

The event organiser has submitted the following items in relation to this event: Appendix 2 (Dataworks Document No. 2422257)

1. Details of the Special Event - Traffic, Template.
2. Traffic Management Plan from the 2006 event and not this event for 2007.
3. The Public Liability Insurance to the value of \$20,000,000.
4. Copy of the proposed advertisement.

It will be necessary for the event organiser to lodge an application seeking approval to conduct this event with the NSW Police Service. The Traffic Management Plan (TMP) and the associated Traffic Control Plan (TCP) needs to be submitted to Council 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.

RECOMMENDATION:

That:

1. The Rosemont Training Ride event planned for 4 March 2007 be classified as a "Class 3" special event under the "Traffic Management for Special Events" guidelines issued by the RTA.

2. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
3. 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.
4. 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** 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 obtaining the relevant approval to conduct this event from the Waterway Authority; **A copy of this approval be submitted to Council;**
- 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 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;
- f the event organiser obtaining approval from the National Parks and Wildlife Service (Department of Environment and Conservation) for the use of Yengo National Park and Parr State Recreation Area. If the use of a Council Park/Reserve is required, written approval is required from Councils' Land Management section.
- g the event organiser obtaining approval from the NSW Department of Lands for the use of Doyles Creek Road (Crown Land);
- h 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;
- i 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>);
- j the event organiser submitting the completed "Special Event - Traffic Final Approval" form to Council.

During the event:

- k access being maintained for businesses, residents and their visitors;

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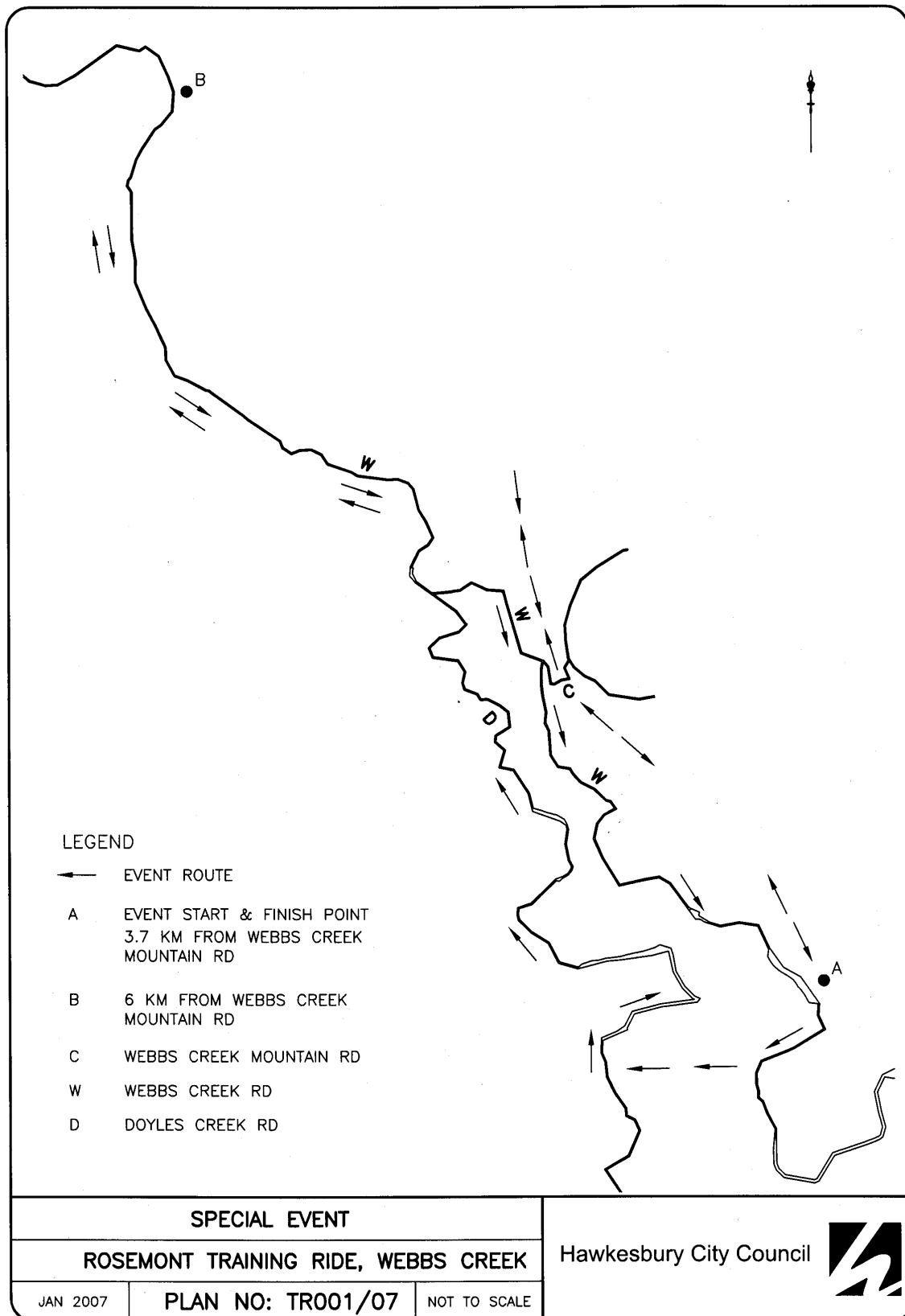
- l all traffic controllers / marshals operating within the public road network holding appropriate certification required by the RTA;
- m the riders are aware of and are following all the general road user rules while riding on public roads;
- n in accordance with the submitted TMP and associated TCP, 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.
- q a clear passageway of at least 4 metres width being maintained at all times for emergency vehicles;
- r the Event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a Water Cart for the duration of the event. Method of watering and frequency is to be addressed and outlined in the TMP.

