



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 31 March 2009
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 an Extra-Ordinary 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 fsut@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.

Planning Decision

Under Section 375A of the Local Government Act 1993, details of those Councillors supporting or opposing a 'planning decision' must be recorded in a register. For this purpose a division must be called when a motion in relation to the matter is put to the meeting. This will enable the names of those Councillors voting for or against the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

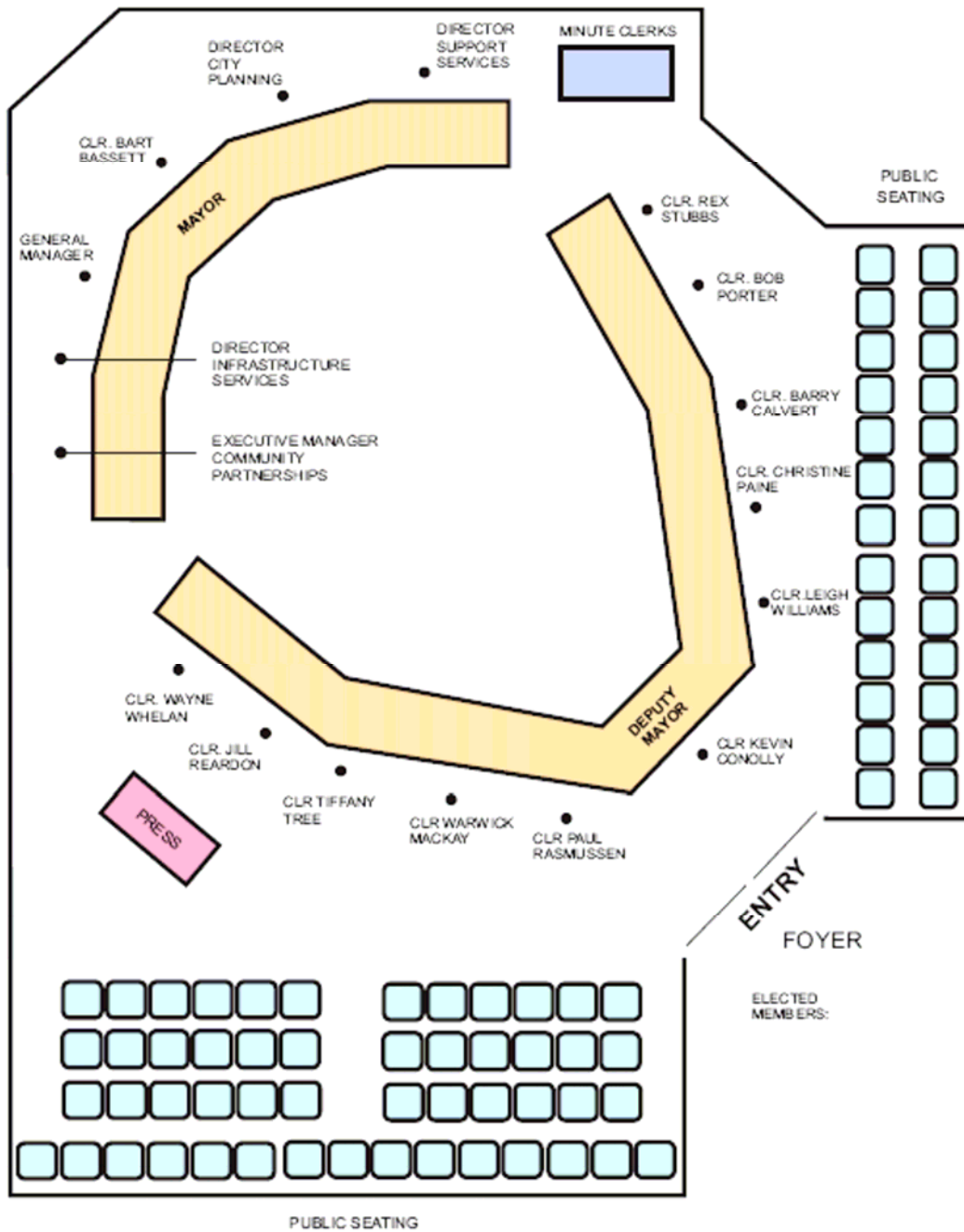
Website

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.

hawkesbury city council council chambers



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SECTION 1 - Confirmation of Minutes

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SECTION 4 - Reports for Determination

GENERAL MANAGER

Item:55 **GM - Council's Code of Conduct - Appointment of Conduct Reviewers - (79351, 79385)**

Previous Items: 186, Ordinary Meeting (9 September 2008)
 138, Ordinary Meeting (8 July 2008)

REPORT:

At the meeting of Council held on 9 September 2008, a further report in relation to the appointment of Conduct Reviewers under the recently revised Model Code of Conduct (Code) for Local Councils in NSW was considered. A copy of this previous report is included as **Attachment 1** to this report. It will be noted that the previous report largely dealt with a "joint approach" being taken with regard to the appointment of Conduct Reviewers.

Subsequently, the Council resolved:

"That:

1. *The information concerning the current status of forming a "joint panel" of Conduct Reviewers under the Council's Code of Conduct be noted.*
2. *Council continue to pursue the approach of establishing a "joint panel" of Conduct Reviewers with neighbouring Councils and/or WSROC for further consideration by Council of final arrangements in this regard.*
3. *In association with Council's resolution of 8 July 2008, the General Manger be authorised to call for Expressions of Interest for Conduct Reviewers at an appropriate time in the light of progress towards a "joint approach".*
4. *Pending the finalisation of arrangements in this regard, the General Manager, or Mayor in respect of a complaint against the General Manager, be given delegated authority to appoint Conduct Reviewers under Council's Code of Conduct on a "one-off" basis if the need should arise as a result of a complaint being received under the Council's Code of Conduct that is determined as requiring referral to a Conduct Reviewer or the Conduct Review Committee."*

WSROC Independent Review Panel Selection Process

Council had previously advised WSROC of its intention to participate in the process for selecting Independent Reviewers under the Code of Conduct and this was supported by Council's resolution of 9 September 2008.

WSROC then consulted on, and implemented, a Code of Conduct Independent Reviewer Selection process. This process included:

- A request to WSROC member Councils for a representative to participate in the selection process – the Director Support Services represented Council on this panel;

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- A selection process, marketplace criteria document and evaluation criteria were then developed by WSROC and provided to Council representatives for comment;
- On finalisation of the Selection Process criteria an advertisement was placed in various press across Sydney by WSROC for individuals, firms or companies to respond to the WSROC Code of Conduct Independent Reviewers Panel. In this document respondents could nominate which of the WSROC Councils they were prepared to provide services to;
- Council representatives subsequently reviewed the responses from the market and scored these using the predetermined evaluation criteria scoring process;
- The WSROC General Managers Group considered the findings of the WSROC Code of Conduct Independent Reviewers Panel selection process and effectively endorsed the panel's suggestions.

WSROC has now formally notified the participating Councils of the eligibility list of Code of Conduct Independent Review Panel members and outlined that the Councils could then make final selection decisions regarding the individual council panels.

WSROC Code of Conduct Independent Review Panel membership

It is considered that a comprehensive selection process was undertaken by WSROC and it has advised that the following are "suitable" to be members of a Code of Conduct Independent Review Panel:

- Armitage, Barbara (OAM)
- Baird, David
- Connolly, Bronwyn
- Gibbons, Kevin
- Grieves, Anthony
- Hill, Robin
- Hopkins, Geoffrey
- Kleem, John
- Roach, Cath
- Thane, Kathryn.

In respect of the above panel WSROC has provided biographical details which have been incorporated in a document titled "**WSROC REGIONAL CODE OF CONDUCT PANEL "Short Bio's" for Applicants Assessed as "Suitable"**" a copy of which is included as **Attachment 2** to this report. The WSROC assessment Panel also listed four applicants as "borderline", however, as a possible panel of ten members (see following section) is considered sufficient for this Council's purposes the "borderline" candidates have not been further considered.

Hawkesbury City Council's Code of Conduct Independent Review Panel Membership

As part of the process undertaken by WSROC, each Independent Conduct Reviewer could indicate which Councils they were able to service. The following members of the WSROC Code of Conduct Independent Review Panel have indicated that they would be prepared to provide services to this Council:

- Armitage, Barbara (OAM)
- Baird, David
- Connolly, Bronwyn
- Gibbons, Kevin
- Grieves, Anthony
- Hill, Robin
- Hopkins, Geoffrey
- Kleem, John
- Thane, Kathryn.

In addition, Council is aware that the services of Mr S Blackadder of Blackadder Associates Pty Ltd have recently been utilised as an Independent Reviewer pending the finalisation of this Panel. As the services

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provided by Mr Blackadder were satisfactory it is also proposed to recommend his appointment to the Council's Panel.

Utilisation of Panel members would generally be undertaken on a rotational basis depending upon particular areas of expertise that may be required and the actual availability of Panel members at the time. It is also proposed that the membership of Council's Panel be reviewed every three years. This period is in line with the period of appointment of Council's legal advisors.

When this matter was initially considered by Council on 8 July 2008 the Council resolved, in part, in respect of the membership of the Independent Reviewer Panel that "Council's procedures provide that in choosing reviewers from a joint panel Council would only choose reviewers whose appointment was made by the other Councils, and not its own appointments". The appointment of the current Panel established by WSROC as suggested effectively achieves this purpose.

Conformance to Strategic Plan

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

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

Funding

Funding implications will depend upon the number of complaints received under the Code of Conduct and provision has been included in the 2008/2009 Budget for this purpose.

RECOMMENDATION:

That:

1. Council appoint the following persons to comprise the "Hawkesbury City Council Panel of Independent Reviewers" for use in investigating alleged breaches of the Code of Conduct by Councillors and/or the General Manager:
 - Armitage, Barbara (OAM)
 - Baird, David
 - Blackadder, Stephen
 - Connolly, Bronwyn
 - Gibbons, Kevin
 - Grieves, Anthony
 - Hill, Robin
 - Hopkins, Geoffrey
 - Kleem, John
 - Thane, Kathryn.
2. The appointment of the above Panel be for an initial period of three years with the composition of the Panel being reviewed by Council at the conclusion of that period.
3. WSROC be thanked for its assistance in facilitating a "regional approach" to the process of member councils establishing Independent Review Panels for the purposes of the Code of Conduct.

ATTACHMENTS:

AT - 1 Report to Council meeting of 8 September 2008

AT - 2 "Short Bio's" for Applicants Assessed as "Suitable"

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AT-1 Report to Council meeting of 8 September 2008

ITEM: 186 GM - Council's Code of Conduct - Appointment of Conduct Reviewers - (79351, 79385)

Previous Item: Ordinary Meeting (8 July, 2008)

REPORT:

At the meeting of Council held on 8 July 2008, a report in relation to advice from the Department of Local Government (DLG) concerning the introduction of a revised Model Code of Conduct (Code) for Local Councils in NSW was considered.

Part of that report considered the requirements under the Code for the Council to appoint "Conduct Reviewers". Conduct Reviewers would make enquiries into and report on complaints made about Councillors and/or the General Manager where the complaint is referred, under the terms of the Code, to either an individual Conduct Reviewer or the Conduct Review Committee (comprised of three or more Conduct Reviewers) by the General Manager, in the case of complaints against Councillors, or the Mayor, in the case of complaints against the General Manager.

It was previously suggested that Council may wish to adopt a "regional" or "joint" approach to these appointments as suggested at the time by the DLG.

Subsequently Council resolved to adopt the "Revised Model Code of Conduct for Local Councils in NSW", with an addition in relation to Council's recently adopted Gifts and Benefits Policy, and also resolved that:

"Council approach Penrith, Blacktown and Baulkham Hills Councils regarding the possible establishment of a "joint panel" of Reviewers for use in association with the new Model Code of Conduct as suggested in this report and Council's procedures provide that in choosing reviewers from a joint panel Council would only choose reviewers whose appointment was made by, the other Councils, and not its own appointments".

Approaches have been made to the councils referred to in the above resolution and the following is a summary of responses received:

- Blacktown City Council

Have adopted the Model Code with a view to developing a customised Code in the next 12 months; will investigate a process for selecting Conduct Reviewers during this process, (including a possible regional panel in consultation with Western Sydney Regional Organisations of Councils Ltd (WSROC) Councils); will also look at the possibility of reviewers only being residents of the LGA.

Provides tacit support for establishment of a joint panel and prepared to participate in any meetings or discussions on the matter.

- Baulkham Hills Shire Council

Supports the establishment of a joint panel by Blacktown, Hawkesbury, Hornsby and Parramatta Councils; proceeding the call for Expressions of Interest for Conduct Reviewers and prepared to discuss the matter further with Council.

- Penrith City Council

Advises Council is happy to consider the proposal but initially proposes to await the outcome of a WSROC proposal to establish a regional panel of Conduct Reviewers.

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As can be seen, all three Councils have shown support for a regional approach and have also referred to a WSROC proposal in this regard which came to light after this matter was last considered by this Council.

The question of WSROC adopting a "Regional Approach to Conduct Review Committees" was considered at the meeting of the WSROC Board held on Thursday 28 August, 2008, when it was resolved:-

"That WSROC write to member Councils and gauge their interest in a regional approach to conduct review committees as outlined in the report and if six or more Councils are willing to participate, proceed to advertise for panel members".

