



Hawkesbury City Council

Extraordinary
meeting
minutes

date of meeting: 03 December 2012
location: council chambers
time: 6:30 p.m.

EXTRAORDINARY MEETING

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1. **WELCOME**
2. **APOLOGIES**
3. **DECLARATION OF INTERESTS**
4. **CONSIDERATION OF RECISION MOTION AND, IF CARRIED, CONSIDERATION OF SUBSTANTIVE MOTION.**

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Minutes of the Extraordinary Meeting held at the Council Chambers, Windsor, on Monday, 3 December 2012, commencing at 7:33pm.

ATTENDANCE

PRESENT: Councillor K Ford, Mayor, Councillor T Tree, Deputy Mayor and Councillors B Calvert, P Conolly, M Creed, M Lyons-Buckett, W Mackay, B Porter, P Rasmussen and J Reardon.

ALSO PRESENT: General Manager - Peter Jackson, Director City Planning - Matt Owens, Director Infrastructure Services - Jeff Organ, Acting Manager Corporate Services and Governance – Nicole Spies and Administrative Support Team Leader - Bianca James.

Councillor W Mackay left the meeting at 7:36pm.

APOLOGIES

Apologies for absence were received from Councillors C Paine and L Williams.

369 RESOLUTION:

RESOLVED on the motion of Councillor Rasmussen and seconded by Councillor Tree that the apologies be accepted and that leave of absence from the meeting be granted.

SECTION 3 - Notice of Rescission Motion

Item: 218 **RM - Rescission Motion - International Sand Sculpting Competition - (79351, 95495, 79353)**

Mr Troy Myers, Mr Jason Pilgrim and Ms Diane Sherrington, proponents, addressed Council.
Ms Kim Smith, respondent, addressed Council.

Councillor Mackay declared a significant non-pecuniary conflict of interest in this matter as a former objector is his son-in-law. He left the Chamber and did not take part in voting or discussion on the matter and did not return to the meeting.

RESCISSION MOTION:

Submitted by: Mayor, Councillor Kim Ford
 Councillor Bob Porter
 Councillor Paul Rasmussen

370 RESOLUTION:

The RESCISSION MOTION was moved by Councillor Porter, seconded by Councillor Rasmussen.

That Council's resolution of 27 November 2012 in respect of the Item 210 concerning the proposed International Sand Sculpting Competition and Festival Event 2013, Windsor be and is hereby rescinded.

The rescission motion was carried.

SUBSTANTIVE MOTION:

RESOLVED on the substantive motion of Councillor Rasmussen, seconded by Councillor Porter.

Refer to RESOLUTION

371 RESOLUTION:

RESOLVED on the substantive motion of Councillor Rasmussen, seconded by Councillor Porter.

That:

- A. Exclusive use be granted of the area within Howe Park between Kable Street and Johnston Street to the Heart of the Hawkesbury for the 'Hawkesbury International Sand Sculpting Competition and Festival' with the fees and charges for exclusive use not being charged for the event on this occasion, however, such fee and charges would be applicable in future years. In view of the fees and charges being waived by Council, the applicant is to identify Council as a sponsor of the event in all publications and advertising.
- B. Approval be granted to the Heart of the Hawkesbury to run the 'Hawkesbury International Sand Sculpting Competition and Festival' within Howe Park between 9 January and 28 January 2013 subject to the following conditions:

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1. Prior to the event a letter box drop be undertaken by the applicants to all affected residents in proximity to the event with that letter advising full details of the function and contact arrangements to the satisfaction of the Director Infrastructure Services.
2. The reserves are to be left clean and tidy with the organisation being responsible for collection and disposal of all waste (including sand from the sand sculptures and the area being restored to its original condition); the applicant is to lodge with Council a damage bond of \$20,000, (cash or bank guarantee) which is refundable less any costs incurred by Council, administrative or otherwise, to clean or restore the area.
3. The applicant is to remove all materials and repair any damage within a two week period of the events completion. Failure to do this would result in Council staff undertaking the repairs, recouping the expense from the bond.
4. The applicant and any hire companies/vendors submitting to Council a Public Liability Policy for \$20,000,000, covering all parties utilising the site with Council's interest noted on that Policy.
5. If required, the applicant is to obtain all necessary permits/approvals in relation to amusement devices/rides and liaise with Integral Energy regarding the supply of power and the proximity to power supply lines.
6. The sale and consumption of alcoholic beverages is not approved for the event.
7. The event manager/applicant must undertake a Risk Assessment of the proposed event including pre-event preparations. The assessment must identify potential hazards and the procedures that need to be implemented to eliminate or control those hazards. The event manager/applicant is responsible for ensuring that procedures are followed and that they comply with the requirements of the Work Health and Safety Regulations 2011.
8. Only vehicles engaged in essential work or operations are to access the park. Those vehicles are not to travel more than 10km per hour and must give way to pedestrians.
9. A Traffic Management Plan is to be submitted as part of the Special Event Application process.
10. The 'Hawkesbury International Sand Sculpting Competition and Festival' are to be consistent with Council's Sustainable Events Management Policy, with both rubbish bins and recycling bins to be provided.
11. Any generators provided should be constructed, maintained and managed so that the $LA_{eq, (15min)}$ noise levels, measured at any point in accordance with the New South Wales Environment Protection Authority Industrial Noise Source Policy 2000, do not exceed 5dB $LA_{eq, (15min)}$ above background levels with respect to noise amenity of residential dwellings and associated outdoor areas.
12. Public address speakers/music speakers should be directed away from residential properties. Where speakers are mounted on poles, they are to be inclined downwards at an angle of approximately 45 degrees from the horizontal.
13. A sound limiting circuit or similar monitoring system is to be included for the PA/sound system to control the signal amplitude to a fixed level regardless of the loudness of the operator's voice, or the volume control of the amplifier.
14. Prevent the emission of intrusive noise in accordance with the industrial noise policy, which should not exceed 5 dB(A) Leq at the boundary of any neighbouring property.

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15. Provide a noise complaints hotline by the festival organisers to be made available to the surrounding area in case noise nuisance occurs. Provide a manager onsite at all times in case the noise level is required to be reduced. The manager if so required by an authorised officer, the acoustic consultant or the NSW Police Force, must have the authority to order the reduction of noise level produced.
16. Where noise complaints are received, the acoustic consultant/ organisers are to arrange noise monitoring to be conducted at the affected property using $LA_{eq, (15min)}$. When the noise level exceeds the noise level requirements set by Hawkesbury City Council, reduction strategies are to be implemented to reduce the noise level to the requirement set by Hawkesbury City Council. Numbers, locations and noise monitoring readings from complaints received are to be included in and acoustic compliance report. Such report is to be submitted to Council within 14 days of the completion of the event.
17. Toilet facilities are required to be provided at a maximum distance of 75 metres from areas of entertainment and refreshment areas.
18. According to the guidelines for concerts, events and organised gatherings and considering that within the management plan patronage has been proposed to be a maximum of 500 at any one time with a maximum 4,000 participants per day. Amenities are required to be provided for a minimum of 500 people. Three portable toilets are to be provided and approval is granted to use the Kable Street car park toilets subject to organisers being responsible for restocking and cleaning them at least three times a day or more frequently as required. Liquid soap and paper towels are also to be provided. The cleaning contractor's details, insurance and risk assessment need to be provided prior to the event.
19. All portable gas cylinders used throughout the subject sites must be secured both top and bottom, by ropes or chains to a structural post, wall, or similar anchor point.
20. An adequate supply of potable water must be supplied with respect to toilet, shower and refreshment facilities (non-potable water should not be used without prior approval).
21. No pyrotechnical display of any kind is to occur without prior approval from WorkCover and independent consent from Hawkesbury City Council.
22. Dust suppression and minimisation strategies must be employed to manage potential dust nuisances within the sites. This is to apply to parking areas, access roads and within the festival site.
23. Mosquito repellent is required to be made available to prevent possible cases of mosquito borne diseases.
24. Sunscreen is required to be made available to prevent potential adverse sun exposure.
25. Strategies must be adopted to prevent any light spillage from the festival onto any surrounding residential property boundaries.
26. All food vendors are to be registered with Hawkesbury City Council and notified with the NSW Food Authority prior to the event.
27. All food vendors are to notify Council and the Food Authority of their Food Safety Supervisors details prior to the event. Should any of the food stalls / operators not have a Food Safety Supervisor, one should be made available per food stall / operator prior to the commencement of the event.
28. A registration certificate through Hawkesbury City Council must be obtained and displayed for all food premises, stalls or food vending vehicles.

