



Hawkesbury City Council

ordinary  
meeting  
business  
paper

date of meeting: 13 July 2021

location: by audio-visual link

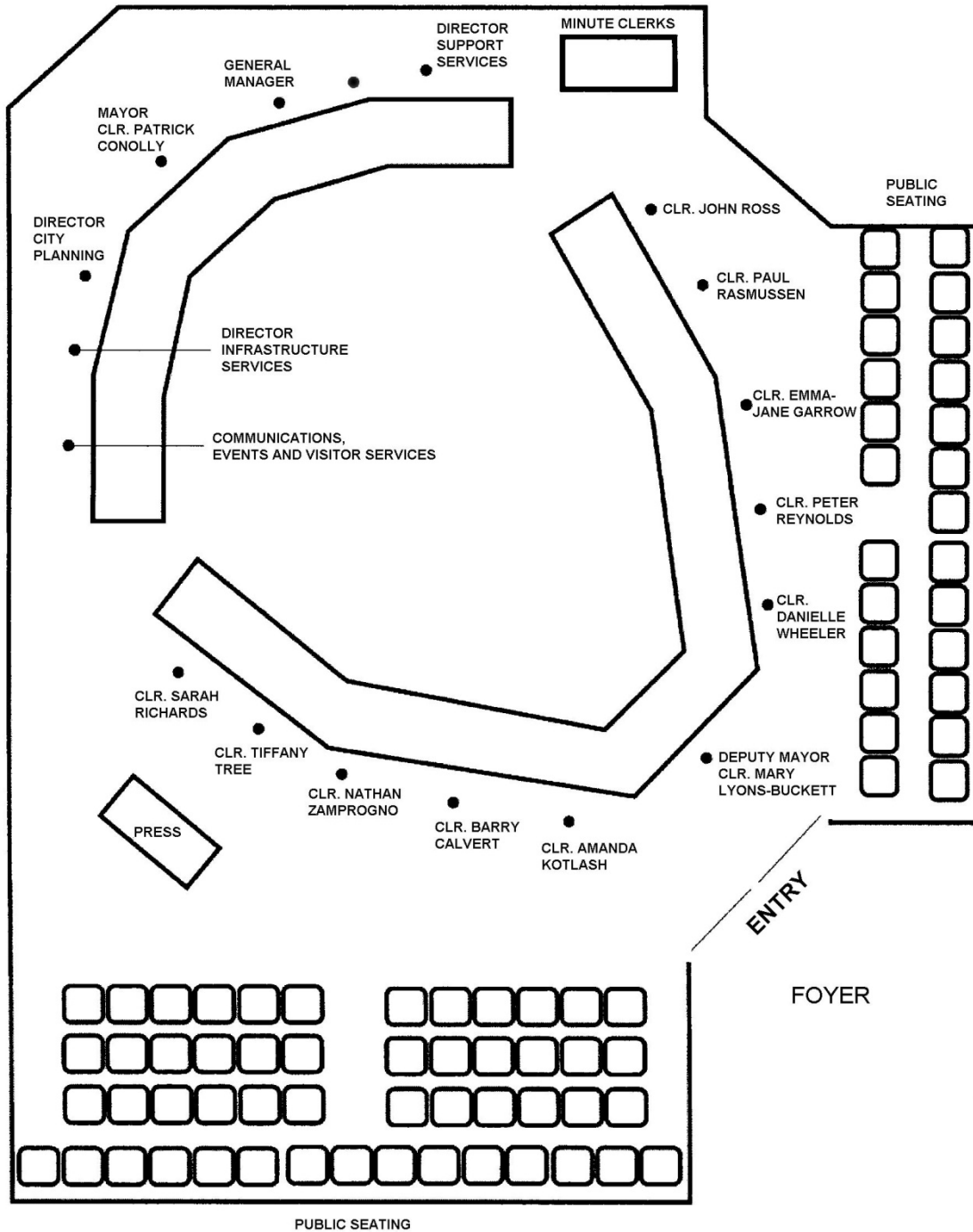
time: 6:30 p.m.



# mission statement

***Hawkesbury City Council  
leading and working  
with our community  
to create a healthy  
and resilient future.***

# Hawkesbury City Council





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**Meeting Date: 13 July 2021**

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**ORDINARY MEETING**  
**Procedural Matters**  
**Meeting Date: 13 July 2021**

**PROCEDURAL MATTERS**

**Welcome**

The Mayor, Councillor Patrick Conolly will acknowledge the Indigenous Heritage.

The General Manager will address the Council meeting, mentioning:

- Emergency Procedures
- Recording of the Council Meeting
- Statement regarding people addressing the Meeting
- Mobile phones

**Attendance**

Attending Councillors and Council staff members will be noted for the purposes of the Minutes.

**Apologies and Leave of Absence**

The Mayor will ask for any Apologies or Leave of Absence Requests to be noted.

**Declaration of Interest**

The Mayor will ask for any Declaration of Interests from the attending Councillors. These will then be addressed at the relevant item.

**Acknowledgement of Official Visitors to the Council**

The Mayor will acknowledge and welcome official visitors to the Council and make any relevant presentations as required.

ordinary

section 1

confirmation of minutes

**ORDINARY MEETING**

**SECTION 1 - Confirmation of Minutes**

**Meeting Date:** 13 July 2021

**SECTION 1 - Confirmation of Minutes**





# Hawkesbury City Council

## ordinary meeting minutes

date of meeting: 29 June 2021

location: by audio-visual link

time: 6:30 p.m.



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## **ORDINARY MEETING**

**Minutes:** 29 June 2021

Minutes of the Ordinary Meeting held by Audio-Visual Link on 29 June 2021, commencing at 6:31pm.

### **Welcome**

The Mayor, Councillor Patrick Conolly acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

- Recording of the Council Meeting
- Statement regarding people addressing the Meeting

### **ATTENDANCE**

**PRESENT:** Councillor Patrick Conolly, Mayor, Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Barry Calvert, Emma-Jane Garrow, Amanda Kotlash, Paul Rasmussen, Peter Reynolds, Sarah Richards, John Ross, Tiffany Tree, Danielle Wheeler and Nathan Zamprogno.

**ALSO PRESENT:** General Manager - Elizabeth Richardson, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Chief Financial Officer - Emma Galea, Strategic Planning Manager - Andrew Kearns, Manager Corporate Communication - Suzanne Stuart, Manager Corporate Services and Governance - Charles McElroy and Administrative Support Coordinator - Tracey Easterbrook.

### **APOLOGIES AND LEAVE OF ABSENCE**

No apologies for absence were received from Councillors.

Councillor Ross arrived at the meeting at 6:32pm.

### **DECLARATIONS OF INTEREST**

Councillor Lyons-Buckett declared an interest on Items 117 and 124.

Councillor Rasmussen declared an interest on Item 124.

Councillor Richards declared an interest on Item 124.

Councillor Wheeler declared an interest on Item 124.

### **Acknowledgement of Official Visitors to the Council**

There were no official visitors to Council.

### **ADJOURNMENT OF MEETING**

The Mayor adjourned the meeting at 7.57pm for a short break. The Meeting resumed at 8:10pm.

**ORDINARY MEETING**

**Minutes:** 29 June 2021

**SECTION 1 - Confirmation of Minutes**

**165 RESOLUTION:**

RESOLVED on the motion of Councillor Zamprogno and seconded by Councillor Rasmussen that the Minutes of the Ordinary Meeting held on 15 June 2021, be confirmed.

## ORDINARY MEETING

Minutes: 29 June 2021

### SECTION 2 – Mayoral Minutes

Item: 116                      MM1 - The Late John Miller - (125610, 79351)

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#### MOTION:

RESOLVED on the motion of the Mayor, Councillor Conolly.

#### *Refer to RESOLUTION*

#### 166 RESOLUTION:

RESOLVED on the motion of the Mayor, Councillor Conolly.

That:

1. Council acknowledge the contribution of the late John Miller to the Hawkesbury community by installing a plaque or other suitable memorial of his life and achievements in a public space.
2. A report be provided to Council outlining a location of an appropriate plaque or memorial, the costs of the plaque or memorial and how it could be funded.

**For the Motion:** Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogo.

**Against the Motion:** Nil.

**Absent:** Nil.

## ORDINARY MEETING

Minutes: 29 June 2021

### Item: 117                      MM2 - No Confidence in the Deputy Mayor - (125610, 79351)

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Councillor Lyons-Buckett declared a significant non-pecuniary conflict of interest in this matter as she was the subject of the Mayoral Minute. She left the Meeting and did not take part in voting or discussion on the matter.

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Mr Matthew Bennett, Mr Jason Pilgrim and Mr Paul Veigel addressed Council, speaking for the recommendation in the Business Paper.

Ms Rhonda Hawkins, Ms Christine Paine and Mr Peter Ryan addressed Council, speaking against the recommendation in the Business Paper.

#### **MOTION:**

RESOLVED on the motion of the Mayor, Councillor Conolly.

#### ***Refer to RESOLUTION***

#### **167 RESOLUTION:**

RESOLVED on the motion of the Mayor, Councillor Conolly.

That Council:

1. Note per the attached Statement of Reasons, that the Office of Local Government have found that Councillor Lyons-Buckett engaged in Misconduct in relation to the Kurmond-Kurrajong Investigation Area.
2. Does not have confidence in Councillor Lyons-Buckett to continue in the role of Deputy Mayor.

**For the Motion:** Councillors Conolly, Calvert, Kotlash, Richards, Tree and Zamprogno.

**Against the Motion:** Councillors Garrow, Rasmussen, Reynolds, Ross and Wheeler.

**Absent:** Councillor Lyons-Buckett.



## ORDINARY MEETING

Minutes: 29 June 2021

### SECTION 3 – Reports for Determination

#### GENERAL MANAGER

**Item: 118**                      **GM - Adoption of 2021/2022 Operational Plan - (79351)**

**Previous Item:**            102, Ordinary (8 June 2021)

**Directorate:**              General Manager

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#### **MOTION:**

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Wheeler.

***Refer to RESOLUTION***

#### **168 RESOLUTION:**

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Wheeler.

That:

1. The report regarding Draft 2021/2022 Operational Plan be noted.
2. The Draft 2021/2022 Operational Plan including the fees and charges, as placed on public exhibition, with the exclusion of the allocation of \$1,500 for funding Council's membership of the Sydney Weeds Network, be adopted incorporating the amendments as outlined in the report including the rates in the dollar for 2021/2022 to incorporate valuation changes up to the final Rating Resolution.
3. Council Make and Levy the following Rates and Fix the following Charges for the 2021/2022 financial period in accordance with Section 535 of the Local Government Act 1993 (Land Values used for calculation of rates have a Base Date of 1 July 2019):

#### **Residential Category**

In accordance with Section 535 of the Local Government Act 1993, an Ordinary rate named "Residential Rate" in accordance with Section 543 (1), of zero point two zero six one seven one (0.206171) cents in the valuation dollar be levied on all properties categorised as Residential in accordance with Section 516. These properties will be subject to an ad valorem rate and a base amount of \$439.00. The levying of the base amount from the Residential Category will generate 29.85% of the notional yield applicable to the Residential Category.

#### **Farmland Category**

In accordance with Section 535 of the Local Government Act 1993, an Ordinary rate named "Farmland Rate" in accordance with Section 543 (1), of zero point one eight five five five four (0.185554) cents in the valuation dollar be levied on all properties categorised as Farmland in accordance with Section 515. These properties will be subject to an ad valorem rate and a base amount of \$439.00. The levying of the base amount from the Farmland Category will generate 14.43% of the notional yield applicable to the Farmland Category.

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### Business Category

In accordance with Section 535 of the Local Government Act 1993, an Ordinary rate named "Business Area 1" in accordance with Section 543 (1), of zero point four one two three four two (0.412342) cents in the valuation dollar be levied on all properties in the Business sub-category Business Area 1 in accordance with Section 518. These properties will be subject to an ad valorem rate and a base amount of \$439.00. The levying of the base amount from the Business Area 1 sub-category will generate 12.86% of the notional yield applicable to the Business Area 1 sub - category.

In accordance with Section 535 of the Local Government Act 1993, an Ordinary rate named "Business Area 2" in accordance with Section 543 (1), of zero point four one two three four two (0.412342) cents in the valuation dollar be levied on all properties in the Business sub-category Business Area 2 in accordance with Section 518. These properties will be subject to an ad valorem rate and a base amount of \$439.00. The levying of the base amount from the Business Area 2 sub-category will generate 10.58% of the notional yield applicable to the Business Area 2 sub-category.

In accordance with Section 535 of the Local Government Act 1993, an Ordinary rate named "Business Area Other" in accordance with Section 543 (1), of zero point four one two three four two (0.412342) cents in the valuation dollar be levied on all properties in the Business sub-category Business Area Other in accordance with Section 518. These properties will be subject to an ad valorem rate and a base amount of \$439.00. The levying of the base amount from the Business Area Other sub-category will generate 12.28% of the notional yield applicable to the Business Area Other sub-category.

### Domestic Waste Management Service

For 2021/2022, in accordance with Section 496 of the Local Government Act 1993:

- A "Weekly Domestic (Inc. Green) Waste Mgt Charge 240L" annual charge of \$681.75 be made for a 240 litre bin, for each weekly domestic waste service to an occupied property which is categorised as Residential or Farmland, and for which a weekly domestic waste service, including a green waste service, is available. This charge includes a weekly pickup for garbage, a fortnightly pickup for recycling, a fortnightly pick up for green waste and one kerbside pickup for the financial year.
- A "Weekly Domestic Waste Mgt Charge 240L" annual charge of \$596.37 be made for a 240 litre bin, for each weekly domestic waste service to an occupied property which is categorised as Residential or Farmland, and for which a weekly domestic waste service, is available. This charge includes a weekly pickup for garbage, a fortnightly pickup for recycling, and one kerbside pickup for the financial year.
- A "Weekly Domestic (Inc. Green) Waste Mgt Charge 140L" annual charge of \$462.61 be made for a 140 litre bin for each weekly domestic waste service to an occupied property which is categorised as Residential or Farmland, and for which a weekly domestic waste service, including a green waste service, is available. This charge includes a weekly pickup for garbage, a fortnightly pickup for recycling, a fortnightly pick up for green waste and one kerbside pickup for the financial year.
- A "Weekly Domestic Waste Mgt Charge 140L" annual charge of \$377.24 be made for a 140 litre bin for each weekly domestic waste service to an occupied property which is categorised as Residential or Farmland, and for which a weekly domestic waste service is available. This charge includes a weekly pickup for garbage, a fortnightly pickup for recycling and one kerbside pickup for the financial year.
- A "Fortnightly Domestic Waste Mgt Charge 240L" annual charge of \$377.24 be made for a 240 litre bin, for each fortnightly domestic waste service to an occupied property which is categorised as Residential or Farmland, and for which a fortnightly domestic

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waste service, is available. This charge includes a fortnightly pickup for garbage, a fortnightly pickup for recycling and one kerbside pickup for the financial year.

- A "Fortnightly Domestic Waste Mgt Charge 140L" annual charge of \$462.61 be made for a 140 litre bin for each fortnightly domestic waste service to an occupied property which is categorised as Residential or Farmland, and for which a fortnightly domestic waste service, is available. This charge includes a fortnightly pickup for garbage, a fortnightly pickup for recycling and one kerbside pickup for the financial year.
- A "Weekly Domestic Waste Service Availability" annual charge of \$172.39 be made for parcels of land where a weekly domestic waste service is available but the service is not utilised.
- A "Fortnightly Domestic Waste Service Availability" annual charge of \$86.18 be made for parcels of land where a fortnightly domestic waste service is available but the service is not utilised.

### Pensioner Rebate

In accordance with Section 575 of the Local Government Act 1993 where a property is owned and occupied by eligible pensioner(s), a rebate amounting to 50% (fifty percent) of the combined rates and domestic waste service charges up to a maximum of \$250.00 (two hundred and fifty dollars) in annual concession will be granted for 2021/2022.

### Business Waste Management Service

For 2021/2022, in accordance with Section 501 of the Local Government Act 1993

- A "Weekly Business Waste Management Service 240L" annual charge of \$893.78 be made for a 240 litre bin, for each weekly waste service to a property which is categorised as Business and for which a weekly waste service is utilised.
- A "Weekly Business Waste Management Service 140L" annual charge of \$546.94 be made for a 140 litre bin for each weekly waste service to a property which is categorised as Business and for which a weekly waste service is utilised.
- A "Fortnightly Business Waste Management Service 240L" annual charge of \$625.65 be made for a 240 litre bin, for each fortnightly waste service to a property which is categorised as Business and for which a fortnightly waste service is utilised.
- A "Fortnightly Business Waste Management Service 140L" annual charge of \$382.86 be made for a 140 litre bin for each fortnightly waste service to a property which is categorised as Business and for which a fortnightly waste service is utilised.

### Sewerage Service

For 2021/2022, in accordance with Section 501 of the Local Government Act 1993, the following range of annual charges be made for the provision of sewerage services.

- |   |            |
|---|------------|
| • "Sewer Residential Connected"                 | \$931.02   |
| • "Sewer Residential Unconnected"               | \$619.97   |
| • "Sewer Business Unconnected"                  | \$624.72   |
| • "Sewer Business Category 1 (<1,000L per day)" | \$1,083.66 |

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- "Sewer Business Category 2 (1,001 - 5,000L / day)" \$5,433.53
- "Sewer Business Category 3 (5,001 - 10,000L / day)" \$10,823.88
- "Sewer Business Category 4 (10,001 - 20,000L / day)" \$21,581.65
- "Sewer Business Category 5 (>20,000L / day)" \$21,581.65
- Additionally, a trade waste volume charge of \$3.49 per kilolitre be charged to Business Category 5 properties for each kilolitre in excess of 20,000L.

### Pensioner Rebate

Where a residential property receiving this service is owned by pensioner(s) eligible for an Ordinary Rate pensioner rebate, then a rebate amounting to \$465.51 be granted to the owner(s) in annual concession for 2021/2022.

### Stormwater Management Charge

For 2021/2022, in accordance with Section 496A of the Local Government Act 1993, the following annual charges be made for stormwater management :

- "Stormwater Management – Residential" \$25.00
- "Stormwater Management - Residential Strata" 12.50
- "Stormwater Management – Business" \$25.00 per 350m<sup>2</sup> or part thereof, up to a maximum \$1,500.00.
- "Stormwater Management - Business Strata" Pro-rata of business charge, based on land valuation apportionment.

### Sullage Pump-Out Services

For 2021/2022:

- In accordance with Section 501 of the Local Government Act 1993, a "Fortnightly Sullage Pump-out Service" annual charge of \$2,605.36 will be made for the provision of a fortnightly sullage pump-out service to residential properties.
- In accordance with Section 501 of the Local Government Act 1993, a "Weekly Sullage Pump-out Service" annual charge of \$5,210.72 will be made for the provision of a weekly sullage pump-out service to residential properties.
- Where a property receiving a sullage pump-out service is owned by pensioner(s) eligible for an Ordinary Rate pensioner rebate, and the property is occupied solely by the eligible pensioner(s), in accordance with Section 577 of the Local Government Act 1993 a rebate amounting to 50% of the applicable charge be granted to the owner(s) in annual concession for 2021/2022.
- In accordance with Section 502 of the Local Government Act 1993, additional pump-outs can be requested at a cost of \$166.94 per extra service.
- In accordance with Section 502 of the Local Government Act 1993, emergency after hours pump-outs be charged at \$209.63 per service.
- In accordance with Section 502 of the Local Government Act 1993, that a charge of \$28.69 be made for each 1,000 (one thousand) litres of effluent pumped out from commercial and industrial properties for services being conducted on request.

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Minutes: 29 June 2021

### Drainage Management Charge

For 2021/2022, in accordance with Section 501 of the Local Government Act 1993, the following annual charges be made for drainage management :

- “Drainage Management - Residential” \$25.00\*
- “Drainage Management - Business” \$25.00\*

\*The Drainage Management Service Charge is only applicable to properties in the identified urban release area in North Richmond (Redbank). Properties in this area are not subject to the Stormwater Management Service Charge.

### Interest Charges

In accordance with Section 566 (3) of the Local Government Act 1993, the interest rate charged on overdue rates and charges for 2021/2022 by Council be set at the maximum permitted by the Minister for Local Government. For the 2021/2022 rating year, this will be 6.0% per annum.

4. The persons and/or organisations that made submissions in response to the exhibition of Council's Draft 2021/2022 Operational Plan be advised of Council's decision in this regard and the relevant comments in the report.
5. The additional information, as requested by Council at its Ordinary Meeting of 8 June 2021, provided in the report, be received and noted and be referred to the next Councillor Briefing Session.

**For the Motion:** Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Tree, Wheeler and Zamprogno.

**Against the Motion:** Councillors Richards and Ross.

**Absent:** Nil.

## ORDINARY MEETING

Minutes: 29 June 2021

### CITY PLANNING

**Item: 119**                      **CP - Domestic Sullage - (95498, 112179)**

**Previous Item:**              106, Ordinary (26 May 2020)

**Directorate:**                City Planning

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#### **MOTION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Calvert.

#### ***Refer to RESOLUTION***

#### **169 RESOLUTION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Calvert.

That:

1. Council note the contents of the report regarding Domestic Sullage:
2. Council continue to lobby the State Government for rebates for residents or subsidies for Council to be able to pass on savings to residents for effluent pump-out services to homes that cannot be connected to a reticulated sewage system (sewage main).
3. The Council's Sewage Management Facility team continue to modernise information relating to the many types of on-site sewage management facilities and publish this information to Council's website.
4. Council include information pertaining to a property's onsite sewage management facility (where applicable) as part of conveyancer's information packages for the purchase of property.
5. A further report be provided to Council that covers:
  - a) Alternative pricing structures including user pays
  - b) The feasibility and economic potential of split systems (i.e. grey water treatment and brown water treatment) and how this might reduce costs
  - c) A draft survey of pump-out households
  - d) How the revised Development Control Plan will provide more flexibility to the owners of new dwellings who would like to explore alternatives to pump-out
  - e) The information that Council provides to home owners concerning inspections.