In view of the above, it is suggested that Council should continue to pursue a regional approach in this regard either with neighbouring Councils or with WSROC. However, as this approach may take some time to finalise, it is considered that an interim arrangement should be put in place in the event that it is necessary to utilise a Conduct Reviewer, or form a Conduct Review Committee, in the intervening period.

Accordingly, it is suggested that pending the finalisation of joint arrangements, the General Manager, or Mayor in respect of a complaint concerning the General Manager, should be given delegated authority to appoint Conduct Reviewers under the Council's Code of Conduct on a "one-off" basis if the need should arise.

Conformance to Strategic Plan

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

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

Funding

Funding implications will depend upon the number of complaints received under the Code of Conduct and whilst specific provision has not been included in the 2008/2009 budget for this purpose, it is proposed that any expenses, initially would be met from the relevant legal expenses budget.

RECOMMENDATION:

That:

1. The information concerning the current status of forming a "joint panel" of Conduct Reviewers under the Council's Code of Conduct be noted.
2. Council continue to pursue the approach of establishing a "joint panel" of Conduct Reviewers with neighbouring Councils and/or WSROC for further consideration by Council of final arrangements in this regard.
3. In association with Council's resolution of 8 July 2008, the General Manger be authorised to call for Expressions of Interest for Conduct Reviewers at an appropriate time in the light of progress towards a "joint approach".
4. Pending the finalisation of arrangements in this regard, the General Manager, or Mayor in respect of a complaint against the General Manager, be given delegated authority to appoint Conduct Reviewers under Council's Code of Conduct on a "one-off" basis if the need should arise as a result of a complaint being received under the Council's Code of Conduct that is determined as requiring referral to a Conduct Reviewer or the Conduct Review Committee.

ATTACHMENTS:

There are no supporting documents for this report.

AT-2 "Short Bio's" for Applicants Assessed as "Suitable"

WSROC REGIONAL CODE OF CONDUCT PANEL

"Short Bio's" for Applicants Assessed as "Suitable"

Ten Applicants Considered Suitable on the Grounds of Application Quality, Experience and/or Qualifications: (Alphabetical Order)

ARMITAGE, Barbara (OAM)

Extensive experience in local government, including ten years as Mayor of Waverley. Professional experience as an Associate to a Supreme Court Judge. Accredited mediator with the NSW Attorney General's Department. Training and experience in mediation and dispute resolution. Currently working as a consultant in the fields of mediation, facilitation and community consultation.

BAIRD, David

Legal practitioner with graduate qualifications in Arts and Law. Extensive experience and specialisation in local government, planning and environmental law. Professional experience includes the provision of services to over 40 individual Councils, including the LGSA. Experienced in Code of Conduct hearings and reviews. Currently working as a Partner with the legal firm Maddocks.

CONNOLLY, Bronwyn

Legal practitioner with graduate qualifications in both Arts and Law, with extensive experience between 1979 and 2005 working with State Government Departments, Authorities and Tribunals. Most recent experience includes risk management, probity advice and auditing, and several aspects of contract and procurement management. Currently Managing Director of Probity Associates Pty Ltd.

GIBBONS, Kevin

Legal practitioner with extensive experience in insurance law and liability matters. Professional experience includes the provision of services to local government and local government bodies. Record of involvement in community and charity organisations. Member of a range of insurance based industry groups. Principal of McCabe Terrill Lawyers at the time of application.

GRIEVES, Anthony

Graduate qualifications in Arts and Accounting. Registered liquidator. Professional experience in litigation support, dispute analysis and forensic accounting. Experience in the conduct of reviews for a number of federal government departments. Currently working as Executive Director at WalterTurnbull, a major provider of audit and related services to federal and state governments.

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HILL, Robin

Graduate and post graduate qualifications in teaching, urban planning and business. Training and certification in conflict management and work place mediation. Professional experience includes senior level appointments within local government in the areas of community services, city services and city outcomes. Currently working as a consultant in strategic management and workplace reform.

HOPKINS, Geoffrey

Legal practitioner with graduate qualifications in Arts and Law. Extensive professional experience in legal practice in a range of disciplines including litigation, dispute resolution and professional misconduct matters. Successful record of involvement in a number of tribunals, boards and associations. Currently involved as an associate/part time workplace investigator and mediator.

KLEEM, John

Graduate qualifications in Local Government. Professional experience in a range of positions within local government. For the past 18 years has worked as a local government consultant in a range of disciplines including governance, performance management and facilitation and mediation. Currently provides consulting services to local government through John Kleem Consulting.

ROACH, Kath

Graduate qualifications in Commerce; post graduate MBA. Extensive investigative experience with the Australian Federal Police. Professional experience within local government in the fields of corporate governance, internal control and conduct review. Senior management experience within state government. Currently provides public sector professional services through SINC Solutions Pty Ltd.

THANE, Kathryn

Legal Practitioners Diploma in Law. Formal training in the fields of mediation, coaching, real estate, dispute resolution and local government. Employment experience in real estate, teaching, environmental planning investigation, and mediation, including the local government sector. Currently involved in dispute conciliation and adjudication for the NSW Consumer Trader and Tenancy Tribunal.

oooO End of Report Oooo

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Item:56 **GM - Draft Community Strategic Plan - Proposed Public Exhibition - (79351)**

Previous Item: 280, Ordinary (11 December 2007)
 76, Ordinary (29 April 2008)

REPORT:

Background

At its meeting held on 11 December 2007 Council considered a report relating to a proposal to review Council's Strategic Plan. At the time it was pointed out that the current Strategic Plan was only for a period to mid 2009 and that strategic planning processes for councils had been the subject of an Options Paper released by the Department of Local Government. A copy of this report is included as **Attachment 1** to this report.

The report suggested a possible process and timetable for this review and emphasised that this was only a general guide and would be subject to ongoing review.

Subsequently, the Council resolved:

"That Council commence the process to review its current Strategic Plan on the basis outlined in the report in this regard, having noted the proposals contained within Option 3 of the Options Paper entitled "Integrated Planning and Reporting for NSW Local Councils" issued by the Department of Local Government in November 2006."

Following the engagement of a facilitator and undertaking initial preparatory work, a Councillor Workshop to commence the process of the review/development of Council's Community Strategic Plan was held in the Council Chambers on the weekend of 5 and 6 April 2008.

Subsequently, a further report was submitted to the meeting of Council held on 29 April 2008. A copy of this report is included as **Attachment 2** to this report. The Council at that time resolved:

"That:

- 1. The information in relation to the action taken to date in the review/development of Council's Community Strategic Plan be noted.*
- 2. Further steps in the process, including review of documentation developed to date by the focus groups associated with the recent community survey, as outlined in the report in this regard be endorsed."*

Further action in respect of the development of the Draft Community Strategic Plan as outlined in the last report on this matter, including a "review workshop" with the new council, has now been completed and the document has now been developed to a point where the Draft could now be adopted by Council for public consultation purposes. A copy of the current Draft Community Strategic Plan has been included as **Attachment 3** to this report.

In respect of the public consultation phase of this process the Manager Corporate Communications has submitted the following proposal for the actual process to be utilised:

"The development of the Community Strategic Plan represents a unique and rare opportunity to engage the community on a long term strategy for all aspects of the Hawkesbury's future.

With this in mind, and with the minimum consultation requirements necessary as outlined in the Council's adopted Community Engagement Policy, it is essential that a broad ranging

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consultation strategy for the release of the draft document to invite comment from the residents and ratepayers for incorporation into the final plan is undertaken.

With this in mind and due diligence noted in regards to the budget constraints that Council is currently facing, the following measures for communication with the community to encourage a two way dialogue on this document are recommended.

Methods of Communication recommended include:

Consultation Period

A consultation period of 8 weeks.

Actual printed plan

3000 copies of the designed and formatted plan be printed in full colour for distribution via various methods (to be described herein).

Media

Several Media Releases be issued:

- 1. At the release of the document*
- 2. Midway through the consultation period to advise the public of the submission process*
- 3. In the final week to encourage last minute submissions prior to the close of the consultation period.*

A Mayoral Column to be utilised to emphasise the importance of community input into the process.

A Media Briefing be given to journalists of the local area regarding the plan, the process behind the plan, the various ways Council is seeking input and integration of the plan with Council's other planning tools.

Advertising

Within the local Newspapers – At least two advertisements in the Council notices advertisement placed in the Hawkesbury Courier with two display advertisements in the Hawkesbury Gazette. Advertising would be time staggered throughout the campaign.

FAQ Fact Sheet

A Frequently Asked Questions Fact Sheet which outlines the process of consultation and the integration with other plans can be handed out in conjunction with the draft Community Strategic Plan.

Website

The Council's website can provide access to the document, fact sheet, submission sheet and relevant reports to Council as well as links to the results of the community survey.

Messages on hold

A short message directing people to more information can be placed on Council's message on hold system for people calling in to Council to listen to when they are waiting to speak to a Council staff member.

Feedback form

A standard feedback form can be developed to provide a framework for community members to write their thoughts and feelings of the plan down.

Enquiries Phone Number

Staffed by the Strategic Planning team this number could assist people to find out more information or to access a submission sheet to provide their feedback.

Telephone Answering machine service

As well as providing phone numbers for people to obtain information, other Councils have found it successful to have a phone number with an dedicated answering machine to be publicised so that people who find it difficult to articulate their thoughts in the written form, can leave messages about their thoughts of the plan verbally.

Dedicated email address

To ensure relevant documentation is appropriately captured from the public, Council has the ability to create particular dedicated email addresses for specific purposes. This gives the public the confidence that their thoughts will be specifically directed to this consultation process.

Unmanned Physical Displays

It is envisaged that several large laminated displays be created of the various sections of the plan to be placed on display boards. These could be moved around at various times between the Hawkesbury Central Library in Windsor and the Richmond Library, as well as various well utilised Community Centres such as North Richmond and Bligh Park.

Staffed Roadshow

The above displays could also be utilised as part of manned displays to be featured at several large Shopping Centres – ie. Richmond, Windsor and North Richmond Shopping Centres. It is acknowledged that although many residents do their local shopping within their own neighbourhood precincts, many in the outer-lying districts travel to these central locations for major shopping outings.

The Hawkesbury Show is the biggest annual event the Hawkesbury holds and Council's Display is well attended by many thousands of people throughout the three day event, particularly during the day. This event will be held 1- 3 May in 2009 and the Council tent provides an excellent opportunity to have a themed showcase with appropriately trained staff to speak on the issues.

Radio

The Mayor provides Hawkesbury residents with regular updates of Council issues at his monthly talk on Hawkesbury Radio. This would be an ideal time to feature this important consultation process.

Community Participation Forum

It is important in this process to engage a widely represented portion of the Hawkesbury Community. It is recommended that instead of the traditional public meeting where a large portion of attendees remain unheard, that a different format of public participatory forum be utilised. This would involve the public being invited to a presentation of the draft plan with the opportunity to ask questions followed by an interactive process where people actually write their submissions and pin them to enlarged sections of the plan. Alternatively staff would be available to assist members of the community who felt they had trouble putting into words their thoughts or feelings by scribing.

Agenda item in Business Paper council committees

A process of targeting those individuals that are already involved and interested in Council's planning processes would be via the various Council committees that Council has appointed or delegated to look after. A simple agenda item in the business papers of those Committees that will meet during the Consultation period, effectively utilises the structure of Council's consultation process already established.

Mayoral Speeches

The Mayor often speaks at numerous functions and events and these provide a unique opportunity to have a couple of paragraphs regarding the plan, its process and how to be actively involved to many audiences that would be unattained through the various other methods."

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Accordingly, in view of the stage that has now been reached with regard to the preparation of Council's Draft Community Strategic Plan it is proposed to recommend that the document now be adopted for public exhibition purposes and that a public exhibition process as outlined in the report be adopted for this purpose.

Conformance to Strategic Plan

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

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

Funding

The major budgetary items will be the printing of the Plan, postage of the any mail outs, advertising, display design and printing and possibly overtime for staff working outside normal hours and will be met from provision within the current budget.

RECOMMENDATION:

That:

1. The Draft Community Strategic Plan as attached to the report be adopted for public exhibition purposes.
2. The public consultation process as outlined in the report be adopted for the purposes of the public exhibition of the Draft Community Strategic Plan.
3. A further report be submitted to Council at the conclusion of the public exhibition period.

ATTACHMENTS:

AT - 1 Report to Council meeting on 11 December 2007.

AT - 2 Report to Council meeting on 29 April 2008.

AT - 3 Draft Community Strategic Plan - *(Distributed under separate cover)*.

At - 1 Report to Council meeting on 11 December 2007.

ITEM: 280 GM - Review of Council's Strategic Plan - (79351)

REPORT:

Following the establishment of the then Strategic Planning Committee in April 2004 the Council's current Strategic Plan was adopted by Council in February 2005.

The Plan was developed for a period to 2009, however, many of its targets have been influenced by organisational changes; financial difficulties and staff changes/reductions. Also, the Plan's targets and directions are reducing towards the Plan's conclusion in 2009. Accordingly, it is proposed that a process to review the Strategic Plan should now be commenced.