APPENDICES:

AT - 1 Drawing No. TR001/07 - Rosemont Endurance, Webbs Creek

AT - 2 Special Event Application - (Dataworks Document No. 2422257 - *see attached*)

AT - 1 Drawing No. TR001/07 - Rosemont Endurance, Webbs Creek



ITEM 2.2 LTC - 21 February 2007 - Item 2.2 - Zone One Q60 Endurance Horse Ride 2007 - Upper Colo Reserve (Hawkesbury)- (80245, 85005)

REPORT:

Introduction:

An application has been received from Zone One Of The NSW Endurance Riders' Associations to conduct a Zone One Q60 Training Ride on 18 March 2007 and a Zone One Q60 Endurance Ride on 22 July 2007, utilising Upper Colo Reserve as a base area.

Event Schedule: A - (Zone One Q60 Training Ride on 18 March 2007):

- Ride 2: 30 Kilometres (Leg 2)
- Time Trial between 8.00am and 1.00pm.
- 40 Participants.

Event Schedule: B- (Zone One Q60 Endurance Ride on 22 July 2007):

- Ride 1: 80 Kilometres (Leg 1 and Leg2)
- Ride 2: 30 Kilometres (Leg 2)
- Ride 3: 20 Kilometres (Part of Leg 2)
- Time Trial between 5.00am and 3.00pm.
- 80-90 Participants.

Refer to attached drawing TR004/07: Appendix 1

Route for the Rides:

Leg 1 - 50 Kilometres

- Start Upper Colo reserve(Ride Base) cross Colo River, travelling along Upper Colo Road, Under Singleton Road, Lower Colo Road and turning around before West Portland Road,
- Travel back along Lower Colo Road, under Singleton Road, Upper Colo Road to Wheeny Creek Valley,
- Travel through the Wollemi National Park to Comleroy Road,
- Travel along Comleroy Road down to Upper Colo Road junction,
- Cross the Colo River into the Upper Colo Reserve (Ride Base).

Leg 2 - 30 Kilometres

- Start Upper Colo Reserve(Ride Base) cross the Colo River travel along Upper Colo Road,
- Turn left and travel through the Wollemi National Park to Mountain Lagoon,
- Travel along Sams Way, Mountain Lagoon Road up to Comleroy Road,
- Travel along Comleroy Road down to Upper Colo Road junction,

- Cross the Colo River into the Upper Colo Reserve (Ride Base).

