



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 13 March 2007

location: council chambers

time: 5:00 p.m.



mission statement

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

How Council Operates

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

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

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

When a Special Meeting of Council is held it will usually start at 7:00pm. These meetings are also open to the public.

Meeting Procedure

The Mayor is Chairperson of the meeting.

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

Public Participation

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

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

A Point of Interest

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

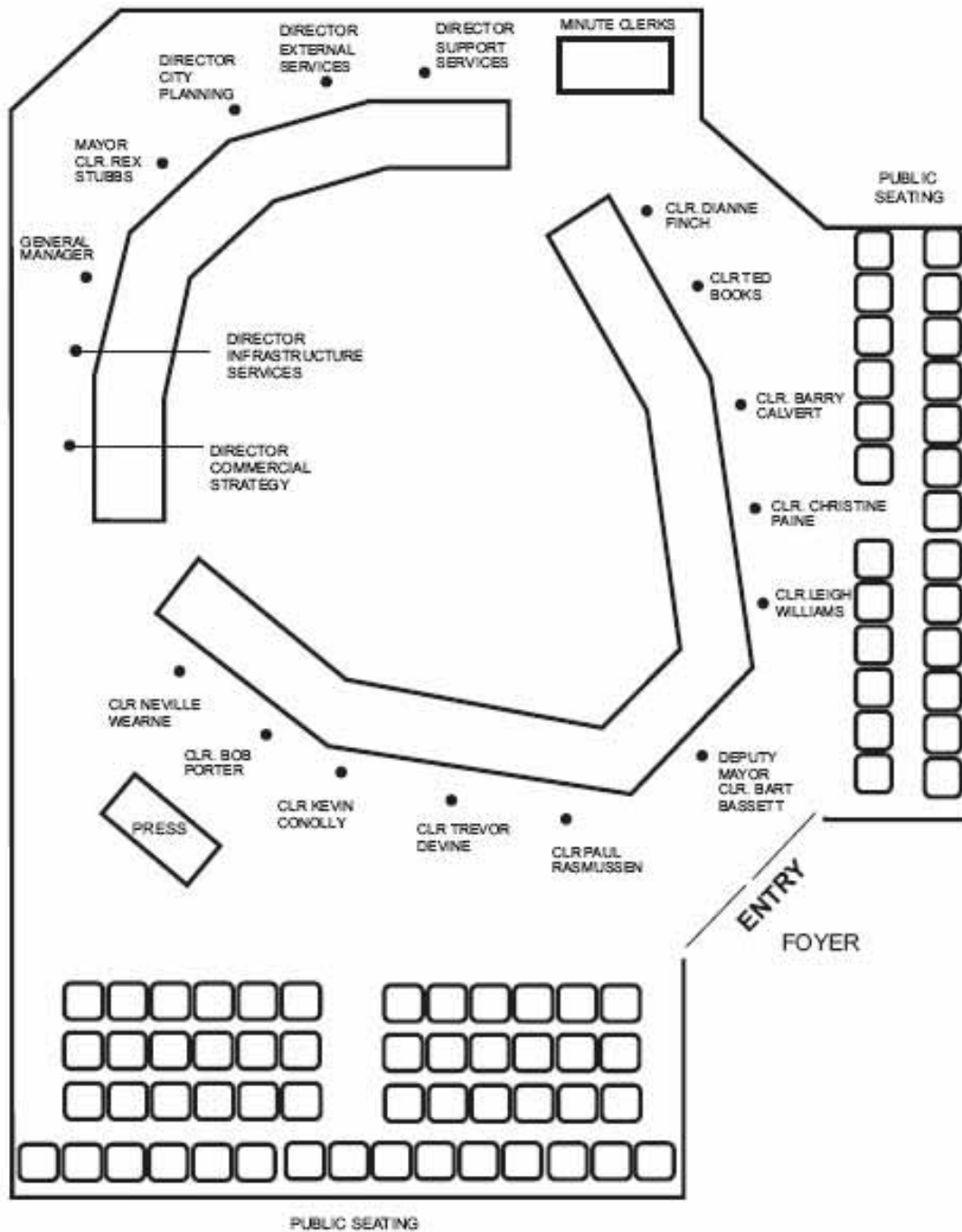
Website

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

Further Information

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

council chambers



ORDINARY MEETING

Table of Contents

Meeting Date: 13 March 2007

AGENDA

- **WELCOME / EXPLANATIONS / PRAYER**
- **APOLOGIES**
- **DECLARATION OF INTERESTS**
- **SECTION 1 - Confirmation of Minutes**
- **AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS**
- **SECTION 2 - Mayoral Minutes**
- **QUESTIONS WITH NOTICE**
- **SECTION 3 - Notices of Motion**
- **EXCEPTION REPORT - Adoption of Items Not Identified for Discussion and Decision**
- **SECTION 4 - Reports for Determination**

General Manager

City Planning

Commercial Strategy

External Services

Infrastructure Services

Support Services

- **SECTION 5 - Reports of Committees**
- **QUESTIONS WITHOUT NOTICE**

ORDINARY MEETING

Table of Contents

Meeting Date: 13 March 2007

ORDINARY MEETING**Table of Contents****Meeting Date:** 13 March 2007**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
SECTION 1 - Confirmation of Minutes		3
SECTION 3 - Notices of Motion		7
NM 1 - Rotary Stimulus Centre Name Plaque - (90480, 96328)		7
NM 2 - Public Meetings - (107, 80105)		8
NM 3 - Rural Residents to be Notified of Neighbouring Development Applications - (95498, 80105)		9
NM 4 - Grant for Richmond Pool - (95495, 80105, 87215)		10
SECTION 4 - Reports for Determination		13
GENERAL MANAGER		13
Item: 38	GM - Citizen of the Year Award Policy - (107, 79351, 79356)	13
Item: 39	GM - Media Policy - (79351, 79356)	16
CITY PLANNING		23
Item: 40	CP - Truck Depot, Lot 2 DP220161, 251 Windsor Road, Vineyard NSW 2765 - (95498, 83535, 88784, DA0633/06)	23
Item: 41	CP - Pitt Town Investigation 2006 - Independent Report - (95498, 87959, 103216)	30
COMMERCIAL STRATEGY		35
Item: 42	CS - E-Commerce/Markets Advisory Committee - (95497, 91367)	35
Item: 43	CS - Hawkesbury Business Christmas Decorations Competition - Outcomes - (91811)	37
EXTERNAL SERVICES		42
Item: 44	ES - Draft Customer Service and Communication Strategy - (96328, 95494)	42
Item: 45	ES - Draft Community Engagement Policy - (96328, 95494)	46
Item: 46	ES - Strategic Planning - Community Engagement Strategy - (96328)	48
Item: 47	ES - Draft Sponsorship Policy - (96328, 95494)	51
SUPPORT SERVICES		63
Item: 48	SS - Consultants Utilised by Council - 1 January to 30 June 2006 and 1 July to 31 December 2006 - (95496, 79337)	63
Item: 49	SS - Declassification of Waste Management as a Business Activity -	66

ORDINARY MEETING

Table of Contents

Meeting Date: 13 March 2007

(96332)

CONFIDENTIAL REPORTS	68
Item: 50 SS - 03FY07 - Tenders for the Provision of Banking Services - (107, 95496) CONFIDENTIAL	68
Item: 51 SS - Property Matter - Shop 4 Glossodia Shopping Centre - (95496, 78320, 87149, 89337) CONFIDENTIAL	69
Item: 52 SS - Property Matter - Shop 1 Wilberforce Shopping Centre - (95496, 34779, 86218, 102508) CONFIDENTIAL	70
SECTION 5 - Reports of Committees	73
ROC - Local Traffic Committee - 21 February 2007 - (80245, 95495)	73

ordinary

section 1

confirmation of minutes

ORDINARY MEETING
Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

SECTION 1 - Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

ordinary

section

3

notices of motion

ORDINARY MEETING

Notices of Motion

ORDINARY MEETING

Notices of Motion

SECTION 3 - Notices of Motion

NM 1 - Rotary Stimulus Centre Name Plaque - (90480, 96328)

Submitted by: Councillor T Books

NOTICE OF MOTION:

That the Rotary Stimulus Centre name plaque be returned to the Building in Stewart Street, South Windsor.