In relation to the strategic planning activities of Councils, in November 2006 the Department of Local Government (DLG) released an Options Paper entitled "Integrated Planning and Reporting for NSW Local Councils". This Options Paper considered three options for a strategic planning and reporting framework for NSW councils, namely:

- Option 1 - Maintain the status quo.
- Option 2 - Add to the existing framework.
- Option 3 - Reshape the framework.

Of these, Option 3 proposes to replace existing framework to strengthen the strategic focus within councils, streamline planning and reporting processes and encourage integration with various plans. This proposed model is designed as a continuous framework of strategic planning, rather than a static planning model. The option is also based around and encourages community and councillor participation.

It would appear that Option 3 is favoured by the DLG with the suggestion that it will be the subject of legislative change during the second half of 2008. Diagrammatically, the options paper represents this process as follows:



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The Options Paper suggests the Strategic Plan proposed under Option 3 would focus on building a sustainable future for the community and Council's role in that. Key elements of the Strategic Plan would included:

- "Social cohesion; a socially mixed community where neighbourhoods are characterised by diversity of income, age, culture and housing tenure etc and there are opportunities to move freely through life's cycles without the need to relocate.
- Functional economy; diverse employment opportunities exist which underpin a quality of life matched with community prosperity expectations.
- Robust environment; ecologically balanced with impacts from human activity being accommodated without degradation to the environment.
- Sound infrastructure; facilities and services are matched to community needs."

In addition, it is suggested that all Strategic Plans will be required to include 4 mandatory "themes" being:

- Social
- Environmental
- Economic
- Governance

As stated within the Options Paper "each council would be free to develop its Community Strategic Plan within the context of its own community needs and existing planning and business frameworks, provided that the plan addresses the key themes in some way" and also suggests "this model allows councils the maximum flexibility to develop business systems that suit their own particular needs and to carry out planning and reporting that is the most appropriate for their particular community".

When Council considered a report in relation to the Options Paper at its meeting held on 27 February 2007 it subsequently resolved to make a submission to the DLG in support of Option 3. In addition, at this meeting the Council resolved to disband the Strategic Planning Committee and "In line with proposed legislative changes, all matters of a strategic nature be reported directly to Council".

Whilst Option 3 is understood to be the approach that is favoured the timing and nature of exact legislation changes and the issuing of proposed guidelines are not known. However, it is considered that Council should now commence the process towards the review of its existing, and development of a new Strategic Plan so that it is favorably placed in the future in this regard.

Accordingly, a suggested process to lead toward the development of a new Strategic Plan is as follows and it should be borne in mind that all dates are approximate and are only provided as a general guide and would be subject to ongoing review:

- Councillor workshop to be held late February to mid March 2008.
 - Workshop to be assisted by other directional documents developed by Council and results of Community Survey.
 - Workshop to be guided by independent facilitator.
- Draft reviewed/new Strategic Plan to be developed following workshop.
- Draft to be reviewed at a Briefing Session and modified as necessary – May/June 2008.
- Draft considered by Council and endorsed for exhibition for public comment – June/July 2008.
- Public exhibition – July/August 2008.
- Results of public exhibition reported to Council – August 2008.
- Legislation/DLG Guidelines issued - Unknown but possibly September/October 2008
- Council elections – September 2008.
- New Council to review draft plan in light of legislation/guidelines, if known, and public comments with amendments as necessary – November/December 2008.
- Further Councillor workshop to refine document – February/March 2009.
- Amended draft plan, following review and possible amendment again placed on public exhibition – March/April 2009.
- Council considers further comments received as a result of public exhibition - May/June 2009.

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- Final draft of new Strategic Plan adopted by Council – July/August 2009.
- Associated Delivery Plan and Operational Plan also developed/guided by Strategic Plan.

Conformance to Strategic Plan

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

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

Funding

Costs involved in the process in 2007/2008 can be met from existing budget allocations and provision will be incorporated into the 2008/2009 budget for costs associated with the planning process during that period.

RECOMMENDATION:

That Council commence the process to review its current Strategic Plan on the basis outlined in the report in this regard, having noted the proposals contained within Option 3 of the Options Paper entitled "Integrated Planning and Reporting for NSW Local Councils" issued by the Department of Local Government in November 2006.

ATTACHMENTS:

There are no supporting documents for this report.

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Meeting Date: 31 March 2009

At - 2 Report to Council meeting on 29 April 2008.

ITEM: 76 GM - Review of Council's Strategic Plan - (79351)

Previous Item: 280, Ordinary (11 December 2007)

REPORT:

At its meeting held on 11 December 2007 Council considered a report relating to a proposal to review Council's Strategic Plan. At the time it was pointed out that the current Strategic Plan was only for a period to mid 2009 and that strategic planning processes for councils had been the subject of an Options Paper released by the Department of Local Government.

The report suggested a possible process and timetable for this review and emphasised that this was only a general guide and would be subject to ongoing review.

Subsequently, the Council resolved:

"That Council commence the process to review its current Strategic Plan on the basis outlined in the report in this regard, having noted the proposals contained within Option 3 of the Options Paper entitled "Integrated Planning and Reporting for NSW Local Councils" issued by the Department of Local Government in November 2006."

Following the engagement of a facilitator and undertaking initial preparatory work, a Councillor Workshop to commence the process of the review/development of Council's Community Strategic Plan was held in the Council Chambers on the weekend of 5 and 6 April 2008. Documentation resulting from that workshop, which will be the basis for further development/s/refinement in the process, is currently being finalised.

The next step will involve a workshop with staff to obtain input into the process and build upon the work undertaken at the Councillor Workshop. The Staff Workshop has now been scheduled for Tuesday 6 May 2008.

The initial proposed process (which was indicated to be subject to ongoing review) then suggested further review by Council and incorporation of public consultation.

The next steps in the process were discussed at the Councillor Workshop and it was considered that after the Staff Workshop, an appropriate consultation step could be achieved by the documentation developed up to that stage being reviewed by the focus groups that were formed in association with the recent community survey. As Council is aware, the community survey and subsequent focus groups were statistically representative of the Council's community and would provide very effective initial community review of the work undertaken to date on the Community Strategic Plan.

Following the review of the documentation by focus group participants in the Community Survey Workshop, they would be reviewed, together with comments from the focus groups, at a further "Consolidation Workshop" with Councillors.

In view of the time elements involved in that it may take some time to reorganise the focus groups and conduct a "Consolidation Workshop", it is suggested that after this the next step in the process should be a review of the documentation by the Council following the Local Government Elections on 13 September 2008. The subsequent steps in the process, including further public consultation, would be generally undertaken in line with the process previously outlined in the report to Council on 11 December 2007.

Conformance to Strategic Plan

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

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“Objective: Investigating and planning the City’s future in consultation with our community, and co-ordinating human and financial resources to achieve this future.”

Funding

Not applicable as the report is only intended to update Council on the process and steps involved in reviewing/developing Council’s Community Strategic Plan as previously agreed to by Council.

RECOMMENDATION:

That:

1. The information in relation to the action taken to date in the review/development of Council's Community Strategic Plan be noted.
2. Further steps in the process, including review of documentation developed to date by the focus groups associated with the recent community survey, as outlined in the report in this regard be endorsed.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2009

CITY PLANNING

Item:57 CP - Community Sponsorship Program - (2008/2009 - Round 3) - (95498)

Previous Item: 150, Ordinary (29 July 2008)
232, Ordinary (11 November 2008)

REPORT:

This report has been prepared to advise Council of applications for financial assistance received to be determined under Round 3 of the Community Sponsorship Program for 2008/2009.

Background

On 13 March 2007 Council resolved to adopt a Sponsorship Policy, prepared in accordance with the guidelines issued by the Independent Commission Against Corruption. Implementation of criteria and administrative arrangements for a Community Sponsorship Program (based on the adopted Policy) commenced in 2007/2008.

The financial estimates for 2008/2009 included an allocation of \$59,000 for the Community Sponsorship Program (CSP). Round 1 of the CSP was determined by Council on 29 July 2008 with expenditure of \$37,389 approved for distribution (including \$18,000 set aside as a contribution to the staging of the Hawkesbury City Eisteddfod). Round 2 of the CSP was determined by Council on 11 November 2008 with expenditure of \$12,226 approved.

The balance of funds remaining in the CSP for 2008/2009 is \$9,385.

Community Sponsorship Program (2008/2009) – Round 3

In accordance with Council's Community Sponsorship Policy, applications for community sponsorship under Round 3 of the Community Sponsorship Program 2008/2009 were called in late January 2009 and closed on 6 March 2009. 13 applications were received. Table 1 summarises the applications received, the proposed level of financial assistance and whether a special condition is proposed to be attached to the provision of funding.

| | Applicant | Type ¹ | Proposal | Recommend Amount | Special Condition |
|----|--|-------------------|--|------------------|-------------------|
| 1 | Rachelle Griffin | MA | Representative Indoor Netball | 100 | Nil |
| 2 | Kaitlyn Griffin | MA | Representative Indoor Netball | 100 | Nil |
| 3 | Kinship at Christmas | MA | Purchase of banner | 413 | Nil |
| 4 | Vanessa O'Donnell | MA | Representative equestrian | 100 | Nil |
| 5 | Sydney Baseball Lions Club | MA | "Children's Day Out" for children with special needs. | Nil | Nil |
| 6 | Koori Kids | MA | Printing of flyer for NAIDOC Week School Initiatives | Nil | Nil |
| 7 | Riding for the Disabled | SG | Purchase of a horse float | Nil | Nil |
| 8 | Hawkesbury Community Hub | ES | Community Bush Dance | 2,000 | Nil |
| 9 | Hawkesbury District Concert Band | SG | Hire of bus to transport band on ANZAC Day | 750 | Nil |
| 10 | Kurrajong Community Forum Inc | SG | Removal of Cocos palms | 1,200 | Nil |
| 11 | Richmond Community Services Inc | MA | "Timeout for Mums" Group | 340 | Nil |
| 12 | Hawkesbury Action & Resource Consortium | MA | Contribution to costs to facilitate meetings of group | 80 | Nil |
| 13 | Workers in Neighbourhood Centres, Hawkesbury | MA | Contribution to costs to facilitate meetings of group. | 180 | Nil |
| | | | TOTAL | 5,263 | |

(1) MA = Minor Assistance. ES = 3 Year Event Sponsorship. SG = Seeding Grant. CF = Access to Community Facilities. ICF=Improvement to Council Facility

Table 1 - Requests for financial assistance Round 3 of 2008/2009 Community Sponsorship Program

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The applications received were assessed against the applicable criteria outlined in Council's Community Sponsorship program. This criteria reflects the provisions of Council's adopted Sponsorship Policy and the amounts recommended for approval are consistent with the policy. A more complete summary of the assessment of applications against the Community Sponsorship Program is appended to this report - including the details of special conditions to be applied to the recommended financial assistance (Attachment 1).

Should Council approve the provision of the proposed financial assistance, Council's standard Sponsorship Agreement will need to be executed for Applications 8 (Hawkesbury Community Hub), 9 (Hawkesbury District Concert Band) and 10 (Kurrajong Community Forum Inc.). Sponsorship Agreements are not required for the other recommended applicants.

There are sufficient funds to cover the total recommended amount of \$5263.00.

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

Funding allocations recommended in this report are available within current budget provisions.

RECOMMENDATION:

That Council:

1. Approve payments of Section 356 Financial Assistance to the organisations or individuals listed, and at the level recommended in Table 1 of this report.
2. Approve the execution of Council's standard Sponsorship Agreement for applications 8, 9 and 10 as identified in Table 1 of this report.

ATTACHMENTS:

AT - 1 Assessment of Applications under Round 3 Community Sponsorship Program 2008/2009.

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AT - 1 Assessment of Applications under Round 3
Community Sponsorship Program 2008/2009

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

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2009

Item:58 **CP - Request Under Section 82A Review of Determination Removal of One (1) Tree - 537 Grose Vale Road, Grose Vale - (95498, 98874, DA0851/08)**

Development Information

Applicant: Mr George Thomson
Owner: Mr George Thomson
Stat. Provisions: Hawkesbury Local Environmental Plan 1989
 Hawkesbury Development Control Plan 2002
Area: 4046m²
Zone: Hawkesbury Local Environmental Plan 1989
Date Received: 9 January 2009

Key Issues: ♦ Justification for Tree Removal

Recommendation: Refusal

REPORT:

The application seeks a review of determination of the DA0851/08 seeking to remove one (1) Cabbage Gum tree (known as tree 20) on the above property.

The application was refused under delegated authority on the 6 January 2009. The request was supported by a number of email submissions from the applicant.

The matter is being reported to Council in accordance with the provisions of Section 82A of the Environmental Planning and Assessment Act as the review must be determined by the next level of delegation which in this case is the Council.

Colour photos of the tree and an aerial photo of the subject site are available in the Council Chambers.

Details of the Application

The additional submission to support the request has provided the following comments:

- The danger the tree causes to children, adults and the public due to its position and health (previous report provided).
- Damage the tree will cause if branches fall on the assets of the property such as pool, pool fencing and boundary fencing.
- Forced to remove the water from the pool due to the dangers.
- Applicant feels he has been discriminated by Council and its officers.