Route Diversion:

In the event of a flood, riders will use the Timber Bridge to cross the Colo River and travel along Hulbert Road.

Road Inventory

Upper Colo Road - Unsealed & Sealed
Lower Colo Road - Unsealed
Comleroy Road - Unsealed
Mountain Lagoon Road - Unsealed
Sams Way - Unsealed

Discussion:

It would be appropriate to classify these events as "Class 2" special events under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority as these events may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to these events: Appendix 2 (Dataworks Document Nos. 2140010 and 2418342)

1. Details of the Special Event - Traffic, Template
2. The Public Liability Insurance to the value of \$20,000,000.

It will be necessary for the event organiser to lodge an application seeking approval to conduct these events with the NSW Police Service. The Traffic Management Plan (TMP) and the associated Traffic Control Plan (TCP) needs to be submitted to Council 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.

Reserve Matters:

The event organiser has advised that approval to utilise Upper Colo Reserve will be undertaken under separate cover with Councils Land Management Section.

RECOMMENDATION:

That:

1. The 2 events; Zone One Q60 Training Ride planned for 18 March 2007 and Zone One Q60 Endurance Ride planned for 22 July 2007, be classified as "Class 2" special events under the "Traffic Management for Special Events" guidelines issued by the RTA.
2. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
3. 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.
4. No objection be held to these events subject to compliance with the following conditions:

Prior to the event:

- a. the event organiser obtaining approval to conduct each 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** 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 obtaining the relevant approval to conduct each event from the Waterway Authority; **A copy of this approval be submitted to Council;**
- d. 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 each event; **a copy of the proposed advertisement be submitted to Council** (indicating the advertising medium);
- e. the event organiser notifying the details of each event to NSW Ambulance Services, NSW Fire Brigade / Rural Fire Service and SES at least two weeks prior to the event;
- 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 each event at least two weeks prior to the event;
- g. the event organiser obtaining approval from the National Parks and Wildlife Service (Department of Environment and Conservation) for the use Wollemi National Park;
- h. 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 each event;
- i. 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>);
- j. the event organiser submitting the completed "Special Event - Traffic Final Approval" form to Council;

During 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;
- m. all traffic controllers / marshals operating within the public road network holding appropriate certification required by the RTA;
- n. the riders are aware of and are following all the general road user rules whilst riding on public roads;
- o. 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;