NOTE BY MANAGEMENT:

Investigation of this matter suggests that the plaque commemorating the construction and opening of the 'Rotary Stimulus Centre' has been mislaid. The plaque was removed during the refurbishment of this building prior to its re-opening as the Stewart Street Early Intervention Centre. It is suggested that Rotary provide details of the wording on the original plaque (or some other acceptable alternative) so that a replacement plaque can be made and placed on the Centre.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM 2 - Public Meetings - (107, 80105)

Submitted by: Councillor L Williams

NOTICE OF MOTION:

That no public meetings be held on nights where Councillors will be attending Council meetings, briefings and the like.

NOTE BY MANAGEMENT:

It is suggested that in the event that Council wishes to adopt this motion, it be clarified in terms of the consultative forums that Council is responsible for instigating i.e. that 'and the like' be amended to read 'and any other public consultative forums which are hosted or initiated by Council'.

This will prevent confusion with other Council hosted events like Gallery artist talks, community nursery plantings and educational programs which would not need to be rescheduled.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM 3 - Rural Residents to be Notified of Neighbouring Development Applications - (95498, 80105)

Submitted by: Councillor L Williams

NOTICE OF MOTION:

That there be a requirement to notify Development Applications for rural properties to surrounding residents.

NOTE BY MANAGEMENT:

The Hawkesbury Development Control Plan (DCP) sets out how development applications (DAs) are notified to adjoining owners in all zones including rural zones. Council currently notifies adjoining owners, by way of letter, site sign or advertisement in newspaper, of all development applications with the exception of; Exempt & Complying development, Strata subdivisions, advertisements, demolition of non-heritage items, garages, tennis courts (private use & without lights), boundary adjustments, tree removal orders (under TPO), dwellings & additions no closer than five metres to the boundary, rural sheds no closer than ten metres to the boundary and other minor development as described in Section 3.3 of the DCP.

This approach has been used to clarify to the applicant and adjoining owners exactly what will be notified. It is not recommended that the current approach be changed to notify all DAs as this may trivialise the process (notification to adjoining owners of a very minor, incidental nature) and has the potential of unnecessarily delaying the processing of DAs that do not currently require notification.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM 4 - Grant for Richmond Pool - (95495, 80105, 87215)

Submitted by: Councillor L Williams

NOTICE OF MOTION:

That Council write to the Honourable Allan Shearan MLA thanking him for his efforts in securing the grant of \$200,000 for Richmond Pool.

NOTE BY MANAGEMENT:

As a result of the grant announcement, a letter of thanks has already been sent to Mr Shearan.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ordinary

section 4

reports
for determination

ORDINARY MEETING

Meeting Date: 13 March 2007

SECTION 4 - Reports for Determination

GENERAL MANAGER

Item: 38 GM - Citizen of the Year Award Policy - (107, 79351, 79356)

REPORT:

The Council's Citizen of the Year Award has been given in conjunction with the Australia Day Awards Ceremony for many years. Nominations were previously open around November/December for applications to be received from the public.

In recent years this has been streamlined with the Citizen of the Month awards so that only the 12 monthly recipients are eligible for the annual Award. Nominations for Citizen of the Month are open all year round. While the criteria for Citizen of the Year has been used informally as the criteria for both awards, this has never been formally adopted. The Policy below is to formalise this link, replace the current policy and resolve for the criteria to apply for both awards.

Recent changes that have taken place in terms of the composition of the judging panel and delivery of media announcements of the monthly awards are also contained within the policy.

The current policy adopted 14 March 2000 reads:

Australia Day Citizen of the Year

The selection process for the Hawkesbury City Citizen of the Year Award is as follows:

- 1. Nominations received from the monthly awards program initiated by the Richmond Club and Hawkesbury Gazette will be forwarded to the Hawkesbury Awards Committee for determination of the Citizen of the Year. In addition, nominations can be forwarded directly to Council for consideration by the Committee. The Citizen of the Year be chosen from the twelve Citizen of the Month recipients and the nomination process be promoted throughout the year.*
- 2. The Hawkesbury Awards Committee will be expanded to include representatives from the Richmond Club and the Hawkesbury Gazette.*
- 3. Nominations will continue to be sought for Young Citizen, Sportsperson and Community Arts Award categories by the Australia Day Awards Committee. The Citizen, Young Citizen, Sports Person and Community Arts awards will be presented on Australia Day. The annual dinner held by the Richmond Club to recognise monthly winners of their awards will continue to be held.*

One of the Civic and Citizenship Advisory Committee's constitution objectives is:

"To review the criteria for each of the award systems and make recommendations on changes as to future systems."

The committee resolved to accept the new policy guidelines on 2 August 2006. An addition regarding the recipient's role was subsequently added by the Council's staff Policy Committee.

As this Policy has been accepted by a Council advisory committee, (including three Councillors, representatives from The Richmond Club, Hawkesbury Sports Council, Hawkesbury Independent, and community representative Jean Peare) it is not considered necessary for it to go on public exhibition.

ORDINARY MEETING

Meeting Date: 13 March 2007

The new draft policy is attached to this report.

Conformance to Strategic Plan

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

"Strategic Direction: develop partnerships and regional networks and implement strategies for community engagement."

Funding

Funding is available in the current Corporate Communication budget to continue this program in conjunction with the Australia Day Awards Ceremony.

RECOMMENDATION:

That:

1. The current "Australia Day Citizen of the Year Policy" details be archived.
2. The reviewed "Citizen of the Year Award Policy" be adopted.

ATTACHMENTS:

AT - 1 The Citizen of the Year Award Policy

AT - 1 The Citizen of the Year Award Policy

Objective

The Citizen of the Year Award is the highest honour Council can bestow on a local community member. Although there is no financial reward attached, this award is well respected in the Hawkesbury. The acknowledgement of the voluntary achievements of individuals serves the dual purpose of providing recognition for the recipient and encouraging others to follow their example by selflessly giving time, effort and support to local community organisations.

Criteria for Citizen of the Month and therefore the Citizen of the Year

Including significant contributions to the Hawkesbury community, the nominee for Citizen of the Month must also:

- Be an Australian Citizen
- Be a Hawkesbury resident
- Be over the age of 25 (as of 26 January of that year)
- Be involved in voluntary work (which takes precedence over paid work)
- Not have received this award before

Nomination Process

Nominations are accepted throughout the year for Citizen of the Month Award from community members. These are processed with the Mayor of Hawkesbury, a representative of The Richmond Club (as co-sponsors of the Australia Day Awards Ceremony) and the previous year's Citizen of the Year, as judges of the Citizen of the Month recipients.

The nomination process for Citizen of the Month is to be promoted throughout the year, with other Australia Day Awards promoted in the months leading up to Australia Day.

Selection Process

The Citizen of the Year is to be chosen by the Council's Civics and Citizenship Committee from the 12 Citizen of the Month recipients when the Australia Day Awards are decided each year.

Presentation and Announcement of Award

The announcement of Citizen of the Month recipients is to be promoted through media releases to all local media.

The Citizen of the Year Award will be presented to the successful recipient on Australia Day. This is generally held at The Richmond Club as they are co-sponsors of the Awards Ceremony.

