

Appendix F – CLC Meeting Minutes (Dec 2010, Jan 2011 & Feb 2011)

Minutes**College of Fine Arts Redevelopment****Construction Liaison Committee – Meeting 12**

Date Thursday, 9 December 2010
Location COFA Art Store Meeting room

Chairperson	
Peter McGeorge	Associate Director, Facilities Management (Planning and Development)

CLC Attendees
Anastasia Harrallambi
Nicholas Gaite
Will Mrongovius
Michael Giffin
Fiona Gray
Krystyna Luczac
Rob Ellis

UNSW attendees	
Peter McGeorge	UNSW Associate Director, Facilities Management (Planning and Development)
Ian Howard	COFA Dean

Other attendees	
Justine Mercer-Moore	Capital Insight, Senior Project Manager
Mike Brown	Hindmarsh, National Commercial Manager
Michael Jarman	Hindmarsh, Design Manager Construction
Craig Whitton	Hindmarsh, Onsite Construction Manager
Shane Edwards	Hindmarsh, Site Manager
Chris Aucott	Architectus
Ross Styles	Architectus
James Ellis	Resident

Faye Rescigno	KJA
Michael Player	KJA

Meeting opened at 6.10pm

1. Introduction

Peter McGeorge, Acting CLC Chairperson welcomed attendees.

Hindmarsh Construction Australia Pty Ltd (Hindmarsh) and Architectus were welcomed and introduced to the CLC members.

2. Procedural Matters

UNSW advised that the aim is still to award the contract to Hindmarsh by 13 December 2010. Consequently, Hindmarsh representatives will chair subsequent CLC meetings.

3. Apologies

Community/ CLC apologies:
Elaine Russell
Simon Hopkinson
Michael Mannix
Neil Morris, Executive Director, University Services, UNSW
Melanie Harris, COFA Faculty General Manager
Philip Jamieson, City of Sydney Council
David Alessi, Hindmarsh Project Manager
Megan Leece, KJA

4. Minutes from previous meeting

Minutes from the previous meeting were tabled. Minutes approved with the following amendment:

It was noted the previous minutes excluded information about the closing of the gap in the hoarding, removal of plants for the installation of the hoarding and planting of the new flower bed by Council.

5. Actions from previous meeting

N/A

6. Project status update

Letter of Intent

A Letter of Intent was issued to Hindmarsh on 4 November 2010 allowing them to start preliminary activities, including site preparation, to enable the commencement of structural

demolition following the contract award. This Letter was updated on 30 November 2010 to cover the period until the contract is signed on 13 December 2010. UNSW, Capital Insight and Hindmarsh are currently finalising the contract and UNSW plans to award Hindmarsh the contract on the 13 December 2010.

S75w

UNSW and Capital Insight are currently working with the City of Sydney on the approval of the setback of Block D along Selwyn Street.

NSW Department of Planning has issued informal approval for the revised fencing along Selwyn Street.

Tree Removal and Mulching

As part of the Part 3A approval, UNSW received Council approval to remove 12 trees within the COFA site to enable redevelopment activities. As per the notification issued to local residents the trees were removed on Wednesday 8 December 2010 and mulched on the site. Local residents were offered the opportunity to take the mulch for their gardens.

No objections were received by Council to the removal of the single paperbark tree on Greens Road. Formal approval to be issued this week to allow Hindmarsh to create site access from Greens Road.

Demolition

Structural demolition of Blocks B, C (south) and D as well as the top floor of Block F is programmed to commence following the contract award on 13 December 2010. COFA staff and students have already been relocated off-site in preparation for demolition works within Block F.

Hoardings

Hoarding installation activities have commenced and been localised to the construction area.

Plants

Plants within the COFA site boundary, impacted by construction works, have been removed and as per the CLC request these plants were given to the local community for replanting.