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29. Food premises, stalls or food vending vehicles must comply with the appropriate food standards including but not limited to the Food Safety Standards, Hawkesbury City Council's Temporary Food Code and Food Act 2003. Inspections may be conducted by Council's Environmental Health Officers prior or during the event.
30. Food premises, stalls or food vending vehicles must obtain a copy of and abide by the NSW Food Authority's Food Handling Guidelines for Temporary Events and Hawkesbury City Council's Food Safety Guidelines for Charities & Community Organisations.
31. Food premises, stalls or food vending vehicles must have an adequate supply of potable water. Provision of a supply of potable water for sinks and hand basins is essential. Non-potable water is not permitted to be used within the subject sites.
32. Food premises, stalls or food vending vehicles must have hand washing facilities supplied with warm water, with liquid soap and paper towel. Potable water must be used for hand washing.
33. Food premises, stalls or food vending vehicles must have a temperature measuring device onsite that is capable of measuring to +/-1°C.
34. Food products are required to be stored in vermin and insect proof storage areas. All foods are to be protected and covered.
35. All liquid waste (including hand washing) is to be collected, stored appropriately and disposed of at a waste facility licensed to accept such waste.
36. Solid waste products are to be stored in sealed bins or containers and disposed of as required/necessary. The waste shall be transported and disposed of by appropriately licensed facilities.
37. Fats and oils generated from the caterers should be collected in appropriate storage containers and transported and disposed of at an appropriate facility to accept such waste. The waste shall be transported and disposed of by appropriately licensed facilities.
38. Toilet locations must be well-marked and well-lit.
39. All toilets including portable toilets are required to be cleaned as appropriate.
40. Portable toilets are required to be pumped out at least every 24 hours or more frequently if required.
41. Ensure that the effluent from the portable toilets is removed off the site to an appropriate facility to accept such waste. The waste shall be transported and disposed of by appropriately licensed facilities.
42. All waste generation is required to be transported to an appropriate waste facility to accept such waste (No waste generated from this event is to be transported to Hawkesbury City Council's waste facility). The waste shall be transported and disposed of by appropriately licensed facilities.
43. In accordance with the requirements of Part 5.7 Protection of the Environment Operations Act 1997, Council is to be informed of any pollution incident where material harm to the environment is caused or threatened that which occurs in the course of carrying out the approved activity.
44. Any activity carried out in accordance with this approval shall not give rise to air pollution (including odour), offensive noise or pollution of land and/or water as defined by the Protection of the Environment Operations Act 1997.

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45. All waste generated on the site is to be stored, handled and disposed of in such a manner as to not create air pollution (including odour), offensive noise or pollution of land and/or water as defined by the Protection of the Environment Operations Act 1997.
 46. Compliance with the conditions imposed as a result of the consideration of the "Special Event" application for the event by the Local Traffic Committee.
- C. Following the conclusion of the event an evaluation process be established, including representatives of the organisers, Council and other relevant persons/organisations as appropriate, to examine the effectiveness of the parking arrangements, with a report from this process to be included in the application for the event next year and the organisers also be advised that Council would expect any future applications for this event to be received at least 6 months prior to the proposed date for the event.

The meeting terminated at 8:38pm.

Submitted to and confirmed at the Ordinary meeting held on 11 December 2012.

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Mayor