**For the Motion:**              Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Tree, Wheeler and Zamprogno.

**Against the Motion:**        Councillor Ross.

**Absent:**                        Nil.

## ORDINARY MEETING

Minutes: 29 June 2021

**Item: 120**                      **CP - Appointments to Hawkesbury Local Planning Panel - (95498)**

**Previous Item:**            089, Ordinary (11 May 2021)  
                                 056, Ordinary (30 March 2021)

**Directorate:**                City Planning

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### **MOTION:**

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Zamprogno.

### ***Refer to RESOLUTION***

### **170 RESOLUTION:**

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Zamprogno.

That Council:

1. In accordance with the approval contained in the letter from the Minister for Planning and Public Spaces sent to Council on 13 May 2021, appoint David Ryan as Chair of the Hawkesbury Local Planning Panel until 29 February 2024 and appoint Louise Byrne and Stephen Leathley as alternate chairs until 29 February 2024.
2. Select the following expert representatives for appointment to the pool of expert members of the Hawkesbury Local Planning Panel until 29 February 2024:
  - Deborah Sutherland
  - Juliet Grant
  - John Brunton
  - Ian Stapleton
  - Wayne Carter
  - Ian Hunt
  - Elizabeth Kinkade.
3. Advise the Department of Planning, Industry and Environment of the appointments to the Hawkesbury Local Planning Panel.
4. Recommence the process for seeking expressions of interest from the community for the role of community representatives on the Hawkesbury Local Planning Panel by placing at least two advertisements in local media publications for a period of not less than 28 days, as well as advertising through Council's website and social media.
5. Delegate to the General Manager responsibility for arranging the recruitment and shortlisting of suitable community representatives in accordance with the requirements of the Local Planning Panels Fact Sheet "Panel member selection guide for councils" via an expression of interest.
6. Receive a further report to consider the General Manager's recommendations and determine the pool of community representatives to be appointed.

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**For the Motion:** Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Nil.

**Item: 121** CP - NSW State Government Flood Prone Land Package - (95498, 124414)

**Directorate:** City Planning

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### MOTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Zamprogno.

#### *Refer to RESOLUTION*

### 171 RESOLUTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Zamprogno.

That Council:

1. Note the changes to the legislation in relation to the Department of Planning, Industry and Environment's Flood Prone Land Package.
2. Advise the Department of Planning, Industry and Environment that Hawkesbury Council does not wish to opt in to including Clause 5.22 *Special flood considerations* into Hawkesbury Local Environmental Plan 2012 at this time, and will consider this further once Council has completed the Review of Hawkesbury Floodplain Risk Management Study and Plan 2012 and the MacDonald River, Colo River, Webbs Creek and Greens Creek Flood Study and Floodplain Risk Management Study and Plan.
3. Adopt the proposed amendments to the Flood Policy 2020 included as Attachment 7 to commence on 14 July 2021, being the date that the NSW Government's Flood Planning legislation comes into effect.
4. Request that the Minister for Planning and Public Spaces defer the commencement of the new legislation for councils in the Hawkesbury-Nepean Valley until the Government's commitments and actions within the Resilient Valley, Resilient Communities - the Hawkesbury-Nepean Valley Flood Risk Management Strategy are completed, and evidence-based decisions about flood related development controls can inform legislative requirements.

**For the Motion:** Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Nil.



## ORDINARY MEETING

Minutes: 29 June 2021

### INFRASTRUCTURE SERVICES

**Item: 122**                      **IS - Pitt Town Public Domain Works - Community Survey - (95495, 96332)**

**Directorate:**                      Infrastructure Services

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Mr Peter Ryan addressed Council, speaking for the recommendation in the Business Paper.

**MOTION:**

RESOLVED on the motion of Councillor Zamprogno, seconded by Councillor Richards.

***Refer to RESOLUTION***

**172 RESOLUTION:**

RESOLVED on the motion of Councillor Zamprogno, seconded by Councillor Richards.

That:

1. Council note the results of the voting from its YourHawkesbury-YourSay survey for various works in Pitt Town.
2. Council endorse the undertaking of the following works in Pitt Town:
  - Walking path between the end of Johnston Street and Bootles Lane - \$15,000
  - Footpath in Grenville Street - \$23,000
  - Shade cover over the existing seats in Bona Vista Park - \$10,000
  - Third shade sail in Bona Vista Park - \$19,000
  - Larger established shade tree planting in and around Bona Vista Park equipment - \$1,000 per tree including maintenance and maturity - \$10,000
  - Shade sail over play equipment in Wellesley Street Park - \$40,000
3. Additional funding of \$7,000 be allocated from the footpaving program to enable completion of those works.

**For the Motion:**                      Councillors Conolly, Lyons-Buckett, Calvert, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:**                      Nil.

**Absent:**                                      Councillor Garrow.

## ORDINARY MEETING

Minutes: 29 June 2021

### SUPPORT SERVICES

**Item: 123**                      **SS - Investment Report - May 2021 - (95496, 96332)**

**Previous Item:**            097, Ordinary (25 May 2021)

**Directorate:**               Support Services

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#### **MOTION:**

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Zamprogno.

#### ***Refer to RESOLUTION***

#### **173 RESOLUTION:**

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Zamprogno.

That the Monthly Investment Report for May 2021 be received and noted.

**For the Motion:**            Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:**       Nil.

**Absent:**                       Nil.

## ORDINARY MEETING

Minutes: 29 June 2021

### SECTION 5 – Notices of Motion

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**Item: 124**                      **NM - Richmond Bridge Duplication and traffic improvements - (79351, 138885)**

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Councillor Lyons-Buckett declared a less than significant non-pecuniary conflict of interest in this matter as she was a member of the community stakeholder reference group and no further action is required.

Councillor Rasmussen declared a less than significant non-pecuniary conflict of interest in this matter as he was a Council member of the community workshop conducted by Transport for NSW and no further action is required.

Councillor Richards declared a significant non-pecuniary conflict of interest in this matter as she was present at the announcement of the extra funding. She left the Meeting and did not take part in voting or discussion on the matter.

Councillor Wheeler declared a less than significant non-pecuniary conflict of interest in this matter as she was a member of community stakeholder reference group as the chair of Council's Heritage Advisory Committee and no further action is required.

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Mr Rob Buchanan and Mr Michael Morris addressed Council, speaking for the recommendation in the Business Paper.

Mr Marcus Claxton, Mr Matthew Bennett and Ms Hannah Stack addressed Council, against the recommendation in the Business Paper.

An MOTION was moved by Councillor Ross, Seconded by Councillor Lyons-Buckett.

That Council:

1. Support the North Richmond Southern bypass route and suggests further investigation be undertaken by Transport for NSW of a connection to Grose Vale Road; as well as Bells Line of Road.
2. Maintains its advocacy for a Southern bypass route to be constructed with a minimum Bridge level of 1 in 100 flood recurrence interval height.
3. Write to Transport for NSW in those terms following release of its 'Preferred Option' contained within its Community update of June 2021."

An AMENDMENT was moved by Councillor Tree, Seconded by Councillor Calvert.

That Council urgently seek a briefing on the proposed new Richmond Bridge from the Transport for NSW Project Team, to allow us to make a submission prior to the conclusion of the consultation period.

**For the Amendment:** Councillors Conolly, Calvert, Kotlash, Tree and Zamprogno.

**Against the Amendment:** Councillors Garrow, Lyons-Buckett, Rasmussen, Reynolds, Ross and Wheeler.

**Absent:** Councillor Richards.

The Amendment was lost.

## ORDINARY MEETING

Minutes: 29 June 2021

An AMENDMENT was moved by Councillor Wheeler, Seconded by Councillor Lyons-Buckett.

That Council:

1. Requests an urgent briefing from Transport for NSW regarding the Richmond Bridge Duplication Project.
2. Supports in principle the upgrade of The Driftway.
3. Notes that the options report is based on a significantly smaller budget.
4. Requires a solution that offers the best possible flood immunity and traffic flow.

**For the Amendment:** Councillors Conolly, Lyons-Buckett, Garrow, Rasmussen, Reynolds, Tree, Wheeler and Zamprogno.

**Against the Amendment:** Councillors Calvert, Kotlash and Ross.

**Absent:** Councillor Richards.

The Amendment was carried.

It was requested by Councillor Kotlash that this motion be dealt with in seriatim.

### 174 RESOLUTION:

RESOLVED on the motion of Councillor Ross, seconded by Councillor Lyons-Buckett.

That Council requests an urgent briefing from Transport for NSW regarding the Richmond Bridge Duplication Project.

**For the Motion:** Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillor Richards.

### 175 RESOLUTION:

RESOLVED on the motion of Councillor Ross, seconded by Councillor Lyons-Buckett.

That Council supports in principle the upgrade of The Driftway.

**For the Motion:** Councillors Conolly, Lyons-Buckett, Garrow, Rasmussen, Reynolds, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:** Councillors Calvert and Kotlash.

**Absent:** Councillor Richards.

## ORDINARY MEETING

Minutes: 29 June 2021

A MOTION was moved by Councillor Ross, seconded by Councillor Lyons-Buckett.

That Council notes that the options report is based on a significantly smaller budget.

**For the Motion:** Councillors Lyons-Buckett, Garrow, Rasmussen, Reynolds and Wheeler.

**Against the Motion:** Councillors Conolly, Calvert, Kotlash, Tree, Ross and Zamprogno.

**Absent:** Councillor Richards.

The Motion was lost.

### 176 RESOLUTION:

RESOLVED on the motion of Councillor Ross, seconded by Councillor Lyons-Buckett.

That Council require a solution that offers the best possible flood immunity and traffic flow.

**For the Motion:** Councillors Conolly, Lyons-Buckett, Garrow, Rasmussen, Reynolds, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:** Councillors Calvert and Kotlash.

**Absent:** Councillor Richards.

## **ORDINARY MEETING**

**Minutes:** 29 June 2021

### **QUESTIONS FOR NEXT MEETING**

**Item: 125**                      **Responses to Councillor Questions Taken On Notice at the Council Meeting - 8 June 2021 (79351)**

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Comments to Questions Taken On Notice at the Council Meeting on 8 June 2021 were provided.

**Item: 126**                      **Responses to Councillor Questions Taken On Notice at the Council Meeting - 15 June 2021 - (79351)**

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The responses to Questions Taken On Notice at the Council Meeting on 15 June 2021 were noted.

**Item: 127**                      **Questions with Notice - 29 June 2021**

---

Comments to Questions with Notice at the Council Meeting on 29 June 2021 were provided.

## ORDINARY MEETING

Minutes: 29 June 2021

### CONFIDENTIAL REPORTS

#### 177 RESOLUTION:

RESOLVED on the motion of Councillor Richards, seconded by Councillor Garrow.

That:

1. The Council meeting be closed to deal with confidential matters and in accordance with Section 10A of the Local Government Act, 1993, members of the Press and the public be excluded from the Meeting during consideration of the following items:

**Item: 128 IS - Lease from Crepe Myrtle 442 and (part of) 441 Cornwallis Road, Cornwallis - (79351, 95495)**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 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 purposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

**Item: 129 SS - Lease to OSR Group Pty Ltd - Windsor Function Centre - 7 Dight Street, Windsor - (95496, 107)**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 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 purposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

2. 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 these matters be withheld from the Press and public.

#### 178 RESOLUTION:

RESOLVED on the motion of Councillor Richards, seconded by Councillor Rasmussen that open meeting be resumed.

## ORDINARY MEETING

Minutes: 29 June 2021

**Item: 128**                      **IS - Lease from Crepe Myrtle - 442 and (part of) 441 Cornwallis Road, Cornwallis - (79351, 95495)**

**Directorate:**                      Infrastructure Services

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### **MOTION:**

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Zamprogno.

### ***Refer to RESOLUTION***

### **179 RESOLUTION:**

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Zamprogno.

That:

1. Council agree to enter into a new lease between Hawkesbury City Council and Crepe Myrtle Pty Limited for 442 and part of 441 Cornwallis Road, Cornwallis, as outlined in the report.
2. Authority be given for any documentation in association with this matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the proposed Lessor, together with the advice that Council, is not and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

**For the Motion:**                      Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:**                      Nil.

**Absent:**                                      Nil.



## ORDINARY MEETING

Minutes: 29 June 2021

**Item: 129**                      **SS - Lease to OSR Group Pty Ltd - Windsor Function Centre - 7 Dight Street, Windsor - (95496, 107)**

**Directorate:**                Support Services

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### **MOTION:**

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Lyons-Buckett.

### ***Refer to RESOLUTION***

### **180 RESOLUTION:**

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Rasmussen, seconded by Councillor Lyons-Buckett.

That:

1. Council agree to enter into a new lease with OSR Group Pty Ltd, for the property known as the Windsor Function Centre, 7 Dight Street, Windsor, as outlined in the report.
2. Authority be given for the lease and any other documentation in association with this matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the proposed Lessee, together with the advice that Council, is not and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

**For the Motion:**                Councillors Conolly, Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogn.

**Against the Motion:**        Nil.

**Absent:**                        Nil.

The meeting terminated at 11:14pm.

Submitted to and confirmed at the Ordinary meeting held on 13 July 2021.

.....  
Mayor

ordinary

section 2

mayoral minutes

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 13 July 2021

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date: 13 July 2021**

**SECTION 2 – Mayoral Minutes**

There was no Mayoral Minute at the time of preparing this Business Paper.

Notwithstanding the above, pursuant to Clauses 9.6-9.9 of Council's Code of Meeting Practice, the Mayor may submit a Mayoral Minute to the meeting without notice in relation to any matter or topic that:

- Is within the jurisdiction of the Council
- Council has official knowledge of.

However, a Mayoral Minute must not be put without notice if it relates to a routine or non-urgent matter.

A matter is considered to be urgent when it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 13 July 2021

ordinary

section 3

reports  
for determination

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 13 July 2021**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 13 July 2021**

**SECTION 3 – Reports for Determination**

**GENERAL MANAGER**

**Item: 130**                      **GM - Amendment to 2021/2022 Adopted Fees and Charges - (79351)**

**Previous Item:**            118, Ordinary (29 June 2021)

**Directorate:**              General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to gain approval for the exhibition and subsequent adoption of an amendment to the adopted 2021/2022 Fees and Charges.

**EXECUTIVE SUMMARY:**

The report proposes two changes to Council's adopted 2021/2022 Fees and Charges namely:

- To remove the fee for lifetime registration of cats and dogs which the Office of Local Government announced would be free of charge. This fee is currently part of a combined fee for the sale of cats and dogs through the Companion Animal Shelter
- To include 28 fees and charges for the Regional Gallery and Regional Museum activities which were not part of the exhibited Draft 2021/2022 Operational Plan.

In accordance with the Local Government Act 1993, all fees and charges for the upcoming financial year must be placed on exhibition for community consultation. This report seeks to place these Fees and Charges on exhibition for community consultation and subject to outcome of the exhibition process either provide a further report to Council, or if no submissions are received incorporate them into the adopted 2021/2022 Operational Plan.

**RECOMMENDATION:**

That:

1. The Draft 2021/2022 Fees and Charges, attached as Attachment 1 to the report, be approved for public exhibition and that Council give public notice of the exhibition of this document for a minimum of 28 days, in accordance with Section 405 of the Local Government Act 1993.
  2. At the expiration of the public notification period, the following action be taken:
    - a) Should any submissions be received regarding the fees and charges, a further report be submitted to Council, or
    - b) Should no submissions be received, Council adopt the fees and charges as shown in Attachment 1 to this report
- 

**BACKGROUND**

The Draft 2021/2022 Operational Plan was advertised and placed on public exhibition for a period of 28 days from Friday, 23 April 2021 to Friday, 21 May 2021 in accordance with legislative requirements.



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 13 July 2021**

The Draft 2021/2022 Operational Plan also included a full list of Council's Fees and Charges for the various services provided by Council. Fees and charges are reviewed each year and are updated as required to reflect the current cost of providing the service, any applicable statutory limit and any other relevant factors.

**Relevant Legislation**

- Local Government Act 1993 Section 610F Public notice of fees:
  - (1) A council must not determine the amount of a fee until it has given public notice of the fee in accordance with this section and has considered any submissions duly made to it during the period of public notice.*
  - (2) Public notice of the amount of a proposed fee must be given (in accordance with section 405) in the draft operational plan for the year in which the fee is to be made.*
  - (3) However, if, after the date on which the operational plan commences--*
    - (a) a new service is provided, or the nature or extent of an existing service is changed, or*
    - (b) the regulations in accordance with which the fee is determined are amended,**the council must give public notice (in accordance with section 705) for at least 28 days of the fee proposed for the new or changed service or the fee determined in accordance with the amended regulations.*
- Local Government (General) Regulation 2005

**DISCUSSION**

The Draft 2021/2022 Operational Plan was advertised and placed on public exhibition for a period of 28 days from Friday, 23 April 2021 until Friday, 21 May 2021 in accordance with legislative requirements. The 2021/2022 Operational Plan was then adopted at the Ordinary Council meeting held 29 June 2021.

In an Office of Local Government (OLG) Circular dated 9 June 2021, (post the exhibition of the Draft 2021/2022 Operational Plan) the OLG announced an exemption for some animal rescue organisations (of which Council is one). The circular states:

*Under clause 17(1c) of the Companion Animals Regulation 2018, certain animals, including animals in the care of some animal rescue organisations, are exempt from the lifetime-registration fee.*

To reflect this reduction, Council proposes to revert the proposed 2021/2022 fees in relation to the purchase of cats and dogs from the companion animal shelter to the 2020/2021 amounts. This fee is currently part of a combined fee for the sale of cats and dogs through the Companion Animal Shelter, which includes microchipping and desexing. These fees and charges are included as Attachment 1 to this report.

In addition, post the adoption of the 2021/2022 Operational Plan, it was identified that 28 fees and charges for the Regional Gallery and Regional Museum activities were not part of the exhibited Draft 2021/2022 Draft Operational Plan. These fees and charges are included as Attachment 1 to this report.

In accordance with the Local Government Act 1993, all fees and charges for the upcoming financial year must be placed on exhibition for community consultation. Because these fees were not in the exhibited Draft 2021/2022 Operational Plan, Council must place these fees and charges on exhibition for community consultation.

Council will not charge any of the listed Fees and Charges in relation to the Regional Gallery and Regional Museum activities until they are adopted.

**COMMUNITY ENGAGEMENT**

The amended fees and charges as provided in Attachment 1 be placed on public exhibition for the minimum 28 day period.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 13 July 2021**

The exhibition of the Fees and Charges will be advertised through:

- Council's website
- Social Media
- YourHawkesbury-YourSay

Submissions can be made in writing or through YourHawkesbury-YourSay.

Following this period, a summation of any submissions received will be presented to a Council Meeting held on 31 August 2021. At this meeting, Council is to consider any submissions received and adopt the finalised 2021/2022 Fees and Charges. If no submissions are received, it is recommended that the fees and charges be adopted and incorporated in the 2021/2022 Fees and Charges.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

Our Leadership

1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.

- 1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.
- 1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.
- 1.3.3 Decisions relating to determining priorities will be made in the long-term interests of the community.

**FINANCIAL IMPACT**

In relation to the fees for cats and dogs Council had increased the fee by CPI. Essentially by reverting to the 2020/2021 fees Council will not be accounting for CPI increases for one year. The impact of this will be monitored through each quarterly review.

The loss of fees in relation to Regional Gallery and Regional Museum activities is estimated to be less than \$500 and therefore has limited impact.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is not aligned with Council's long-term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks.

**ATTACHMENTS:**

**AT - 1** Fees and charges not exhibited during the Exhibition of the Draft 2021/2022 Operational Plan Fees and Charges - (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 13 July 2021**

**Item: 131**                      **GM - Establishment of a Set of Metrics to Report on Council Facilities, Operations and Functions - (79351)**

**Previous Item:**            Item 45, Ordinary (9 March 2021)

**Directorate:**              General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to outline the set of metrics which have been developed to report on Council facilities, operations and functions.

**EXECUTIVE SUMMARY:**

At the Council Meeting on 9 March 2021, Council considered a Mayoral Minute in relation to the establishment of a set of metrics to report on Council facilities, operations and functions.

Council resolved to develop a set of metrics to provide an indication of the customer service standards that are being experienced by ratepayers and other customers when dealing with Hawkesbury City Council.

At a Councillor Briefing Session on 4 May 2021 Council staff presented a range of possible metrics to report on Council facilities, operations and functions. During the Briefing Session, Councillors considered the metrics and they are now being reported back to Council for consideration and include reporting on:

- The status of Development Applications received and assessed
- Customer Service Requests
- Telephone Calls to Council's Call Centre

The final adopted list of metrics will be published quarterly on Council's website and updated every three months. The first reporting period will be April to June 2021.

**RECOMMENDATION:**

That:

1. Council adopt a set of metrics which report on:
  - Development Applications
  - Customer Service Requests
  - Telephone Calls to Council's Call Centre
2. The set of metrics be published on Council's website quarterly and updated every three months.
3. Reporting on Development Applications and Customer Service Requests metrics will be published in July 2021 for April to June 2021.
4. Reporting on telephone call metrics will be published in October 2021 for July to September 2021.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 13 July 2021**

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## **BACKGROUND**

At the Council Meeting on 9 March 2021, Council considered the Mayoral Minute requesting that a set of metrics be established to report on Council facilities, operations and functions. At that Council meeting Council resolved, as follows:

*“That:*

- 1. A set of metrics be developed at a Councillor Briefing Session that report on the facilities and operations that Council manage and that address the interaction with a range of Council’s functions, including Customer Service, Cultural Services, City Planning and other relevant areas of Council.*
- 2. Following the Councillor Briefing Session, the metrics be reported back to Council for consideration.*
- 3. The information be published quarterly on Council’s website and be updated every three months”.*

This report provides a response to the above Council resolution.