Role of the Citizen of the Year

The Citizen of the Year will be encouraged to be involved in a number of Council initiatives including:

1. Judging of the Citizen of the Month award program (as mentioned previously)
2. Council civic and community functions and events.

Other Council programs and activities as appropriate.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 13 March 2007

Item: 39 **GM - Media Policy - (79351, 79356)**

Previous Item: 278, Ordinary (28 November 2007)

REPORT:

At its Ordinary Meeting on 28 November 2006, Council considered the Draft Media Policy and resolved:

That the matter (of the Media Policy) be taken up with the General Manager and further reported to Council with advice in relation to following the issue of the Council business Paper no comment be made by staff to the media on any items listed on the Business Paper Agenda, prior to a Council meeting, without the express authority of the General Manager.

Pursuant to Section 335 of the Local Government Act, the General Manager is responsible for the efficient and effective operation of the Council. The day-to-day management of the Council is one of the functions of the General Manager. Regulating the extent to which staff can communicate with the media is part of the duties and responsibilities under this day-to-day management.

Where the Media Policy sets out the roles and responsibilities of Council's Directors and other designated staff, it reflects the state of affairs brought into existence by the General Manager, flowing from his instructions and delegations.

Pursuant to Section 377 of the Local Government Act, although Council may delegate any of the Council's functions to the General Manager, it may not delegate any such function to any other employee of Council.

The Council's current Code of Meeting Practice confirms the Local Government Act 1993's Section 12 Access to Information specifications, which includes the ability for any person to inspect free of charge, a number of documents in the Council's possession including: the agendas and business papers for Council and Committee Meetings (but not including business papers for matters considered when part of a meeting is closed to the public).

To this end, the Council publicly places the agendas of the business paper on the Council's website at midday on the Friday before Tuesday Ordinary and Special Meetings, so that the public have several days to access and read the relevant information prior to the Council meetings being held.

Naturally when there is a question about the content of the papers, members of the public phone or make representations to Council staff to seek clarification on the information contained within the agenda. The Council staff are certainly restricted from making assumptions or predictive comments about Council's presumed determination of the issue (as a directive from the General Manager) but do in many cases assist individuals from making incorrect statements or interpretations of the information provided, by explaining the contained information. This provides a useful filtering system for some possibly inappropriate or misinformed comments being made at Council meetings due to misunderstandings. This avenue is currently also available to Councillors, as well as members of the media, as they have an important role in understanding the issues contained in sometimes complex papers in order to summarise their content for public distribution and discussion.

Annexure D of the The Code of Meeting Practice which contains the Department of Local Government's Open Meeting Guidelines outlines the following:

10.2.1 Social justice - the public's right to participation

The Government's Social Justice Strategy is based on the four principles of equity, access, participation and rights. These principles are fundamental for enabling communities to have effective control over their lives and their environment.

The NSW Social Justice Directions Statement commits the Government to ensuring that people have better opportunities for genuine participation and consultation about decisions affecting their lives. To achieve this in the context of local government, it is important that Council's decision-making processes be as open, responsive and effective as possible. The Council's Charter under the Local Government Act 1993 requires Councils to keep the local community informed about its activities.

There is an expectation within communities that Councils will live up to the claim that local government is the level of government "closest to the people" by encouraging more public participation in carrying out their decision making responsibilities. It is important that a Council's decision making process be as open, responsive and effective as possible.

10.2.2 Accountability of local government to the community

The potential of local government is best realised when its decision-making is open and accountable to the local community. However, for accountability to be effective, there need to be mechanisms for citizen knowledge and participation in decision-making processes. The ability of the public and media to attend Council meetings and observe the deliberations and decisions of elected representatives plays a crucial role in achieving better standards of accountability.

In order to have the public as informed as possible to make representations to Councillors and/or to publicly address the meeting on items in the business paper, the ability for the public and/or the media to have conversations with the appropriately delegated staff is considered fundamental to the spirit of maintaining open access as per the NSW State Social Justice Directions. i.e. *for accountability to be effective there needs to be mechanisms for citizen knowledge.*

Restricting this access to delegated individuals who, in each instance have to seek the General Manager's permission to speak to the media, may cause issues with meeting media's deadlines for publication of their particular medium of media. It also is at odds with the public's right to ring up and get questions answered without the need for a secondary approval process. As members of the public do not have to disclose their interest when seeking this verbal information, it raises the possibility of misinformation being circulated in written publications due to second hand information having to be repeated.

As members of the public have complete access to the appropriately delegated Council Officers to seek clarification on issues in the business paper, it is not considered in the public interest to restrict this for media. Having a mechanism for these delegated Council Officers to seek approval from the General Manager in every instance the media seeks clarification, would cause undue delay to Council providing an *open, responsive and effective* system.

The General Manager under Section 378 of the Local Government Act, 1993, has in his/her power, the ability to delegate any of the functions of the General Manager to other staff. If it is considered unsuitable for particular issues of the business paper to be discussed with a member of the public or a member of the media prior to the Council meeting, this right can be enforced by the General Manager.

Conformance to Strategic Plan

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

"Objective: An informed community working together through strong local regional connections "

Funding

There is no direct funding implications.

ORDINARY MEETING

Meeting Date: 13 March 2007

RECOMMENDATION:

That:

1. Council archive the current policy "Privileges to Media Circulating or Broadcasting in the Hawkesbury City"
2. That Council adopt the Media Policy to establish protocols and consistent methods for managing communication between the Council and all media, to ensure coordinated, accurate and reliable presentation.

ATTACHMENTS:

AT - 1 Media Policy

AT - 1 Media Policy**DRAFT Media Policy****PURPOSE**

Hawkesbury City Council recognises the integral role of local news media in communicating information to the City's residents and ratepayers.

This policy is designed to strengthen and build on Council's existing relationship with the media. It also aims to ensure consistency by Councillors and staff dealing with the media on a day-to-day basis.

Council will openly discuss matters of interest with the media unless disclosure of certain information contravenes Council's duty of care, or could infringe laws or regulations, which govern its operations.

Council also recognises that without appropriate preparation and planning, exchanges with the media can lead to the communication of misinformation, conflict and/or embarrassment for both the employee/councillor involved as well as for Council.

The overall purpose of this Media Policy is to provide a framework for the Council's participation in the media in order to keep the Hawkesbury community informed of its activities.

OBJECTIVES

1. To maintain positive relations and ensure all communication with the media is consistent, well informed, timely and appropriate.
2. To clearly indicate Council's authorised spokespersons.
3. To establish protocols and consistent methods for managing communication from Council to the media to ensure appropriate authorisation and responsibility for comments given.
4. To limit the possibility of miscommunication and to maximise the effectiveness of staff by ensuring comments to the media are made only through authorised people.
5. To establish guidelines for effectively communicating and publicising news about Hawkesbury City Council with the media.

SCOPE

The policy should be read in conjunction with the appropriate media procedures.

ROLES AND RESPONSIBILITIES

Authorised Officer	Roles & Responsibilities
Mayor	<ul style="list-style-type: none">• Council's Official Spokesperson on all Policy matters. Authorised signatory for Letters to the Editor on these issues.
Deputy Mayor	<ul style="list-style-type: none">• Act as the Mayor's delegated spokesperson if the Mayor is not available.
Councillors	<ul style="list-style-type: none">• Provide the media with comment, identifying that this is provided as their own opinion and not representing the official position of Council.
General Manager	<ul style="list-style-type: none">• Council's Official Spokesperson on all policy, operational and administration issues. Authorised signatory for Letters to the Editor on these issues.