Comment/question	UNSW/Hindmarsh Response
Workers and a security guard were noticed walking through the newly planted area on Selwyn Street. It was noted that the new plants planted by UNSW grounds staff as requested by the CLC are vulnerable.	Hindmarsh will reinforce at all site inductions to all employees and sub-contractors the importance of not walking through vegetation and sticking to the Greens Road site access. UNSW committed to speaking to the security guards about this issue. UNSW noted that Council has committed to watering the newly planted area until the plants are established.
The COFA website needs improving to ensure the latest updates are easily located.	UNSW is currently redeveloping the website so there is a website exclusively for the COFA Project that will be more accessible for local community updates on project progress. The CLC suggestion about improving website linkages will be forwarded to them.
What safety protocols and procedures will	Hindmarsh confirmed all personnel receive

be implemented during construction?	an occupational health and safety induction. This covers more than the minimum legal requirements. Hindmarsh confirmed these are all in place for all construction works. Information about Hindmarsh safety policies can be provided to CLC members.
Will construction days/times be made available to the community?	The program timetable is currently under development and on contract award this will be confirmed. The times of work will be consistent with the Part 3A approval. Hindmarsh aim is to work through the Christmas period (excluding public holidays). UNSW will post construction days/times on the COFA Redevelopment website.
What is UNSW's response/action if breaches and infringements continue?	The Hindmarsh Site Manager, Shane Edwards, has responsibility to address any breaches to Hindmarsh protocols or procedures. The Site Manager will take appropriate action, for example, re-induct contractors or sub-contractors. Hindmarsh is committed to employ best practice measures to address and resolve all community complaints or concerns.
How will CLC report future breaches and be advised regarding future breaches?	<p>Site Manager, Shane Edwards, will be the single point of contact for residents.</p> <p>On contract award, the Site Manager's contact details will be displayed on-site signage.</p> <p>The Site Manager will handle and record all complaints. The complaints register will be tabled at each CLC meeting which outlines the response as well as any actions taken to resolve or address the complaint.</p> <p>The CLC members were provided with the Site Manager's mobile number.</p>

7. Specialist report update

Complaints Register

The complaints register was tabled.

UNSW received five complaints since the November CLC meeting. Two complaints related to the contractor's suppliers or sub contractor not accessing the site from agreed entrance. Two complaints related to removal and mulching of trees within the COFA site and one complaint related to late night operational noise inside COFA. The complaints have all been investigated, addressed and closed out. Please refer to the attached Complaints Register tabled at the meeting.

CLC raised concerns about deliveries and access to the site from local streets.	A temporary fence has been installed to prevent access to some areas. The grill gate at Napier/Selwyn Street is still being used by the campus. This will remain operational and be used as the entrance for staff and students who require access to Block E and Hindmarsh site office in Block C (North).
CLC members were concerned that Hindmarsh will take short cuts to deliver aspects of the project.	Hindmarsh noted it wanted a positive relationship with the community as well as other project stakeholders. Actions will be taken where site personnel are not operating appropriately. Best practice will be adopted by Hindmarsh and they are open to discussing any of their processes with the CLC.
How will residents know who to contact?	The Site Manager's contact details will be displayed on the site hoarding. He is the person to contact regarding any construction related issue. However it must be noted that this is a live campus and there will always be an operational side to the campus. UNSW will reinforce their protocols and procedures to staff and suppliers regarding key issues such as access.
What about repeated complaints?	<p>Hindmarsh is committed to resolving issues and doing the right thing by the community. The Site Manager can be contacted day or night in relation to the construction activities.</p> <p>All complaints will be tabled at CLC meetings along with Hindmarsh's response and any actions taken to resolving the complaint.</p>

8. Formal presentation of Block F design by Architectus

Architectus noted that the Block F facade design needed to be amended to take into consideration the constraints imposed by the existing trees contained within the Napier Street park.

Architectus presented three slides to the group which displayed the existing building, the Part 3A design and preliminary thoughts for the new facade entry required to accommodate the existing trees.

Key points of difference:

- Rework of the step back terrace effect, views across the city;
- Rework of the approved glass front, with major changes to the digital screen effect;
- Simplification of the front facade—whilst still giving COFA a presence onto Oxford Street;

- Large blank canvas to cater for the future installation of a digital display wall.

Architectus explained that further design details would be presented in the next CLC Meeting in January. The intention is to submit a Section 75W application to the NSW Department of Planning in late January/early February 2011.