Background

DA0008/08 sought approval for the removal of 27 trees which included the subject tree 20. An independent arborist (arranged by Council) inspected the trees with Council officers and their comments were considered in determining which trees should be removed.

Approval was granted, under delegated authority, for the removal of 11 trees and the pruning of dead branches and those within two metres of the power lines for trees 1, 20.

The applicant then submitted an application for a review of determination under Section 82A and this was accompanied by a report prepared by an arborist on behalf of the applicant. This report was considered by

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Council's arborist and approval was granted for the removal of an additional three trees and the pruning of one tree (No.11).

In respect to tree 20 the applicant claimed that the bulges in the tree showed that the trees health was compromised and that the tree was dangerous. Council's arborist did not agree and the applicant was advised that further investigations (Picus Sonic Tomograph) should be carried out on the bulges in the lower trunk to identify if the tree is compromised structurally internally. If this further investigation revealed that the tree is structurally compromised its removal would be supported. The applicant did not pursue this investigation.

Subsequently, DA0851/08 sought the approval to remove tree 20 and no further reports were provided with the application. The application was assessed by another Council officer with arborist qualifications and the previous arborist report from the applicant was made available. The tree was inspected visually from the ground.

The application was refused for the following reasons:

1. *The tree is in good health and condition and no justification exists for its removal.*
2. *Removal of the tree is not in the public interest.*

Review of Additional Information

The applicant's arborist report submitted with the previous application stated in their conclusion in respect to tree 20:

"Tree No.20 is in advanced decline and should be removed. Treatment and /or tree surgery techniques are unlikely to increase its safe life expectancy"

In their further comments they have indicated:

"The requirement of further investigations with a Picus test on tree 20 to confirm if the lower trunk has been structurally compromised appears to be unjustified.

The upper canopy of the western side of the tree is very sparsely foliated, containing numerous dead branches and is comprised mainly of epicormic growth.

The upper canopy on the eastern side is in much the same condition, but has significantly discoloured foliage which appears to be dead.

These symptoms are consistent with root decaying pathogen, not just a stem decaying pathogen.

As these pathogens are mostly confined to the root system, it is very unlikely that they would be detected in a Picus test.

Tree 20 has symptoms associated with root decay and is in advanced stages of decline. Due to its height and location, it has a high potential to cause injury to persons and damage to property. It has no realistic, safe life expectancy and its consent for removal should be given.

Several branches of the tree have been recently pruned with Council consent.

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Council's arborist has reviewed the applicants reports and has provided the following assessment on tree 20

| | | |
|-----------------------------|---|---|
| Tree Characteristics | | |
| | Species | <i>Eucalyptus amplifolia</i> |
| | Size | 20+m |
| | Age Class | Semi-mature |
| | Form | Minor asymmetry |
| Tree Condition | | |
| | Foliage | Normal to sparse density, some dieback within the canopy, and epicormic growth in one lower branch |
| | Growth Obstructions | No growth obstruction, no surrounding trees or buildings |
| | Vigour Class | Average |
| | Major Pests/Disease | Nil sited |
| | | |
| Site Condition | | |
| | Site Character | Tree is located at the rear of the property on the lower part of the slope with no significant obstruction. An access road is adjacent the tree but has not affected the growth of the tree |
| | Landscape | Rural property with lower vegetation clearance having occurred recently. |
| | Obstructions | No significant obstruction to tree. Service lines to neighbouring property occur on the opposite side of access road with pruning undertaken to reduce obstruction |
| | Prevailing Winds | Prevailing winds would occur from the South East. |
| Target | | |
| | Type | No significant targets are around the tree within the potential fall zone. |
| Overall Conditions | <p>The tree is suffering from minor dieback of the branches; there is a small pocket of epicormic growth.</p> <p>The trunks of the tree show no signs of fractures, no evidence of decay or activity relating to decay</p> <p>No bleeding or sap flow except for recent pruning activity. The Recent pruning activity has lifted the crown and removed a number of significant branches.</p> <p>These removals have provided evidence that the branch wood towards the base of the tree is in sound condition</p> | |
| Recommendation | <p>Following the assessment of the tree removal of the tree is not warranted. Recommend that the tree be further assessed in 12 months if significant decline in canopy health occurs.</p> | |

The tree is located in the south eastern corner of the property and is approximately 25m from the edge of the pool and 35m from the dwelling house. The land where the tree is located slopes away from the pool and dwelling and if the tree was to fall it would more likely fall away from the pool and towards the south. Adjoining the southern boundary is the access driveway to the adjoining property and property fences. The nearest dwelling on an allotment to the south is approximately 25m from tree 20.

The visual inspections, by officers with arborist qualifications, of tree 20 from the ground have both found that the tree is suffering from some minor dieback of the branches and small pockets of epicormic growth. Recent pruning activity has lifted the crown and removed a number of significant branches. These removals have provided evidence that the branch wood towards the base of the tree is in sound condition. There is no justification to warrant the removal of the tree.

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Based on the advice from both of Council's tree officers, the location of the pool and dwelling and the slope of the land there is likely to be a low potential for the tree, in its current health, to fail and damage the main assets (pool, dwellings and sheds/garages) of the property or adjoining properties.

Planning Decision

As this matter is covered by the definition of a "planning decision" under Section 375A of the Local Government Act 1993, details of those Councillors supporting or opposing a decision on the matter must be recorded in a register. For this purpose a division must be called when a motion in relation to the matter is put to the meeting. This will enable the names of those Councillors voting for or against the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

RECOMMENDATION:

That the Section 82A review of DA0851/08 by Council confirm the refusal to remove tree 20.

ATTACHMENTS:

AT - 1 Locality Plan

AT - 2 Site Plan

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AT - 1 Locality Plan

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

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Meeting Date: 31 March 2009

AT - 2 Site Plan

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

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2009

INFRASTRUCTURE SERVICES

Item:59 IS - Ham Common - Draft Plan of Management - (95494, 79354)

REPORT:

A Plan of Management and Master Plan for the continuing management of Ham Common, Clarendon has been developed.

As part of the community consultation process, a community meeting/workshop was held on 7 October 2008. Notice was given by advertisements and advice to other key stakeholders. Attendance to the meeting was poor with only 4 residents and a representative of the local indigenous community present.

The Draft Plan of Management and Master Plan for Ham Common is now complete. It is proposed to place the plan on public exhibition for the mandatory 28 day period, with a further two week period for the completion of written submissions.

Following the community consultation period, results will be reviewed and significant changes implemented into the Plan prior to consideration of adoption by Council.

Conformance to Strategic Plan

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

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

Funding

Future improvements to the Reserve are proposed to be funded from the Park Improvement Program, Section 94 funds and Grants depending upon availability of funding.

RECOMMENDATION:

The Ham Common Draft Plan of Management and Master Plan be placed on public exhibition for the mandatory 28 day consultation period, with a further two week period for the completion of written submissions.

ATTACHMENTS:

AT - 1 Ham Common Draft Plan of Management and Master Plan - (*To be distributed under separate cover*)

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2009

Item:60 IS - Streeton Lookout - Draft Plan of Management - (95454, 79354)

REPORT:

A Plan of Management and Master Plan for the continuing management of Streeton Lookout, Freeman's Reach has been prepared.

As part of the community consultation process, a community meeting/workshop was held on 16 October 2008. Notice was given by advertisements and advice to other key stakeholders. Attendance to the meeting was high with over 21 residents and representatives of the local indigenous community present.

The Draft Plan of Management and Master Plan for Streeton Lookout, Freeman's Reach is now complete. It is proposed to place the plan on public exhibition for the mandatory 28 day period, with a further two week period for the completion of written submissions.

Following the community consultation period, results will be reviewed and significant changes implemented into the Plan prior to consideration of adoption by Council.

Conformance to Strategic Plan

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

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

Funding

Future improvements to the Reserve are proposed to be funded from the Park Improvement Program, Section 94 funds and Grants depending upon availability of funding.

RECOMMENDATION:

The Streeton Lookout Draft Plan of Management and Master Plan be placed on public exhibition for the mandatory 28 day consultation period, with a further two week period for the completion of written submissions.

ATTACHMENTS:

AT - 1 Streeton Lookout Draft Plan of Management and Master Plan - (*To be distributed under separate cover*)

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2009

Item:61 **IS - Charles Kemp Reserve - Funding for Works - (79354)**

Previous Item: 51, Ordinary (10 March 2009)

REPORT:

At Council's Ordinary meeting held on 10 March 2009, it was resolved:

"That:

1. *The Charles Kemp Reserve Plan of Management and Master Plan be adopted.*
2. *Further community consultation be undertaken with a view to the reclassification of a five metre strip of land, adjacent to the southern boundary of the Reserve (approximately 650m²) to Operational Land, and the Plan of Management be amended as required.*
3. *Any funding or grants for works on Charles Kemp Reserve be reported back to Council."*

In relation to Point 3, the following funds have been allocated to Charles Kemp Reserve for the 2008/2009 financial year:

- \$6,993 – for a bush regeneration contractor to undertake weed control (this contract has already been awarded)
- \$34,569 – to remove the old house, which contains asbestos. The house has been vandalised to a point that it is now dangerous.

No other funds have been allocated to this Reserve although some emergency works such as signage or bollards may be provided from maintenance budgets if required.

Conformance to Strategic Plan

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

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

Funding

These funds are provided from within the current Bushland Maintenance Budget and the Parks M&R Budget.

RECOMMENDATION:

That the information be received.

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ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2009

Item:62 IS - Proposing Naming of Cycleway/Pedestrian Bridge over South Creek, Windsor - (95494)

REPORT:

The Roads and Traffic Authority (RTA) are currently undertaking the construction of the new cycleway/pedestrian bridge over South Creek, Windsor. The works are part of the final stage of the Windsor Road upgrade. It is anticipated that construction of the bridge will be completed by the end of April 2009.

A submission to name the bridge has been provided to the RTA by Mr John Miller, representing the Hawkesbury Historical Society. The RTA in assessing this proposal is seeking Council's concurrence.

The proposed name is "Andrew Thompson Bridge". The submission is supported with the following details:

1. Andrew Thompson was an early settler who farmed the land on McGraths Hill Flats and built the first bridge over South Creek in 1802.
2. Governor Macquarie had written on Thompson's gravestone that he considered Thompson was the principle founder of Windsor.

In researching this name, Council's Local Studies Librarian, has provided the following information.

"From a historical perspective, the naming of the crossing after Andrew Thompson, an emancipated convict who was a local entrepreneur is a reasonable choice. He is recorded in the Australian Dictionary of Biography, (see online version at <http://www.adb.online.anu.edu.au/biogs/A020475b.htm>) Thompson Square is named after him and he was responsible for the construction of the first Floating Bridge over South Creek. Apparently this was the first bridge in the colony to be granted permission to collect tolls. Thompson died in 1810.

Another worthy name for the bridge is "John Howe". Howe was a local settler and auctioneer. He was one of the main contractors who constructed the road from Sydney to Windsor. He was chief constable at Windsor from 1814 to 1821 and coroner. A new bridge was established by John Howe (1774-1852) on behalf of Thompson's estate and it was opened by Governor Lachlan Macquarie and named "Howe Bridge" in 1813. It was replaced several times but always known as "Howe Bridge", it operated for many years and was replaced by the Fitzroy Bridge in 1853. Fitzroy was the Governor at the time the new bridge was replaced. Howe was also well known for his explorations to the Hunter River area. For additional information about Howe see Australian Dictionary of Biography, (online version <http://www.adb.online.anu.edu.au/biogs/A010521b.htm>)."

In view of the information provided by the RTA, Mr John Miller and Council's Local Studies Librarian, it is recommended that the naming of the new cycleway/pedestrian bridge over South Creek, Windsor as "Andrew Thompson Bridge" be supported, and the RTA be advised of Council's concurrence to this naming.

Conformance to Strategic Plan

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

"Objective: Strategic Direction: Establish a framework to define and equitably manage the infrastructure demands of the City. "

Funding

Nil impact on the current budget should the proposal proceed.

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RECOMMENDATION:

That the proposed naming of the new cycleway/pedestrian bridge over South Creek, Windsor by the RTA, as "Andrew Thompson Bridge" be supported, and the RTA be advised accordingly.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2009

Item:63 **IS - Glossodia, Freemans Reach and Wilberforce Sewerage Scheme Connection Policy - (95494, 88320)**

REPORT:

The Three Towns (and Agnes Banks) Sewerage Advisory Committee recently considered a Policy in relation to the connection to the Glossodia, Freemans Reach and Wilberforce Sewerage Scheme.

The policy aims to outline the requirements and options for property owners when connecting to the sewerage scheme, assist Council in ensuring that those properties which are required to connect to the sewer are connected, and to promote the sustainable reuse of wastewater utilising 'best practice' onsite sewage management.

In accordance with the Committee's recommendation, the policy is now provided for Council's considered and adoption.

Conformance to Strategic Plan

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

"Objective: Establish a framework to define and equitably manage the infrastructure demands on the City."

Funding

Nil impact on current budget.

RECOMMENDATION:

That the Glossodia, Freemans Reach and Wilberforce Sewerage Scheme Connection Policy be adopted.