ORDINARY MEETING

Meeting Date: 13 March 2007

Authorised Officer	Roles & Responsibilities
Directors	<ul style="list-style-type: none">• Directors are delegated to speak to the Media on areas under their jurisdiction. They are required to advise either the General Manager or the Corporate Communication Manager prior to, or directly after, of the comments made.• Provide information to the Corporate Communication Department when requested.
Corporate Communication Manager and Public Relations Coordinator	<ul style="list-style-type: none">• Responsible for coordinating responses and providing information to the media on behalf of Council.• Distributing all written media comment to media organisations
Selected Managers and designated staff	<ul style="list-style-type: none">• With prior permission from their Director, selected Managers and designated staff have the ability to provide comment (preferably in writing) regarding their area of expertise. This may include technical or in-depth knowledge of the particular subject in question.

PROCESS FOR INFORMATION TO BE PROVIDED TO MEDIA

MEDIA ENQUIRIES

In general circumstances, in the first instance all media enquiries should be directed to the Corporate Communication department who will then liaise with either: relevant staff, Managers, Directors, General Manager and/or Mayor to prepare a response to the enquiry.

Directors may liaise directly with the media, providing statements given are relayed to the General Manager and/or Corporate Communication Manager (preferably prior to the comment being given, or if not practicable directly after).

If the enquiry is of a simple nature, the Corporate Communication staff may deal with the issue and provide answers attributable to "a Council spokesperson".

More complex issues may require research and discussion with other Council Officers before being reported back to the media.

COUNCIL DECISIONS

All decisions adopted by Council are public property and can readily be quoted, or made available to the media by the authorised spokespersons.

As a matter of policy, the General Manager should remain the ultimate authority in question of doubt on handling any media issue.

ISSUES OF CONCERN

Staff who become aware of any issues that could have adverse media outcomes for Council should contact the Corporate Communication department to brief them on the topic.

MEDIA INITIATING CONTACT

All employees who have media (via any medium, i.e. print, radio, electronic or TV) contact them, which has not been initiated by the Corporate Communication Department, are required to advise the Corporate Communication Manager (or in his/her absence, the Public Relations Coordinator) of the details

ORDINARY MEETING

Meeting Date: 13 March 2007

immediately. Appropriate procedures need to be followed when providing comment by authorised individuals.

DISTRIBUTION OF MEDIA INFORMATION

Proactive media releases, media alerts, photo opportunities and media articles will be developed on a regular basis to complement Council's image and promotion of services for residents.

Media releases and media comment are distributed to the Councillors at the same time they are distributed to media outlets to ensure all parties are informed in a timely manner.

Separate procedures outline the process involved in the taking of media calls, compiling media releases and comments, distributing media releases and dissemination of the media release summary. Distribution of all media material is to be done through the Corporate Communication Department.

REGULAR FEEDBACK OF MEDIA ISSUES TO STAFF

Staff will receive a weekly media release summary via email to keep them informed of the issues Council is responding to.

AUTHORISED SPOKESPEOPLE

MAYOR

The Mayor is the official spokesperson on all matters of policy and external relations for Hawkesbury City Council. The Deputy Mayor is authorised to speak to the media in an official capacity when the Mayor is not available.

COUNCILLORS

The media independently contacts Hawkesbury City Councillors from time to time.

It is important for Councillors to remember how influential they are in establishing the tone of coverage of Council matters.

An important aspect of the work of Councillors is to provide leadership for the community. In regards to media requests, Councillors particularly need to strike a balance between their desire to represent special interests of residents and to the objectives of the broader community and Council.

If the topic of a media enquiry is relative to an individual Councillor's area of interest, they are encouraged to offer comment providing they identify that what they are saying is their personal opinion and not necessarily that of the Hawkesbury City Council.

Councillors should make themselves fully aware of all issues before commenting to the media on any matter. By contacting either the General Manager or the relevant Director and being fully informed on matters of interest, Councillors will be able to limit "off the cuff" comments and provide informed and accurate comments to the media.

STAFF

The General Manager or his/her authorised delegate is the official spokesperson on all matters of Council policy, organisational operations and administration including matters relating to employees.

The Directors are authorised and delegated to speak to the media on areas within their jurisdiction (following the appropriate protocols). Selected Managers and other authorised personnel are only authorised to speak to media, (preferably in written form) on specific issues that rely on their technical ability or the appropriate knowledge with prior permission granted by their Director.

ORDINARY MEETING

Meeting Date: 13 March 2007

Under no circumstances should any unauthorised staff speak to the media about any issues relating to Council business or their personal opinions of matters affecting the Hawkesbury City Council area without express permission from the General Manager.

ROLE OF CORPORATE COMMUNICATION DEPARTMENT

The Corporate Communication Department acts as a liaison point between Council staff and the media. All enquiries should be directed to them in the first instance (unless handled by the General Manager or Directors) and all written responses will be distributed through them.

This will ensure consistent, well informed, timely and appropriate information is provided and that the relevant procedures are abided by.

MEDIA TRAINING

Council may consider appropriate media training for the Mayor, Deputy Mayor and Executive Management as part of the regular media services review.

MEDIA RELATIONS

The Corporate Communication Manager and in the case of routine enquiries, the Public Relations Coordinator, shall be the primary contact for journalists and media personnel who cover Council issues on a regular or adhoc basis.

Media will:

- receive invitations and be included on guest lists to all official public Council functions and any relevant functions where their presence could have a supportive or relationship building effect;
- have access to relevant spokespeople in a timely manner as appropriate to resource time pressures of Council staff;
- receive access to appropriate information, including Council business papers and agendas via the Council's website, hardcopy or email depending on their preference;
- have follow-up information from Council meetings provided by Corporate Communication staff, with consideration to media deadlines.

Council media activity will support and follow Council's strategic plan with regular reviews being undertaken through the Media Services Assessment process. Evaluation of positive media coverage and the efficiency of media liaison will be provided to Management on a regular basis.

The Corporate Communication Department will undertake to have regular contact and/or meetings with Local Newspaper Editors and Hawkesbury Community Radio representatives to ensure that the relationships are maintained to the best of the Council's ability.

GUIDELINES FOR MEDIA ORGANISATIONS

It is requested that all media enquiries for Council be directed to the Corporate Communication department who will then arrange an appropriate response to the enquiry.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 13 March 2007

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.*"

ORDINARY MEETING

Meeting Date: 13 March 2007

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.

ORDINARY MEETING

Meeting Date: 13 March 2007

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);

ORDINARY MEETING

Meeting Date: 13 March 2007

- 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.

ORDINARY MEETING

Meeting Date: 13 March 2007

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

**To View This Image,
Please Refer to the Separate
Attachments Document (Maps)**

ORDINARY MEETING

Meeting Date: 13 March 2007

AT - 2 Site Plan

**To View This Image,
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Attachments Document (Maps)**

ORDINARY MEETING

Meeting Date: 13 March 2007

AT - 3 Elevation Plan

**To View This Image,
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Attachments Document (Maps)**

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ORDINARY MEETING

Meeting Date: 13 March 2007

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:

ORDINARY MEETING

Meeting Date: 13 March 2007

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.

ORDINARY MEETING

Meeting Date: 13 March 2007

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)

ORDINARY MEETING

Meeting Date: 13 March 2007

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

**To View This Image,
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ORDINARY MEETING

Meeting Date: 13 March 2007

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ORDINARY MEETING

Meeting Date: 13 March 2007

COMMERCIAL STRATEGY

Item: 42 CS - E-Commerce/Markets Advisory Committee - (95497, 91367)

REPORT:

Reference is made to the minutes of the meeting of Council's E-Commerce/Markets Advisory Committee (Committee) that was held on 30 November 2006. Outlined below are the Committee's recommendations for consideration by Council in particular. The minutes of the meeting were tabled at Council's meeting on 30 January 2007 and were received.