Comment/question	UNSW response
Concerns about the open spaces along the sides and top of Block F impacting on neighbouring properties.	The top floor of Block F does not have any trafficable balconies along the sides or south end of the building. There are terraces on only at the front of the building, as shown on the presentation slide.
Why does the design incorporate a solid structure look facing Oxford Street and Greens Street?	Following detailed analysis of how the gallery space could be optimised and hanging space maximised, it was necessary to have solid walls along the Oxford Street side at level 1. This is shown as a solid structure and it is envisaged this will be the area that in future will house a LED screen informing all of the COFA gallery exhibitions. In the short term it is proposed to house either a mural or canvas Gallery notices.
Can UNSW work with Council to reinvigorate the park area?	UNSW understands that Council intends improve the park area. The community may want to take up a piazza concept with Council. UNSW would be happy to work with local residents to develop a concept for the area so the COFA design can integrate/consider future proposals for the park area.

9. Any other business

No other business.

10. Next meeting

Subsequent meeting will be chaired by Hindmarsh. The next meeting is scheduled for Thursday, 13 January 2010 at 6pm in the Art Store Meeting Room.

Meeting closed at 7:02pm

Post Meeting Notes to cover CLC requests;

Days and Hours of Work over Christmas Period

As per the link: <http://redevelop.cofa.unsw.edu.au/community/community-information/>

Hindmarsh Constructions Australia Pty Ltd will be working up to and including Thursday 24 December 2010. They will return on Wednesday 29, Thursday 30 and Friday 31 December 2010. Following a short break Hindmarsh will return to work on Tuesday 4 January 2011.

Hindmarsh Site BBQ

Hindmarsh would also like to invite the local residents to a site BBQ planned for Wednesday **22 December 2010 at 12.00 pm**. Please come along and meet the Hindmarsh team.

Minutes**College of Fine Arts Redevelopment****Construction Liaison Committee – Meeting 13**

Date Thursday, 13 January 2011

Location Art Store Meeting Room, COFA

Chairperson	
Mike Brown	National Commercial Manager, Hindmarsh

CLC Attendees
Anastasia Harrallambi
Fiona Gray
Michael Giffin
Will Mrongovius
David Masters
Holly Masters
Rob Ellis
Penny Johnson
Krystyna Luczak

UNSW attendees	
Melanie Harris	Faculty General Manager, COFA
Anne Warren	Senior Project Manager, Major Projects, UNSW

Other attendees	
Greg Hanna	Capital Insight, Senior Project Manager
David Alessi	Hindmarsh
Shane Edwards	Hindmarsh
Ross Styles	Architectus
Chris Alcott	Architectus
Meagan Leece	KJA, Minute Taker

Other attendees	
Faye Rescigno	KJA

Meeting opened at 6.05pm

1. Introduction

Mike Brown, CLC Chairperson welcomed attendees and introduced himself as the new Chairperson of the CLC meetings.

Community Relations responsibilities will transition from Capital Insight to Hindmarsh at this meeting. Capital Insight will provide further information during the project status update.

2. Apologies

Community/ CLC apologies:
Ian Howard, COFA Dean
Peter McGeorge, UNSW Associate Director, Facilities Management (Planning and Development)
Justine Mercer-Moore, Capital Insight, Senior Project Manager
David Alexander, Victoria Barracks

3. Procedural Matters

David Masters noted that he had sent apologies however they had not been noted on previous minutes. CLC members were advised to reply to the email address which is used to distribute the CLC Agenda and minutes.

4. Minutes from previous meeting

Minutes from the previous meeting were tabled.

5. Actions from previous meeting

No actions pending.

Comment/question	Response
CLC members sought an update on the website status.	Melanie Harris couldn't confirm the date the website update link would be operative. UNSW will attempt to confirm the date by the next CLC meeting.

6. Project status update

The COFA redevelopment team consists of UNSW, Capital Insight and Hindmarsh. This will ensure there are representatives from the three areas of responsibilities.

Capital Insight reinforced that Hindmarsh would now take responsibility for the management of community relations activities, including communication to the local community as well as the coordination of CLC meetings.

Capital Insight, through Justine Mercer-Moore, will continue having an involvement in the project as well as attend CLC meetings. Hindmarsh will provide the information with regards to the construction program as well as on site activities.

Construction Update

David Alessi, Hindmarsh Project Manager reported that the following activities were underway:

- demolition (which is progressing well)
- investigation and removal of contaminated materials
- removing high concentration of lead contaminated dust from the roof voids
- works at Building F includes plumbing, structural modification and partitioning activities

Greens Road driveway works

Work will continue on the driveway for another two weeks. When completed, the driveway will provide an entry and exit point with the introduction of a turning circle for vehicles.