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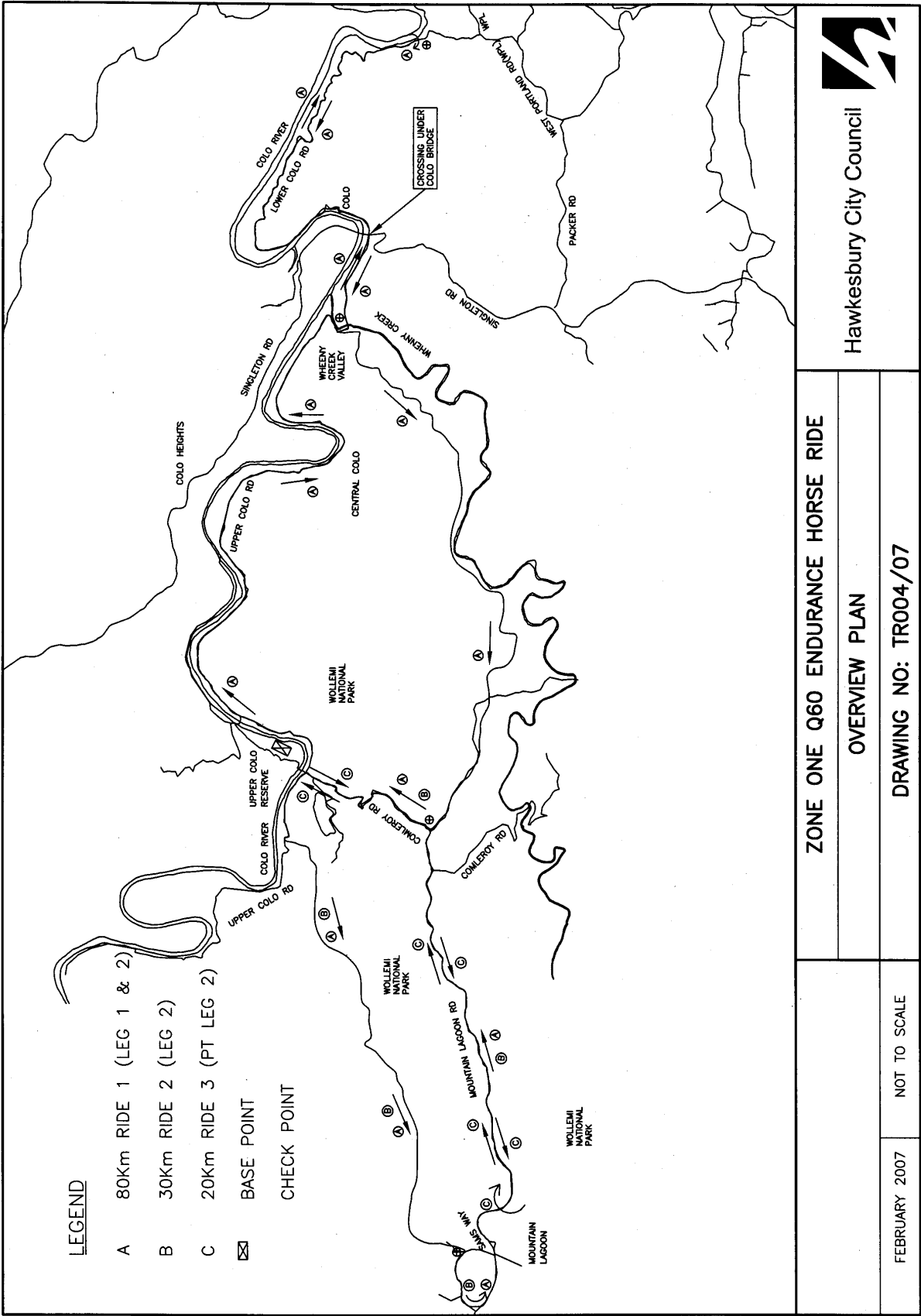
- p. the competitors and participants be advised of the traffic control arrangements in place prior to the commencement of each event; and,
- q. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately on completion of the activity.

APPENDICES:

AT - 1 Zone One Q60 Endurance Horse Ride - Drawing No: TR004/07.

AT - 2 Special Event Application - (Dataworks Document Nos. 2140010 and 2418342) - *see attached.*

AT - 1 Zone One Q60 Endurance Horse Ride - Drawing No: TR004/07



ITEM 2.3 LTC - 21 February 2007 - Item 2.3 - Additional Disabled Parking Space Request - Orange Grove Mall Car Park Richmond (Londonderry) - (80245; 103117)

REPORT:

Introduction

Representation has been received on behalf of the service users of Serendipity, North West Disability Services Richmond, requesting a disabled car park space in Orange Grove Mall Car Park Richmond, outside their building adjacent to the access ramp. The basis for this request is to reduce the risk of harm or injury to the service users.

The service has moved to the area recently and is finding it difficult to access their vehicles to participate in community activities and transport home. There a number of service users in wheelchairs and many who have little or no road sense. To access the bus parked in the disabled parking spaces across the carpark is considered dangerous by the North West Disability Services Richmond.

Discussion:

Orange Grove Mall Car park is located in Richmond, with access from March Street via Musson Lane and West Market Street.

The total number of existing car parking spaces in Orange Grove Mall Car Park is 101 as outlined in the Table below:

Parking Restriction	No. of Parking Spaces	Parking Space Numbers
1 Hour Parking	11	72-82
4 hour Parking	44	37-53, 57-70 & 88-100
Disabled Parking	7	1-3, 54, 71, 83 & 87
Reserved Parking	5	55,56 & 84-86
Unrestricted Parking	33	4-36
Loading Zone	1	N/A

Refer to attached drawing TR003/07 for the Orange Grove Mall Car Parking layout.

