



Hawkesbury City Council

ordinary  
meeting  
business  
paper

date of meeting: 2 February 2016

location: council chambers

time: 6:30 p.m.



# mission statement

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

## **How Council Operates**

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

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

Ordinary Meetings of Council are generally held on the second Tuesday of each month (except January), and the last Tuesday of each month (except December), meeting dates are listed on Council's website. The meetings start at 6:30pm and are scheduled to conclude by 11pm. These meetings are open to the public.

When an Extraordinary Meeting of Council is held, it will usually also be held on a Tuesday and start at 6:30pm. These meetings are also open to the public.

### **Meeting Procedure**

The Mayor is Chairperson of the meeting.

The business paper contains the agenda and information on the items to be dealt with at the meeting. Matters before the Council will be dealt with by an exception process. This involves Councillors advising the General Manager by 3pm on the day of the meeting, of those items they wish to discuss. A list of items for discussion will be displayed at the meeting for the public to view.

At the appropriate stage of the meeting, the Chairperson will move for all those items which have not been listed for discussion (or have registered speakers from the public) to be adopted on block. The meeting then will proceed to deal with each item listed for discussion and decision.

### **Public Participation**

Members of the public can register to speak on any items in the business paper other than the Confirmation of Minutes; Mayoral Minutes; Responses to Questions from Previous Meeting; Notices of Motion (including Rescission Motions); Mayoral Elections; Deputy Mayoral Elections; Committee Elections and Annual Committee Reports. To register, you must lodge an application form with Council prior to 3pm on the day of the meeting. The application form is available on Council's website, from the Customer Service Unit or by contacting the Manager - Corporate Services and Governance on (02) 4560 4444 or by email at [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au).

The Mayor will invite registered persons to address the Council when the relevant item is being considered. Speakers have a maximum of three minutes to present their views. The Code of Meeting Practice allows for three speakers 'For' a recommendation (i.e. in support), and three speakers 'Against' a recommendation (i.e. in opposition).

Speakers representing an organisation or group must provide written consent from the identified organisation or group (to speak on its behalf) when registering to speak, specifically by way of letter to the General Manager within the registration timeframe.

All speakers must state their name, organisation if applicable (after producing written authorisation from that organisation) and their interest in the matter before speaking.

## **Voting**

The motion for each item listed for discussion will be displayed for Councillors and public viewing, if it is different to the recommendation in the Business Paper. The Chair will then ask the Councillors to vote, generally by a show of hands or voices. Depending on the vote, a motion will be Carried (passed) or Lost.

## **Planning Decision**

Under Section 375A of the Local Government Act 1993, voting for all Planning decisions must be recorded individually. Hence, the Chairperson will ask Councillors to vote with their electronic controls on planning items and the result will be displayed on a board located above the Minute Clerk. This will enable the names of those Councillors voting For or Against the motion to be recorded in the minutes of the meeting and subsequently included in the required register. This electronic voting system was an innovation in Australian Local Government pioneered by Hawkesbury City Council.