## **DISCUSSION**

The objective of the Mayoral Minute was to focus on improving the experience of customers and ratepayers when dealing with Council. Reporting openly and regularly on Council operations will help improve customer service and the expectations of the community.

In regard to Part 1 of the above resolution, a range of possible metrics on Council facilities, operations and functions for the period April to June 2021 were provided to a Councillor Briefing Session on 4 May, 2021.

Following from the discussions at the Briefing Session it is recommended that in order to better improve the experience of the community and customers the following metrics are used as a basis to report on for April to June 2021 and thereafter quarterly:

- Development Applications
  - Lodged (number)
  - Determined (number)
  - Average processing time (number of days)
  - Median processing time (number of days)
  - Outstanding at end of reporting period (number)
  - Outstanding for over 60 days (number and percentage)
  - Determined by NSW Land and Environment Court (number)
  - Decisions by NSW Land and Environment Court – upheld/upheld with amended plans/dismissed/withdrawn (number)

These metrics have considered the standard reporting requirements used by the NSW Department of Planning, and most allow for benchmarking of Hawkesbury’s performance against other NSW councils. Where required, additional explanation about the status of the development application information will be provided on Council’s website.

- Top 5 Customer Requests (number and percentage) received through Council’s customer request management system. This Top 5 list maybe updated over time as additional categories are added to the Customer Request System which will continue to ensure the categories reflect current enquires.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 13 July 2021**

- Date the Top 5 Customer Requests received and acknowledged via email.
- Date the Top 5 Customer Requests closed and acknowledged via email.

There was also a request for metrics to be provided on the volume of telephone calls and the time taken to resolve calls made to Council's Call Centre. The call categories are currently being refined and it is proposed that data would be available for the next reporting period from July to September 2021.

In regard to Part 2 and Part 3 of the above resolution, the metrics are being reported back to Council for consideration and will then be published in July 2021 for the period April to June 2021 and updated every three months on Council's website in a dashboard format.

### **COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Directions and Strategies within the CSP.

#### Our Leadership

- 1.2 Communication and engagement - Encourage an informed community and enable meaningful engagement.
  - 1.2.1 Provide open and clear lines of communication with the community that use the most current forms of digital technology.
  - 1.2.2 Council's communication will be enhanced to ensure community awareness and understanding of the role Council plays in everyday life in the Hawkesbury.
  - 1.2.3 Provide quality customer service to the community.
- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
  - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

### **FINANCIAL IMPACT**

There are no financial implications applicable to this report.

### **FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 13 July 2021**

**INFRASTRUCTURE SERVICES**

**Item: 132**                      **IS - Upper Colo Reserve - (95495,79354)**

**Directorate:**                Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is for Council to consider the closure of Upper Colo Reserve campground until access is restored from Upper Colo Road.

**EXECUTIVE SUMMARY:**

Upper Colo Reserve has been closed since late March 2021 due to the flood. Whilst the flood did not significantly affect the Reserve, the access from Upper Colo Road remains closed due to the loss of the low level bridge. The Reserve is still accessible however via Colo Heights Road.

Due to the flood impacts on the surrounding area and the limited access the Reserve was closed. The Reserve is due to reopen to campers from the normal season commencement date of 1 September 2021, and whilst bookings have been taken the local community has expressed their concern about the impacts of additional traffic on Colo Heights Road. There are financial impacts as well as reputational risks that should be considered.

**RECOMMENDATION:**

That Council consider the closure of Upper Colo Reserve campground until access is restored from Upper Colo Road.

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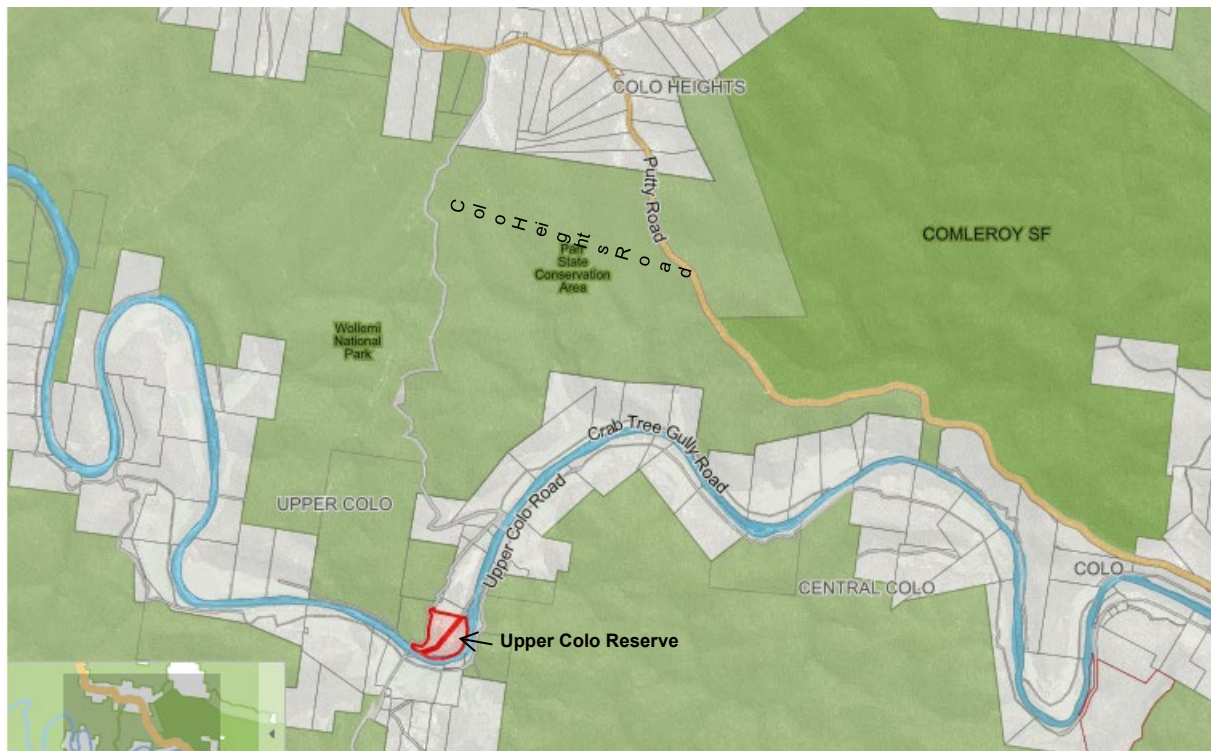
**BACKGROUND**

Upper Colo Reserve is Crown land located on the Colo River. Council has managed this site for over 40 years, and the Reserve is a very popular camp ground due to its setting and proximity to Sydney. The Reserve is a basic camping site with limited facilities and is limited to 150 campers per day. There are no set sites and Council staff clean the toilets and check on the campers.

The Reserve is normally closed during the winter period from 1 June to 31 August each year however, groups of over fifty are permitted to book during this period.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 13 July 2021**

**Location Plan**



**Relevant Legislation**

Local Government Act 1993  
Crown Land Act 2016

**DISCUSSION**

Following the floods in March 2021, the Reserve was closed given the flood damage in the area, and more broadly throughout the Hawkesbury Local Government Area. A determination was made at that time to reopen the Reserve on 1 September 2021 as whilst the low level bridge was lost during the floods, the Reserve is accessible via Colo Heights Road. It is likely that the closure of river crossing will continue for an extended time with a permanent replacement bridge potentially not being completed until mid 2022.

The local community have since expressed their concern about traffic impacts on Colo Heights Road as the sole access for properties on the northern side of the river and sought for the Reserve to remain closed, until bridge access is restored. Should Council resolve to keep the camping ground closed, staff would need to notify the current 52 bookings (357 Patrons) that have been made.

**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 13 July 2021**

Our Assets

4.3 Places and Spaces - Provide the right places and spaces to serve our community.

4.3.1 Provide a variety of quality passive recreation spaces including river foreshores, parks, bushland reserves and civic spaces to enhance our community's health and lifestyle.

4.3.3 Provide a variety of quality shared spaces including meeting spaces accommodating public art, cultural and environmental amenity to enhance our community's health and lifestyle.

**FINANCIAL IMPACT**

Closing the Reserve will impact on the revenue generated for this Reserve. Currently there is over \$9,000 in existing bookings.

The net impact of closure for 12 months is estimated at \$75,000 noting that if the Reserve is closed to camping, Council still will be required to manage the Reserve which includes mowing and cleaning.

Closure for a significant period of time is also likely to impact on the longer term bookings with consequent loss of income.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

Closing the reserve is not currently aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will mean that the reserve is not paying for itself and will require the allocation of additional financial resources which are currently not budgeted for in the Long-Term Financial Plan.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 13 July 2021**

**SUPPORT SERVICES**

**Item: 133**                      **SS - Review of Payment of Expenses and Provision of Facilities to Councillors Policy - (95496)**

**Previous Item:**            113, Ordinary (29 June 2021)

**Directorate:**              Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to:

- Respond to Council's resolution concerning a review of Council's Payment of Expenses and Provision of Facilities to Councillors Policy;
- To provide a Draft Policy for consideration and seek endorsement for it to be placed on public exhibition.

**EXECUTIVE SUMMARY:**

Council last adopted a Policy regarding Payment of Expenses and Provision of Facilities to Councillors on 11 October 2016 (the current Policy).

At its meeting on 15 June 2021 Council considered a Notice of Motion in relation to review of the current Policy, and resolved for a review to be carried out so that a revised Policy could be adopted prior to the commencement of the next Council term. Council's resolution contained issues to be considered as part of the review, and called for a report concerning online lodgement of Councillor expense claims.

A revised Draft Policy has been prepared for consideration by Council. Council is required to publically exhibit any amendments to the current Policy prior to adoption by Council.

Councils are required to adopt a Policy regarding Payment of Expenses and the Provision of Facilities to Councillors within the first 12 months of each term of Council.

This requirement will still apply if Council adopts a revised Policy prior to the end of the current Council term.

**RECOMMENDATION:**

That the Payment of Expenses and Provision of Facilities to Councillors Policy, included as Attachment 1 to the report, be placed on public exhibition for a period of at least 28 days, and that the matter be reported back to Council at the conclusion of the exhibition period, along with any submissions received.

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**BACKGROUND**

Section 252 of the Local Government Act 1993 (the Act) requires each council, within the first 12 months of each term of Council, to adopt a policy concerning the payment of expenses and provision of facilities to the Mayor, the Deputy Mayor, and Councillors in relation to discharging the functions of civic office.

The current 'Policy Regarding Payment of Expenses and Provision of Facilities to Councillors' was adopted by Council at its meeting on 11 October 2016, following a public exhibition period. The current Policy is available on Council's website.

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At its meeting on 15 June 2021 Council considered a Notice of Motion concerning the current Policy, and Council resolved as follows:

*"That:*

1. *Council concludes a review of its "Payment of Expenses and Provision of Facilities to Councillors" policy so that the revised policy is active in time for the new term of Council in September.*
2. *The draft policy to be formulated and presented for exhibition consider the following issues:*
  - a) *Additional flexibility within the allocated budget for each Councillor to choose the resources that best equip them to discharge Council business, i.e Phones, iPads, laptop, cellular modem, printer etc.*
  - b) *Updating anachronistic clauses such as those referring to the installation of land lines or fax machines for Councillors (Part 3.2.a.ix and Part 3.2.c.iii)*
  - c) *Examines what options can be presented in the policy without contravening Section 403 of the Local Government General Regulation 2005 (Payment of expenses and provision of facilities) which states: "A policy under section 252 of the Act must not include any provision enabling a council: (a) to pay any councillor an allowance in the nature of a general expense allowance."*
  - d) *Considers updating section Part 2.2.d (Superannuation) to reflect recent changes to Section 254B of the Local Government Act as they relate to Superannuation for Local Government Councillors, and suggest clauses that become enacted if and when Council decides to make such payments, preferably on an opt-out basis, after 1 July 2022.*
  - e) *Deletes Part 3.13 (Provision of recordings of Council meetings to Councillors), so long as the retention period for publicly available podcasts of Council meetings is extended to the whole term of Council."*
3. *Council report on the feasibility and cost of moving to an on-line system for the lodgment and reconciliation of Councillor expense claims.*

This report provides information concerning the review of the Policy, and presents a Draft Policy which takes into consideration those matters raised in Part 2 of Council's resolution. A further report to Council will provide additional information in relation to part 3 of the resolution.

The Act provides that a policy concerning the payment of expenses and provision of facilities to Councillors must:

- Prior to adoption, be publically exhibited for at least 28 days
- Comply with the provisions of the Act, the regulations and any relevant guidelines issued under section 23A of the Act.

Guidelines for the Payment of Expenses and Provision of Facilities were issued by the then Division of Local Government in 2009 (Guidelines).

Council must not pay any expenses incurred or to be incurred by, or provide any facilities to, Councillors otherwise than in accordance with a policy made under the Act.

In accordance Council's resolution, the current Policy has been reviewed and some amendments are proposed, including amendments dealing with issues raised in the above resolution. It also takes into account other issues raised at the Council Meeting when considering the Notice of Motion, such as Councillor office space in the Administration Building, Windsor.

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In conducting this review of the Policy and making amendments, consideration has been given to the Guidelines.

The proposed amendments are aimed at ensuring Councillors have a robust framework to support ethical, careful, effective and efficient use of council resources in carrying out their functions, while allowing for Councillors to receive contemporary, adequate and reasonable expense allowances and facilities, to enable them to effectively carry out their civic duties as elected representatives of the Hawkesbury community.

The Draft Policy is substantially in the form of the suggested template for the Model Expenses and Facilities Policy published by the Office of Local Government as an example of best practice governance.

This template is provided as a suggested format for councils in response to requests for guidance on better practice. The template has been prepared to be consistent with the Local Government Act 1993 and Local Government (General) Regulations 2005.

The Office of Local Government advises that the template has been designed to be amended to suit local needs and circumstances.

The amended Draft Policy, including the proposed changes detailed above, is attached to this report as Attachment 1.

## **DISCUSSION**

### **Draft Payment of Expenses and provision of Facilities to Councillors Policy**

A Draft Policy been prepared, attached as Attachment 1 to this report.

The proposed amendments to the current Policy, other than those relating to layout and content realignment, are summarised below:

#### ***Part B – Expenses***

- The reference to payment of annual fees has been removed. The Guidelines say that policies concerning expenses and facilities are not required to deal with councillors' annual fees, although it is acknowledged that there is likely to be some correlation between the annual fees paid to mayors and councillors and the level and scope of expenses and facilities required and provided for in a councillor expenses and facilities policy.
- Sacrificing annual fees to complying superannuation funds has been removed. Council resolved that the Draft Policy consider updating this section of the current Policy to reflect recent amendments to the Act concerning superannuation for Councillors. Under those amendments:
  - Payments for superannuation to Councillors can be made after 1 July 2022, subject to Council resolving to make such payments
  - Councillors can agree in writing to forgo superannuation payments
  - Superannuation contribution payments are payable with, and at the same intervals as, the annual fees payable to Councillors.

It is recommended that consideration be given to not including superannuation payments in the Policy, in the same way that the proposed Policy does not include clauses concerning the payment of annual fees for Councillors.

Advice has been obtained from the Office of Local Government to the effect that Councils are not required to include provisions concerning annual fees and superannuation contributions in the Policy.

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- In Clause 6, Specific expenses, additional flexibility has been added to enable Councillors to choose information and communications technology resources from categories of resources which Council would otherwise make available.

Clause 403 of the Local Government Regulation 2005 says that a Policy under Section 252 of the Act must not allow Council to pay a Councillor an allowance in the nature of a general expense allowance.

Advice has been obtained from the Office of Local Government that provisions in the nature of those proposed offering Councillors flexibility in relation to obtaining their own equipment (within categories provided by Council) would not contravene Regulation 403 provided:

- There is a cap on the expenditure permitted
- The expenditure is limited to categories of equipment reasonably required by Councillors to carry out their civic duties.

**Part C – Facilities**

- Clause 10 now contains provision for a Councillor office. Presently Councillors are able to use the room adjacent to the Council Chambers foyer. It is proposed that this room contain enhanced facilities to enable the holding of meetings for small groups.
- Provisions concerning reimbursement of call and data charges have been moved from the Facilities section to the Expenses section - Clause 6, Specific expenses, and repetition concerning facilities and reimbursement provisions for the Mayor, the Deputy Mayor, and Councillors has been removed.
- Provisions concerning installation of land lines or fax machines for Councillors, and supply of Council Meeting recordings have been removed. Podcasts of Council meetings since podcasting commenced in November 2017 remain on Council's website

It is recommended that the Draft Policy attached as Attachment 1 to this report be place on public exhibition for 28 days and that Council receive a further report concerning submissions received during the exhibition period.

**Lodgement and reconciliation of Councillor expense claims**

Currently, Councillors lodge claims for travel expenses (for kilometres travelled on Council business) and telephone expenses by manually completing forms provided by Council staff. Completed forms are approved by the Manager Corporate Services and Governance, provided to Payroll for processing, and registered in Council's Electronic Content Management system.

Prior to Council Meetings, Councillor Briefing Sessions and Council Committee Meetings being held by audio-visual link commencing in March 2020, due to the COVID-19 Pandemic, Councillors were provided with pre-populated forms as to the distance between their homes and the Council Chambers to assist with completing the travel claims. It is acknowledged that in this period Councillors were travelling for reasons related to these meetings and for other unrelated reasons on Council business.

Preliminary work has been done on the feasibility of on online system for lodgement and reconciliation of Councillor expense claims.

Additional work is required in advance of a further report to Council as there are a numerous options available for electronic forms. It is envisaged that the solution would involve the creation of online template forms, with content options in the relevant fields and the ability to pre-populate forms based on known information relevant to each Councillor could be used.

Ideally, the process would utilise existing workflow capabilities within Council's Electronic Content Management system which would forward the form to the Manager Corporate Services and Governance

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for approval of the claim. Once approved the workflow would then forward to Payroll for processing and confirmation to Councillors at key stages of the workflow.

It is proposed that when the revised Policy is reported to Council following public exhibition, that the report include further information concerning the feasibility and cost of online lodgement and reconciliation of Councillor expense claims.

**COMMUNITY ENGAGEMENT**

Section 253 of the Act details the requirements to be complied with prior to a Policy regarding Payment of Expenses and the Provision of Facilities to Councillors being adopted or amended, and is in the following terms:

- "(1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submission and make any appropriate changes to the draft policy or amendment.*
- (3) Despite subsection (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*
- (4) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:*
- (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*
  - (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and*
  - (c) a copy of the notice given under subsection (1).*
- (5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252(1) even if the council proposes to adopt a policy that is the same as its existing policy."*

Subject to Council's approval, the Draft Policy will be placed on public exhibition in accordance with the requirements detailed above.

The exhibition of the Draft Policy will be advertised through:

- Council's website
- Social Media
- YourHawkesbury-YourSay

Submissions can be made in writing or through YourHawkesbury-YourSay.

Following this period, a summation of any submissions received will be presented to a Council Meeting.

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

The proposal is consistent with the Focus Area and Direction within the CSP

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Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
- 1.6 Corporate Services - Support the operation of the organisation through the provision of effective and efficient corporate support services.

**FINANCIAL IMPACT**

Financial implications arising from the payment of expenses and provision of facilities to Councillors, as detailed in the Policy, as proposed, are applicable and are provided for in the 2021/2022 Adopted Operational Plan.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

**ATTACHMENTS:**

- AT - 1** Draft Payment of Expenses and Provision of Facilities to Councillors Policy - (*Distributed Under Separate Cover*)

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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ordinary

section 4

reports  
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**ORDINARY MEETING**  
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**SECTION 4 – Reports of Committees**

**Item: 134**                      **ROC - Disaster and Emergency Committee - 14 April 2021 - (151940, 95495)**

**Directorate:**                Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Disaster and Emergency Committee, held on 14 April 2021.

**EXECUTIVE SUMMARY:**

The Disaster and Emergency Committee considered two items, contained within the minutes (Attachment 1), the details of which are discussed in the report below.

**RECOMMENDATION:**

That in relation to the Minutes of the Disaster and Emergency Committee Meeting held on the 14 April 2021:

1. Council receive and note the Disaster and Emergency Committee minutes and endorse the actions arising from the recommendations contained in the following items:

Item 1 – Emergency Planning and Response, the Committee recommends that Council:

1. *The Committee note the information in the report relating to Emergency Planning and Response.*
2. *The Committee receive the presentations from relevant agencies.*
3. *The Committee identify matters for further action or resolution by Council.*
4. *Council write to residents and businesses in flood-affected areas to provide written information about on recovery services, Services NSW registration, clean-up and any other relevant information.*
5. *Council seek to facilitate the production of an overall review of the 2021 Flood to provide operational information to a future Council and the Community.*

Item 2 – Floodplain Management Matters, the Committee recommends that Council:

1. *Advise Council that it should urgently advocate for the Richmond Bridge Duplication Project to include a bridge and approach roads that provide better access during a major flood event.*
2. *Recommend that Council advocate with all relevant agencies and organisations for resilience planning for infrastructure, in particular electricity, during flood events.*
3. *Recommend that the Committee continue to provide advice for Council's grant funded floodplain management projects.*

**ORDINARY MEETING**  
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**DISCUSSION**

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following items require specific consideration by Council.