The disabled parking spaces 1-3 are fully utilised by the Rainbow Support Services, who provide services for people with disabilities as well as provide other services such as respite. These parking spaces are adjacent to their point of access. The distance from the access ramp of the North West Disability Services premises to the disabled parking spaces within the carpark is in the range of 25 to 57 metres.

The request from North West Disability Services Richmond, is for the existing parking space No. 63 to be converted from 4 hour parking to disabled parking. Further this parking space will need to be widened to accommodate the minimum requirements of their vehicles. The current minimum standard for a disabled parking space is 3.0 metres, however given the proximity of this parking space to the ramp wall of the building, this parking space will need to be 3.5 metres wide to satisfy the Australian Standards.

The car parking spaces (57-63) adjacent to North West Disability Services premises consist of 7 car spaces of approximately 2.64 metres each. The total length of this section of car parking spaces is 18.50 metres. It is proposed to provide a disabled parking space of 3.5 metres, next to the North West Disability Services Building access ramp (space 63) with the balance six car parking spaces being 2.50 metres wide. This will require the readjusting of the existing linemarking for parking spaces 57-63.

In relation to the other disabled parking spaces within the carpark; No.54 and 71 are in the vicinity of the Doctors Surgery, No.83 is provided for the Church, with space No. 87 being there for other users. On balance, parking space 87 could be swapped with parking space 63, however on inspection of the site, No.87 is well utilised. Based on current patronage to the car park, the loss of 1(one), 4 hour parking space is not considered to have any significant effect.

It is recommended that the existing disabled parking spaces remain unchanged and parking space 63 be provided as an additional disabled parking space.

RECOMMENDATION:

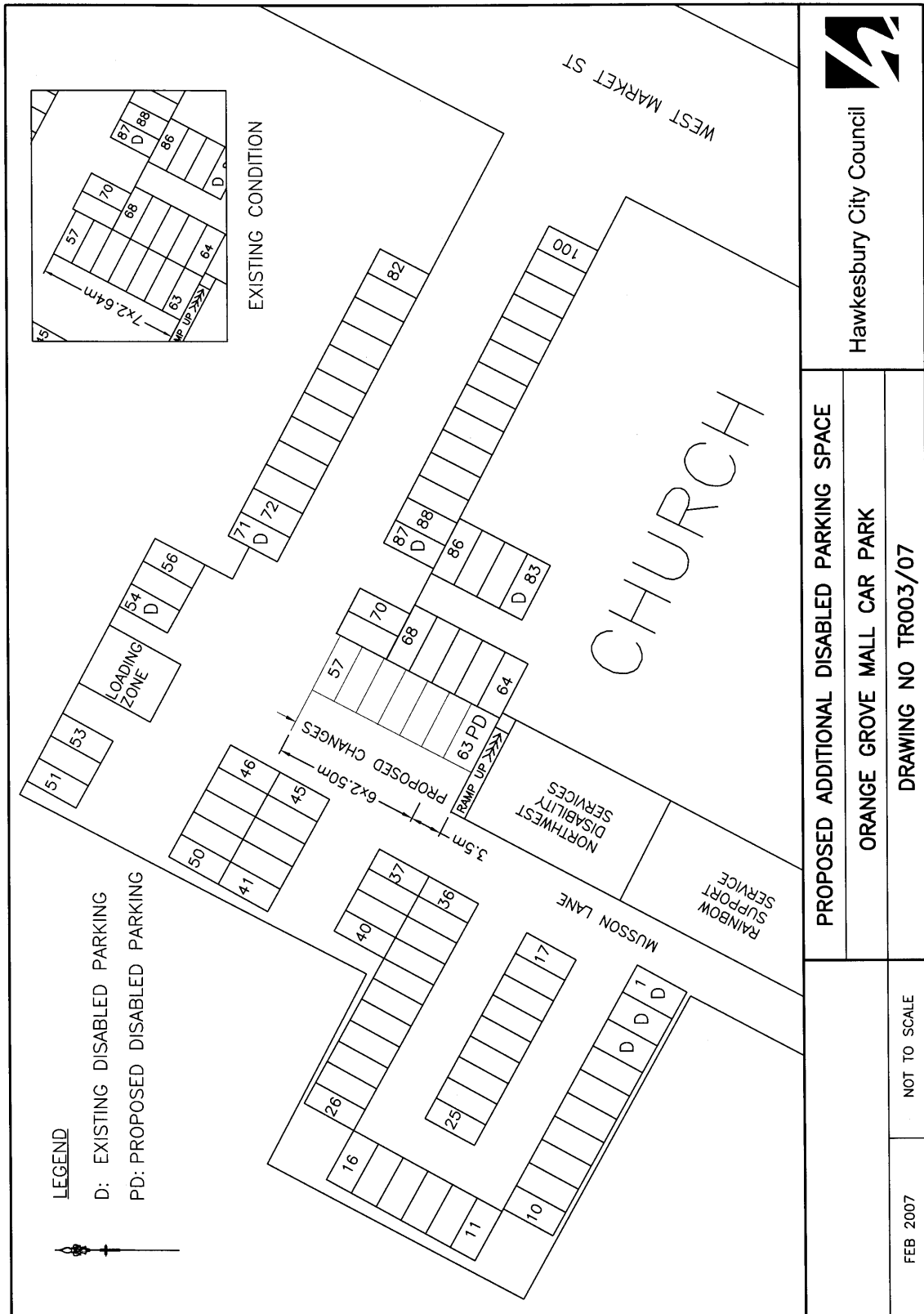
That car parking space No. 63 in Orange Grove Mall Car Park, Richmond, be converted from 4 hour parking to a 3.5 metre wide disabled parking space, with necessary adjustments to the existing linemarking to spaces 57-63.