## **Business Papers**

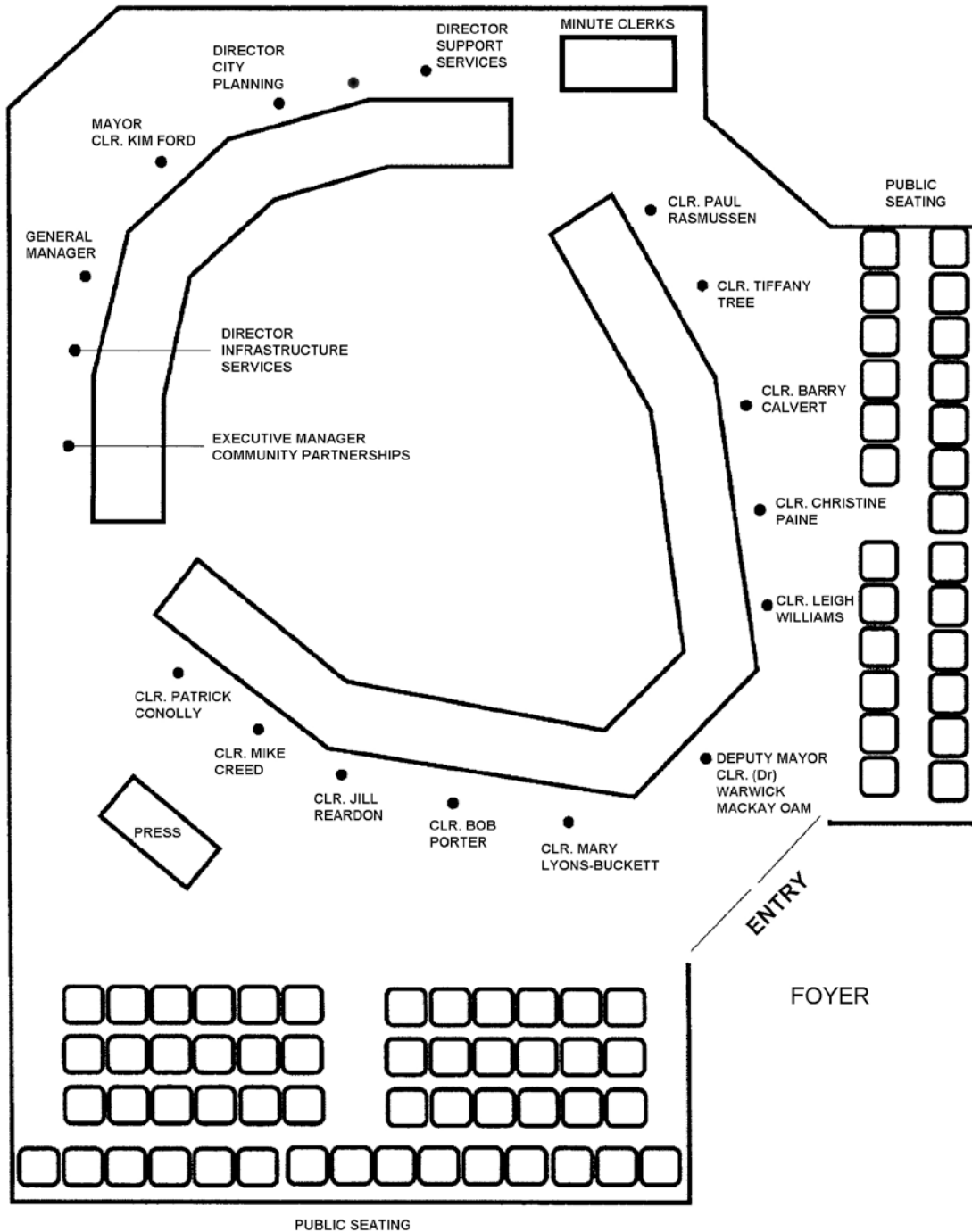
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>.

Hard copies of the business paper can be viewed at Council's Administration Building and Libraries after 12 noon on the Friday before the meeting, and electronic copies are available on CD to the public after 12 noon from Council's Customer Service Unit. The business paper can also be viewed on the public computers in the foyer of Council's Administration Building.

## **Further Information**

A guide to Council Meetings is available on the Council's website. If you require further information about meetings of Council, please contact the Manager, Corporate Services and Governance on, telephone (02) 4560 4444.

# Hawkesbury City Council





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### SECTION 3 - Reports for Determination

#### GENERAL MANAGER

Item: 3                      GM - 2016 Local Government NSW Tourism Conference (79351, 112608)

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#### REPORT:

##### Executive Summary

The Local Government NSW (LGNSW) 2016 Tourism Conference will be held from 9 to 11 March, 2016 in Byron Bay, NSW. Due to its relevance to Council's business, it is recommended that the LGNSW 2016 Tourism Conference be attended by Councillors and appropriate staff.

##### Consultation

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

##### Background

The LGNSW 2016 Tourism Conference will be held from 9 to 11 March, 2016 in Byron Bay, NSW. This Conference is an annual event, coordinated by local government for local government and gives Councillors and Council staff the opportunity to meet, listen to experts and peers, and find out how other councils are engaging and managing their tourism industry.

The 2016 Conference is themed 'Embracing a changing tourism landscape' and is presented in conjunction with Destination NSW, industry partners and sponsors.

Cost of attendance at the LGNSW 2016 Tourism Conference is approximately \$2,100 per delegate.

The 2015/2016 Operational Plan contains a provision of \$48,000 for Delegate Expenses.

Budget for Delegate Expenses - Payments made:

• Total Budget for Financial Year 2015/2016	\$48,000
• Expenditure to date	\$12,670
• Budget balance	\$35,330

##### Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Supporting Business and Local Jobs Directions Statement;

- Help create thriving town centres, each with its own character that attracts residents, visitors and businesses.

and is also consistent with the nominated strategy in the CSP being:

- Differentiate, brand and promote the Hawkesbury as a tourism destination.