ATTACHMENTS:

AT - 1 Glossodia, Freemans Reach and Wilberforce Sewerage Scheme Connection Policy, February 2009 - *(to be distributed under separate cover).*

oooO END OF REPORT Oooo

ORDINARY MEETING**Meeting Date: 31 March 2009****SUPPORT SERVICES****Item:64 SS - Monthly Investments Report - February 2009 - (96332, 95496)****Previous Item:** 17, Ordinary (3 February 2009)**REPORT:**

According to Clause 212 of the Local Government (General) Regulation 2005, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether or not investments have been made in accordance with the Act, the Regulations and the Council's Investment Policy.

The following table lists the investment portfolio held by Council at 28 February 2009, in a form compliant with legislative and policy requirements.

All investments have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

February 2009

The following table indicates that Council held \$37.08 million in investments as at 28 February 2009. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, and the credit rating of the investments, are provided below.

| Investment Type | Lodgement Date | Maturity Date | Interest Rate % | Principal \$ | Rating | Total \$ |
|---------------------------|----------------|---------------|-----------------|--------------|--------|-----------|
| On Call | | | | | | |
| CBA | 28-Feb-09 | | 3.20% | 7,580,000 | A1+ | 7,580,000 |
| Term Investments | | | | | | |
| ANZ | 24-Dec-08 | 24-Mar-09 | 5.50% | 1,000,000 | A1+ | |
| ANZ | 23-Feb-09 | 25-May-09 | 4.00% | 3,000,000 | A1+ | |
| Bank of Queensland | 20-Jan-09 | 20-Jul-09 | 5.05% | 1,000,000 | A2 | |
| Bendigo and Adelaide Bank | 20-Jan-09 | 22-Apr-09 | 5.30% | 1,000,000 | A2 | |
| CBA – Equity Linked Note | 05-Dec-07 | 05-Jun-09 | 0.00% | 2,000,000 | A1+ | |
| Citibank | 20-Jan-09 | 20-Jul-09 | 5.08% | 1,000,000 | A1 | |
| Macquarie Bank | 24-Feb-09 | 29-May-09 | 4.30% | 1,000,000 | A1 | |
| NAB | 29-May-08 | 29-May-09 | 8.39% | 3,500,000 | A1+ | |
| NAB | 25-Sep-08 | 25-Mar-09 | 8.00% | 5,500,000 | A1+ | |
| Westpac | 26-Feb-09 | 24-Jun-09 | 4.20% | 2,000,000 | A1+ | |

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| | | | | | | |
|--|-----------|-----------|-------|-----------|-----|-------------------|
| Westpac | 20-Feb-09 | 18-Jun-09 | 4.20% | 3,000,000 | A1+ | |
| Westpac | 20-Nov-08 | 24-Mar-09 | 6.00% | 3,000,000 | A1+ | |
| Westpac | 01-Dec-08 | 02-Mar-09 | 5.50% | 2,500,000 | A1+ | 29,500,000 |
| TOTAL INVESTMENT AS AT 28 FEBRUARY 2009 | | | | | | 37,080,000 |

TOTAL INVESTMENT AS AT 28 FEBRUARY 2009

| | |
|--|-------|
| Bench Mark - February 2009 - Cash Rate | 3.25% |
| Actual - February 2009 | 5.06% |

Performance by Type

| Category | Balance | Average Interest | Difference to Benchmark | Restriction Type | Amount |
|--------------|-------------------|------------------|-------------------------|-------------------------------|-------------------|
| Cash at Call | 7,580,000 | 3.20% | -0.05% | External Restrictions -S94 | 7,334,844 |
| Term Deposit | 29,500,000 | 5.54% | 2.29% | External Restrictions - Other | 9,157,310 |
| | | | | Internal Restrictions | 13,670,576 |
| | | | | Unrestricted | 6,917,270 |
| | 37,080,000 | 5.06% | 1.81% | Total | 37,080,000 |

The various sources of the restricted funds referred to in the above table are as follows:

External Restrictions – Section 94 Contributions

External Restrictions – Other (reserve details below)

- Waste Management
- Sewerage
- Unexpended Grants
- Stormwater Management

Internal Restrictions (reserve details below)

- Employees Leave Entitlements
- Election
- Information Technology
- Plant Replacement
- Infrastructure
- Property Development (currently negative balance)
- Risk Management
- Heritage
- Sullage
- Tip Remediation

With regard to the above details, those funds subject to external restrictions **cannot** be utilised for any purpose other than that specified.

In respect of funds subject to internal restrictions, whilst it would “technically” be possible for these funds to be utilised for other purposes such a course of action, unless of a temporary internal loan basis, would not be recommended nor would it be “good business practice,” as these funds have been allocated for specific purposes (information technology, plant replacement, risk management, etc.) or to meet future known expenses that should be provided for on an ongoing basis (employee leave entitlements, election, etc.)

ORDINARY MEETING

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Funds referred to as “unrestricted” are, effectively, Council’s daily operational funding for purposes such as the payment of salaries and wages, various works proposed or in progress as adopted in Council’s budget, daily operational expenses, etc. These “unrestricted” funds could only be utilised for other purposes by the reduction of a corresponding amount from a service or provision already included within Council’s adopted budget. The level of these funds also vary depending upon the business cycle in areas such as the payment of creditors, receipt of rate payments, capital works and/or purchases, etc.

Investment Commentary

The investment portfolio increased by \$0.19m for the month. The increase was due to additional income over expenditure for the February period. During February, various income was received totalling \$5.4m, including rate payments amounting to \$2.8m, while payments to suppliers and staff costs amounted to \$4.8m.

The investment portfolio is diversified across various investment types. This includes term deposits and on-call accounts.

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Council’s investment portfolio has been reviewed and rebalanced in favour of investments not subject to share market volatility. Comparisons are made between existing investments with available products that are not part of Council’s portfolio. Independent advice is sought on new investment opportunities.

On 3 February 2009, Council considered a report on the Federal Government’s Guarantee Scheme on deposits and wholesale funding of eligible authorised deposit-taking institutions and resolved as follows:-

"That:

- 1. In respect of Council funds invested with acknowledged tier one major Australian trading banks (ANZ, CBA, NAB and Westpac), that Council accept the coverage available, without cost, from the Federal Government’s “Guarantee Scheme”, and not optionally guarantee additional funds.*
- 2. Council’s investments in other banking institutions, not referred to in 1 above, and authorised under the current Ministerial Investment Order and Council’s Investment Policy, be limited to an amount equivalent to the level of funds that receive coverage under the Federal Government’s “Guarantee Scheme” without additional cost to Council.*
- 3. All investments be made in accordance with Council’s investment policy.*
- 4. Council receive a further report updating Council’s Investment Policy following the release of new investment guidelines by the Department of Local Government."*

In February 2009, action has been taken to comply with the above resolution, by not optionally guaranteeing amounts invested with the tier one major Australian trading banks (ANZ, CBA, NAB and Westpac), over and above the amounts that are covered by the free Government Guarantee Scheme.

During January and February 2009, Council has invested \$4 million with 2nd tier financial institutions. The investment of \$1 million with four 2nd tier banks is entirely covered by the free Government Guarantee Scheme, and is in accordance with the revised Ministerial Investment Order, Council’s Investment Policy, and Council’s resolution at its meeting on 3 February 2009.

In February 2009, the Reserve Bank cut official interest rates by one percent to a cash rate of 3.25%, taking interest rates to their lowest levels since the 1960’s. The Reserve Bank has reduced official interest rates five times since September 2008, with the interest rate reducing overall by 4% in this time. This follows 12 consecutive official interest rate rises between May 2002 and March 2008. The Reserve Bank, in making its decision to cut interest rates in February 2009, took into account the already announced latest Federal Government stimulus package of \$42 billion. Despite the Reserve Bank possibly taking a

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more cautious approach to monetary policy in the coming months, the forecast is for further interest rate reductions in the near future.

Conformance to Strategic Plan

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

"Objective: Maximise return on Council's investment portfolio"

Funding

Funds have been invested with the aim of achieving budgeted income in 2008/2009.

RECOMMENDATION:

That the information be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2009

CONFIDENTIAL REPORTS

Item:65 **GM - Richmond Club Limited - Proposed Extension of Hawkesbury Living Nursing Home, 116 March Street, Richmond - (79351, 95498, 3996)**
CONFIDENTIAL

Previous Item: 236, Ordinary (25 November 2008)

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 possible transactions relating to a Council and/or other 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: 31 March 2009

Item:66 **IS - Tender No.010/FY08 - Reconstruction of Hermitage Road Bridge - (95495, 79344) 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.

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Meeting Date: 31 March 2009

Item:67 IS - FY004/09 - Tender for Cleaning of Various Council Buildings - (95494, 79340)
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: 31 March 2009

Item:68 **SS - Property Matter - Lease to Sharon Bell, Trading as 'Bojangles Beauty Basix' - Shop 8 Glossodia Shopping Centre, Glossodia - (31304, 102477) 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: 31 March 2009

Item:69 **SS - Property Matter - Assignment of Lease from Kezron Holdings Pty Ltd to Peter and Deborah Hunter Trading as 'Curves' - Suite 2 Level 1 Deerubbin Centre, 300 George Street, Windsor - (95496,104422) 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: 31 March 2009

Item:70 **SS - Property Matter - Lease to Jud Sebastian Haines Trading as 'Glossodia Country Fresh Meats' - Shop 4 Glossodia Shopping Centre, Glossodia - (31304, 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

section 5

reports
of committees

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Reports of Committees

SECTION 5 - Reports of Committees

ROC - Hawkesbury Macquarie 2010 Committee Minutes - 12 March 2009 - (95852)

The meeting commenced at 9:00am in the Large/Small Committee Room, Hawkesbury City Council.

| | | |
|-----------------------|-----------------------|----------------------------------|
| Present: | Councillor Rex Stubbs | Chair, Councillor Representative |
| | Anthony Miller | Community Representative |
| | Carol Edds | Community Representative |
| | Colin Mitchell | Community Representative |
| | Cathy Bell | Community Representative |
| | Danielle Wheeler | Community Representative |
| | Dudley Mercer | Community Representative |
| | Frank Holland | Community Representative |
| | Gai Timmerman | Community Representative |
| | John Miller | Community Representative |
| | Judy Newland | Community Representative |
| | Kerry Gannell | Community Representative |
| | Lesley George | Community Representative |
| | Max Jarman | Community Representative |
| | Brian Mayfield | Community Representative |
| | Helen Garrick | Community Representative |
| | Jean Stephens | Community Representative |
| | Esther Perry | Hawkesbury City Council |
| | Fiona Mann | Hawkesbury City Council |
| Apologies: | Aunty Edna Watson | Community Representative |
| | Virginia Kruse | Community Representative |
| | Jan Barkley Jack | Community Representative |
| | Pat Salgado | Community Representative |
| | Melissa Stubbings | Community Representative |
| | Keri Whiteley | Hawkesbury City Council |
| In Attendance: | Joseph Litwin | Hawkesbury City Council |

REPORT:

RESOLVED on the motion of Colin Mitchell and seconded by Carol Edds that the apologies be accepted.

Section 1 - Confirmation of Minutes

1. Matters arising from Previous Minutes

- 1.1 Carol Edds noted an error in relation to the recorded motion for Item 6.
- 1.2 Carol Edds requested an update on the status of the Heritage Trail and Hawkesbury Seminar Projects. Mr Litwin advised that he would liaise with Ms Whiteley regarding these projects.
- 1.3 Carol Edds queried the omission of the Notice of Motion from the previous meeting regarding the distribution of e-mails seeking information on planned Macquarie 2010 activities from community groups. Mr. Litwin advised that following consultation with the Director Support Services, he had clarified the process for Notices of Motion and that according to Council's

Code of Meeting Practice a Notice of Motion was required to be lodged 7 days prior to the meeting at which they were to be discussed – under these arrangements a Notice of Motion cannot be moved from the floor. Mr Litwin was queried in relation to this and advised that the intent of this requirement was to ensure that relevant information could be provided to committee members in relation to a Notice of Motion so that committee members could make an informed decision regarding the issue raised through a Notice of Motion. Nevertheless, Mr. Litwin did advise that he had distributed the e-mail as requested by the Committee on this occasion.

2. Confirmation of Minutes

RESOLVED on the motion of John Miller seconded by Colin Mitchell that the Minutes of the Hawkesbury Macquarie 2010 Committee held on 10 February 2009 be confirmed.

SECTION 2 - REPORTS FOR DETERMINATION

Item 7 – Establishment of Working Groups for Macquarie 2010 Committee

DISCUSSION:

- Councillor Rex Stubbs requested a motion from the Committee to accept the recommendation with the Business Paper to enable the committee to discuss the proposed objectives and tasks for each working party to assist the Committee to determine the membership of the working parties. A motion to this effect was moved by Carol Edds and Seconded by John Miller.
- The Committee then discussed the proposed objectives and tasks of working parties, determined members for each working, and appointed a convenor for each working party.
- The mechanics of how working parties were to operate were then discussed. It was agreed that convenors would be responsible for convening working party meetings and for ensuring that the minutes of working party meetings were conveyed to Mr. Litwin for inclusion in the Committee Business Papers at least five working days prior to the scheduled Macquarie 2010 committee meeting. Mr. Litwin advised that he would forward a list of appointed working party members and their contact details to committee members.