In relation to Item 1 - Emergency Planning and Response:

3. *The Committee identify matters for further action or resolution by Council.*
  - It is recommended that a report be prepared for Council to consider matters identified for further action or resolution.
4. *Council write to residents and businesses in flood-affected areas to provide written information about on recovery services, Services NSW registration, clean-up and any other relevant information.*
  - During the recovery phase of the flood event, Council contacted residents and businesses to provide information regarding recovery services, Service NSW registration, clean-up and other relevant information.
  - This has been carried out in various forms including letters, emails and Facebook posts and complimented Council's Customer Service Centre at which staff were made available through additional opening hours to support the community.
  - Residents have also been invited to register for updates regarding the flood recovery specifically, as well as more individualised services such as waste disposal bookings, and Recovery Centre and Community Hubs services.
  - It is therefore recommended that this item be considered completed with no further action required.
5. *Council seek to facilitate the production of an overall review of the 2021 Flood to provide operational information to a future Council and the Community.*
  - Council's Enterprise Risk Manager has subsequently arranged for each Council Directorate to conduct team Flood Emergency After Action Review facilitated sessions to capture issues, impacts (or potential impacts) and improvements that can be implemented following the flood event.
  - These documents were collated and included in an overall key learnings document used to prepare Council's internal Flood Response Plan that has been formulated with feedback from the Crisis Management Team and the Flood Recovery Team.
  - The Flood Response Plan lists Issues or Challenges, SMART Action, Responsible Officer and Due Date.
  - This Plan was considered and endorsed by the Executive Team meeting of 15 June 2021. The status of the actions contained within the Plan will be reported to the Executive Team on a monthly basis.
  - The outcomes from this Plan will be used to improve operational information to Council and the Community.

In relation to Item 2 - Floodplain Management Matters:

1. *Advise Council that it should urgently advocate for the Richmond Bridge Duplication Project to include a bridge and approach roads that provide better access during a major flood event.*
  - Council and the general public have recently been advised of Transport for NSW's preferred option relating to this project.

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- Transport for NSW are conducting community feedback sessions on this project and will attend a Councillor Briefing Session to update Councillors and to seek their feedback at which time Councillors can raise this matter.
2. *Recommend that Council advocate with all relevant agencies and organisations for resilience planning for infrastructure, in particular electricity, during flood events.*
- Council is to consider what avenues it will take to increase the need for resilience planning for infrastructure, in particular electricity, during flood events.
3. *Recommend that the Committee continue to provide advice for Council's grant funded floodplain management projects.*
- Council is requested to endorse the Committee's recommendation that they provide advice for grant funded floodplain management projects as grant opportunities become available.

**ATTACHMENTS:**

**AT - 1** Minutes of the Disaster and Emergency Committee held on 14 April 2021.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**AT - 1 Minutes of the Disaster and Emergency Committee held on 14 April 2021**

Minutes of the Meeting of the Disaster and Emergency Committee held in the Council Chambers and by Audio-Visual link, on 14 April 2021, commencing at 5:30pm.

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**Present:** Councillor Barry Calvert, Hawkesbury City Council  
Councillor Patrick Conolly, Mayor, Hawkesbury City Council - Chairperson  
Councillor Emma-Jane Garrow, Hawkesbury City Council  
Councillor Amanda Kotlash, Hawkesbury City Council  
Councillor Mary Lyons-Buckett, Deputy Mayor, Hawkesbury City Council  
Councillor Sarah Richards, Hawkesbury City Council  
Councillor John Ross, Hawkesbury City Council  
Councillor Danielle Wheeler, Hawkesbury City Council  
Councillor Nathan Zamprogno, Hawkesbury City Council

**Apologies:** Councillor Paul Rasmussen, Hawkesbury City Council  
Councillor Peter Reynolds, Hawkesbury City Council  
Councillor Tiffany Tree, Hawkesbury City Council

**In Attendance:** Mr Phil Bow, New South Wales Police Force  
Mr Jim Stewart, New South Wales Police Force  
Mr Kevin Jones, NSW State Emergency Service  
Ms Alison Morgan, Resilience NSW  
Mr Laurie Mifsud, Hawkesbury City Council  
Mr Jeff Organ, Hawkesbury City Council  
Ms Linda Perrine, Hawkesbury City Council  
Ms Emma Galea, Hawkesbury City Council  
Ms Suzanne Stuart, Hawkesbury City Council  
Mr Andrew Kearns, Hawkesbury City Council  
Ms Meagan Ang, Hawkesbury City Council  
Ms Jackie Carr, Hawkesbury City Council  
Mr Charles McElroy, Hawkesbury City Council  
Ms Tracey Easterbrook, Hawkesbury City Council

**APOLOGIES AND LEAVE OF ABSENCE**

RESOLVED on the motion of Councillor Sarah Richards and seconded by Councillor Nathan Zamprogno that the apologies be accepted.

Councillor Garrow arrived at the meeting at 5:56pm.  
Mr Phil Bow arrived at the meeting at 5:58pm.

Councillor Garrow left the meeting at 7pm.  
Mr Jim Stewart left the meeting at 7:45pm.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**Attendance Register of Disaster and Emergency Committee**

Member	9/02/2021
Councillor Barry Calvert	✓
Councillor Patrick Conolly	✓
Councillor Emma-Jane Garrow	✓
Councillor Amanda Kotlash	✓
Councillor Mary Lyons-Buckett	✓
Councillor Paul Rasmussen	A
Councillor Peter Reynolds	A
Councillor Sarah Richards	✓
Councillor John Ross	✓
Councillor Tiffany Tree	A
Councillor Danielle Wheeler	✓
Councillor Nathan Zamprogno	✓

**Key:** A = Formal Apology    ✓ = Present    X = Absent - no apology

**DECLARATION OF INTERESTS**

There were no Declaration of Interests made.

**SECTION 1 - Reports for Determination**

**Item: 001**                      **DE - Emergency Planning and Response - (151940, 95495)**

**Division:**                      Infrastructure

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Ms Alison Morgan from Resilience NSW addressed the Committee Meeting.

**OFFICER'S RECOMMENDATION:**

That the Disaster and Emergency Committee:

1. The Committee consider the information in the report relating to Emergency Planning and Response
2. Receive the presentations from relevant agencies; and
3. Identify matters for further action or resolution by Council.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.

**ORDINARY MEETING**  
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That the Disaster and Emergency Committee:

1. The Committee note the information in the report relating to Emergency Planning and Response.
2. The Committee receive the presentations from relevant agencies.
3. The Committee identify matters for further action or resolution by Council.
4. Council write to residents and businesses in flood-affected areas to provide written information about recovery services, Services NSW registration, clean-up and any other relevant information.
5. Council seek to facilitate the production of an overall review of the 2021 Flood to provide operational information to a future Council and the community.

**For the Motion:** Councillors Conolly, Calvert, Kotlash, Lyons-Buckett, Ross, Richards, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Garrow, Rasmussen, Reynolds and Tree.

**Item: 002**                      **DE - Floodplain Management Matters - (151940, 95498)**

**Division:** City Planning

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**OFFICER'S RECOMMENDATION:**

That the Disaster and Emergency Committee:

1. Consider the Richmond Bridge Duplication Project further following the release of the Preferred Option Report by Transport for NSW.
2. Recommend that Council advocate with all relevant agencies and organisations for resilience planning of infrastructure networks during flood events.
3. Consider the matter of closure of bridges when further amendments are proposed to the Hawkesbury-Nepean Flood Emergency Sub Plan.
4. Recommend the formation of a working group to the Committee to act as an advisory group for Council's grant funded floodplain management projects in accordance with the NSW Floodplain Development Manual.
5. Consider the Warragamba Dam Wall matter further following the release of the Environmental Impact Statement by Water NSW.

A MOTION was moved by Councillor Kotlash, seconded by Councillor Calvert.

That the Disaster and Emergency Committee:

1. Advise Council that it should urgently advocate for the Richmond Bridge Duplication Project to include a bridge and approach roads that provide better access during a major flood event.

**ORDINARY MEETING**  
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2. Recommend that Council advocate with all relevant agencies and organisations for resilience planning for infrastructure, in particular electricity, during flood events.
3. Recommend that the Committee continue to provide advice for Council's grant funded floodplain management projects.

An AMENDMENT was moved by Councillor Wheeler, seconded by Councillor Lyons-Buckett.

That the Disaster and Emergency Committee:

1. Advise Council that it should urgently advocate for the Richmond Bridge Duplication Project to include a bridge and approach roads that provide better access during a major flood event.
2. Recommend that Council advocate with all relevant agencies and organisations for resilience planning for infrastructure, in particular electricity, during flood events.
3. Recommend the formation of a working group to the Committee to act as an advisory group for Council's grant funded floodplain management projects in accordance with the NSW Floodplain Development Manual.

**For the Amendment:** Councillors Lyons-Buckett and Wheeler.

**Against the Amendment:** Councillors Conolly, Calvert, Kotlash, Ross, Richards and Zamprogno.

**Absent:** Councillors Garrow, Rasmussen, Reynolds and Tree.

The amendment was lost.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Calvert.

That the Disaster and Emergency Committee:

1. Advise Council that it should urgently advocate for the Richmond Bridge Duplication Project to include a bridge and approach roads that provide better access during a major flood event.
2. Recommend that Council advocate with all relevant agencies and organisations for resilience planning for infrastructure, in particular electricity, during flood events.
3. Recommend that the Committee continue to provide advice for Council's grant funded floodplain management projects.

**For the Motion:** Councillors Conolly, Calvert, Kotlash, Ross, Richards and Zamprogno.

**Against the Motion:** Councillors Lyons-Buckett, and Wheeler.

**Absent:** Councillors Garrow, Rasmussen, Reynolds and Tree.

The meeting terminated at 8:05pm.

oooO END OF REPORT Oooo



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 13 July 2021**

**Item: 135**                      **ROC - Local Traffic Committee - 21 June 2021 - (80245, 95495)**

**Directorate:**                      Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 21 June 2021. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

**EXECUTIVE SUMMARY:**

The Local Traffic Committee considered four items, contained within the Minutes of the Local Traffic Committee. As these items have no policy or financial implications to Council, they are presented for information only.

**RECOMMENDATION:**

That Council receive and note the Minutes of the Local Traffic Committee Meeting held on 21 June 2021.

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**DISCUSSION**

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1).

- Special Event Traffic – Bilpin Bush Run 2021, Bilpin
- Special Event Traffic – Hawkesbury Fest 2021, Governor Phillip Park, Windsor
- Special Event Traffic – All Holden Day – Holden Display Day 2021, Hawkesbury Showground, Clarendon
- Special Event Traffic – Tour de PIF Charity Ride and Run/Walk 2021
- Traffic Matter – Proposed Signposting and Linemarking for the Southern Heights – Promenade Development – Redbank, North Richmond

**ATTACHMENTS:**

**AT - 1**    Minutes of the Local Traffic Committee held on 21 June 2021

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**AT - 1 Minutes of the Local Traffic Committee held on 21 June 2021**

Minutes of the Meeting of the Local Traffic Committee held in the Small Committee Room, Windsor, on Monday, 21 June 2021, commencing at 3pm.

**ATTENDANCE**

**Present:** Mr Brana Ravichelvan, Transport for NSW  
Mr Steve Grady, Busways  
Mr Mark Rusev representing Ms Robyn Preston, MP (Hawkesbury)

**Apologies:** Councillor Peter Reynolds, Hawkesbury City Council  
Inspector Brendan Hillyard, NSW Police

**In Attendance:** Mr Christopher Amit, Hawkesbury City Council, (Chair)  
Ms Cathy Mills, Hawkesbury City Council

Mr Christopher Amit advised the Committee that the position of Chair is to be undertaken in accordance with RMS (formerly RTA) Guidelines "Delegation to Councils for Regulation of Traffic" Section 5.3 which states that the meeting is to be convened by a Council Representative, either voting or non-voting. On this basis Mr Amit is to take up the position of the Chair for this meeting as agreed to with Councillor Reynolds.

The Chairman tendered an apology on behalf of Councillor Peter Reynolds advising that Councillor Peter Reynolds, concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on their behalf.

RESOLVED on the motion of Mr Mark Rusev, seconded by Mr Brana Ravichelvan that the apologies be accepted.

**SECTION 1 – Minutes**

**Item 1.1 Confirmation of Minutes**

The Committee resolved on the Motion of Mr Mark Rusev, seconded by Mr Christopher Amit, that the Minutes from the previous meeting held on Monday, 10 May 2021 be confirmed.

**Item 1.2 Business Arising**

There was no Business Arising from the previous minutes.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 13 July 2021**

**SECTION 2 - Reports for Determination**

**Item: 2.1      LTC - Bilpin Bush Run 2021, Bilpin (Hawkesbury) - (80245, 73582)**

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**REPORT:**

**Introduction**

An application has been received from the Bilpin Rural Fire Service seeking approval (in traffic management terms) to conduct the Bilpin Bush Run 2021 on Saturday, 21 August 2021.

The event organiser is proceeding with the event based on the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW).

The event organiser has advised:

- This is an annual event which has been held since 1996 and previously undertaken along a different course.
- Since 2014 the events have been undertaken along a new course which is to be utilised for the 2021 event. The event was cancelled in 2020 due to COVID-19.
- The event is a race which is both for fundraising and training and is organised by the Bilpin RFS.
- The event will be conducted between 10am and 3:30pm. The event set up will commence from 5am with progressive shutdown of each site as the last participants pass each checkpoint.
- The start and finish of the event will be at Bilpin District Hall located at No. 2596 Bells Line of Road, Bilpin.
- The route of the Bush Run is within the Hawkesbury Local Government area and will be predominantly along fire trails, national park trails, Telstra trails, power line trails and easements, private property tracks and paddocks, along short sections of Mt Tootie Road and Bells Line of Road and cross Mt Tootie Road at several locations.
- The 34 kilometre Bush Run will be undertaken along the following route;
  - Commence at the Bilpin District Hall and proceed in a westerly direction along the road verge area on Bells Line of Road for an approximate distance of 600 metres.
  - Turn right into the fire trail (Crown Road Reserve) and proceed along the fire trail into the National Park and follow the trail until it crosses Mt Tootie Road (race distance 1.8 kilometres). The crossing point in Mt Tootie Road is in the vicinity of No. 66 Mt Tootie Road (approximately 800 metres from Bells Line of Road).
  - After crossing Mt Tootie Road, proceed along a Telstra trail that runs parallel to and west of the road 20 to 30 metres off the Mt Tootie Road.
  - After 3.5 kilometres of existing trails, the runners cross Mt Tootie Road on two occasions 100 metres apart below the loop in the road.
  - The runners will then enter a series of trails and power line tracks before emerging for a short distance along Mt Tootie Road (approximately 200 metres), before entering a Telstra trail that runs parallel to Mt Tootie Road.
  - At this point the runners will enter private property and follow a course over paddocks, property tracks and fire trails which will bring them back to Mt Tootie Road.
  - The return course follows the same tracks as the outbound course until approximately three kilometres from the finish.

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- At this point the runners will cross Mt Tootie Road and follow a power line easement until they enter the fire trail 1.8 kilometres from the start.
- On entry to the fire trail, runners return along the same out bound course, finishing at the Bilpin District Hall.
- The runners have the option to undertake the full length of the course or complete a shorter 16 kilometre length of the course.
- Traffic Controllers will be positioned at all Mt Tootie Road crossing points.
- Mt Tootie Road is a very low traffic gravel road (ADT < 50).
- Some disruption will occur to a small number of residents along Bells Line of Road and Mt Tootie Road.
- The runners will utilise a 600 metre section 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. The shoulder of Bells Line of Road (on the section between Mt Tootie Road and Bilpin District Hall) will not be used at all by any runners.
- There will be approximately 450 runners participating in the run.
- Approximately 100 spectators are expected to attend.
- Off street parking is available at Bilpin District Hall for over 200 cars. If the car park area becomes full, additional car parking is available on adjoining properties.

Details of the Event Course for the Bilpin Bush Run 2021, is contained in Attachment 1.

### **Discussion**

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may impact on minor traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

Mt Tootie Road is a dead end road which extends from Bells Line of Road for a distance of 8.75 kilometres. The road is sealed for an approximate distance of 230 metres from Bells Line of Road with the remaining length being unsealed. The traffic volume previously recorded in the vicinity of No. 10 Mt Tootie Road was 89 vehicles per day. It has an entering speed limit of 50km/h.

The Crossing Points along Mt Tootie Road will be administered by the Event Organiser by providing Traffic Control at these locations to ensure the safety of motorists and the participants.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 7561656):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP) and Traffic Control Plans (TCP),

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5. Copies of correspondence forwarded to the NSW Police Force, NSW Rural Fire Service and NSW Ambulance Service.

**RECOMMENDATION TO COMMITTEE:**

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Bilpin Bush Run 2021 event planned for Saturday, 21 August 2021, be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (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>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site 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 the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

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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 \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4e. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4f. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants are mitigated by providing a water cart for the duration of the event. The method and frequency of is to be addressed and outlined in writing and added to the TMP;
- 4g. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment) for the use of the Wollemi National Park; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4i. the event organiser is to obtain approval from the NSW Department of Planning, Industry and Environment (formerly NSW Department of Industries - Lands) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures 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);
- 4l. the event organiser is to notify the details of the event to Fire and Rescue NSW and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, 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;
- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4p. access is to be maintained for businesses, residents and their visitors;
- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;

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- 4r. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the runners are to be made aware of and are to follow all the general road user rules whilst running on public roads;
- 4t. 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 Transport for NSW – TfNSW (formerly RTA/RMS);
- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4v. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4w. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants 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.

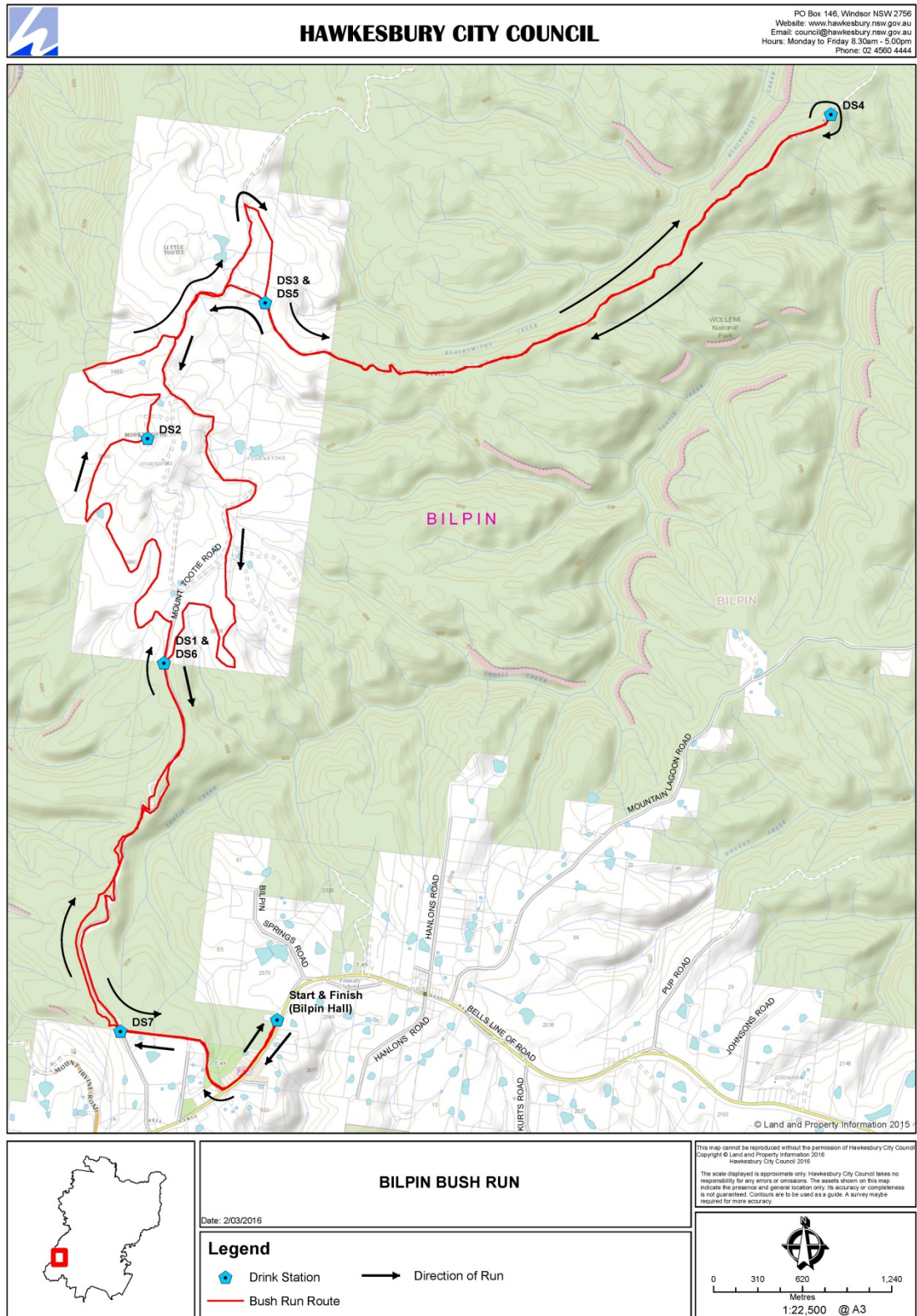
**APPENDICES:**

**AT - 1** Event Course Map for the Bilpin Bush Run 2021

**AT - 2** Special Event Application - (ECM Document Set ID No: 7561656) - *see attached*.

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**AT - 1 Event Course Map for the Bilpin Bush Run 2021**





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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Mark Rusev, seconded by Mr Brana Ravichelvan.