Demolition and excavation

The structural demolition program for Block C South at Selwyn Street has been delayed. Investigations have found asbestos and lead contaminated dust present within the structure and subsequent removal is taking place in accordance with Work Cover standards.

Due to the delay, excavation activities will not take place until March 2011.

Sewer diversion

The sewer, a Sydney Water asset, located on the campus, will be diverted below the new car park in Block F. This diversion will not impact local sewer services, even though work will take place in Napier Street and Rosebud Lane.

Construction Program Forecast

The original building construction allows Hindmarsh to dismantle the building in sections, which will minimise the impacts of demolition on students and the local community. Hindmarsh will use a crane to hoist the material to vehicles for demolition off site.

The discovery of asbestos to be removed has delayed the program for several weeks. The following are activities scheduled for the upcoming weeks:

- demolition planned to start in February/March
- Excavation is scheduled to start in March/April, with piling works
- Partition works will continue until early March
- Ongoing works at the basement level
- Sewer diversion to the lower part of the site
- Tower crane installation planned mid year
- Park trees are scheduled to be pruned, trunk and root protection with fencing and hardwood planking.

Comment/question	Response
How long will it take to complete the driveway?	It is expected to take up to 2 weeks. Hindmarsh are undertaking further studies of the site to enable large vehicles or trucks to be able to complete a full turning circle in the basement to minimise access impacts on Greens Road.
<p>A semi trailer arrived at the site at 6.50am. It is common practice for construction activities not to start before 7am.</p> <p>Can UNSW please explain why work started before 7am? This is outside the DA approval, as large vehicles are not permitted to use local streets in accordance with noise laws.</p> <p>The CLC requests that large vehicles do not arrive on site prior to work start time at 7.30am.</p>	<p>Hindmarsh advised that the semi-trailer has no interface with the COFA redevelopment project, and investigations found the vehicle was used to clean gutters as part of the UNSW maintenance works.</p> <p>UNSW advised that this was regrettable and agreed that it was unacceptable that sometimes drivers ignore instructions. UNSW undertook to have the COFA Facilities Manager contact the maintenance contractor to reinforce that all contractor vehicle access is via Greens Road and is not permitted prior to 7.30am.</p>
Will the sewer transfer impact residents located on the hill at Napier Street?	No.
Will works continue in Block F when students return from semester break?	Yes, work will continue when students return from semester break. Methodology will allow us to work above students with minimal disruption. Intense activities are scheduled during semester breaks.

7. Specialist report update

Capital Insight reinforced that the specialist report will now transfer to Hindmarsh.

Hindmarsh confirmed the following:

- The Construction Management Plan (CMP) is expected to be tabled at the February or March meeting.
- The demolition report including above ground contamination will be ready for viewing in March. The Noise and Vibration Management report will be available at the next CLC meeting on Thursday 10 February 2011.

The CMP, including the draft demolition report has been lodged with City of Sydney Council.

Comment/question	Response
Why hasn't the documents been finalised before now.	Hindmarsh confirmed that the documents are 'live documents' and are always updated with new information as it comes to hand. The documents have been submitted to

	Council.
<p>Residents have noted the noise impacts of demolition have been minimal.</p> <p>Is the current hoarding on Selwyn Street the only noise and dust mitigation measures in place? There was an expectation that the hoarding would be higher.</p> <p>What general noise and dust mitigation measures will be in place, and is the noise expected to get louder and the dust levels increase?</p>	<p>The current hoarding is a temporary fence and will be in place until site demolition and piling is complete. The work face will alter therefore a permanent fence will be installed later. Once excavation commences, the effectiveness of the hoarding will substantially increase as the work area lowers below ground level.</p> <p>Other noise and dust mitigation measures include watering down the site to suppress dust spreading, and regular reminders to site personnel to reinforce the importance of minimising construction impacts such as noise and access.</p> <p>During demolition, large pieces of material will be extracted using a saw cutting machine. A crane will be used to remove this material. This method will save time and reduce the noise impact associated with other demolition methods such as jack hammering.</p>
<p>Why did the project team start to demolish the brick wall located opposite Little Napier Street and then cease work shortly after?</p> <p>This work had high noise levels.</p>	<p>The project team undertook early investigations to test and determine how the brick wall opposite Little Napier Street could be demolished. The findings of the investigation have resulted in the demolition programmed to be undertaken by an excavator. The brickwork to the stairwell located at the rear of Block C South will be removed by hand and the concrete stairs by the crane.</p>

Complaints Register

Three complaints were logged since the last CLC meeting. Complaints register tabled.