APPENDICES:

AT - 1 Proposed additional Disabled Parking Space, Orange Grove Mall Car Park - Drawing TR003/07.

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AT - 1 Proposed additional Disabled Parking Space, Orange Grove Mall Car Park - Drawing TR003/07.



ITEM 2.4 LTC - 21 February 2007 - Item 2.4 - Additions to Car Repair Station, Brooks Tyre Service - Lot 2 DP 412467, No. 30 Macquarie Street, Windsor - DA 1007/06 - (Hawkesbury) - (80245, 80002)

Previous Item: Item 2.3, Local Traffic Committee (15/02/06)

Ms C Haron, Town Planner, joined the meeting at this stage for discussion relating to this matter.

REPORT:

The Proposal

A development application has been received for additions to Brooks Tyre Service at No.30, Macquarie Street, Windsor.

The property is located on the corner of Macquarie Street and Ross Street, Windsor. Two driveways currently exist off Macquarie Street and one driveway exists from Ross Street.

The application proposes the erection of an awning and equipment storage area on the southern corner of the property, adjacent to the Ross Street boundary. At present, this area is used for the servicing of trucks and the applicant wishes to erect the awning to provide a covered work space for employees.

Twelve (12) car parking spaces have been proposed as per the attached plan (Dataworks Doc. No. 2435927)

The application is supported by a Heavy Vehicle Manoeuvring Assessment prepared by Traffic Solutions Pty Ltd (Dataworks Doc. No. 2401358)

Background

The application was referred to the Local Traffic Committee of 15 February 2006. In this Report the following matters were identified:

1. The proposed development does not provide adequate manoeuvring for large rigid trucks given:
 - the width of Ross Street;
 - the proximity of the Ross Street/Macquarie Street intersection with respect to the location of driveways.

Truck manoeuvring proposed would result in the obstruction of Ross Street.

2. Conflicts between vehicle movements will occur due to the location of parking spaces and driveways.

The location of car parking spaces 10, 11 and 12 will segregate the site.

Car parking spaces numbered 5, 6, 9 and 15 are considered unusable due to location and dimensions.