Support for the Recommendation:        Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Bilpin Bush Run 2021 event planned for Saturday, 21 August 2021, be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (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>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site 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 the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

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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 \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4e. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4f. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants are mitigated by providing a water cart for the duration of the event. The method and frequency of is to be addressed and outlined in writing and added to the TMP;
- 4g. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment) for the use of the Wollemi National Park; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4i. the event organiser is to obtain approval from the NSW Department of Planning, Industry and Environment (formerly NSW Department of Industries - Lands) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures 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);
- 4l. the event organiser is to notify the details of the event to Fire and Rescue NSW and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, 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;
- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4p. access is to be maintained for businesses, residents and their visitors;
- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;

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- 4r. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the runners are to be made aware of and are to follow all the general road user rules whilst running on public roads;
- 4t. 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 Transport for NSW – TfNSW (formerly RTA/RMS);
- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4v. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4w. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants 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.

**Item: 2.2      LTC - Hawkesbury Fest 2021 Event - Governor Phillip Park, Windsor - (Hawkesbury) - (80245, 79341)**

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**REPORT:**

**Introduction**

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Hawkesbury Fest 2021 Event within Governor Phillip Park, Windsor, on Sunday, 08 August 2021.

The event organiser is proceeding with the event based on the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW).

The event organiser has advised:

- This is the second year this event is being held.
- This is a Community free family fun event to celebrate local government week with rides, food, markets, community stalls and activities for children.
- The event will be conducted between 10am and 3pm. The set up and pack down times are between 6am and 6pm.
- The event will be held within Governor Phillip Park located at the northern end of George Street, Windsor.
- The event is expected to attract approximately 3,000 to 5,000 spectators.

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- There will be an increase to traffic flow on roads surrounding Governor Phillip Park and there may be considerable impacts on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road.
- It is expected that residents on George Street, Palmer Street, North Street, Arndell Street and Court Street may be affected due to the increased traffic flow.
- Parking will be at Governor Phillip Park, with access to the Event Parking area provided from Palmer Street with Traffic controllers on hand to assist drivers to access the area and park their vehicles. This will ensure that traffic flow is maintained and the impact of event traffic on the local road network is minimised.
- Advisory signage will be provided to direct event traffic to the event parking area in the field adjacent to the park.
- Vehicles can approach the access point into the Event Parking area from the direction of either George Street or Court Street.
- Road closures are not required.
- Vehicular access into Governor Phillip Park will be permitted for those vehicles towing a boat and wishing to access the boat ramp.
- A crossing point for pedestrians will be provided across the access road within Governor Phillip Park between the Event Parking Area and the Event Site. This will be managed by Traffic Controllers.

Details of the Event Parking Layout Plan is contained in Attachment 1.

### **Discussion**

The spectators travelling to the event, and in particular to Governor Phillip Park, may impact heavily on the state road network along Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street as well as the local roads such as George Street and Court Street.

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may impact on minor traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 7579348):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Transport Management Plan – referred to in the application as Special Event Traffic Management Plan (TMP) and Traffic Control Plan (TCP).

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**RECOMMENDATION TO COMMITTEE:**

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury Fest 2021 event within Governor Phillip Park, Windsor, on Sunday, 08 August 2021 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
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**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (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>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

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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 \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4e. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4f. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Governor Phillip Park;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures 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);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, 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;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four 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 Transport for NSW – TfNSW (formerly RTA/RMS);
- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4q. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

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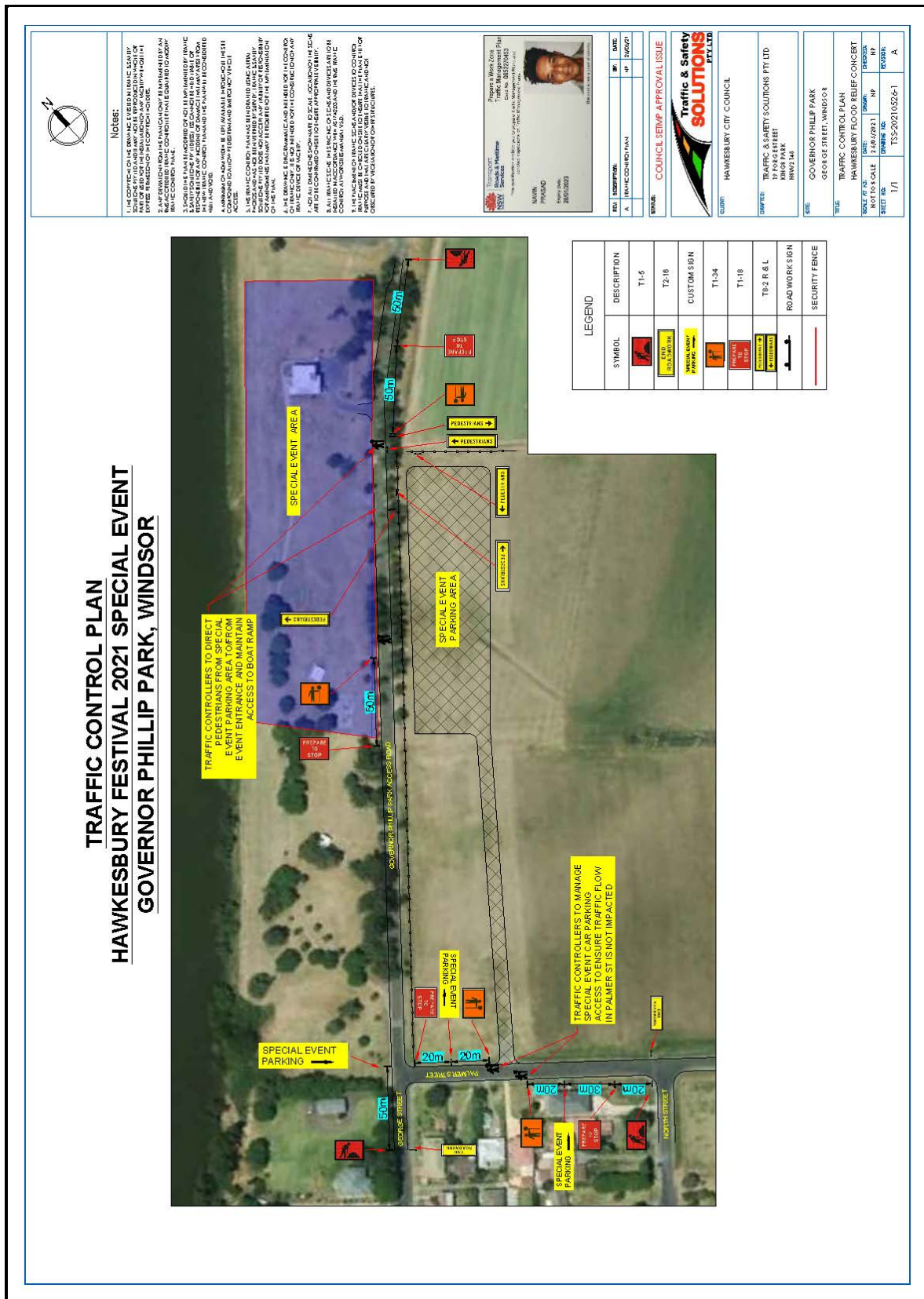
**APPENDICES:**

**AT - 1** Hawkesbury Fest 2021 – Event Parking Layout Plan

**AT - 2** Special Event Application – (ECM Document Set ID No: 7579348) - *see attached*

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**SECTION 4 – Reports of Committees**  
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**AT - 1 Hawkesbury Fest 2021 - Event Parking Layout Plan**





**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 13 July 2021**

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Mark Rusev, seconded by Mr Brana Ravichelvan.

Support for the Recommendation:          Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury Fest 2021 event within Governor Phillip Park, Windsor, on Sunday, 08 August 2021 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (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>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

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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 \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4e. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4f. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Governor Phillip Park;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures 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);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, 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;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four 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 Transport for NSW – TfNSW (formerly RTA/RMS);
- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4q. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,

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- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

**Item: 2.3      LTC - All Holden Day - Holden Display Day 2021 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 114515)**

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**REPORT:**

**Introduction**

An application has been received from All Holden Day Inc. seeking approval (in traffic management terms) to conduct the All Holden Day – Holden Display Day 2021 within the Hawkesbury Showground, Clarendon, on Sunday, 01 August 2021, which includes a 2 day Swap Meet to be held on Saturday, 31 July 2021 and Sunday, 01 August 2021.

The event organiser is proceeding with the event based on the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW).

The event organiser has advised:

- The event has been held for the past 32 years.
- The event is a display day for all original and modified Holden vehicles.
- The event includes a swap meet on Saturday 31 July 2021 and Sunday 01 August 2021.
- The event will be conducted between 6am and 5pm for both days.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is located within the Hawkesbury Showground only.
- The event is expected to attract approximately 800 entrant's vehicles (capped) and 12,000 visitors.
- It is anticipated that most visitors will travel by car. They will park within the Hawkesbury Showground car parking area and will be directed into the site via Gate 4, by accredited traffic controllers. Exit from the showground will be via Gate 1.
- There may be an increase to traffic flow on Hawkesbury Valley Way and Racecourse Road on the Sunday morning, with the majority of vehicles arriving between 6am and 8am. Traffic controllers will monitor queue lengths along Racecourse Road to ensure vehicles do not queue across the Railway tracks.
- Traffic controllers will monitor the exit of vehicles from the showground. If there are issues with vehicles turning right into Hawkesbury Valley Way from Racecourse Road, due to heavy traffic on Hawkesbury Valley Way that may result in vehicles queuing across the railway tracks, vehicles will be directed to run right out of Gate 1 onto Racecourse Road and travel towards Blacktown Road.
- Advance warning with VMS shall be installed at 5 locations which include Windsor Road, Hawkesbury Valley Way and Blacktown Road.

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Details of the Event Layout Plan, Traffic Movement Plan and VMS Messaging Plans are contained in Attachments 1 to 4.

**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. The event organiser is anticipating that a high proportion of traffic is 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. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the showground along Racecourse Road from the Blacktown Road intersection.

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCP) are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road.

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may impact on major traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

The event organiser has submitted the following items in relation to the event: Attachment 5 (ECM Document Set ID No: 7573638):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Transport Management Plan – referred to in the application as Special Event Traffic Management Plan (TMP) and Traffic Control Plan (TCP),
5. Event and Parking Layout for the Showground,
6. VMS Location plans for Blacktown Road, Hawkesbury Valley Way and Windsor Road.
7. Copy of Insurance Policy which is valid to 31 October 2021, however does not include Hawkesbury City Council and Transport for NSW – TfNSW (formerly RTA/RMS) as Interested Parties,
8. Copy of the application to the NSW Police Force,
9. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, Richmond and Windsor Fire Brigade (Fire & Rescue NSW) and SES.

**RECOMMENDATION TO COMMITTEE:**

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council’s web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained

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within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package.

2. The All Holden Day – Holden Display Day 2021 event within the Hawkesbury Showground, Clarendon, on Sunday, 01 August 2021, which includes a 2 day Swap Meet to be held on Saturday, 31 July 2021 and Sunday, 01 August 2021 be classified as a “Class 2” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (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>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating the submitted Traffic Control Plans (TCP) to Council and Transport for NSW – TfNSW (formerly RTA/RMS) for acknowledgement and concurrence respectively;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council

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- 4f. 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 Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures 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);
- 4j. the event organiser is to notify the details of the event to the NSW Rural Fire Service at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, 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;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4p. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4r. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4s. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

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**APPENDICES:**

- AT - 1** All Holden Day – Holden Display Day 2021 - Event Layout Plan
- AT - 2** All Holden Day – Holden Display Day 2021 – Traffic Movement Plan
- AT - 3** All Holden Day – Holden Display Day 2021 – VMS Messaging Plan 1-2
- AT - 4** All Holden Day – Holden Display Day 2021 - VMS Messaging Plan 2-2
- AT - 5** Special Event Application – (ECM Document Set ID No: 7573638) - *see attached*

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HAWKESBURY VALLEYWAY

VEHICLE EXIT TRAVEL PATH

EXHIBITOR AREA

RACECOURSE ROAD

GATE 1

GATE 2

PEDESTRIAN TRAVEL PATH

SWAP MEET

EVENT PARKING




GATE 3

GATE 4

VEHICLE ENTRY TRAVEL PATH

EVENT CARPARK ENTRY

## 1 - EVENT LAYOUT

 <p><b>Slingshot Pay Ltd</b>          ABN: 24 107 105 590          100/101 Market Street, Suite 101          Melbourne VIC 3000          Tel: 0487 270 380</p>	Project/Event		ALL HOLIDAY DAY 2021		PREPARED BY: ANTHONY GARGO RBS INTERIM ADVISOR TRIPPO AND ASSOCIATES PTY LTD 100/101 MARKET STREET MELBOURNE VIC 3000		DATE	END DATE
	Location:	HAWESBURG SHOWGROUND, CLARENDON NSW		Client		DRAWN BY:  CHECKED BY:		A: 18/07/2021 B: 18/07/2021 C: 18/07/2021 D: 18/07/2021 E: 18/07/2021 F: 18/07/2021 G: 18/07/2021 H: 18/07/2021 I: 18/07/2021 J: 18/07/2021 K: 18/07/2021 L: 18/07/2021 M: 18/07/2021 N: 18/07/2021 O: 18/07/2021 P: 18/07/2021 Q: 18/07/2021 R: 18/07/2021 S: 18/07/2021 T: 18/07/2021 U: 18/07/2021 V: 18/07/2021 W: 18/07/2021 X: 18/07/2021 Y: 18/07/2021 Z: 18/07/2021
Plan No.		SBMG02207-01		A	DATE:	1ST MAY 2021		
SCALE: NOT TO SCALE								



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**REDUCE SPEED AHEAD** **SPECIAL EVENT AHEAD** **VMS** **FRAME 2**

**HAWKSBURY VALLEY WAY**

**RACECOURSE ROAD**

**GATE 1** EXIT ONLY  
ALL HOLDEN DAY ENTRY - GATE 4

**GATE 2** NO ENTRY  
ALL HOLDEN DAY ENTRY - GATE 4

**GATE 3** SWAP MEET ENTRY  
ALL HOLDEN DAY ENTRY - GATE 4

**GATE 4** ALL HOLDEN DAY ENTRY

**LEGEND:**  
 MAINWAY  
 VEHICLE ENTRY ROUTE  
 ACCESS POINT CONTROLLER

**NOTES:**  
 1. ALL SIGNAGE TO BE INSTALLED IN ACCORDANCE WITH RTA TRAFFIC CONTROL AT WORKSIT MANUAL AND AS1742.3.  
 2. ALL SIGNAGE AND DELINEATION MUST BE INSTALLED BY RMS (CERTIFIED TRAFFIC CONTROLLER(S)) ONLY.  
 3. TRAFFIC CONTROLLER(S) TO MONITOR QUEUE LENGTHS ALONG RACECOURSE ROAD TO ENSURE THEY DO NOT CROSS MAINWAYS.

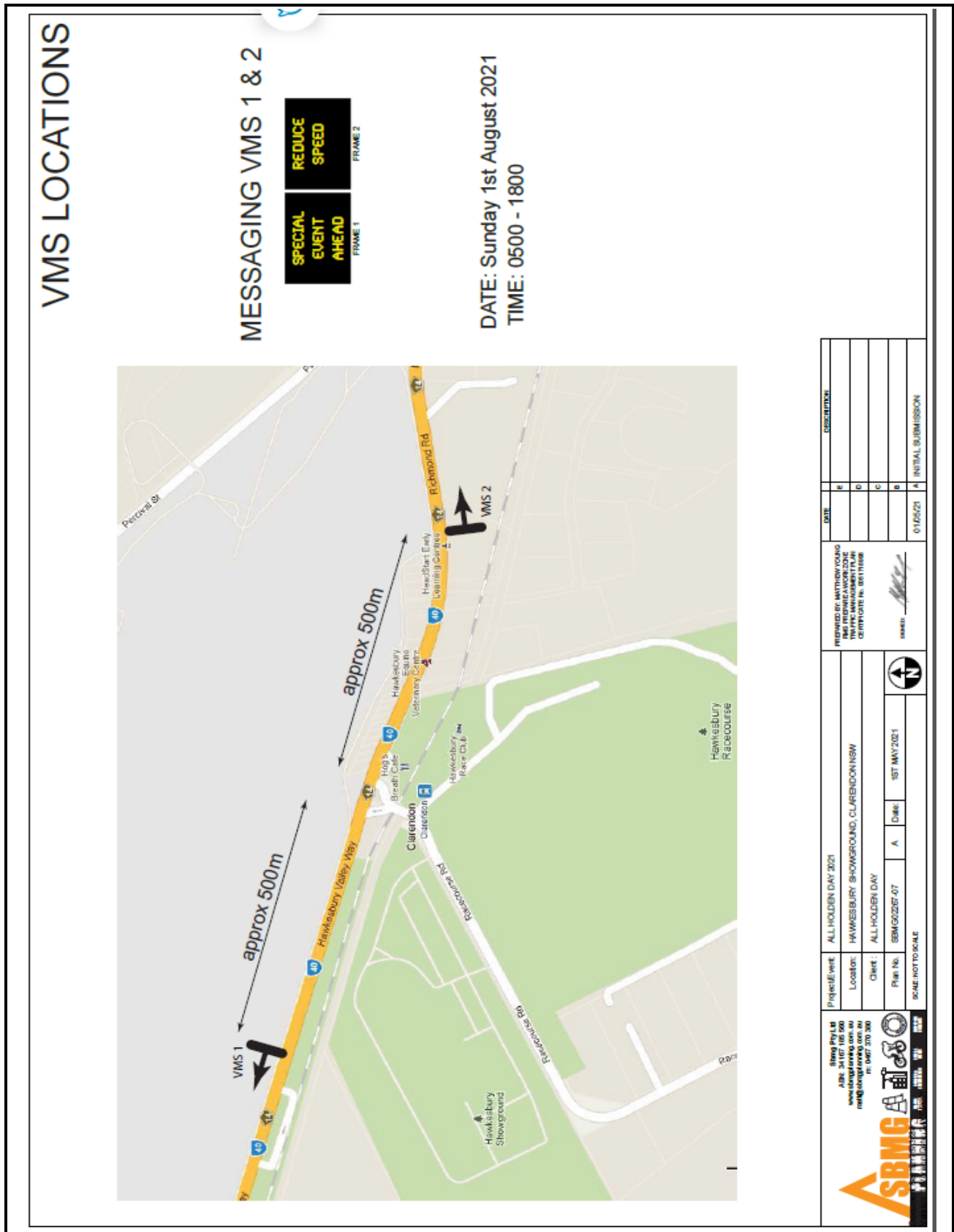
GATE	FUNCTION
GATE 1	EXIT ONLY
GATE 2	COMMITTEE, TRADES & EMERGENCY VEHICLE ENTRY / EXIT
GATE 3	SWAP MEET ENTRY / EXIT
GATE 4	ALL HOLDEN DAY VEHICLE ENTRY (SPECTATORS & EXHIBITORS)

DATE	DESCRIPTION
01/05/21	INITIAL SUBMISSION

Project Name	Location	Date	Scale
HAWKSBURY SHOWGROUND, CLARENDON NSW	ALL HOLDEN DAY	01 MAY 2021	SCALE NOT TO SCALE

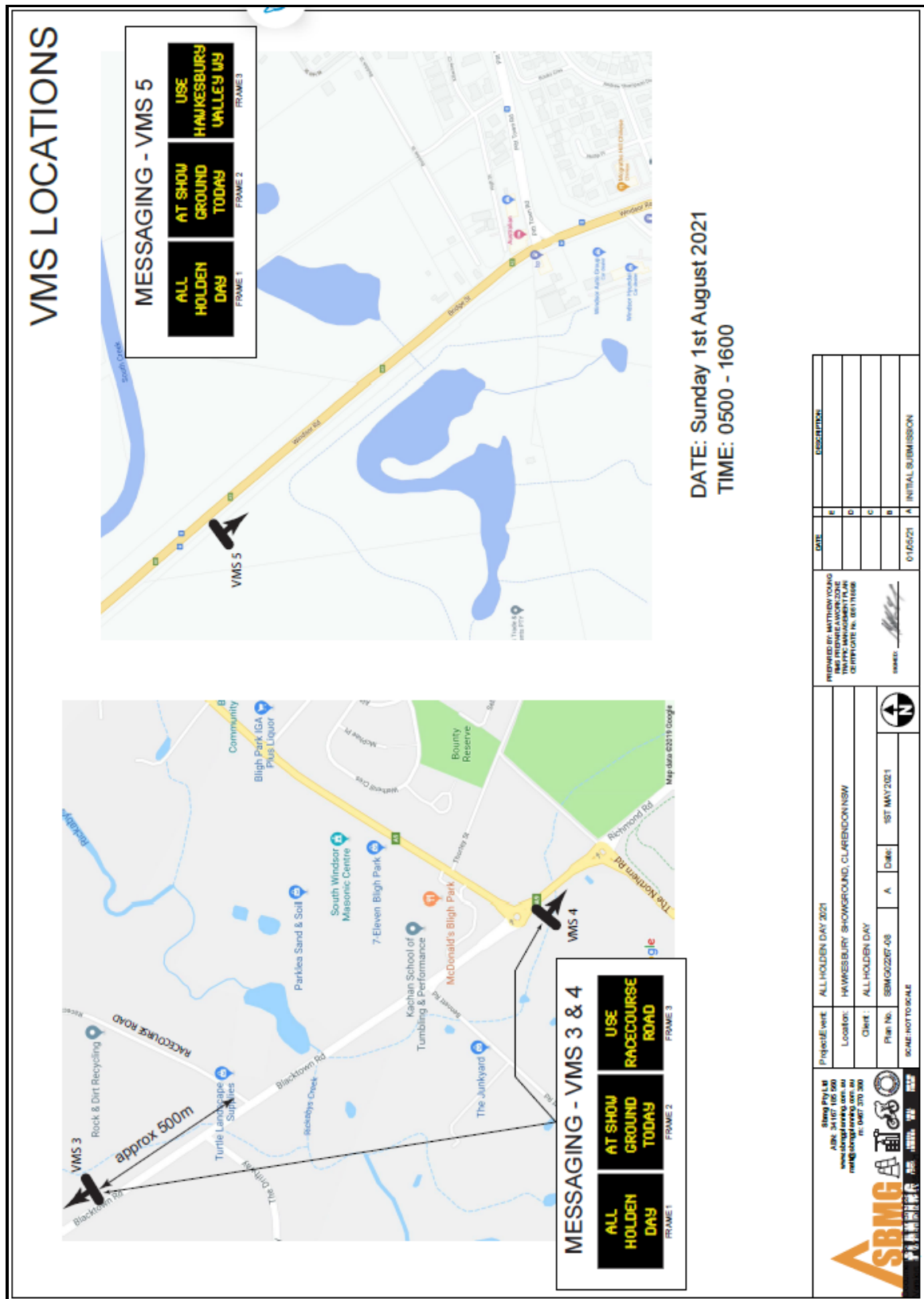
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**AT - 3 All Holden Day – Holden Display Day 2021 – VMS Messaging Plan 1-2**



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**AT - 4 All Holden Day – Holden Display Day 2021 - VMS Messaging Plan 2-2**



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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Mark Rusev, seconded by Mr Brana Ravichelvan.