1. Complaint about site night lighting
2. Disappearance of park sculptures
3. Vehicle access to site at 6.50am

Comment/question	Response
<p>Please remove the site light located at Block E & D.</p> <p>A CLC member requested that the two flood lights previously located at Albion Avenue, not be re-installed and/or requested the</p>	<p>Hindmarsh and UNSW will investigate why these lights were installed, noting that student security may be a consideration.</p> <p>The project team noted the status of the flood lights at Albion Avenue. UNSW will</p>

fittings to be removed all together.	investigate the purpose for the flood lights.
Regarding the complaints register, all agree a more appropriate term for the "status" column needs to be defined. The CLC requests the full complaints register to be supplied at the next CLC meeting and all meetings thereafter. The CLC request to authorise when an enquiry or complaint is closed.	Noted The complaints register (not only excerpts) to be tabled at each meeting
Parking will be an issue in February when the students return from semester break. What are the project team's methods for managing parking impacts?	The project team will continue to advocate public transport as the preferred method of travel for workers who do not require tools and large equipment on site. Parking rules are also made clear in the site induction and is regularly communicated to site personnel at weekly meetings. Hindmarsh is aware that Council is undertaking more frequent patrols in the immediate vicinity of the site, as requested by the local community.
When will site hours and contact numbers be available on the fence?	Signs will be placed on Greens Road and Selwyn Street on Friday, 14 January 2011.

8. Update on the Block F entry redesign

Architectus presented new drawings of the s75W application showing elevation and design amendments to block F. UNSW advised that the application will be lodged with the Department of Planning in late January/early February, which will identify the proposed design changes.

Comment/question	Response
What will the design look like on Albion Avenue?	Architectus responded that residents will see the top half of the top floor. The line of sight was projected onto the screen for viewing during the meeting.
Can we see samples of the building finishes?	Architectus will review archives to locate the sample board which formed part of the original development application and respond accordingly. A sample board was included in the Part 3A submission for the COFA campus redevelopment, which was approved in December 2008. The finishes and design changes will be

	defined further in the s75W report. The report will be submitted to NSW Department of Planning in the first instance and will be provided to City of Sydney Council and the community for comment.
Is there a roof top terrace area?	Yes there is a roof top terrace area. Access to the area closest to residential properties will only be permitted for campus maintenance purposes.
Where is the main entrance located?	The main entrance is located on Oxford Street between building C & D, with another located at Greens Road. Wheelchair access is available on Greens Road and at the lift access located on Oxford Street.
How do bicycles enter the building?	Either carried up the Oxford Street stairs or via Greens Road entrances.
Can we view drawings for the planned minor access at Selwyn Street? Is this an occasional access?	Drawings were re-shown on the screen. Access agreed as minor.

9. Any other business

No other business.

10. Next meeting

The next meeting is scheduled for Thursday, 10 February 2011 at 6pm in the COFA Art Store Room.

Meeting closed at 7.24pm.

MINUTES

College of Fine Arts Redevelopment Construction Liaison Committee – Meeting No 14