##### Financial Implications

Funding of the cost of attendance at this Conference will be provided from the Delegates Expenses within the 2015/2016 Operational Plan.

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**RECOMMENDATION:**

That attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the Local Government NSW 2016 Tourism Conference at an approximate cost of \$2,100 delegate be approved.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

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**Item: 4**                      **GM - Review of Council's Fit for the Future Proposal - Update - (79351)**

**Previous Item:**        MM, Ordinary (27 October 2015)

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### REPORT:

#### Executive Summary

This report has been prepared to provide an update on Council's Resolution to amend its Fit for the Future (FFTF) Proposal as submitted to the Independent Pricing and Regulatory Tribunal (IPART) on 30 June 2015. In view of NSW Government's proposal to proceed with a proposed merger of Hawkesbury City Council and part of The Hills Shire Council, the report proposes that further consideration of this matter be deferred pending the outcome of the public inquiry process into the merger proposal.

#### Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. The report seeks to defer administrative action in relation to a previous Council Resolution pending the outcome of a public enquiry process.

#### Background

In September 2014, the NSW Government released its proposed FFTF package. Under this package all NSW councils were required to submit proposals to demonstrate that they were fit for the future.

In April 2015, IPART was appointed by the NSW Government to assess council FFTF proposals which were required to be lodged by 30 June 2015. In accordance with Council's resolution of 30 June 2015, Council lodged its FFTF Proposal on 30 June 2015.

On 20 October 2015, the NSW Government released IPART's assessment of Council's FFTF proposals with IPART assessing Council as 'unfit'. This assessment was based on Council achieving the required FFTF Operating Performance Ratio (OPR) one year later than the stipulated timeframe of 2019/2020. Council's FFTF proposal satisfied the remaining seven FFTF benchmarks.

On 27 October 2015, in response to a Mayoral Minute, Council resolved the following:

- "1. Council respond to the NSW Government's request for comments from Council as a result of the recently released IPART report regarding the Assessment of Council Fit for the Future Proposals in the manner suggested by Option 1 as referred to in this Mayoral Minute.*
- 2. A further report be submitted to Council regarding possible strategies to amend Council's FFTF proposal, so as to achieve the required operating performance ratio, including the consideration of significant cost savings and a reduced SRV. The report will also include the effectiveness and logistics of any possible amalgamations.*
- 3. The report options be presented to a Councillor Briefing Session prior to being reported to Council."*

In relation to the first part of the Council resolution, the Option 1 referred to in the resolution required Council to advise the NSW Government that as IPART had assessed Council as meeting the FFTF scale and capacity criteria, that Council was not required to submit a merger proposal and would therefore be taking action to amend its FFTF Proposal to achieve the required OPR benchmark by 2019/2020.

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### Current Situation

In accordance with Council's resolution, advice was forwarded to the NSW Government on 30 October 2015 to give effect to Option 1.

Councillor Briefing Sessions were subsequently scheduled for 26 November 2015 to deal with that element of Part 2 of Council's Resolution dealing with 'the effectiveness and logistics of possible amalgamations', and a further Briefing Session was scheduled for 15 December 2015 to review the 20 strategies within Council's FFTF Proposal. The first Briefing Session scheduled for 26 November 2015 was duly held.

At the same time, on 10 November 2015, The Hills Shire Council resolved to "*approach the NSW Government to indicate their willingness to merge with Hawkesbury City Council*". In response to this resolution, an Extraordinary Meeting of Council was requested "*to consider expressing Hawkesbury City Council's absolute opposition to any amalgamations*". As the Extraordinary Meeting was held on 15 December 2015, the proposed Briefing Session to amend Council's FFTF Proposal was rescheduled to the first available Briefing Session to be held in 2016, which was 9 February 2016.

Subsequent to this, on 18 December 2015, the NSW Government released details of its 35 merger proposals which included a proposal for a merger of Hawkesbury City Council and part of The Hills Shire Council. In accordance with legislative requirements, a public inquiry process has been initiated and a Delegate appointed to conduct the inquiry and prepare a report on the merger proposal for the Boundaries Commission and the Minister for Local Government. Council staff are currently preparing a detailed submission for Council's consideration addressing the relevant criteria as set out in the Local Government Act 1993, in response to the merger proposal.

Given these developments, it is suggested that any further action in relation to the review and amendment of Council's FFTF Proposal be deferred pending the outcome of the public inquiry process.