Support for the Recommendation:        Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The All Holden Day – Holden Display Day 2021 event within the Hawkesbury Showground, Clarendon, on Sunday, 01 August 2021, which includes a 2 day Swap Meet to be held on Saturday, 31 July 2021 and Sunday, 01 August 2021 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (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>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;

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- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating the submitted Traffic Control Plans (TCP) to Council and Transport for NSW – TfNSW (formerly RTA/RMS) for acknowledgement and concurrence respectively;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council
- 4f. 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 Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures 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);
- 4j. the event organiser is to notify the details of the event to the NSW Rural Fire Service at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, 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;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4p. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and

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traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);

- 4r. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4s. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

**Item: 2.4      LTC - Tour de PIF Charity Ride & Run/Walk 2021 Event (Hawkesbury) - (80245, 108199, 147643)**

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**REPORT:**

**Introduction:**

An application has been received from Corporate Cycling Pty Ltd seeking approval (in traffic management terms) to conduct the Tour de PIF Charity Ride & Run/Walk 2021 Event on Friday, 10 September 2021.

The event organiser is proceeding with the event based on the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW).

The event organiser has advised;

- The event is in its 11<sup>th</sup> year and was previously undertaken in the Hawkesbury LGA in 2019. This is the first year that the application has been submitted to Council relating to traffic management.
- This is a signature fundraising event for the Property Industry Foundation (PIF). PIF is a registered charity which raises in the vicinity of \$1.5 million a year across the property and construction industries.
- The objective of the event is to raise over \$300,000 through registrations and personal fundraising. Proceeds from these fundraising activities are distributed to major charities and projects supporting the plight of homeless children.
- The Tour de PIF Annual Charity Cycling Challenge, offers three cycling courses (110km, 65Km and 30km) and two walking/running courses (20km and 10Km). Courses take cyclists along picturesque scenery, with roads meandering through bushland capturing some spectacular water views along the way. The Walk/Run offers a course that utilises the trails that crisscross through the Scheyville National Park. These trails will be a combination of wide grassy tracks and single trail through the bush.
- The 2021 event will attract around 300 - 500 riders and 300 - 500 walkers/runners consisting of top-end property developers, construction and building companies, investors, financiers, architects, lawyers and agents.
- The event village will be set up in the historical buildings' precinct within the Scheyville National Park.
- Scheyville National Park worked well in 2019 for the event with access to good cycling roads, a good network of walking/running trails and facilities such as toilets and buildings in case of poor weather.

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- The event control centre will be based in the Dreadnaught room where all the Registrations will be conducted.
- The event will be undertaken from at 9am to 2pm (which has been altered from the initial times of 7:30am to 12:30pm) across the whole course.
- There will be approximately 600 to 1000 participants for the event in 6 to 8 groups of 80 to 100. It is anticipated that there will be approximately 350 Cyclists, 400 Walkers and 100 Runners.
- Spectators will be participation based.
- The Event will consist of seven activities:
  - Cycling Course = 110, 65 and 30 kilometres
  - Walking Course = 20 and 10 kilometres
  - Running Course = 20 and 10 kilometres
- The 100 kilometre cycling course is designed as a challenge for experienced and regular cyclists. There is a steep climb of 7 kilometres into the ride which will provide the first challenge and help to space the riders out. The 32.5 kilometre section of the Old Northern Road (State Road outside HCC LGA) from Glenorie to Wisemans Ferry has a good road surface and there is a shoulder for most of the way. The estimated time for the fastest cyclist is 4 hours and the slowest cyclist is 5.5 hours.
- The 65 kilometre cycling course is designed as a challenge for experienced and regular cyclists. This course shares the first 40 kilometres with the 110 kilometre course and allows the two groups of cyclists to start together. At the 40 kilometres mark, riders in this event will have a feed station just prior to the left turn onto Wisemans Ferry Road (State Road outside HCC LGA) which serves as the short cut, and they will enjoy the rolling descent through South Maroota for 5 kilometres before re-joining the 110Km course where it turns on to Wisemans Ferry Road. The estimated time for the fastest cyclist is 2.75 hours and the slowest cyclist is 5 hours.
- The 30 kilometre cycling course is designed for less experienced road cyclists. The course includes the same challenging climb of 7 kilometres as the route used on the 110 kilometre ride and will spread out the cyclists and take them to the highest point of the course. A rolling descent along Halcrows Road (The Hill Council area) links this course up with the 110 kilometre course at Wisemans Ferry Road for the final 11.5 kilometres. The estimated time for the fastest cyclist is 1.25 hours and the slowest cyclist is 2.5 hours.
- The roads traversed within the Hawkesbury LGA are the same for the three routes. The description below is for the 30 kilometre route;
  - Commencing within the Scheyville National Park, Scheyville, follow the track within Park and turn right to enter Scheyville Road,
  - Travel along Scheyville Road for approximately 3.3 kilometres and turn right into Pitt Town Dural Road,
  - Travel along Pitt Town Dural Road for approximately 1.22 kilometres and at the intersection with Boundary Road (LG Boundary) enter Cattai Ridge Road (The Hills Council),
  - Travel along roads within The Hills Council area which include Cattai Ridge Road, turning left into Halcrows Road and then left into Wisemans Ferry Road (State Road),
  - Travel along Wisemans Ferry Road (State Road), crossing Cattai Creek into Cattai Road (HCC LGA),
  - Travel along Cattai Road (State Road) for approximately 5.42 kilometres and turn left into Old Pitt Town.
  - Travel along Old Pitt Town Road for approximately 3.14 kilometres and turn left into Scheyville Road,
  - Travel along Scheyville Road for approximately 0.93 kilometres and turn right in Memorial Drive at Scheyville National Park.

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- The route distance within the Hawkesbury LGA is approximately 14 kilometres with the whole ride being 30/60/110 kilometres in length.
- The 20 Kilometre Walk and Run course will utilise a combination of the wide grass trails and narrow single tracks within three sections of the Scheyville National Park. Two traffic managed road crossings of Scheyville Road and Dormitory Hill Road are required. A single drink station will be placed near one of the road crossings allowing walkers/runners to fill their water bottles at the 6 and 12 kilometre point.
- The 10 Kilometre Walk and Run course is shared with the 20 kilometre walk/run course and will utilise the same combination of the wide grass trails and narrow single track within three sections of the Scheyville National Park. Only 1 traffic managed road crossing is required at Dormitory Hill Road as the 10 kilometre walk/run does not cross Scheyville Road after the drink stop. A single drink station will be placed near one of the road crossings allows walkers/runners to fill their water bottles at the 6 kilometre point.
- Road Closures are not required although there will be traffic control at Scheyville Road and Dormitory Hill Road for the road crossings.
- There are stop and hold points and with riders on the road there might be some delays for people to pass. Based on the 2019 event, these were minimal however the course has been amended to further reduce any chance of congestion.
- Traffic controllers will be positioned at the crossing point in Scheyville Road and Dormitory Hill Road as well at all intersections along the cycling routes.
- Participants will be monitored with electronic tags that will record departure times, passing check points and returning to the event village. In the case of a participant not returning by the set cut off times, an emergency communication protocol will be started in order to locate them and verify their safety.
- On ride medical and mechanical support will be available.
- Event convoy will be provided where the lead car will be 100 metres in front of the first ride at all times. The rear mechanic, paramedic, coaster bus and bike support van will follow the last rider.
- Riders will be required to stay hard left in the lane and avoid holding up traffic by pulling over and letting cars past when more than 5 cars build up behind or they are held up for more than 5 minutes.
- Riders who do not meet minimum check points will be required to get into the coaster bus.
- Food, drink and toilet stations will be provided along the cycling course.
- Parking will be contained within the Scheyville National Park carpark. Participants will be instructed to use the southern park entry via Old Pitt Town Road. Parking will be co-ordinated by volunteers directing cars into position. The park has large grass spaces that can be utilised for additional and overflow parking. Event volunteers will be required to manage the parking.
- Vehicles used for the event will be parked in the front car park near the National Parks office.

Refer to Attachments 1 to 6: Tour de PIF Charity Ride 2021 event – Event Route Plans.

**Discussion:**

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may disrupt major traffic and transport systems along the specified route and there may be a



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low scale disruption to the non-event community. Speed limit, traffic volume and road width details for roads required in the Hawkesbury LGA, excluding the State Roads, are provided in the following table:

<b>Hawkesbury LGA Roads along Cycling Route</b>			
<b>Road Name</b>	<b>Speed Limit (kph)</b>	<b>ADT (Year)</b>	<b>Sealed Carriageway Width (m)</b>
Old Pitt Town Road	60/70	908 (2003)	5.2 to 5.5
Pitt Town Dural Road	70	1552 (2012)	6.0
Scheyville Road	70	4013 (2019)	6.0 to 8.0

The event organiser should assess the risk and address the suitability of the route as part of the risk assessment considering the road width, number of bicycles, traffic volume and bicycles travelling close to the edge of the sealed travelling lane.

The event will traverse along Local and State roads as well as across several Local Government Areas, with the Hawkesbury LGA component being within the Scheyville, Maraylya, Cattai, Pitt Town and Oakville areas.

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCP) are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed cycling movements along the State Road network on roads such as Cattai Road, Old Northern Road and Wisemans Ferry Road.

The event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.

The event organiser has submitted the following items in relation to the event: Attachment 7 (ECM Document Set ID No: 7559501):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Event Management Plan,
5. Event Route Plans.

**RECOMMENDATION TO COMMITTEE:**

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Tour de PIF Charity Ride & Run/Walk 2021 event, which is a cross regional event, will traverse across several Local Government Areas, with the Hawkesbury LGA component being within the Scheyville, Maraylya, Cattai, Pitt Town and Oakville areas, planned for Friday 10 September 2021, be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and

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Transport Management for Special Events” guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (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>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site 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. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) for the entire route (within the Hawkesbury LGA), which needs to include details such as the specific position of advance warning signs such as VMS’s, to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed cycling movements along the State Road network on roads such as Cattai Road, Old Northern Road and Wisemans Ferry Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. 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 Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;

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- 4g. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment) for the use of Scheyville National Park. If the use of a Council Park/Reserve is required, written approval is required from Councils' Parks and Recreation section; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advise all adjoining Councils such as The Hills and Hornsby of the event and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures 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);
- 4l. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, 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 has been submitted to Council;
- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4p. access is to be maintained for businesses, residents and their visitors;
- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4r. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4t. 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 Transport for NSW – TfNSW (formerly RTA/RMS);

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- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4v. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

**APPENDICES:**

**AT - 1** Tour de PIF Charity Ride 2021 – Event Route Summary Plan

**AT - 2** Tour de PIF Charity Ride 2021 – 110 kilometre Cycling Course Plan

**AT - 3** Tour de PIF Charity Ride 2021 – 60 kilometre Cycling Course Plan

**AT - 4** Tour de PIF Charity Ride 2021 – 30 kilometre Cycling Course Plan

**AT - 5** Tour de PIF Charity Ride 2021 – 20 kilometre Walk/Run Course Plan

**AT - 6** Tour de PIF Charity Ride 2021 – 10 kilometre Walk/Run Course Plan

**AT - 7** Special Event Application - (ECM Document Set ID No: 7559501) - *see attached*.

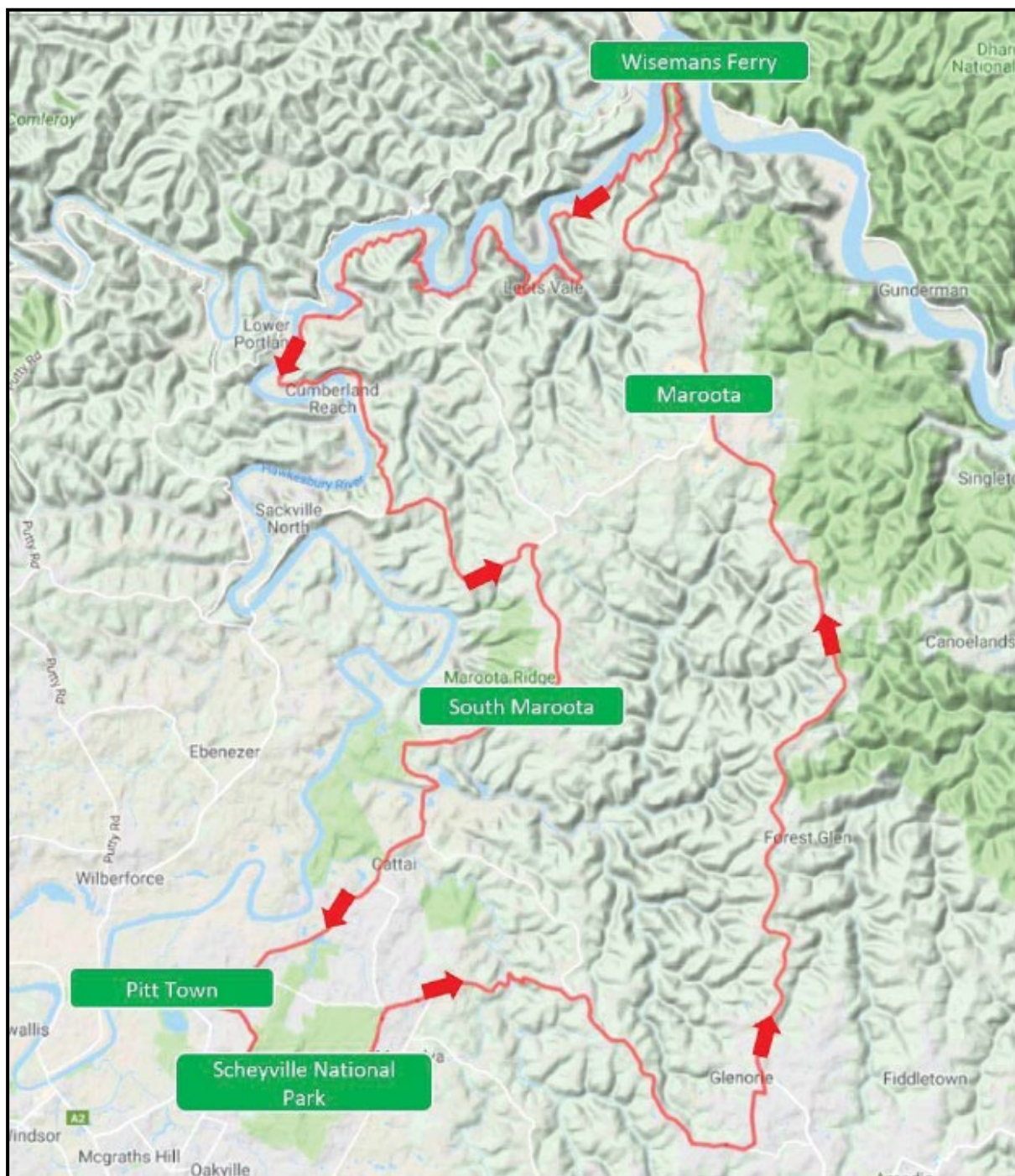
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The map displays the Maroota region with five distinct cycling routes. The **110Km course** is a long purple loop covering the northern and eastern parts of the area. The **65Km course short cut** is a yellow route branching off the 110Km course. The **20km walk course** is a blue loop near the Event Village. The **30Km course short cut** is a green route branching off the 20km course. The **10km walk course** is a red loop near the Event Village. The **Event Village** is marked as the start and finish for all courses. The map also shows various towns and parks, including Lower Macdonald, Wisemans Ferry, Maroota, Sackville North, and Maroota Ridge.



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**AT - 2 Tour de PIF Charity Ride 2021 – 110 kilometre Cycling Course Plan**



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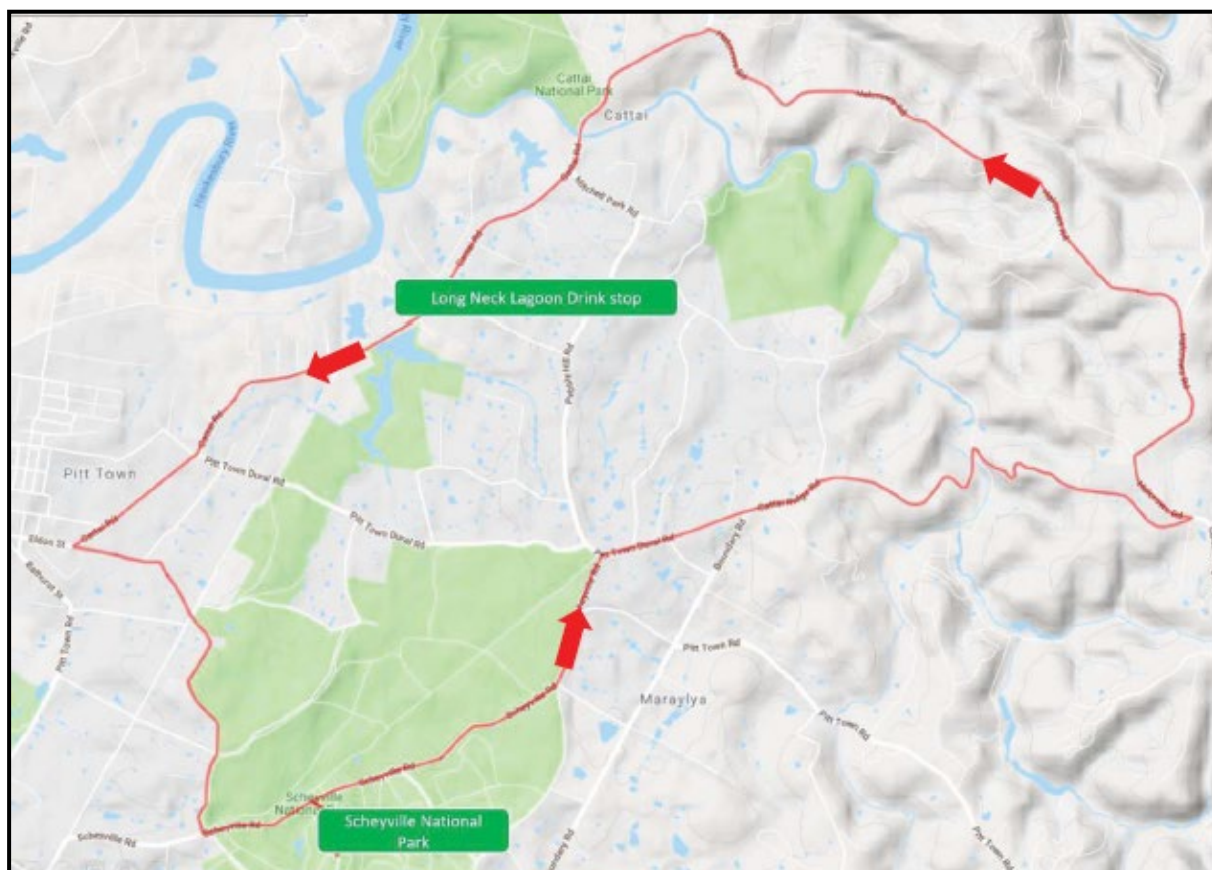
**AT - 3 Tour de PIF Charity Ride 2021 – 60 kilometre Cycling Course Plan**