At this meeting it was resolved that the application in its current form not be supported.

Comment

The application proposes the use of the site for heavy rigid vehicles up to 12.5m. The servicing of articulated and B-double vehicles is mostly undertaken off site at the depot of the vehicle owner.

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The 'Heavy Vehicle Manoeuvring Assessment' statement included diagrams depicting turning movements for 12.5m heavy rigid vehicles. Conditions of consent can be imposed to limit the size of vehicles that utilise the site.

It is considered that the truck manoeuvring required to exit the site may result in the obstruction of Ross Street, whilst waiting for the lights to turn green at the Macquarie Street intersection. However, it is considered that drivers would remain within the site until the lights and other traffic conditions are favourable. This application is formalising a situation (the servicing of large trucks) that has been operating for many years with no complaint.

DA 102/93, approved 4 June 1993, required that the site provide 9 car parking spaces. Hawkesbury Development Control Plan requires parking for car repair stations to be provided at a rate of 5 spaces per work bay. As the proposed development is providing (formalising) an additional work bay, a total of 14 spaces would normally be required. The applicant has provided the following justification for providing only 3 additional spaces:

"Once trucks are serviced with new tyres, they will leave the Site. There will be no increased demand for car parking on the Site as a result of the proposed development."

As long term parking of trucks on the site is not required, it is considered satisfactory that 3 additional parking spaces be provided. Car parking on site is considered satisfactory and complies with the aims and objectives of Hawkesbury Development Control Plan.

The application is subject to further planning assessment.

Mr J Suprain joined the meeting at this stage.

Ms C Haron retired from the meeting at the end of discussion of this matter.

RECOMMENDATION:

That the application not be supported due to the concerns not being addressed from the previous submission to the Committee on 15 February 2006 dealing with manoeuvring to and from the site.

APPENDICES:

AT - 1 Proposed Addition - Lot 2 Macquarie Street, Windsor - Drawing No. 6320AB

AT - 2 Heavy Vehicle Manoeuvring Assessment prepared by Traffic Solutions Pty Ltd - *see attached*

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SECTION 3 - Reports for Information

Nil reports for information.

SECTION 4 - General Business

ITEM 4.1 LTC - 21 February 2007 - Item 4.1 QWN - Speed Issues - Industry Road, Mulgrave - (80245)

Senior Constable S Sherry

REPORT:

Advised that vehicles utilising Industry Road, Mulgrave, are travelling under the assumption that the 80kph speed limit of Windsor Road continues into Park Road and Industry Road.

RECOMMENDATION:

That the RTA be requested to review the speed limit of roads within the Mulgrave/Vineyard business district, in particular, Industry Road and sign post accordingly.

ITEM 4.2 LTC - 21 February 2007 - Item 4.2 QWN - Speed Signs - Old Kurrajong Road, Richmond - (80245)

Senior Constable S Sherry

REPORT:

Advised that the visibility of the existing 60kph sign located in Old Kurrajong Road, Richmond, approximately 200m north east of the intersection of Kurrajong Road, is compromised by overgrown vegetation and no pavement markings.

RECOMMENDATION:

That Council's Construction & Maintenance Section be requested to clear vegetation and provide the necessary pavement markings in the vicinity of the 60kph speed sign located in Old Kurrajong Road, approximately 200m north east of the intersection of Kurrajong Road, Richmond.

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ITEM 4.3 LTC - 21 February 2007 - Item 4.3 QWN - Missing Stop Sign - Collith Avenue, South Windsor - (80245)

Senior Constable S Sherry

REPORT:

Advised that the existing 'Stop Sign' to control Collith Avenue at its intersection with Rifle Range Road, South Windsor is missing.

RECOMMENDATION:

That Council's Construction & Maintenance Section be requested to reinstate the missing 'Stop Sign' in Collith Avenue, at its intersection with Rifle Range Road, South Windsor.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Wednesday, 21 March 2007 at 3.00pm in the Large Committee Rooms.

The meeting terminated at 4.00pm.

oooO END OF REPORT Oooo



ordinary
meeting

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