MOTION:

RESOLVED on the motion of Carol Edds and seconded by John Miller.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION.

That:

The objectives, tasks and membership of working parties be ratified as follows:

ORDINARY MEETING
Reports of Committees

| Name | Objective | Tasks | Membership |
|-----------------------|--|--|--|
| 1. Programming | To produce a consolidated program of events for Macquarie 2010 Celebrations in the Hawkesbury (including both Council and Community sponsored events). | <ol style="list-style-type: none"> 1. Confirm details of Council sponsored events (following adoption of 2009/2010 financial estimates). 2. Confirm details of Community initiated events (through Eol process). 3. Advise + recommend (to Council) on applications for sponsorship under the proposed Macquarie 2010 Seed Funding Program (if established by Council) 4. Liaise with event organisers to resolve issues re timing and sequencing of events. 5. Liaise with other Macquarie 2010 Councils to incorporate 'external' events into Calendar where appropriate 6. Prepare and forward calendar of events to Branding + Marketing Working Party. 7. Recommend signature events to which the Governor/dignitaries should be invited to. | Convenor – Dudley Mercer Clr. Rex Stubbs John Miller Cathy Bell Frank Holland Judy Newland Carol Edds Keri Whiteley |

| Name | Objective | Tasks | Membership |
|--------------------------------|---|---|---|
| 2. Branding + Marketing | To establish a common branding suite and marketing proposal for Macquarie 2010 events | <ol style="list-style-type: none"> 1. Develop Macquarie 2010 branding for Hawkesbury (having regard to any state and other Macquarie Council branding) 2. If required, develop style guide to assist event organisers in promoting events. 3. Develop + implement co-ordinated marketing program for the endorsed Macquarie 2010 Calendar of Events. | Convenor – Colin Mitchell Lesley George Gai Timmerman Anthony Miller John Miller Fiona Mann Pat Salgado (to be confirmed) |

| Name | Objective | Tasks | Membership |
|-------------------------|--|---|--|
| 3. Event Support | To assess event support needs and provide required training and advice to assist event organisers to stage events. | <ol style="list-style-type: none"> 1. Determine the likely event support requirements of groups seeking to stage events included within the endorsed Macquarie 2010 calendar of events. 2. Organise training for event organisers. 3. Respond to requests for information/advice from event organisers (through regular bulletins?). | Convenor – Esther Perry Colin Mitchell Dudley Mercer Virginia Kruse |

| Name | Objective | Tasks | Membership |
|--------------------------------|---|---|---|
| 4. Sponsorship + Grants | To investigate and act on opportunities to secure non-Council financial or in-kind assistance for Macquarie 2010 Celebrations.. | <ol style="list-style-type: none"> 1. Identify a budget holder for funds which may be secured through sponsorship. 2. Investigate corporate and other sponsorship opportunities. 3. Identify process/procedures for distribution of sponsorship funds received to event organisers. 4. Identify grant opportunities | Convenor – Danielle Wheeler Anthony Miller Carol Edds Max Jarman |

Item 8 – Expressions of Interest for inclusion in Macquarie 2010 Calendar

DISCUSSION:

- Jean Stephens advised the committee of planning for Macquarie 2010 underway at Castlereagh.

MOTION:

RESOLVED on the motion of Frank Holland and seconded by Gai Timmerman.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION.

That

1. The Expressions of Interest received from community groups for events and activities to be included in the proposed Macquarie 2010 Calendar of Events be forwarded to the Programming Working Party.
2. The Macquarie 2010 Calendar to incorporate information about planned events and activities to take place at Castlereagh.

SECTION 3 - GENERAL BUSINESS

- Dudley Mercer sought clarification of matter he previously raised regarding Council providing blanket insurance cover for community groups staging Macquarie 2010 events. Mr. Litwin advised that it was not possible for Council to provide blanket coverage as each individual event or activity would need to be assessed from a risk management perspective. Mr. Litwin advised that it would be possible for funds (through the proposed Macquarie 2010 Seed Funding Program if approved by Council) to be made available to cover insurance costs. Ms. Perry advised that this issue could be considered by the Event Support Working Party.
- Lesley George sought clarification as to the status of the \$5,000 allocated by Council this financial year to support the work of the Committee. Mr. Litwin advised that these funds were being used to meet the costs of establishing the Committee and supporting its work. Ms. George noted that the Business Papers were being e-mailed to committee members as well as hard-copies being sent in the mail, and suggested that funds could be saved if the Business Papers were only e-mailed to committee members. After some discussion it was agreed that committee members would indicate their preference in this regard.
- John Miller suggested that the Macquarie portrait be used as unifying symbol for printing of Macquarie 2010 material. It was agreed that this matter should be referred to the Branding and Marketing Committee.
- Danielle Wheeler suggested that the Committee needed to explore its vision and goals for the Macquarie 2010 celebrations. Considerable discussion ensued with each committee member providing a short précis of their views in relation to this subject. Mr. Miller provided advice regarding the reconstitution of a state-wide committee to be chaired by the Hon. John Aquilina. It was agreed that Mr. Aquilina or his representative be invited to a committee meeting to brief the committee on the work of the state committee.

ORDINARY MEETING
Reports of Committees

NEXT MEETING – to be held at 9.00 am on Thursday 9 April 2009, in the Council Chambers Hawkesbury City Council, 366 George St. WINDSOR.

Meeting Closed at 11.55 am.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Reports of Committees

ROC - Local Traffic Committee - 18 March 2009 - (80245)

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Wednesday, 18 March 2009, commencing at 3:00pm.

ATTENDANCE

- Present:** Councillor B Bassett (Chairman)
Mr R Williams, MP (Hawkesbury)
- Apologies:** Mr R Elson, Department of Transport
Mr J Suprain, Roads and Traffic Authority
Snr Constable M Simmons, NSW Police Service
Mr J Christie, Officer of Messrs A Shearan, MP and J Aquilina, MP
- In Attendance:** Mr C Amit, Manager, Design & Mapping Services
Ms B James, Administrative Officer, Infrastructure Services

The Chairman tendered an apology on behalf of Mr J Christie & Mr J Suprain, advising that they concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on their behalf.

SECTION 1 - Minutes

Item 1.1 Minutes of Previous Meeting

Refer to end of Business Paper.

Item 1.2 Business Arising

Item 1.2.1 LTC - 18 March 2009 - Item 1.2.1 - Intersection of George Street and Hawkesbury Valley Way, Windsor – Traffic Conflict (80245)

Previous Item: Item 4.6, Local Traffic Committee (18 February 2009)

REPORT:

Clr Bassett advised that a site visit was undertaken at this intersection following the Local Traffic Committee meeting on 18 February 2009 with Mr Williams, Mr Christie and Mr Suprain. It was noted that there was a significant traffic build up at the intersection where vehicles wishing to turn right from George Street into Hawkesbury Valley Way heading to Richmond.

Mr J. Suprain advised that he would request the RTA to expedite the approval of the right turn arrow.

RECOMMENDATION:

That the information be received

APPENDICES:

There are no supporting documents for this report.

SECTION 2 - Reports for Determination

Item 2.1 LTC - 18 March 2009 - Item 2.1 - Bridge to Bridge Power Boat Race Brooklyn to Windsor (Hawkesbury, Londonderry & Riverstone) - (80245, 73829)

REPORT:

Introduction

An application has been received from the Upper Hawkesbury Power Boat Club, seeking approval to conduct the Bridge to Bridge Power Boat Race from Brooklyn to Windsor on 3 May 2009 between the hours of 8.00am and 5.00pm. This event is an annual boat racing event along the Hawkesbury River between Brooklyn Bridge and Windsor Bridge.

The Upper Hawkesbury Power Boat Club has informed the following in respect of this event:

- i) This boat race is from Brooklyn to Windsor via the Hawkesbury River.
- ii) There is a Test and Tune day on 2 May 2009 - Dry Boat Inspections.
- iii) The Club is expecting approximately 120 participants/boats to compete in the event.
- iv) There will be 20 groups consisting of 6 participants/boats each.
- v) This annual event has been held for over seventy years and the club is expecting approximately 2500 spectators (1000 vehicles) on the day of the event, at Governor Phillip Reserve.
- vi) The vehicles of the spectators have not disrupted the traffic movements on the surrounding road network in the past and the same is expected this year
- vii) The vehicles of the spectators will be parked in the car park next to Governor Phillip Reserve. There are more than adequate parking spaces available for off-street parking.

The event organiser has submitted the following items in relation to this event: Appendix 1 (Document Nos. 3004456):

- i) Details of the Special Event - Traffic template;
- ii) RTA - Special Event Transport Management Plan Template;
- iii) Copy of the submission to the NSW Police Service;
- iv) Copies of correspondence forwarded to the NSW Police Service, NSW Ambulance Service, Windsor & Richmond Fire Brigade and SES.

Discussion

Even though this event will be held along the Hawkesbury River and within the Governor Phillip Reserve, this event and the spectators travelling to the event may impact heavily on the state road network on Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street and in particular the local roads such as George Street and Court Street as well as the Ferry services. It would be appropriate to classify

ORDINARY MEETING

Reports of Committees

this event as a “**Class 1**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads & Traffic Authority given that perceived impact.

The event organiser has advised that this event will have minimal impact on the operations of the Ferry services. There will be a Course boat on the approach to each ferry crossing point, which will be communicating via radio with a marshal on the ferry. While a ferry is in motion, all boats will be prohibited from crossing this point until such time as the ferry is at the river bank. While the ferry is at the river bank unloading and loading vehicles, the boats will be allowed to pass.

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

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

The Upper Hawkesbury Power Boat Club has made application under separate cover to Councils' Parks and Recreation section for exclusive use of Governor Philip Reserve.

The event organiser will be required to liaise with the event organiser of the Dirt Works 100 Kilometre Classic 2009 - St Albans event which is being held on 3 May 2009, within the St Albans area, as well as the event organiser for the Hawkesbury Show event being held on 1,2 & 3 May 2009 within the Clarendon area.

RECOMMENDATION:

That:

1. The Bridge to Bridge Power Boat Race from Brooklyn to Windsor event planned for 3 May 2009 be classified as a “**Class 1**” special event under the “Traffic and Transport 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 3.4) 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:

- 4a. the event organiser is to obtain approval to conduct this event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. the event organiser is to obtain approval from the RTA as this is a “**Class 1**” event; **a copy of the RTA approval to be submitted to Council;**
- 4c. the event organiser **is to submit a Transport Management Plan (TMP) for the entire route incorporating a Traffic Control Plan (TCP) to Council and the RTA** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the RTA to satisfy the requirements of the relevant Work Cover legislation;

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- 4d. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than \$20,000,000 **noting Council and the Roads and Traffic Authority as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities**;
- 4e. the event organiser is to obtain the relevant approval to conduct this event from NSW Maritime; **A copy of this approval to be submitted to Council**;
- 4f. the event organiser is to advertise the event in the local press stating the entire route/extent of the event and the traffic impact/delays expected due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4g. the event organiser is to notify the details of the event to the Rural Fire Service at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council**;
- 4h. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses which may be affected by the event for at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council**;
- 4i. the event organiser is to liaise with the event organiser of the Dirt Works 100 Kilometre Classic 2009 - St Albans, event which is being on 3 May 2009, within the St Albans area as well as the event organiser for the Hawkesbury Show event being held on 1,2 & 3 May 2009, within the Clarendon area;
- 4j. the event organiser is to advise all adjoining Councils such as Gosford, The Hills and Hornsby of this event and in particular the reduced crossing/operation of the ferries, and obtaining any necessary approvals from these Councils;
- 4k. the event organiser is to assess the risk and address the suitability of the entire route as part of the risk assessment considering the possible risks for all participants; This assessment should be carried out by visual inspection of the route / site by the event organiser prior to preparing the TMP and prior to the event;
- 4l. the event organiser is to carry 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 design and implement a risk elimination or reduction plan in accordance with the Occupational Health and Safety Act 2000; (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>);
- 4m. the event organiser is to submit the completed "Special Event - Traffic Final Approval" form to Council;

During the event:

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4p. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed along the route, during the event, under the direction of

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- a traffic controller holding appropriate certification as required by the RTA;
- 4r. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4s. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity;

Ferry Services

5. The applicant is to seek RTA approval for the reduced crossing/operation of the Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry Services. There is no objection to the reduced crossing/operation of the Lower Portland Ferry Service. Reduced crossing/operation of the ferry services is subject to the applicant complying with the following conditions, as well as any conditions imposed by the RTA:
- 5a) the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the changes in operation of the Lower Portland Ferry service maintained by Hawkesbury City Council
- 5b) Advertising of the proposed event is to be undertaken at the expense of The event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to :
- traffic impact and delays,
 - exclusive use of Governor Phillip Reserve,
 - timings of reduced crossing/operation of ferry services,
- such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;
- 5c) signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;
- 5d) safety precautions are to be outlined in the TMP and are to be placed at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of the NSW Maritime, RTA and Hawkesbury City Council; and,
- 5e) the Transport Management Centre, Roads & Traffic Authority and Council be authorised to alter ferry reduced crossing/operation times if necessary

APPENDICES:

- AT - 1** Special Event Application - Bridge to Bridge Power Boat Race Brooklyn to Windsor - (Dataworks Document Nos. 3004456) - see *attached*.