Item 2 - Business Cost Differentials – Status Report

The working party had met to discuss matters of interests and agreed to prepare an audit of business costs to inform the processes. The Committee considered the prepared audit, which revealed both generic and differential costs (due to location) for all business in the Hawkesbury i.e. location - distance to market, market/town planning, preferred centres, suitability of lands, infrastructure priorities, and government policy. Significantly, the process revealed that most business costs are attributed to the Federal and State Governments, whether through taxes, levies, registrations etc and by other business-to-business operators, in particular the business service providers (water, gas, electricity, telephonic). Council has little ability to fundamentally change these costs, but could advocate a better deal for the local area and local business with the Federal and State Government.

Committee Recommendation to Council:

That:

1. *Council sends a letter to the Department of State and Regional Development with a copy of the EMAC - Business Cost Differentials Status Report, requesting that the Department facilitates a proposal to the State Government with a cluster focus, seeking assistance for businesses in the Hawkesbury highlighting the impact of high costs on utilities and other business related costs.*

Item 3 - Events - Use of Public Lands

The Committee considered report on two activities an event organiser often undertakes in the public arena (subject to any local approval processes) to help promote an event, being the installation of a static display and the display via banners and flags. With this in mind and the Committee's interest to promote its own activities and tourism generally in the Hawkesbury, it was felt that perhaps Council should have a policy on the Use of Public Lands for Static Displays (and associated guidelines) to install static displays on public lands for key events and to review and or incorporate the Windsor Mall Regulations.

Committee Recommendation to Council:

That:

1. *Council prepares a policy for the Use of Public Lands for Static Displays, for the purpose of assisting local event organisers in the promotion of major community events and that the policy constitute an (internal) procedure and associated guidelines for use by any customer seeking to display on Council lands.*
2. *Council form a working party comprising Councillor Trevor Devine, Mr Rob Ewin, Ms Fiona Mann and representatives of Hawkesbury City Chamber of Commerce, Windsor Business Group and*

ORDINARY MEETING

Meeting Date: 13 March 2007

Windsor Craft Markets to conduct a review of the Windsor Mall Regulations, which maybe incorporated into Resolution (1), to ensure alignment with the objectives of Council.

3. Council investigate other locations for additional Community Banner Poles (horizontal) on the Richmond Road entrance to the LGA.

Proposal

It is proposed that Council endorse the five recommendations of the E-Commerce/Markets Advisory Committee of its meeting held on 30 November 2006.

Conformance to Strategic Plan

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

"Objective: An informed community working together through strong local and regional connections.

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"

Funding

Not applicable at this stage.

RECOMMENDATION:

That:

1. A letter be sent to the Department of State and Regional Development, with a copy of the EMAC - Business Cost Differentials Status Report, requesting that the Department facilitate a proposal to the State Government with a cluster focus, seeking assistance for businesses in the Hawkesbury highlighting the impact of high costs on utilities and other business related costs.
2. Council prepare a policy for the Use of Public Lands for Static Displays, for the purpose of assisting local event organisers in the promotion of major community events and that the policy constitute a (internal) procedure and associated guidelines for use by any customer seeking to display on Council lands.
3. Council form a working party comprising Councillor Devine, Mr Ewin, Ms Mann and representatives of Hawkesbury City Chamber of Commerce, Windsor Business Group and Windsor Craft Markets to conduct a review of the Windsor Mall Regulations, which maybe incorporated into Resolution (1), to ensure alignment with the objectives of Council.
4. Council investigate other locations for additional Community Banner Poles (horizontal) on the Richmond Road entrance to the LGA.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 13 March 2007

Item: 43 CS - Hawkesbury Business Christmas Decorations Competition - Outcomes - (91811)

Previous Item: 168, Ordinary (25 July 2006)
 215, Ordinary (12 September 2006)

REPORT:

The Hawkesbury Business Christmas Decorations Competition (Competition) was commenced in 2005, via the E-commerce Markets Advisory Committee, as a way to generate interest from the business community to:

- (a) to better promote themselves in the lead up to Christmas;
- (b) to involve themselves more in the festive spirit and in doing so provide for increased community interest in our towns and villages;
- (c) to promote local services and to cater for an expanding cultural economy; and
- (d) for the community to share in the festive spirit through the enjoyment of decorations in the commercial centres.

The Competition was part of the Committee's business plan and was seen as a way to support local business market access and growth (i.e. incentive approach, which is also in line with Council's Strategic Plan).

In considering the outcomes of the 2005 Competition, it was felt that the Competition should preferably have a three year trial period, to give business time to come on board with the concept. Council at its meeting on 28 March 2006 resolved, in part:

That:

2. *In relation to the Hawkesbury Business Christmas Decorations Competition:*

- (a) *Congratulations be extended to the winners of the Hawkesbury Business Christmas Decorations Competition for 2005.*
- (b) *Letters of thanks be sent to Valad Property Group and Dunnet Properties P/L for their sponsorship support.*
- (c) *Funding for the possible continuation of the Hawkesbury Business Christmas Decorations Competition for 2006 be considered as part of the budget approval process for the upcoming financial year.*

Council's Resolution of 28 March 2006 was actioned by Management, with Council allocating \$10,000 in prize money for the 2006 Competition. It is noted that the 2005 Competition had \$16,000 in prize money from Council, which was later supplemented by another \$10,000 from two business sponsors in the Hawkesbury.

The purpose of this report is to provide Council with information on the outcomes of the 2006 Competition so it can be evaluated as a program.

Program Information

Information about the Competition's operation includes:

ORDINARY MEETING

Meeting Date: 13 March 2007

(a) Operation

- (i) Council's Commercial Response Unit, with the support of the Corporate Communications Unit, managed the program on behalf of the Council. This involved raising sponsorship monies from the local business community to increase the value of the prize pool, promoting the Competition, processing entrant forms, provision of entrant documentation, assisting the Judging Panel, organising the Competition presentation, fielding enquiries, reporting Key Performance Indicators and the like.
- (ii) The Judging Panel comprised:
 - Committee members, being Councillors Stubbs, Councillor Bassett and Mr Rob Ewin; and
 - Guest judges, being Miss Hawkesbury Show Girl, Ms Shannon Tonkin and Hawkesbury UWS Scholarship recipient, Ms Kimberly Douglas.
- (iii) Judging took place between 1 December 2006 and 6 December 2006, with the Judging Panel undertaking a bus tour on 6 December 2006 to view decorations.
- (iv) Judging involved assessment of entrant details (including photos) and site inspections during the day and night where possible. Judging was based on merit and criteria involving:
 - Use of Christmas theme, props and decorations;
 - Creativity;
 - Integration with main street programs and activities (if any); and
 - Level of contribution and/or involvement by other businesses.
- (v) Prize money totalled in excess of \$15,000, which consisted of Council's prize money contribution (\$10,000) and other business sponsor gifts from five local businesses, valued at over \$5,000. The business sponsors were: Macey Pty Ltd (trading as MacDonalds - Richmond and McGrath Hill), Gloria Jeans Coffees Windsor, North Richmond Video Ezy, YMCA of Sydney, trading as Hawkesbury Oasis, Hawkesbury Regional Gallery and Hawkesbury Gazette.
- (vi) There were 17 entrants, with a drop out rate of about 6% (1 entrant). Last year there were 32 entrants with two being group entries, taking all entrants to about 60. Interestingly the entrant who dropped out cited potential loss of the decorations through theft as the reason for withdrawal.
- (vii) Prizes were presented to winners on Thursday 14 December 2006, to enable them to enjoy and promote their Competition success during the Christmas Period and for local media to report outcomes in the following weeks' newspapers (i.e. Christmas Week).
- (viii) Prize for the overall LGA Category:
 - (i) Council sponsorship (prize money):
 - First prize = \$5,000
 - Second prize = \$3,000
 - Third prize = \$2,000
 - (ii) Local business sponsorship (gifts): various.