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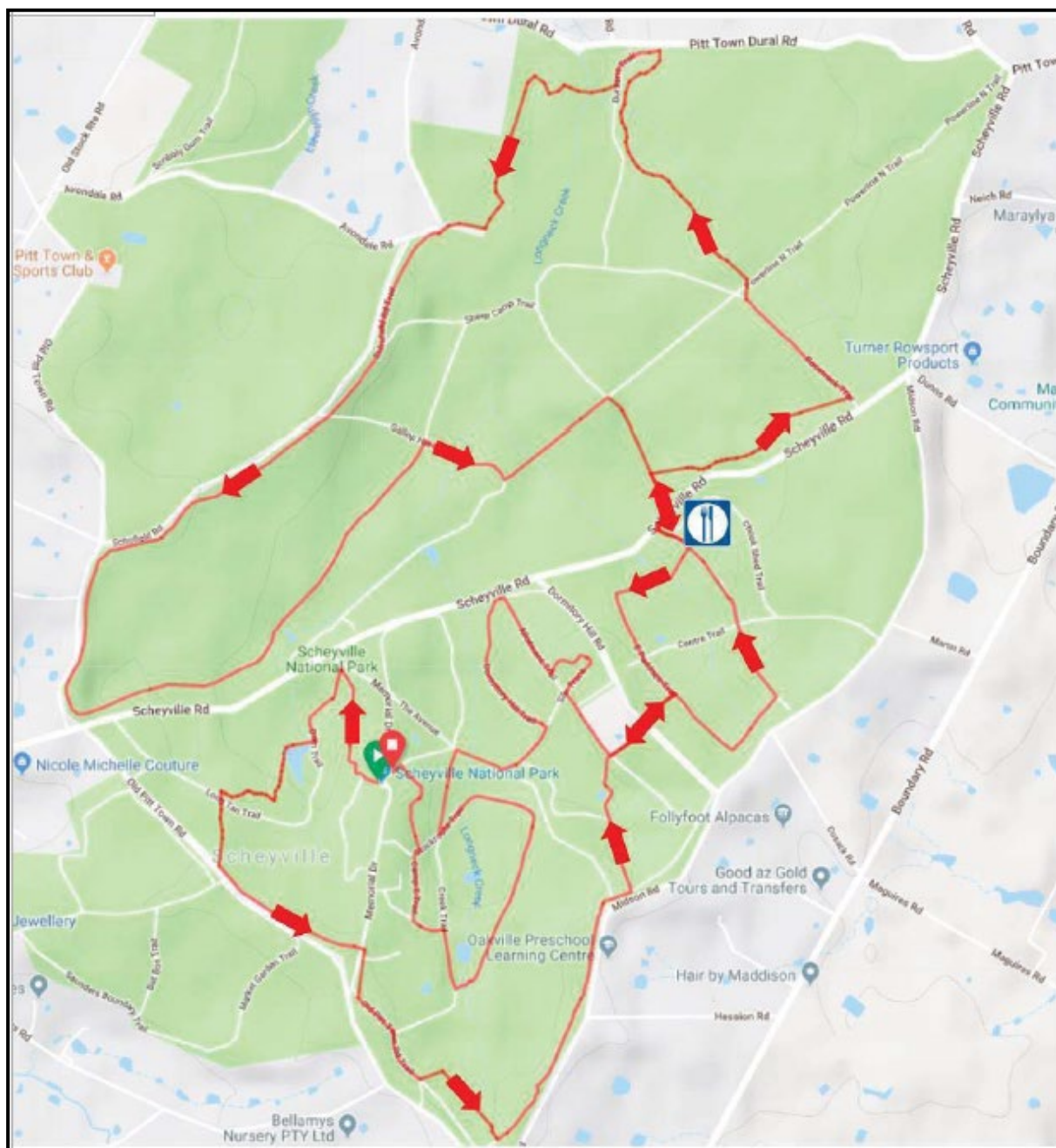
**AT - 4 Tour de PIF Charity Ride 2021 – 30 kilometre Cycling Course Plan**





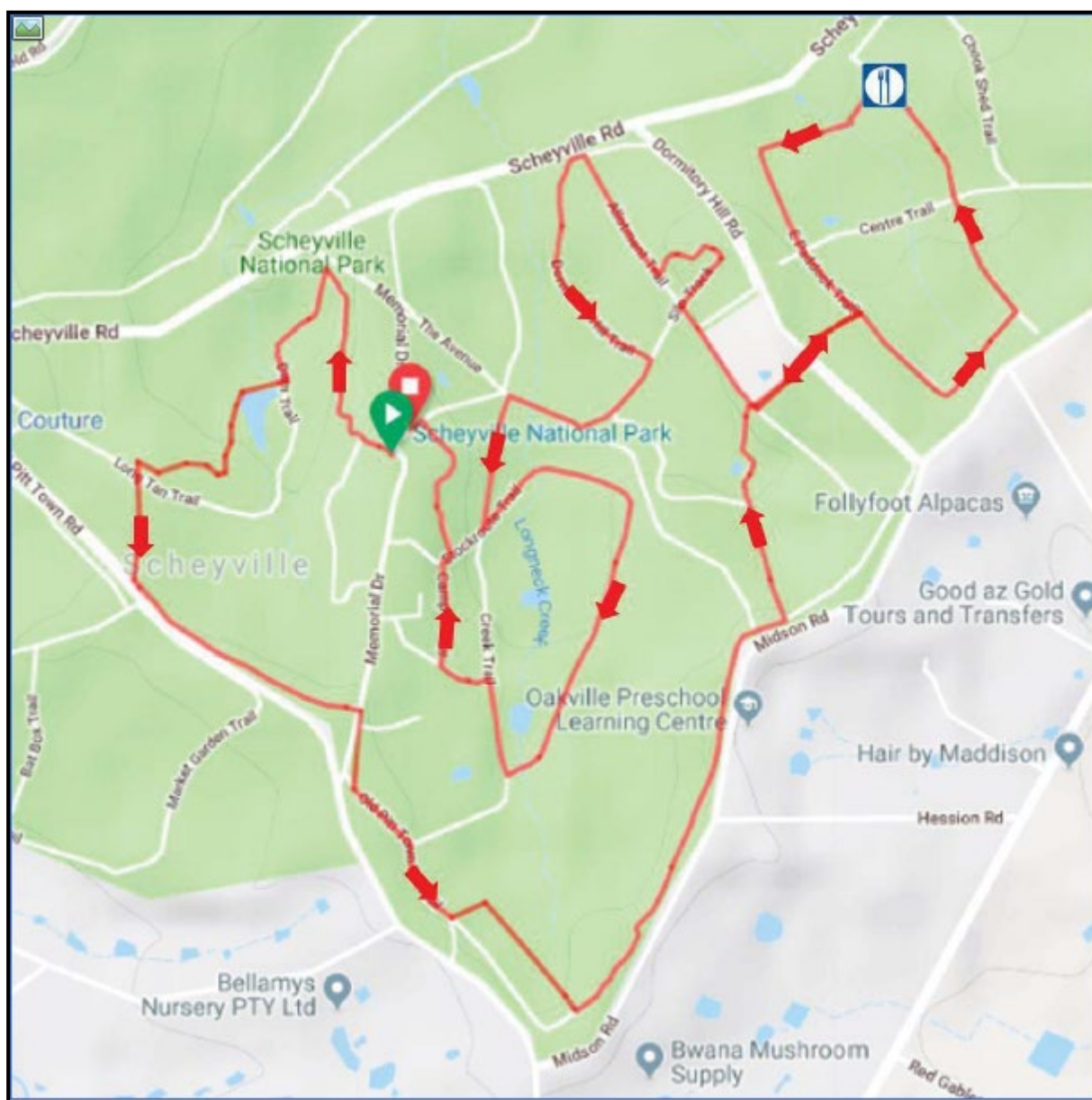
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**AT - 5 Tour de PIF Charity Ride 2021 – 20 kilometre Walk/Run Course Plan**



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**AT - 6 Tour de PIF Charity Ride 2021 – 10 kilometre Walk/Run Course Plan**



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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Mark Rusev, seconded by Mr Brana Ravichelvan.

Support for the Recommendation:        Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Tour de PIF Charity Ride & Run/Walk 2021 event, which is a cross regional event, will traverse across several Local Government Areas, with the Hawkesbury LGA component being within the Scheyville, Maraylya, Cattai, Pitt Town and Oakville areas, planned for Friday 10 September 2021, be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser and the event organiser is to ensure that the current Public Health Orders and restrictions (COVID-19) Order 2021 under the Public Health Act 2010 (NSW), as a minimum, is adhered to and changes to the Public Health Order may lead to the event being cancelled/postponed.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (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>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site 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. The event organiser must have a risk assessment that includes COVID-19 risk and must have a COVID-19 Safety Plan developed;

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- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) for the entire route (within the Hawkesbury LGA), which needs to include details such as the specific position of advance warning signs such as VMS's, to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed cycling movements along the State Road network on roads such as Cattai Road, Old Northern Road and Wisemans Ferry Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. 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 Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Planning, Industry and Environment) for the use of Scheyville National Park. If the use of a Council Park/Reserve is required, written approval is required from Councils' Parks and Recreation section; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advise all adjoining Councils such as The Hills and Hornsby of the event and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures 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);
- 4l. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, 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 has been submitted to Council;

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- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4p. access is to be maintained for businesses, residents and their visitors;
- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4r. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4t. 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 Transport for NSW – TfNSW (formerly RTA/RMS);
- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4v. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.



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**Item:2.5 LTC - Proposed Signposting and Linemarking for the Southern Heights - Promenade Development - Redbank, North Richmond DA0498/18 - (Hawkesbury) - (80245, 73621, 123265, 112157, 146425)**

## REPORT:

Development Consent No. DA0498/18 has been granted to construct road and drainage works to create 254 residential lots in various stages. The works are being undertaken as part of DA0498/18 for the Southern Heights – Promenade precinct which is part of the overall Redbank Development of approximately 1,400 lots in North Richmond.

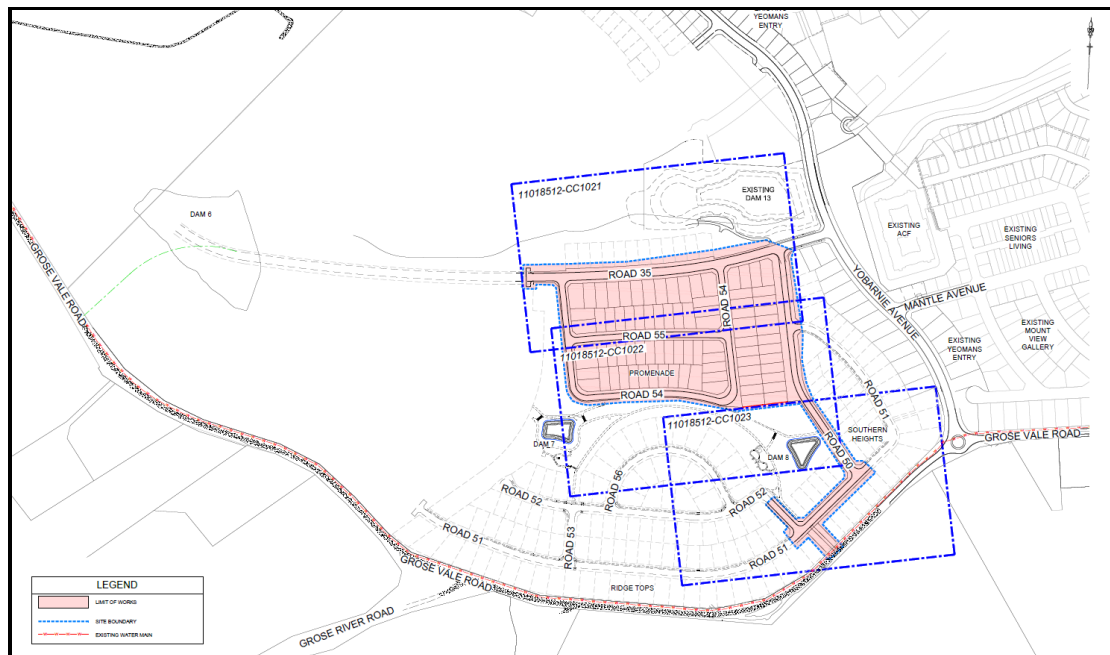


Figure 1: Site of proposed Development

The proposed road network will connect to an existing short section of Keyline Road which intersects with Yobarnie Drive. The proposed roads are listed below with their corresponding road widths between kerbs and proposed road names;

- Road 35 – Collector Road 11.0m carriageway (Keyline Road)
- Road 50 – Local Road 8.0m carriageway (Swale Street)
- Road 51 – Local Road 8.0m carriageway (Irrigator Drive)
- Road 52 – Local Road 8.0m carriageway (Terrain Road)
- Road 54 – Local Road 8.0m carriageway (Reservoir Circuit)
- Road 55 – Local Road 8.0m carriageway (Gravity Street).

Temporary turning heads are provided at the end of Roads 35, 51 and 52 pending extension of these roads with future stages of the Redbank development. Road 54 is a U-shaped road connecting to Road 35 at two locations and contains two significant bends that are ninety (90) degrees or greater. These bends are treated with centerline marking and Chevrons Alignment Markers. The speed limit within this catchment is 50kph and the bends along Road 54 will require Speed Advisory signs which are not shown on the plans provided by the Developer.

Road 35 being a collector road and with a 11.0m carriageway is to be marked with a double barrier centre line (BB) and Edge Lines (E1). The travelling lanes are to be 3.0metres wide with 2.5metre wide parking lanes. Intersections are to be marked and sign posted with Giveway controls.

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Turning path diagrams have been provided for the passenger vehicle, 8.8m service vehicle and the 12.5m SU truck. The turning paths cover the majority of intersections as well as the bends in Road 54. The designer has indicated that all intersections can be negotiated successfully with the passenger vehicle and the 8.8m service vehicle. In relation to the SU truck vehicle path, whilst it is shown for a number of the intersections, its main purpose for generation is for the intersections where the local and collector roads intersect as well as the bends in Road 54.

Along the bends for Road 54, the SU truck is shown to travel simultaneously in both directions without crossing over the double barrier centre line (BB). In relation to the intersections, Road 35 is marked with double barrier centre lines (BB) and the local roads forming a T-Junction indicate that for the SU truck turning into Road 35, there is a slight encroachment over the BB line. Ideally the SU Truck should not be crossing over the centre double barrier line (BB).

The other road intersections are for local roads and there is no centre line marking. Negotiation of the passenger vehicle and 8.8m service vehicle maneuver within the notional centre line, however, the SU truck crosses over the notional centre line.

In addition to the proposed roads, a temporary Emergency Access Road is to be constructed connecting Road 51 to Grose Vale Road. The temporary emergency access road is a requirement of the NSW Rural Fire Service and is to be used by emergency service vehicles only (12.5m equivalent to the SU truck) and the Developer has indicated that the access road will be gated at both ends. The Emergency Access Road will be converted to a footpath connecting Grose Vale Road to Road 51 upon completion of the road network.

The turning paths for the Emergency vehicle (12.5m) from Road No. 51 into Grose Vale Road cross over the centre line (BB) in Grose Vale Road. Given that this action will be undertaken only during emergency times and the vehicle will be operating with sirens on, it is considered that the risk will be managed by the operators of the emergency vehicles to ensure that the turning movements can be undertaken in a safe manner.

The design plans have been undertaken by J. Wyndham Prince (Project 110185-12) and Certification provided by Barker Ryan Stewart (Reference 20130299). The Certifier has indicated that the roads designed, comply with the relevant standards and the road widths can accommodate the proposed line marking treatments and ensuring that the design vehicles can maneuver in accordance with the Australian road rules.

The signage and linemarking plan, relating to regulatory requirements, has been submitted to the Local Traffic Committee for its concurrence and approval noting that amendments need to be undertaken to the plans to incorporate Speed Advisory signs at the bends in Road 54 based on the speed limit within this catchment being 50kph.

**Summary:**

The Signage and Line marking plans prepared by J. Wyndham Price (Project 110185-12: Sheets CC1800 Revision F and CC1801 – Revision D) associated with the Development Application DA0498/18 be implemented following amendments being undertaken to the plans to incorporate Speed Advisory signs at the bends in Road 54, noting that the speed limit within this catchment is 50kph.

It is noted that based on the turning path diagrams provided for Road 35 and the local roads forming a T-Junction, there is a slight encroachment over the BB line when the SU Truck is negotiating the intersection. Ideally the SU Truck should be negotiating the intersection within its own travelling lane albeit along a section of road, along bends or at an intersection marked with centre double barrier lines (BB).

**Committee Discussion:**

The No Stopping zones at the Bends in Road 54 need to be extended a minimum of 6metres past the ends of the No Stopping zones to allow for vehicles to maneuver clear past the ends of the BB lines. The

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extension of the No stopping zone is required at eight (8) locations which covers the approach and departure at each bend.

**COMMITTEE RECOMMENDATION:**

The Signage and Line marking plans prepared by J.Wyndham Price (Project 110185-12: Sheets CC1800 Revision F and CC1801 – Revision D) associated with the Development Application DA0498/18 be implemented following amendments being undertaken to the plans to incorporate Speed Advisory signs at the bends in Road 54, noting that the speed limit within this catchment is 50kph and the No Stopping zones at both bends in Road 54 be extended a minimum of 6metres past the ends of the BB lines.

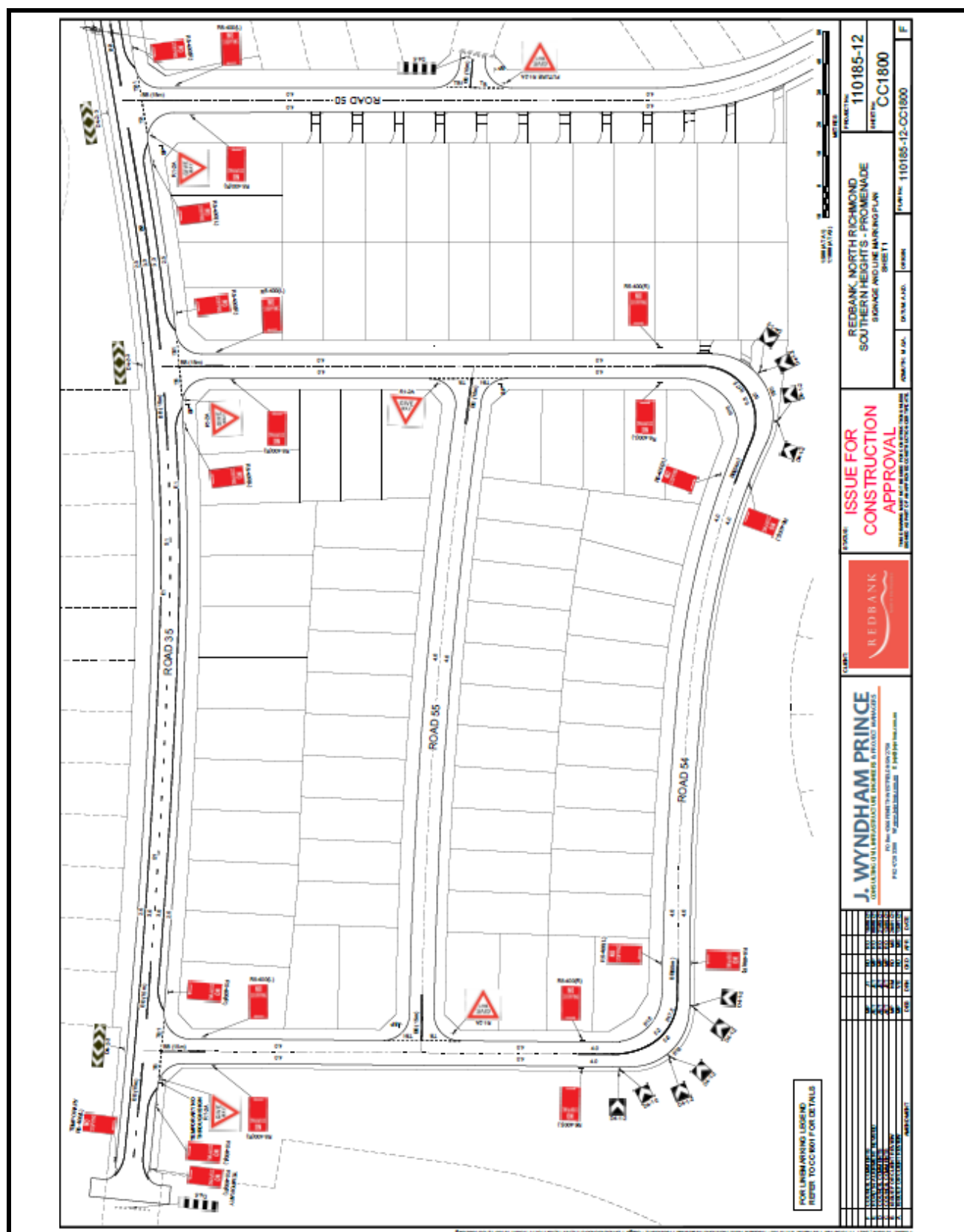
**APPENDICES:**

- AT - 1** Signage and Line Marking Plan – Southern Heights Promenade, North Richmond – Sheet No. CC1800 – Revision F.
- AT - 2** Signage and Line Marking Plan – Southern Heights Promenade, North Richmond – Sheet No. CC1801 – Revision D.
- AT - 3** Swept Path Plan Sheet 1 – Southern Heights Promenade, North Richmond – Sheet No. CC1900 - Revision B.
- AT - 4** Swept Path Plan Sheet 2 – Southern Heights Promenade, North Richmond – Sheet No. CC1901 - Revision B.
- AT - 5** Swept Path Plan Sheet 3 – Southern Heights Promenade, North Richmond – Sheet No. CC1902 - Revision C.
- AT - 6** Swept Path Plan Sheet 4 – Southern Heights Promenade, North Richmond – Sheet No. CC1903 - Revision C.
- AT - 7** Design Plans – Southern Heights Promenade, North Richmond – Sheet Nos. CC1000, CC1001 & CC1003, CC1305 & CC1306, CC1800 & CC1801 and CC1900 to CC1903 - see attached