Item 2.2 LTC - 18 March 2009 - Item 2.2 - Application for Final Approval: Collectors' Plant Fair at Bilpin - 2009 (Hawkesbury) - (80245, 74282, 74000, 95450)

Previous Item: Item 2.2, Local Traffic Committee (16 July 2008)

REPORT:

Introduction

An application to undertake the Collectors' Plant Fair within the grounds of 27 Powells Road, Bilpin on 18 and 19 April 2009 between the hours of 8.00am and 4.00pm, was reported to the Local Traffic Committee on 16 July 2008. The recommendation of the Local Traffic Committee as part of the Initial Approval, was adopted by Council on 29 July 2008 as follows:

"That:

1. *The event "Collectors' Plant Fair at Bilpin - 2009", planned for 18 and 19 April 2009, be classified as a "Class 2" special event under the "Traffic and Transport 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 3.4) 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:

- 4a. *the event organiser is to obtain approval to conduct this event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;***
- 4b. *the application including the **TMP and the associated TCP is to be submitted to the RTA** for authorisation due to the traffic impact on Bells Line of Road and due to the proposed temporary speed restriction signs to lower the speed limit from 100 kph to 80 kph on this section of Bells Line of Road during the event;*
- 4c. *the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than \$10,000,000 **noting Council and the Roads and Traffic Authority as interested parties on the Policy** and that Policy to cover **both on-road and off-road activities;***
- 4d. *the event organiser is to advertise the event in the local press stating the entire extent of the event and the traffic impact / delays expected due to the event two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);*
- 4e. *the event organiser is to directly notify 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; The applicant is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;***

- 4f. *the event organiser is to submit the completed "Special Event - Traffic Final Approval" form to Council;*

During the event:

- 4g. *maintaining the event access, only via the existing driveway on Powells Road;*
- 4h. *access is to be maintained for businesses, residents and their visitors;*
- 4i. *a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;*
- 4j. *all traffic controllers / marshals operating within the public road network are to hold appropriate certification required by the RTA;*
- 4k. *in accordance with the submitted TMP and associated TCP, appropriate advisory signs, including temporary speed restriction signs, shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities, and traffic control devices are to be placed during the event along the route under the direction of a traffic controller holding appropriate certification required by the RTA;*
- 4l. *the participants are to be advised of the traffic controls arrangements in place, prior to the commencement of the event; and,*
- 4m. *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."*

Discussion

The event organiser has submitted information in order to obtain **Final Approval** for the event. *Refer to Appendix 1.*

- Condition 4 (a): Compliant.
Condition 4 (b): Compliant – speed limit is 80kph.
Condition 4 (c): Compliant.
Condition 4 (d): Compliant – copy of advertisement provided.
Condition 4 (e): Not yet Compliant
Condition 4 (f): Compliant.

RECOMMENDATION:

That no objection be held to the Collectors' Plant Fair at Bilpin - 2009", planned for 18 and 19 April 2009, classified as a "**Class 2**" special event under the "Traffic and Transport Management for Special Events" guidelines issued by the RTA.

Final Approval be granted subject to compliance with the following conditions:

Prior to the event:

- a) the event organiser is to directly notify 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; The applicant is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event;

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During the event:

- b) maintaining the event access, only via the existing driveway on Powells Road;
- c) access is to be maintained for businesses, residents and their visitors;
- d) a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- e) all traffic controllers / marshals operating within the public road network are to hold appropriate certification required by the RTA;
- f) in accordance with the submitted TMP and associated TCP, appropriate advisory signs, including temporary speed restriction signs, shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities, and traffic control devices are to be placed during the event along the route under the direction of a traffic controller holding appropriate certification required by the RTA;
- g) the participants are to be advised of the traffic controls arrangements in place, prior to the commencement of the event; and;
- h) all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately on completion of the activity.

APPENDICES:

AT - 1 Special Event Application for Final Approval- (Dataworks Document Nos. 2996837 and 2996841)
- *see attached*

Item 2.3 LTC - 18 March 2009 - Item 2.3 - Mt Wilson to Bilpin Bush Run 2009 - Mt Irvine Rd & Bells Line of Rd, Bilpin (Hawkesbury) - (80245, 73582, 74282)

REPORT:

Introduction

An application has been received from Bilpin Rural Fire Brigade seeking approval to conduct the Mt Wilson to Bilpin Bush Run on Saturday, 22 August 2009. The route of the Bush Run involves roads in the Blue Mountains and Hawkesbury Local Government areas. The event is an annual 37 kilometre Bush Run which starts in Mt Wilson (Blue Mountains Council) and proceeds mainly via fire trails and private property to a 1.0 kilometre long section of Mt Irvine Road, 2.0 kilometre long section of Bells Line of Road and terminates at Bilpin Community Hall. Mt Irvine Road is a very low traffic (ADT < 100) gravel road.

Refer to the attached Plan No: TR002/09 - Appendix 1.

The event organiser has advised the following:

- a) The last section of the run is along the northern verge of Bells Line of Road, which is a State Road. Vehicular traffic and participants are separated by a verge of approximately 10 metres wide along this section of Bells Line of Road at all points,

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- b) The shoulder of Bells Line of Road (on the section between Mt Irvine Road and Bilpin Community Hall) will not be used at all and any runners found running on the shoulder of Bells Line of Road or outside the designated course will be disqualified,
- c) There will be approximately 250 runners participating in the run, which will be held between 7.00am and 3.00pm,
- d) Off street parking will be provided at Bilpin community Hall for approximately 500 cars.

Discussion

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

The event organiser has submitted the following items in relation to this event: Appendix 2 (Dataworks Document Nos: 2984819 & 3023574):

- i) Details of Special Event – Traffic Template
- ii) Details of the Special Event Transport Management Plan Template - RTA,
- iii) Transport Management Plan (TMP) without the associated TCP, and
- iii) Copy of the Application to the NSW Police Service

RECOMMENDATION:

That:

- 1. The Mt Wilson to Bilpin Bush Run event planned for 22 August 2009 be classified as a "Class 2" special event under the "Traffic and Transport 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 3.4) 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:

- 4a. the event organiser is to obtain approval to conduct this event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. the event organiser **is to submit a Traffic Control Plan (TCP) to Council and the RTA** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the RTA to satisfy the requirements of the relevant Work Cover legislation;
- 4c. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than \$10,000,000 **noting Council and the Roads and Traffic Authority as**

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interested parties on the Policy and that Policy is to cover **both on-road and off-road activities;**

- 4d. the event organiser is to advertise the event in the local press stating the entire route/extent of the event and the traffic impact / delays expected due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4e. the event organiser is to notify the details of the event to the NSW Ambulance Service, NSW Fire Brigade / Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4f. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses which may be affected by the event for at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**
- 4g. the event organiser is to obtain approval from the National Parks and Wildlife Service (Department of Environment and Conservation) for the use of Wollemi National Park and The Blue Mountains National Park;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event;
- 4i. the event organiser is to obtain approval from Blue Mountains Council for the use of their roads;
- 4j. the event organiser is to submit the completed "Special Event - Traffic Final Approval" form to Council;

During the event:

- 4k. access is to be maintained for businesses, residents and their visitors;
- 4l. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4m. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 4n. the runners are to be made aware of and are to follow all the general road user rules whilst running on public roads;
- 4o. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the RTA;
- 4p. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4q. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity.

APPENDICES:

AT - 1 Mt Wilson to Bilpin Bush Run: Plan No. TR002/09

AT - 2 Special Event Application - Mt Wilson to Bilpin Bush Run (Dataworks Document Nos. 2984819 & 3023574) - *see attached*

AT - 1 Mt Wilson to Bilpin Bush Run - Plan No. TR002/09

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

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Item 2.4 LTC - 18 March 2009 - Item 2.4 - Zone One Q60 Endurance Horse Ride - May 2009 - Upper Colo Reserve (Hawkesbury)- (80245, 85005)

REPORT:

Introduction

An application has been received from Zone One Of The NSW Endurance Riders' Associations seeking approval to conduct the Zone One Q60 Endurance Horse Ride on 24 May 2009, utilising Upper Colo Reserve as a base area. The event organiser has advised the following:

Event Schedule: (Zone One Q60 Endurance Horse Ride on 24 May 2009): The riders will be undertaking either a single Leg or a combination of the Legs 1, 2 and 3.

- Leg 1 = 45 Kilometres
- Leg 2 = 35 Kilometres
- Leg 3 = 20 Kilometres
- Duration: between 4.00am and 4.00pm.
- 80 Riders and 20 Helpers.
- Riders travel as Single or small groups of 2 and 3.

Route for the Rides:

Leg 1 - 45 Kilometres

- Start Upper Colo Reserve (Ride Base) turn right out of the Reserve into Hulbert Road,
- Travel along Hulbert Road and turn right into Colo Heights Road,
- Travel along Colo Heights Road, crossing the timber bridge over the Colo River, and turn right into Upper Colo Road,
- Travel along Upper Colo Road, and turn left into Comleroy Road,
- Travel along Comleroy Road, and turn left into the Wollemi National Park (Gees Arm South Trail),
- Travel along Gees Arm South Trail and through private property,
- Travel onto Upper Colo Road and along Upper Colo Road, crossing Wheeny Creek Bridge to Eternity Trail,
- Travel along Eternity Trail – Males Trail, through private property to Greenswamp,
- Travel along Greenswamp to Gees Arm South Trail,
- Travel back along Gees Arm Trail, Comleroy Road, Upper Colo Road, Colo Heights Road and Hulbert Road into the Upper Colo Reserve (Ride Base).

Legs 2 - 35 Kilometres

- Start Upper Colo Reserve (Ride Base) turn right out of the Reserve into Hulbert Road,
- Travel along Hulbert Road and turn right into Colo Heights Road,
- Travel along Colo Heights Road, crossing the timber bridge over the Colo River, and turn right into Upper Colo Road,
- Travel along Upper Colo Road, and turn left into Comleroy Road,
- Travel along Comleroy Road and turn right into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road, and turn right into Sams Way,
- Travel along Sams Way to Gosper Ridge Trail and through the Wollemi National Park,
- Travel back along the Wollemi National Park down to Upper Colo Road and turn right into Upper Colo Road,
- Travel back along Upper Colo Road, Colo Heights Road and Hulbert Road into the Upper Colo Reserve (Ride Base).

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Leg 3 - 20 Kilometres

- Start Upper Colo Reserve (Ride Base) turn right out of the Reserve into Hulbert Road,
- Travel along Hulbert Road and turn right into Colo Heights Road,
- Travel along Colo Heights Road, crossing the timber bridge over the Colo River, and turn right into Upper Colo Road,
- Travel along Upper Colo Road to the end of Upper Colo Road and turn around at the public gate,
- Travel back along Upper Colo Road, Colo Heights Road and Hulbert Road into the Upper Colo Reserve (Ride Base).

Refer to attached drawing "Event Route Plan - Zone One Q60 Endurance Horse Ride – May 2009": Appendix 1.

Where the course covers trafficable roads, the following will be in place:

- A Marshall is to be in place to stop horses crossing whilst vehicles pass,
- At any junction where horses cross or access roads that are main access gates, the Marshall is to notify Traffic of the conditions ahead,
- Signage shall be in place stating the following: Horses on Road, Horses crossing. In areas where the road narrows or is windy; Drive Slowly Horses on Road is to be provided.

Road Inventory

Hulbert Road – Unsealed
Colo Heights Road - Unsealed
Upper Colo Road - Unsealed
Comleroy Road - Unsealed
Mountain Lagoon Road - Unsealed
Sams Way - Unsealed
Roads on private property and within the National Park

The event organiser advises that the Colo River will not be crossed as part of the route and instead, riders will use the Timber Bridge along Colo Heights Road to cross the Colo River.

Discussion

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

The event organiser has submitted the following items in relation to this event: Appendix 2 (Dataworks Document Nos. 2998073 & 3026635)

1. Details of the Special Event - Traffic, Template;
2. Transport Management Plan (TMP) - Referred to in the application as Traffic Management Plan Risk Assessment -, and associated TCP;
3. The Public Liability Insurance to the value of \$20,000,000.
4. Copy of correspondence forwarded to the NSW Ambulance Service, Hawkesbury Rural Fire District and the National Parks and Wildlife Service;
5. Copy of the Resident letter, which does not include the full details of the routes taken.
6. Event Route Plan.

Reserve Matters:

The event organiser has made application with Councils Parks and Recreation Section to utilise Upper Colo Reserve as the Base Area as well as for Camping purposes.