In terms of the program's operation:

- The Judging Panel was committed to the program, completing judging within a tight timeframe.
- The involvement of the local business sponsors from various fields, is commendable and demonstrates a willingness to work with Council to support the development of local businesses and the local economy during a key trading period.

ORDINARY MEETING

Meeting Date: 13 March 2007

- The Commercial Response Unit managed the program within its timeframe and coordinated program participants eg. Entrants and Judging Panel. Communications was improved on last year, through streamlining the application process.
- The Competition was promoted via standard and available means of communication, including media releases, newspapers, flyers, networking channels and the Internet. The business sponsors also promoted the Competition via the Gazette and the drive-through facility at MacDonalds. The Hawkesbury Independent also promoted the Competition. Notwithstanding this, the program continues to show that business access to local events information and communication standards varies significantly. This is compounded by business behaviour to source information in the first place.
- The operational cost over and above Council's contribution to the prize pool (\$10,000) was about \$5,000. The total operational cost to Council was about \$15,000.

(b) Outcomes

Information about the Competition's outcomes includes:

- (i) Sixteen businesses participated in the Competition. All entries were business as with shopfronts.
- (ii) A variety of Christmas or festive season decorations themes were used by the entrants. The level of commitment to the decorations varied with some entrants displaying minimal and maximum "effort" (which are subject terms and influenced by perception).
- (iii) Entrants represented the business centres of North Richmond, Richmond (main street and East Richmond industrial area); Hobartville, South Windsor and Windsor.
- (iv) The winners were:

Prize Category	Prize	Winner	Sponsor	Decoration Theme
Overall	1 st \$5,000	Chic hair Design Shop 2, 24 Riverview Street	Council/ Local Business	Santa's Riverview Workshop
	2nd \$3,000	Rug-A-Horse Unit 5/31 Bowman St, Richmond	Council/ Local Business	Bush Xmas
	3 rd \$2,000	Studio 206 (Hairdresser) 1/206 George Street, Windsor Golden Valley Drive, Glossodia	Council/ Local Business	Xmas Wish at Santa's Cave

- (v) Highly Commended Certificates were awarded to:

- (i) Mortgage Choice, Windsor
- (ii) Angels Florist, South Windsor
- (iii) North Richmond Florist
- (iv) Smik Surf, Windsor
- (v) Richmond Embers, Richmond

A special Encouragement Award was also awarded to Windsor Home Store (non-entrant).

In terms of the program's outcomes:

ORDINARY MEETING

Meeting Date: 13 March 2007

- Five business centres were representative of the 18 business centres promoted in the Competition. The geographical location of the business centres and the entries meant the decorations were dispersed in the area.
- The take-up rate of 17 entries was half of the 2005 Competition (32). Though early in the program, this is perhaps an indicator of the local business community's interest in participating in Council organised marketing events to help promote them. They may prefer to do so by membership to association and industry bodies or pay for one-off campaigns.

As a raw number, official records indicate there may be about 5,000 ACNs/ABNs in area (official records) across all industry sectors and locations. This however, does not take into account multiple ACNs/ABNs that may be part of a business operation.

- The program only attracted entrants from businesses who had a presence in the business centres, though the Competition allowed for other business (eg. home based and virtual) to buddy businesses in the business centres.
- The Winners from the 2005 Competition, also assisted by promoting the competition to fellow traders.
- The Judging Panel estimated entrants spent about \$16,000 on decorations (labour and materials) with some entrants providing quite detailed displays. The overall program generated about \$31,000 in marketing investment (including the prize pool) from a Council seed-fund of \$10,000. Alternatively, a Council outlay of \$15,000 (prize money and operational costs) generated a \$21,000 investment (entrants and sponsors) from local business.
- The 2005 Competition was considered to be a success in its inaugural year by Council. The success of the 2006 Completion is considered only to be marginal, given the amount of promotion that was undertaken to encourage business to participate. Standard communication channels available to Council were utilised over an extended period. While entrants appreciated Council's effort to undertake the program to support business and saw the benefit to their own businesses, this interest is minor compared to the local business community as a whole.
- Entrant feedback ranged from the competition was a good initiative of Council to foster business development and community spirit, an innovative way for Council to collectively promote the area, there should be more interest from the business centres.
- Some winners elected to donate their prize money to their chosen charities.
- Letters of congratulations have been sent to the winners and highly commended of the 2006 Competition.
- Letters of outcomes have been sent to all the entrants of the 2006 Competition.
- Letter of thanks have been sent to the local business sponsors of the 2006 Competition.

Program Comment

This was the second time the Competition was run as a business development strategy, in line with the Strategic Plan, to support local business market access and growth (ie. incentive approach). Council may recall that the program was in part initiated in response to views expressed in the community that Council and the business community should be more actively involved in Christmas decorations.

At a basic level, the Competition resulted in Council and a part of the local business community working together to decorate our town centres for the festive period. This partnership investment was over and above the amount Council could resource or afford on its own, for either annual Christmas decorations for the community or a dedicated marketing campaign to support business in the key trading period. The 2006 Competition was disappointing in terms of entrants and the success can only be considered to be

ORDINARY MEETING

Meeting Date: 13 March 2007

marginal. It is considered that the local business community views such competitions differently in terms of individual business value, interests and commitment. It is questionable whether the program should progress to year three of the trial, if we take into account the entrant trend in the last two years. It is also noted that the retail sector in the key town centre appear to have the greatest opportunity to participate and benefit, but on the whole interest was low, whether they were aware of the competition or not.

Proposal

It is proposed that Council review its commitment to the Hawkesbury Christmas Decorations Competition, with the intention that:

- (a) It not proceed with year 3 of the trial period in 2007; and
- (b) It defers consideration of any re-commencement of the program, as a business development strategy, until 2008 through the 2008/2009 Budget process.

Conformance to Strategic Plan

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

"Objective: Establish strategic events program - Christmas marketing program initiated "

Funding

All costs were met from approved budgets.

RECOMMENDATION:

That Council:

- 1. Not proceed with the year three of the Hawkesbury Business Christmas Decorations Competition in 2007.
- 2. Defer consideration of re-commencing the program as a business development strategy until 2008 through the 2008/2009 Budget process.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 13 March 2007

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.

ORDINARY MEETING

Meeting Date: 13 March 2007

ATTACHMENTS:

AT - 1 Draft Customer Service and Communication Strategy

ORDINARY MEETING

Meeting Date: 13 March 2007

AT – 1 Draft Customer Service and Communication Strategy

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ORDINARY MEETING

Meeting Date: 13 March 2007

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oooO END OF REPORT Oooo

Item: 45

ES - Draft Community Engagement Policy - (96328, 95494)

REPORT:

This report has been prepared to seek Council's approval to place on public exhibition a draft *Community Engagement Policy*. The Draft Policy has been developed to assist Council to meet its obligations and responsibilities for public notification, community engagement and participatory decision making as provided for in a range of legislative and statutory instruments.

Background

- There are obligations under a number of state and federal Acts and Regulations for public notification to be undertaken. This legislation includes, but is not limited to, the *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979*.
- A range of other legislative and statutory instruments also requires Council to involve the community in decision making and to consult with them to develop plans to guide the environmental, social, economic and cultural development of the City of Hawkesbury.
- Section 8 (1) of the *Local Government Act 1993* - [The Council's Charter] - makes clear reference to the principles of community engagement and participatory decision making in stating that Council has a responsibility;
 - to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government
 - to keep the local community and the State government (and through it, the wider community) informed about its activities
- Section 232 (1) of the *Local Government Act 1993* recognises that Councillors have a representative role in considering the views of constituents and communicating with them.
- The recent position paper issued by the Department of Local Government '*A New Direction for Local Government*' has placed 'meaningful community engagement' on its reform agenda. Community Engagement has also been identified as a critical pre-requisite within a proposed Integrated Planning Framework which would see councils develop a 10 year 'Community Strategic Plan' to guide the long term sustainable development of their communities.