Time: 6 - 7 pm
Date: Thursday 10 February 2011
Location: Art Store meeting room

	Items	Speaker																				
1.	Welcome The chairperson welcomed all to the meeting.	CLC Chairperson																				
2.	Procedural matters None.	CLC Chairperson																				
3.	Apologies Apologies were received from Fiona Gray and Krystyna Luczak.	CLC Chairperson																				
4.	Minutes from previous meeting The minutes from the previous meeting were approved.	CLC Chairperson																				
5.	Actions from previous meeting Actions will be dealt with in the business of tonight’s meeting.	CLC Chairperson																				
6.	Project Status Update A project status update was given by David Alessi via a PowerPoint presentation (see attached).	Hindmarsh																				
7.	Specialist Report Update <table border="1"><thead><tr><th>Report</th><th>Status</th></tr></thead><tbody><tr><td>Geotechnical November 2009</td><td>Tabled 3/12/09</td></tr><tr><td>Demolition Report</td><td></td></tr><tr><td>Demolition & Traffic Management Plan</td><td>Tabled 19/11/09</td></tr><tr><td>Construction Management Plan</td><td></td></tr><tr><td>Construction Program</td><td>Tabled 19/11/09</td></tr><tr><td>Construction Traffic Management Plan</td><td>Discussed 11/2/10 Tabled 8/6/10</td></tr><tr><td>Dilapidation Reports – Summary as at 10/3/10</td><td>Tabled 11/3/10</td></tr><tr><td>Reports on Noise & Vibration</td><td></td></tr><tr><td>Plans to apply for temporary road or footpath closure or use of mobile cranes</td><td>Preliminary information re.</td></tr></tbody></table>	Report	Status	Geotechnical November 2009	Tabled 3/12/09	Demolition Report		Demolition & Traffic Management Plan	Tabled 19/11/09	Construction Management Plan		Construction Program	Tabled 19/11/09	Construction Traffic Management Plan	Discussed 11/2/10 Tabled 8/6/10	Dilapidation Reports – Summary as at 10/3/10	Tabled 11/3/10	Reports on Noise & Vibration		Plans to apply for temporary road or footpath closure or use of mobile cranes	Preliminary information re.	Hindmarsh
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	<table><tr><td></td><td>Tower Crane</td></tr><tr><td>Current Complaints Register</td><td>Tabled 10/2/11</td></tr></table> <p>The <u>complaints register</u> was tabled and discussed (see attached). It was agreed the Complaints Register would become a separate agenda item (#8) for all future meetings. A hard copy hand out will be provided at future meetings.</p> <p>Complaint number 23 (CTMP): Hindmarsh acknowledged fault and stated that everyone on-site (including Hindmarsh employees, contractors, subcontractors and suppliers) have all been re-inducted on the CTMP version 9/8/2010.</p> <p>An <u>"Exceptions / Unexpected Exceptions" report</u> was tabled and discussed (see attached). It was agreed Hindmarsh would apply these protocols from 11 February 2011. In lieu of a broadcast e-mail to residents advising unexpected exceptions, Hindmarsh will carry out a letter box drop to the affected streets.</p> <p><u>Preliminary information on the delivery & erection of the Tower Crane</u> (see attached) was tabled and discussed. Hindmarsh will table more information (as it becomes available) at future meetings.</p>		Tower Crane	Current Complaints Register	Tabled 10/2/11	
	Tower Crane					
Current Complaints Register	Tabled 10/2/11					
8.	Building F material samples presentation <p>Architectus presented Building F material samples. Hindmarsh advised that the design of Building F as presented to the last two CLC meetings has been signed off by UNSW and that the Section 75W submission will be lodged during 11th February 2011 to the NSW Department of Planning.</p>	Hindmarsh Chris Aucott (Architectus)				
9.	UNSW/COFA construction related operational issues <p>The issue of the delivery of goods to COFA's canteen was tabled and discussed. Hindmarsh showed a video presentation of the internal route the operator had to take from the COFA loading dock to the canteen.</p> <p>After discussion about wheeling the goods on a trolley via Greens Road, Albion Street and then Selwyn Street, it was agreed to trial the following method for the coming month:</p> <ul style="list-style-type: none">• the goods would continue to be delivered to the loading dock,• the goods would then be transferred into the COFA Van or the operator's station wagon and• driven to the Selwyn Street entrance between 8am-9am. <p>COFA to provide the registration numbers of these vehicles.</p> <p>The CLC will review this procedure at the March meeting.</p>	UNSW				

10.	<p>Any other business</p> <p><u>Parking Issue</u> Vehicles from COFA and Hindmarsh are overstaying the 1hr limit. Concerned residents will contact Shane Edwards of Hindmarsh immediately when such violations occur to enable him to induct any offender engaged by Hindmarsh.</p> <p><u>People walking through the flower bed in Selwyn St North</u> Issue was tabled and discussed. Whilst it is not Hindmarsh's responsibility, Hindmarsh has purchased barriers, which they will erect during the day in order to try to keep people from walking through the greens. The residents and Council will explore further plantings to fill the gap, a permanent stair and other solutions.</p> <p><u>Exit door on Selwyn Street North.</u> Shane Edwards advised that the door was required to provide emergency exit. It was agreed Hindmarsh would erect a sign stating "emergency exit only" .</p>	CLC Chairperson
11.	<p>Next meeting Thursday 10th March 2011, Art Store meeting room</p>	Note