RECOMMENDATION:

That:

1. The Zone One Q60 Endurance Horse Ride event based at Upper Colo Reserve, planned for 24 May 2009 be classified as a "Class 2" special event under the "Traffic and Transport 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 3.4) and the Hawkesbury City Council special event information package that 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:

- 4a. the event organiser is to obtain approval to conduct this event, from the NSW Police Service; **a copy of the Police Service approval to be submitted to Council;**
- 4b. 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. The method and frequency of watering is to be addressed and outlined in writing and added to the TMP;
- 4c. should the Colo River be utilised as the crossing point instead of the Timber Bridge along Colo Heights Road, the event organiser is to obtain the relevant approval to conduct this event from NSW Maritime; **A copy of this approval to be submitted to Council;**
- 4d. should the Colo River be utilised as the crossing point instead of the Timber Bridge along Colo Heights Road, the event organiser is to obtain the relevant approval from the Department of Natural Resources to cross the Colo River; **A copy of this approval to be submitted to Council;**
- 4e. the event organiser is to advertise the event in the local press stating the entire route/extent of the event and the traffic impact / delays expected due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4f. the event organiser is to notify the details of the event to the NSW Fire Brigade and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4g. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses which may be affected by the event for at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**
- 4h. the event organiser is to obtain approval from the National Parks and Wildlife Service (Department of Environment and Conservation) for the use of Wollemi National Park;
- 4i. the event organiser is to obtain approval from the NSW Department of Lands for the use of any Crown road or Crown Land;

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- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event;
- 4k. the event organiser is to carry 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 design and implement a risk elimination or reduction plan in accordance with the Occupational Health and Safety Act 2000; (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>);
- 4l. the event organiser is to submit the completed "Special Event - Traffic Final Approval" form to Council;

During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 4p. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the RTA;
- 4r. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4s. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity; and,
- 4t. 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. The method and frequency of watering is to be undertaken as outlined in the TMP.

APPENDICES:

AT - 1 Event Route Plan - Zone One Q60 Endurance Horse Ride – May 2009_.

AT - 2 Special Event Application - (Dataworks Document Nos.2998073 & 3026635) - *see attached.*

AT - 1 Event Route Plan - Zone One Q60 Endurance Horse Ride – May 2009

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

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Item 2.5 LTC - 18 March 2009 - Item 2.5 - Hawkesbury Show 2009- Hawkesbury Showground, Clarendon - (Londonderry) - (80245, 74207, 80761, 74282)

REPORT:

Introduction

An application has been received from the Hawkesbury District Agricultural Association seeking approval to conduct the Hawkesbury Show on 1, 2, and 3 May 2009 within the Hawkesbury Showground, Clarendon. The times for operation are proposed from 9.00am to 11.30pm for both 1 and 2 May, and 9.00am to 5.00pm for 3 May 2009. The showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.

The event organiser has informed the following:

1. The event is expected to attract approximately 50,000 visitors over the three days it will operate.
2. It is anticipated that most visitors (an estimated 85%) will travel by car. They will park within the Hawkesbury Showground car parking area, the adjacent Hawkesbury Racecourse car parking area, or in the road reserve areas of Hawkesbury Valley Way (formerly Richmond Road) and Racecourse Road and walk to one of the pedestrian entry gates.
3. It is expected that approximately 17,000 vehicles will travel to this area during the three days of the show.

Discussion

Racecourse Road intersects with Hawkesbury Valley Way near the northern boundary of the showground site, and intersects with Blacktown Road approximately 3.5 kilometres to the south. Racecourse Road is a minor rural road of approximately 3.5 kilometres in length with the full length being sealed. In the past, the majority of vehicular traffic would enter and leave Racecourse Road from the intersection with Hawkesbury Valley Way due to the southern section (1.5 kilometres) of Racecourse Road being unsealed. The event organiser has indicated that a high proportion of traffic is still expected from the Hawkesbury Valley Way intersection. Both Hawkesbury Valley Way and Blacktown Road are main arterial roads.

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. Delays are likely to occur when vehicles are leaving the site during peak times, as vehicles queue to enter Hawkesbury Valley Way from Racecourse Road. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the intersection of Blacktown Road. Considerable pedestrian movements are expected along Racecourse Road. It is likely that visitors to the show may park in the road reserve areas of Racecourse Road and Hawkesbury Valley Way as well as the parking areas within the Showground, Clarendon Paddocks and the Racecourse.

It would be appropriate to classify this event as a "Class 1" special event under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads & Traffic Authority (RTA) as it may impact on major traffic and transport systems and there may be significant disruption to the non-event community.

The event organiser has submitted the following items in relation to this event: Appendix 1 (Dataworks Document No. 3018496 & 3017226)

1. Details of the Special Event - Traffic, Template;
2. RTA - Special Event Transport Management Plan Template;
3. Transport Management Plan (TMP) and Traffic Control Plan (TCP);
4. The approval provided by the NSW Police Service dated 14 September 2007;

5. Public Liability Insurance to the value of \$20,000,000.

The TMP and the associated TCP should be submitted to the RTA for authorisation as this event may impact traffic on Hawkesbury Valley Way and Blacktown Road.

The event organiser will be required to liaise with the event organiser of the Bridge to Bridge Power Boat Race (Brooklyn to Windsor) event, which is being held on 3 May 2009, and based at Governor Phillip Reserve, Windsor.

RECOMMENDATION:

That:

1. The Hawkesbury Show 2009 planned for 1,2 & 3 May 2009, within the Hawkesbury Showground, Clarendon, be classified as a "Class 1" special event under the "Traffic and Transport 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 3.4) and the Hawkesbury City Council special event information package that 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:

- 4a. the event organiser is to obtain approval from the RTA as this is a **"Class 1" event; a copy of the RTA approval to be submitted to Council;**
- 4b. the event organiser is to advertise the event in the local press stating the entire route/extent of the event and the traffic impact / delays expected due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4c. the event organiser is to notify the details of the event to the NSW Ambulance Service, NSW Fire Brigade / Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4d. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses which may be affected by the event for at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**
- 4e. the event organiser is to liaise with the event organiser of the Bridge to Bridge Power Boat Race (Brooklyn to Windsor) event, which is being held on 3 May 2009 and based at Governor Phillip Reserve, Windsor;
- 4f. the event organiser is to carry 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 design and implement a risk elimination or reduction plan in accordance with the Occupational Health and Safety Act 2000; (information for event organisers about managing risk is available

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on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>);

- 4g. the event organiser is to submit the completed "Special Event - Traffic Final Approval" form to Council;

During the event:

- 4h. access is to be maintained for businesses, residents and their visitors;
- 4i. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4j. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the RTA;
- 4k. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the RTA; and,
- 4l. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately upon completion of the activity.

APPENDICES:

- AT - 1** Special Event Application - (Dataworks Document Nos. 3018496 & 3017226) - *see attached*.

SECTION 3 - Reports for Information

Nil Reports for Information

SECTION 4 - General Business

- Item 4.1** **LTC - 18 March 2009 - QWN 4.1 - Speed Review - West Portland Road, Sackville - (80245)**

Councillor B Bassett

REPORT:

Advised that the residents of West Portland Road were enquiring as to when the RTA would make a determination on the changes to the speed limits to West Portland Road, Sackville, and whether the RTA would meet with residents.

Mr C. Amit advised that he has been in contact with the RTA in relation to this matter. The RTA has advised that the speed review has been undertaken and the results are expected to be available by the end of March, with final determination and approval to follow. The RTA have indicated that Council will be advised of the initial results as soon as they are available, and subsequent determination and approval. The RTA were also requested to meet with residents if the speed limit was to remain unchanged.

RECOMMENDATION:

That the information be received.

APPENDICES:

There are no supporting documents for this report.

Item 4.2 LTC - 18 March 2009 - QWN 4.2 - Traffic Safety - Intersection of Duke and Macquarie Roads, Wilberforce - (80245)

Councillor B Bassett

REPORT:

Advised that a resident has requested traffic safety improvements at the intersection of Duke and Macquarie Roads, Wilberforce. It was noted that vehicles ignore the existing Give Way signs and that site distance could be an issue.

RECOMMENDATION:

That the intersection of Duke and Macquarie Roads, Wilberforce be investigated in respect to the traffic safety improvements.

APPENDICES:

There are no supporting documents for this report.

Item 4.3 LTC - 18 March 2009 - QWN 4.3 - Request for Safety Barrier on West Portland Road - (80245)

Councillor B Bassett

REPORT:

Advised that Councillor Williams indicated there had been an accident on West Portland Road and enquired if a safety barrier could be provided at that location.

Councillor Bassett advised that he would follow up the exact location with Councillor Williams.

RECOMMENDATION:

That the need for a safety barrier along West Portland Road be investigated, once the location of the accident has been provided by Councillor Williams.

APPENDICES:

There are no supporting documents for this report.

Item 4.4 LTC - 18 March 2009 - QWN 4.4 - Traffic Safety - Intersection of Old Pitt Town and Schofield Road Pitt Town - (80245)

Mr R Williams, MP

REPORT:

Mr Williams tabled correspondence (Dataworks Doc. No.3036820) relating to the intersection of Old Pitt Town Road and Schofields Road, Pitt Town and requested that the matters relating to site distance and traffic safety be investigated.

RECOMMENDATION:

That the intersection of Old Pitt Town Road and Schofields Road, Pitt Town be investigated in respect to traffic safety improvements.

APPENDICES:

There are no supporting documents for this report.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Wednesday, 15 April 2009 at 3.00pm in the Large Committee Room.

The meeting terminated at 3.45pm.

oooO END OF REPORT Oooo

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ROC - Hawkesbury Bicycle and Access Mobility Committee Minutes - 19 March 2009 - (98212)

The meeting commenced at 4.05pm in the Rozzoli Room, Deerubbin Centre

| | | |
|-----------------------|---|--|
| Present: | Councillor Leigh Williams Councillor Christine Paine Alan Aldrich Jenni Bousfield Doug Bathersby Chris Cameron Peter McKenzie | Chair, Councillor Representative Councillor Representative Community Representative Hawkesbury City Council Community Representative Community Representative Community Representative |
| Apologies: | Virginia Kruse | Community Representative |
| In Attendance: | Joseph Litwin Denise Oakes | Hawkesbury City Council Hawkesbury City Council |

REPORT:

Councillor William welcomed Mr Peter McKenzie from the Guide Dogs Association to the Committee. Mr McKenzie provided a brief overview of the Guide Dogs Association.

CONFIRMATION OF MINUTES

1. Confirmation of Minutes

RESOLVED on the motion of Jenni Bousfield and seconded by Councillor Christine Paine that the Minutes of the Hawkesbury Bicycle and Access Mobility Committee held on 29 January 2009 be confirmed.

2. Matters arising from Previous Minutes

There were no matters arising.

SECTION 2 - REPORTS FOR DETERMINATION

Item 5 Additional Community Representatives – Hawkesbury Bicycle and Access Mobility Committee

MOTION:

RESOLVED on the motion of Doug Bathersby and seconded by Councillor Christine Paine.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION.

That the information be received.

Item 6 Update of Windsor Mobility Map

DISCUSSION:

- Mr Aldrich provided a brief outline of the tasks that would be required to update the Mobility Map. In answer to questions from the committee Mr Aldrich clarified the difference between a Mobility Map and a Mobility Plan.
- Councillor Paine advised the Committee that she would be assisting Mr Aldrich.

MOTION:

RESOLVED on the motion of Peter McKenzie Alan Aldrich and seconded by Jenni Bousfield.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION.

That:

1. That Mr Aldrich and Councillor Paine be thanked for their offer to undertake the task of updating the Mobility Map on a voluntary basis.
2. The proposal by Mr Alan Aldrich to offer his services on a voluntary basis to undertake the work required to update the Windsor Mobility Map be ratified subject to:
 - a. Mr Aldrich and Council Staff negotiating a written agreement outlining the scope of the works to be undertaken and the support to be provided by Council staff.
 - b. Mr Aldrich participating in an risk management induction meeting to determine the appropriate working arrangements to enable Mr. Aldrich to safely complete the tasks required to update the Windsor Mobility Plan.

Item 7 Hawkesbury Mobility Plan – Outcome of Eol Process

DISCUSSION:

- In response to a question from Councillor Paine, Mr Bathersby advised the committee of the proceedings of the meeting of the Steering Committee which had considered the recommendations of the Eol assessment committee.
- Mr Litwin advised that the assessment committee had adopted Council's standard tender assessment process to the assessment of the Expressions of Interest. The recommended consultant was assessed as providing a superior product which incorporated a comprehensive consultation strategy and plan preparation methodology.
- Mr Bathersby sought clarification as to whether sufficient funds were available for the project.

MOTION:

RESOLVED on the motion of Alan Aldrich and seconded by Jenni Bousfield.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION.

That the information be received.

SECTION 3 - GENERAL BUSINESS

- 3.1 Mr Bathersby provided the committee with an update on the status of the cyclebridge construction over South-Wianamatta Creek. There was some discussion in relation to the process for the naming of this bridge. Mr. Litwin indicated he would confer with the Director of Infrastructure Services.
- 3.2 Mr Bathersby requested an update on the status of the Rickaby's Creek bridge project.
- 3.3 Mr. Litwin advised the Committee of the requirement for committee members to receive, and sign for a copy of Council's Code of Conduct.

NEXT MEETING – to be held at 4.00 pm on Thursday 16 April 2009, at The Meeting Room Peppercorn Place, 320 George St. WINDSOR.

Meeting Closed at 4.45pm.

oooO END OF REPORT Oooo

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