Current Situation

A draft Community Engagement Policy has been developed. The policy broadly defines Council's approach to building relationships with the community and other stakeholders and establishes a framework to assist community members and other stakeholders to form reasonable expectations about their dealings or contact with Council.

The policy is based on good practice guidelines developed by the *International Association for Public Participation*. The policy provides guidelines for Council staff and Councillors in the practical application of appropriate community engagement strategies. The policy;

- documents different community engagement strategies and outlines in broad terms the circumstances in which they may be applied, and the reciprocal obligations of various parties participating in community engagement activities

ORDINARY MEETING

Meeting Date: 13 March 2007

- identifies situations which may constitute a possible trigger for community engagement and delineates the minimum level of community engagement to be undertaken by Council
- outlines the broad range of community engagement tools which may be used by Council taking into account the circumstances, desired outcomes, and costs of specific proposals for involving community members and other stakeholders in decision making processes

Conformance to Strategic Plan

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

"An informed community working together through strong local and regional connections."

Funding

There are no funding implications arising directly from this report. The draft policy outlines the resource requirements of different community engagement tools. These requirements would need to be considered by Council in resolving to commission a community engagement activity. In most circumstances the costs attached to a community engagement activity would be met from approved operating budgets.

RECOMMENDATION:

That the *Draft Community Engagement Policy* be placed on public exhibition for a period of 28 days.

ATTACHMENTS:

AT – 1 Draft Community Engagement Policy - (*Distributed Under Separate Cover*)

oooO END OF REPORT Oooo

Item: 46**ES - Strategic Planning - Community Engagement Strategy - (96328)**

REPORT:

This report has been prepared to seek Council's approval to implement a community engagement strategy to inform the development of a Community Strategic Plan.

Background

- Council adopted its current Strategic Plan in February 2005. At its ordinary meeting of 8 August 2006, Council considered a report which identified the need for Council to review the scope, direction and financial context of the adopted Strategic Plan. It was recommended that Council initiate a community engagement process to inform the proposed review of the Strategic Plan. Council subsequently resolved to workshop the matter.
- At the subsequent Councillor workshop held on 6 February 2007, Council was advised of reforms proposed by the Department of Local Government (DLG) regarding both the functions and operation of local government. These reform proposals were outlined in discussion papers released by the DLG in October and November 2006. A key element within the reform proposals was a renewed emphasis on strategic planning by councils to be achieved through an integrated planning framework. The proposed framework required councils, in consultation with their communities, to develop a Community Strategic Plan, with a 10 year horizon, which would establish a strategic direction for the council.
- At its Ordinary Meeting of 27 February 2007, Council considered a report into the proposals put forward by the Department of Local Government for the reform of Local Government in NSW. With respect to the requirement for Council to develop a 10 year Community Strategic Plan, Council resolved (in part) to consider a further report into a community engagement process which would inform the development of a Community Strategic Plan.

Current Situation

A community engagement strategy to inform the development of the Community Strategic Plan has been developed. The proposed strategy conforms with the requirements for community engagement as set out in Council's *Draft Community Engagement Policy*, which has been reported to Council elsewhere in this business paper.

The proposal incorporates a 3 stage process which will provide for a rigorous, statistically valid and independent community engagement methodology which conforms with good practice guidelines developed by the *International Association for Public Participation*. The proposed strategy can also be achieved within available funds which have been set aside for this purpose.

Proposed Community Engagement Strategy

Scope of issue or proposal - within Council's *Draft Community Engagement Policy*, the development of a Strategic Plan is classified as a Level 1 'trigger' for community engagement in that it will have a high level of impact on the City of Hawkesbury.

Level of community engagement - the minimum recommended community engagement strategy for a Level 1 issue is 'consult' which requires Council *'to provide information and to seek community views and input into policy, plans and decisions'*.

Recommended community engagement tools - the 'consult' community engagement strategy identifies a broad range of community engagement tools including public meetings, surveys, interviews, public exhibition, focus groups and submissions.

Objectives of community engagement process - the primary objectives of a community engagement process to inform the development of a strategic plan can be summarised as follows;

- a. documentation of community needs, issues and priorities;
- b. clarification of the communities priorities and expectations for the future;
- c. validation of future priorities.

Resource Implications - the proposed strategy can be achieved within the available funds which have been set aside for the purposes of strategic plan development.

Other (methodological) issues - to ensure that the community has confidence in the engagement process - particularly where Council is seeking to obtain information to inform the development of a 10 year plan for the City of Hawkesbury - it is recommended that Council contract an external agency to implement the process. Council's role will be to develop a brief outlining the desired information to be obtained from the community. This will ensure that the tools and processes to be used will be based on international best practice; can be implemented objectively (at arms length from Council); are statistically valid; and can derive data that can be analysed and correlated.

Recommended Community Engagement Plan

- ***Stage 1 - Random telephone survey***

Preliminary discussion with external consultants has indicated that a random telephone survey would be the most appropriate engagement tool through which the needs, issues and priorities of the community can be documented. The use of this survey tool enables a researcher to pre-determine a representative sample of the community to be surveyed based on age, geography and other characteristics. The researcher initiates telephone contact with a randomised list of residents to 'match' the respondent with the representative sample prior to proceeding with the survey. A telephone survey, with a survey sample of 400 respondents is a statistically valid sample for the City of Hawkesbury with a probable margin of error of $\pm 4.3\%$. This means that the result of the survey can be treated with confidence. The questions to be canvassed within the survey would be developed in consultation with Council staff and workshopped with Councillors and will focus on broad community and strategic issues (rather than operational or governance matters). To maintain objectivity and statistical validity, the external agency should determine the final wording of a question.

- ***Stage 2 - Focus group/deliberative poll/visioning process***

Stage 2 of the engagement process would see a small random sample of the 400 persons within the telephone survey, invited to participate in a half or full day community forum to review the findings of the telephone survey (respondents would be asked during the initial telephone survey whether they would be willing to participate in this further activity). This smaller sample would enable more detailed exploration of community issues identified in the survey. Council staff and other 'experts' would present information and briefings to provide contextual information in relation to the community issues identified through the survey. Sessions would be conducted by an external facilitator with the aim of clarifying the survey findings in order to arrive at an informed and consensus 'community view' as to future priorities. These priorities would form the basis of a strategic directions document which would then be reported to Council.

- ***Stage 3 - Validation***

It is proposed that the strategic directions document (a vision for the future of the Hawkesbury) would be publicly exhibited with submissions invited from the community. It may be appropriate (subject to the availability of resources) to conduct a small mail-out survey to a random sample of Hawkesbury households (a 5% sample would equate to 1,000 households) to obtain feedback (via a pro-forma return) on the strategic directions document. These randomised responses could then be

ORDINARY MEETING

Meeting Date: 13 March 2007

cross-validated with submissions received from individuals and community groups to ensure a balanced representation.

The endorsement of the strategic directions documents by the community and by Council would provide the template for the development of a 10 year Community Strategic Plan which would also be publicly exhibited prior to its formal adoption by Council.

Costings

Preliminary advice suggests that the preparation and implementation of a random telephone survey, involving consultation with Council staff and workshop with Councillors, would be in the vicinity of \$15,000.00. The costs of staging a one day facilitated focus group would be in the vicinity of \$3,000. Stage 3 would require minimal direct costs and could largely be accomplished 'in house'.

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 for the City's Future in consultation with our community, and coordinating human and financial resources to achieve this future."

Funding

As previously advised to Council, funds of \$35,000.00 have been quarantined for the purposes of Strategic Plan development.