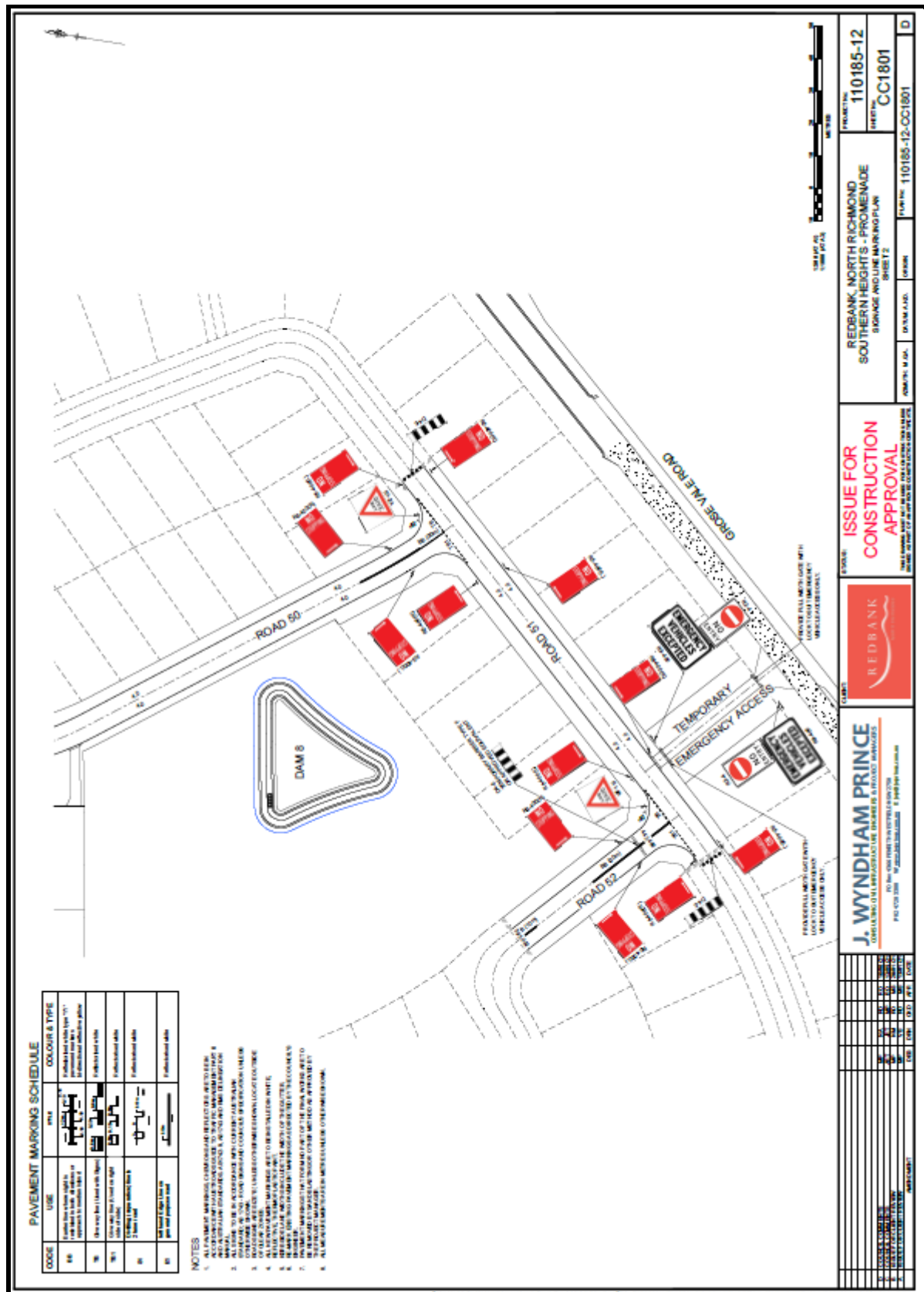
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**AT - 1 Signage and Line Marking Plan – Southern Heights Promenade, North Richmond – Sheet**  
**No. CC1800 – Revision F**



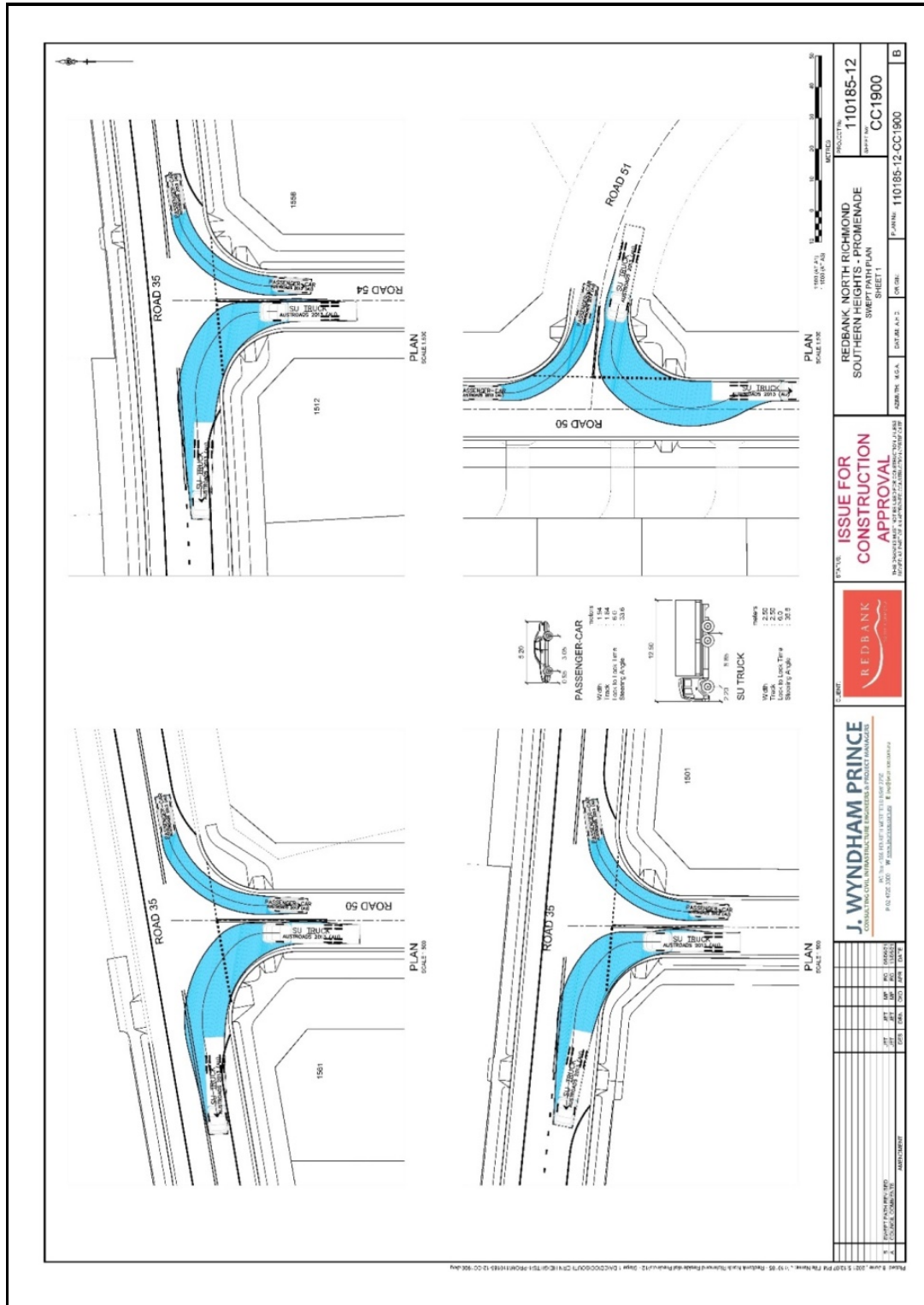
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**AT - 2 Signage and Line Marking Plan – Southern Heights Promenade, North Richmond – Sheet No. CC1801 – Revision D**



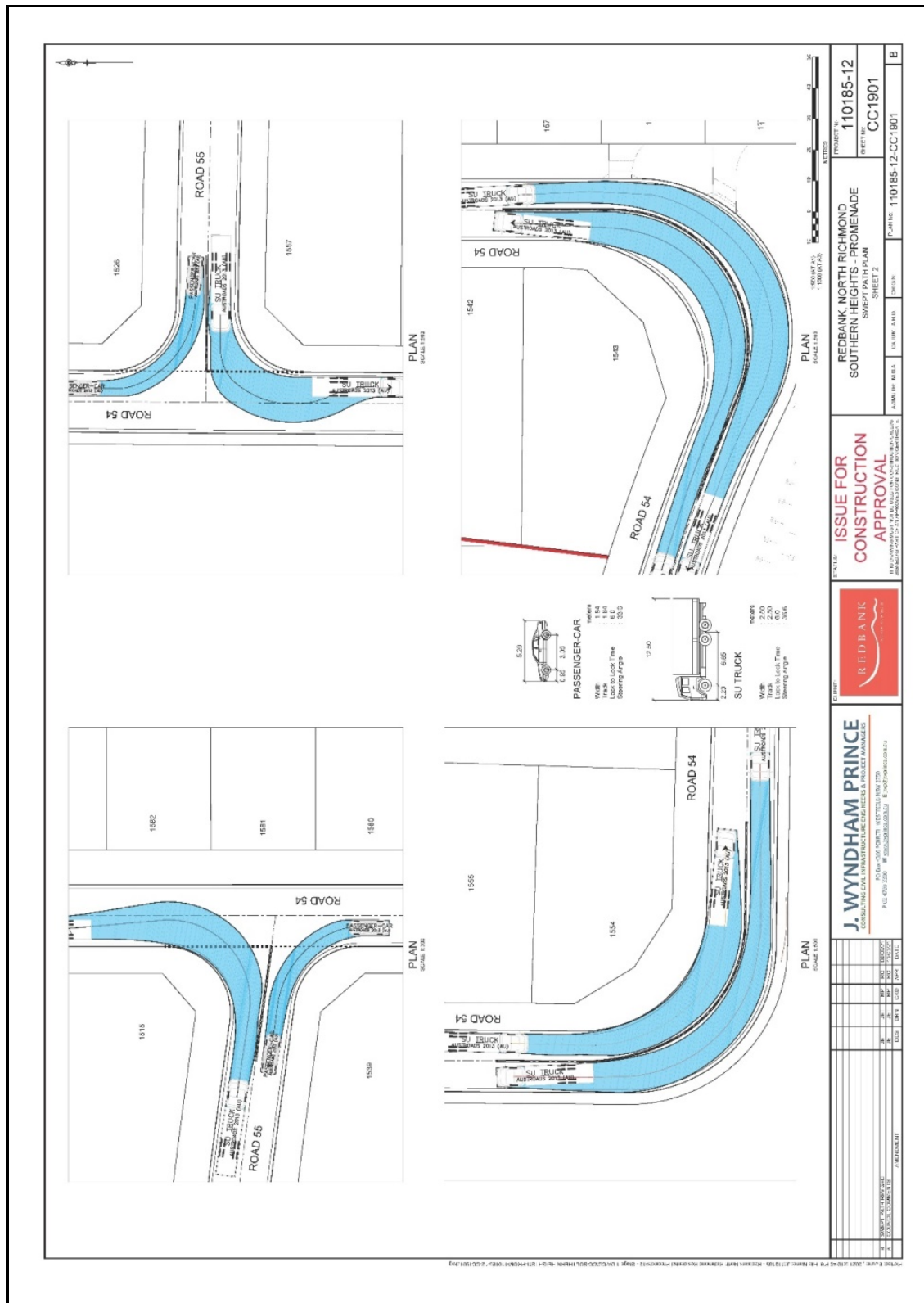
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**AT - 3 Swept Path Plan Sheet 1 – Southern Heights Promenade, North Richmond – Sheet No. CC1900 - Revision B**



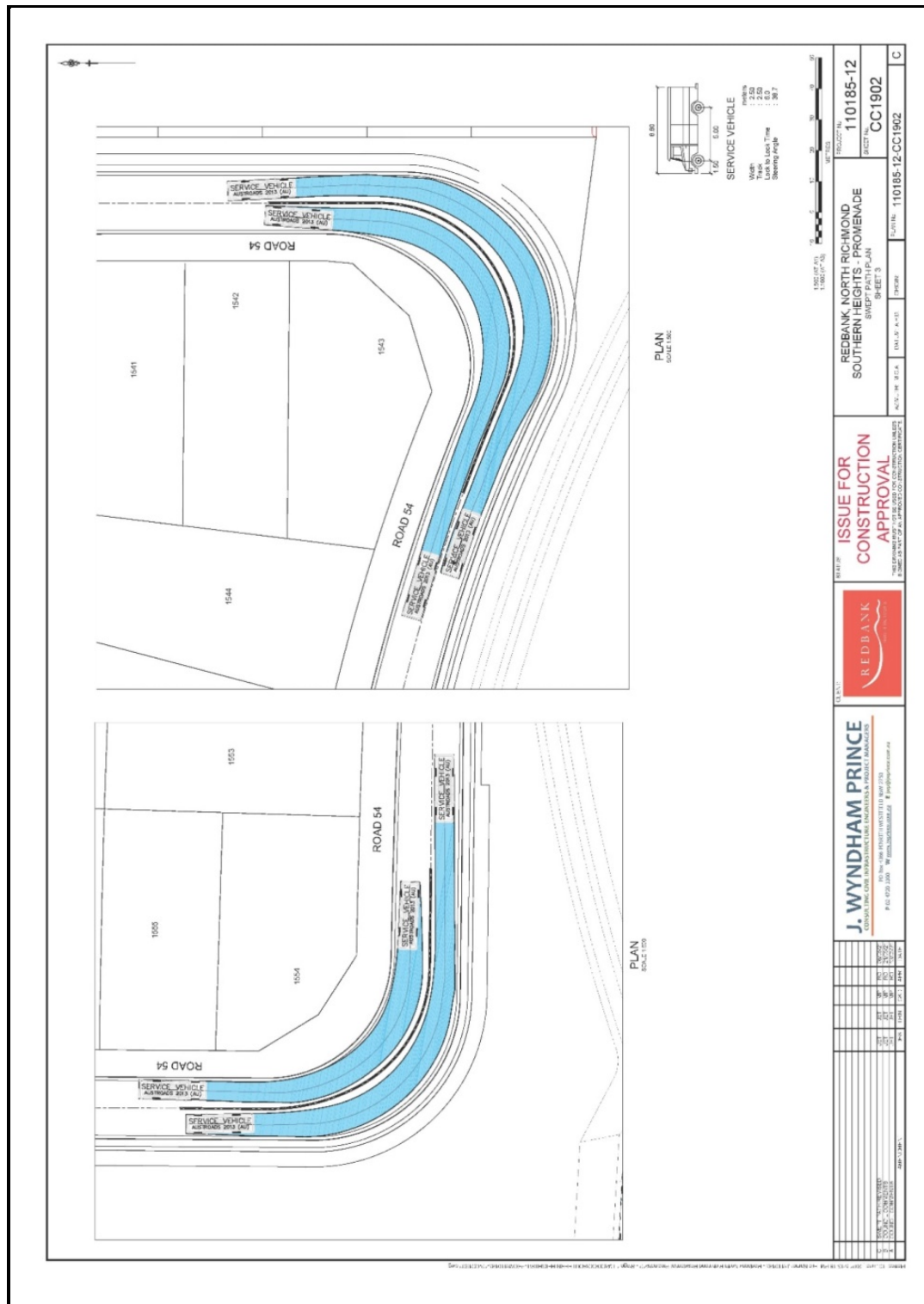
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**AT - 4 Swept Path Plan Sheet 2 – Southern Heights Promenade, North Richmond – Sheet No. CC1901- Revision B**



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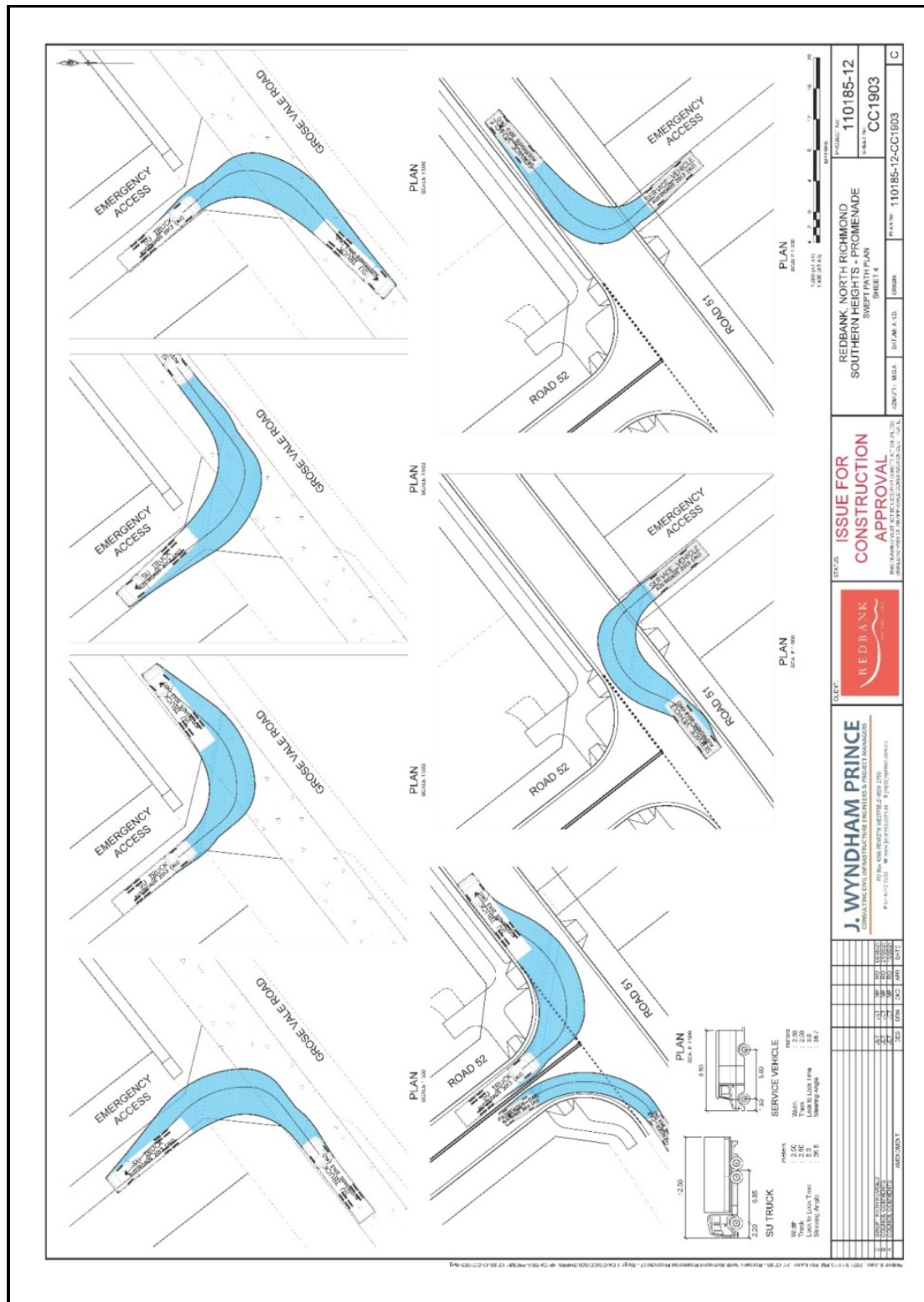
**AT - 5 Swept Path Plan Sheet 3 – Southern Heights Promenade, North Richmond – Sheet No. CC1902- Revision C**





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**AT - 6 Swept Path Plan Sheet 4 – Southern Heights Promenade, North Richmond – Sheet No. CC1903- Revision C**



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**SECTION 3 - Reports for Information**

There were no Reports for Information.

**SECTION 4 - General Business**

There was no General Business.

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting will be held on Monday, 12 July 2021 at 3pm in the Large Committee Room.

The meeting terminated at 3:40pm.

**oooO END OF REPORT Oooo**

ordinary

section 5

notices of motion



**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 13 July 2021**

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 13 July 2021**

**SECTION 5 – Notices of Motion**

**Item: 136**                      **NM - Vacant Land at McGraths Hill - (138879, 79351)**

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**Submitted by:** Councillor Richards

**NOTICE OF MOTION:**

That:

1. A report is provided to Council regarding the vacant area of land at McGraths Hill, along Pitt Town Rd (Windsor Rd end), seeking the following:
  - a) The history the site (including its look and its use)
  - b) The current status of the site
  - c) Options for future use of the site, focusing on its clean-up, with costs outlined for draining and/or permanent mowing.
2. A report be provided back to Council within two months.

**BACKGROUND**

Residents of McGraths Hill have been increasingly concerned regarding a large, overgrown section of land along Pitt Town Road (near Windsor Road end). They have reported a rise in mosquitos, rats and other vermin coming into their properties from this site. They are also concerned about it being a potential fire hazard, especially to the homes that back onto it. The request for this report is to seek background information on the site and find possible solutions to ease these residents' concerns and create a safer, more appealing space.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**NOTE BY MANAGEMENT**

A report can be provided within the time frame indicated in the Notice of Motion, noting that whilst the costs of draining the area can be outlined in that report at an indicative level, these costs would be subject to more detailed environmental assessment, design and approval process. The report would outline those steps and the costs associated with that more detailed work.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**  
**Questions for Next Meeting**  
**Meeting Date: 13 July 2021**

**QUESTIONS FOR NEXT MEETING**

**Item: 137**                      **Responses to Councillor Question Taken On Notice at the Council Meeting - 29 June 2021 - (79351)**

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**REPORT:**

The following question was received regarding matters on the Council Meeting Business Paper of 29 June 2021. This question was taken on notice and the response is provided below.

#	Councillor	Question	Response
1	Zamprogno	The memorial wall outside the main entrance of Council is reserved for those who have passed. Can you advise the protocol for how long the persons need to have passed to be eligible for consideration for a plaque on that wall.	The Manager Corporate Communications advised this award is a posthumous (five years) award which is awarded in recognition of a resident or group who have contributed significantly to the Hawkesbury community. To be eligible to receive the commemorative plaque the resident or group would need to be nominated under the Australia Day Awards program.

oooO END OF REPORT Oooo

**ORDINARY MEETING**  
**Confidential Reports**  
**Meeting Date: 13 July 2021**

**CONFIDENTIAL REPORTS**

**Item: 138**                      **SS - Lease to Kirpa Family Pty Ltd - 37 Macquarie Street, Windsor - (95496, 112106, 152889, 28306)    CONFIDENTIAL**

**Directorate:**                Support Services

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**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.*

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ordinary  
meeting

end of  
business  
paper

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