RECOMMENDATION:

That Council approve the proposed community engagement strategy, as outlined in this report, to inform the development of the 10 year Community Strategic Plan.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 13 March 2007

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**

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ORDINARY MEETING

Meeting Date: 13 March 2007

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ORDINARY MEETING

Meeting Date: 13 March 2007

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ORDINARY MEETING

Meeting Date: 13 March 2007

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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**

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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**

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ORDINARY MEETING

Meeting Date: 13 March 2007

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ORDINARY MEETING

Meeting Date: 13 March 2007

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ORDINARY MEETING**Meeting Date:** 13 March 2007**SUPPORT SERVICES**

Item: 48 **SS - Consultants Utilised by Council - 1 January to 30 June 2006 and 1 July to 31 December 2006 - (95496, 79337)**

Previous Item: 187, Ordinary (14 June 2005)
 331, Ordinary (1 November 2005)
 19, Ordinary (31 January 2006)

REPORT:

Council has previously resolved that a quarterly report be submitted to Council regarding Council's expenditure on consultancy fees.

Unfortunately, this report has not been submitted for some time and therefore it is proposed that this information now be provided in respect of the last six months of the 2005/2006 financial year and the first six months of the 2006/2007 financial year. It is also proposed to suggest that in lieu of a quarterly report to Council this information be provided as part of the Councillors Newsletter in the future.

The following table provides details of the various firms/persons the Council has utilised as consultants for the period 1 January - 30 June 2006 detailing the purpose of the consultancies and the amount paid in this period:

Firm	Purpose	1/01/06 To 30/06/06
Avand P/L	Training services	\$1,590.00
Berzins Environmental Planning P/L	Planning	\$6,300.00
Bewsher Consulting	Planning	\$51,206.34
Connell Wagner	Planning & environmental services	\$11,625.00
Donald Ellsmore	Heritage consultant	\$5,315.00
HBA Consulting Engineers P/L	Consulting engineers	\$3,900.00
Kari l'Anson & Associates	Project co-ordination & casework supervision	\$13,240.00
McKinlay Morgan & Associates P/L	Surveying	\$5,225.00
MPI Projects P/L	Operation of Co-Generation system	\$8,700.00
Robert Pont P/L	Architecture	\$31,300.00
Sandra Plowright	FVMRU supervision	\$500.00
W G Scott	Structural Engineer	\$400.00
Spectrum Automation P/L	Cultural projects & events	\$8,536.98
Technology One	Financial CI upgrade consulting	\$8,470.00
The Playground Doctor	Reports on Council playgrounds	\$7,400.00
University of Western Sydney	Community survey & stormwater management research	\$12,000.00
K D Wood Valuations P/L	Valuations	\$5,436.36
TOTAL		\$181,144.68

ORDINARY MEETING**Meeting Date:** 13 March 2007

The following table provides details of the various firms/persons the Council has utilised as consultants for the period 1 July - 31 December 2006 detailing the purpose of the consultancies and the amount paid in this period:

Firm	Purpose	1/07/06 To 31/12/06
Avand P/L	Training services	\$3,180.00
Barker Ryan Consulting	Design	\$44,820.00
Berzins Environmental Planning P/L	Planning	\$21,418.18
Bewsher Consulting	Planning	\$17,687.94
Brink & Associates	Geotechnical investigation and report	\$2,500.00
Challis Consulting P/L	Planning	\$200.00
Civilab Australia	Planning	\$1,161.90
Connell Wagner	Planning & environmental services	\$101,235.00
Donald Ellsmore	Heritage consultant	\$11,060.00
Falson & Associates P/L	Planning	\$7,167.50
Falson & Associates P/L	Sth Windsor waste management facility	\$3,049.00
G J Monaghan & Associates	Road marking verification	\$1,745.50
Golder Associates Consultancy	Planning	\$16,148.21
Haron Robson P/L	Design	\$909.09
Hughes Trueman P/L	Structural Engineer	\$3,325.00
Kari l'Anson & Associates	Project co-ordination & casework supervision	\$18,996.36
LandArc	Park management plans	\$24,880.00
McKinlay Morgan & Associates P/L	Surveying	\$14,950.00
Morrison Low	Asset management program	\$17,318.18
Neil Selmon Consulting P/L	Planning - Pitt Town	\$9,000.00
Oceania Automation P/L	Engineering treatment works	\$1,620.00
Omega Environmental P/L	Environmental services	\$3,750.00
Robert Pont P/L	Architecture	\$23,000.00
Rose Deco Planning & Design	Planning report	\$910.00
Sandra Plowright	FVMRU supervision	\$400.00
W G Scott	Structural Engineer	\$400.00
SMEC Australia P/L	Pavement management system	\$6,087.00
Technology One	Property & rating revenue healthcheck	\$8,300.00
Technology One	Financial CI upgrade consulting	\$91,410.72
The Playground Doctor	Reports on Council playgrounds	\$14,028.51
K D Wood Valuations P/L	Valuations	\$5,600.00

ORDINARY MEETING**Meeting Date:** 13 March 2007

Firm	Purpose	1/07/06 To 31/12/06
WSROC	Asphalt project consultancy contribution	\$5,454.55
TOTAL		\$481,712.64

Conformance to Strategic Plan

Not applicable as this is an information report requested by Council.

Funding

Not applicable as this is an information report requested by Council and costs detailed have been met within existing budgets.

RECOMMENDATION:

That:

1. The information concerning consultancies utilised by Council during the periods 1 January to 30 June 2006 and 1 July to 31 December 2006 be received.
2. Future information in relation to this matter be provided as part of the Councillors Newsletter.

ATTACHMENTS:

There are no supporting documents for this report.

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.

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Attachments Document (Maps)**

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ORDINARY MEETING

Meeting Date: 13 March 2007

CONFIDENTIAL REPORTS

Item: 50 SS - 03FY07 - Tenders for the Provision of Banking Services - (107, 95496)
CONFIDENTIAL

Reason for Confidentiality

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act, 1993, and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning tenders for the supply of goods and/or services to Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

In accordance with the provisions of Section 11(2) & (3) of the Local Government Act, 1993, the reports, correspondence and other relevant documentation relating to this matter are to be withheld from the press and public.

ORDINARY MEETING

Meeting Date: 13 March 2007

Item: 51 SS - Property Matter - Shop 4 Glossodia Shopping Centre - (95496, 78320, 87149, 89337) **CONFIDENTIAL**

Reason for Confidentiality

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act, 1993, and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

In accordance with the provisions of Section 11(2) & (3) of the Local Government Act, 1993, the reports, correspondence and other relevant documentation relating to this matter are to be withheld from the press and public.

ORDINARY MEETING

Meeting Date: 13 March 2007

Item: 52 SS - Property Matter - Shop 1 Wilberforce Shopping Centre - (95496, 34779, 86218, 102508) CONFIDENTIAL

Reason for Confidentiality

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act, 1993, and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

In accordance with the provisions of Section 11(2) & (3) of the Local Government Act, 1993, the reports, correspondence and other relevant documentation relating to this matter are to be withheld from the press and public.

ordinary

section 5

reports
of committees

ORDINARY MEETING
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;

ORDINARY MEETING
Reports of Committees

- 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

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Please Refer to the Separate
Attachments Document (Maps)**

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,

ORDINARY MEETING
Reports of Committees

- 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;

ORDINARY MEETING
Reports of Committees

- 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

**To View This Image,
Please Refer to the Separate
Attachments Document (Maps)**

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.

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

**To View This Image,
Please Refer to the Separate
Attachments Document (Maps)**

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.

ORDINARY MEETING
Reports of Committees

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*

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

**To View This Image,
Please Refer to the Separate
Attachments Document (Maps)**

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.

ORDINARY MEETING
Reports of Committees

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.

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meeting

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