This action has been proposed as the decision of the NSW Government to proceed with a merger proposal of Hawkesbury City Council and part of The Hills Shire Council will necessitate the preparation of a detailed submission which will require significant staffing resources. The decision also means that there is no avenue or process available to Council, as a proposed merger candidate, to submit a revised FFTF Proposal to the NSW Government for reassessment (this option is however available to councils deemed "not fit" who have not been proposed for a merger).

### Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together CSP Theme

- Maintain its independent identity and voice through strong local government and community institutions

and is also consistent with the nominated strategy in the CSP being:

- Achieve community respect through good corporate governance and community leadership and engagement.

### Financial Implications

There are no financial implications arising from this report.

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**RECOMMENDATION:**

That the information be received and further action regarding part 2 of Council's resolution of 27 October 2015, as detailed in the report, be deferred pending the outcome of the current merger proposal for Hawkesbury City Council and part of The Hills Shire Council.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

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### INFRASTRUCTURE SERVICES

**Item: 5**                      **IS - Exclusive Use of Governor Phillip Reserve - Bridge to Bridge Water Ski Classic Event - (95495, 79354, 74204)**

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#### **REPORT:**

##### **Executive Summary**

An application has been received from the NSW Water Ski Federation Ltd to hold an 'exclusive use' event at Governor Phillip Reserve, Windsor. The NSW Water Ski Federation is seeking the dates of 25, 26 and 27 November 2016 for the Bridge to Bridge Water Ski Classic. The Friday is used as a set up day (not an exclusive use day).

As the events are held annually and create positive flow on benefits to the community, it is recommended that exclusive use of the Reserve be granted for this event.

##### **Consultation**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. It is proposed, however, that community notification be undertaken by the applicant as part of the conditions of consent.

##### **Background**

There are a number of exclusive use events that are held at Governor Phillip Reserve over the year. The Bridge to Bridge Water Ski Classic is one of these events and the NSW Water Ski Federation is seeking the dates of 25, 26 and 27 November 2016 for their Bridge to Bridge Water Ski Classic. The Friday is used as a set up day (not an exclusive use day).

Approval for Traffic Management is to be undertaken as part of the Special Event Application.

The Plan of Management for the Windsor Foreshore Parks allows these types of activities to occur.

It is anticipated that this event will have significant flow on benefits to the business community and it is recommended that exclusive use be granted for the Bridge to Bridge Water Ski Classic event.

##### **Conformance to the Hawkesbury Community Strategic Plan**

The proposal is consistent with the Supporting Business and Local Jobs Directions Statement;

- Help create thriving town centres, each with its own character that attracts residents, visitors and businesses.

##### **Financial Implications**

Income will be generated through user charges for use of the Reserve in accordance with the Fees and Charges applicable at the time of payment.

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### RECOMMENDATION:

That:

1. Approval be granted to NSW Water Ski Federation Ltd for 'exclusive use' of Governor Phillip Reserve for the 2016 Bridge to Bridge Water Ski Classic to be held on 26 and 27 November 2016.
2. The event organisers can commence setting up for the event on Friday, 25 November 2016.
3. The approval be subject to the following conditions/documents:
  - a) Council's general park conditions.
  - b) Council's fees and charges.
  - c) The Windsor Foreshore Plan of Management.
  - d) The Governor Phillip Exclusive Use Policy.
  - e) The Governor Phillip Noise Policy.
  - f) A Traffic Management Plan which has been approved as part of the Special Event Application.
4. As the applicant has not advised alternative dates in the event of inclement weather or other circumstances, the General Manager be given authority to negotiate exclusive use on an alternate date, if required by the applicant.

### ATTACHMENTS:

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**Item: 6                      IS - Proposed Rural Fire Brigade Station at West Portland Road Reserve - (95495, 79354, 79016, 73594)**

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**REPORT:****Executive Summary**

The Hawkesbury Rural Fire Service (HRFS) is seeking to relocate the Lower Portland Rural Fire Brigade Station to new premises to be constructed at West Portland Road Reserve, due to the constrained nature and flood affectation of the current site. This report recommends that public advertising of the proposal be undertaken, with a subsequent report back to Council.

**Consultation**

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. The community engagement process proposed in this report meets the criteria for the minimum level of community engagement required under Council's Policy.

**Background**

The HRFS have put in a request to Council seeking support to relocate their Rural Fire Station at Lower Portland (near the Lower Portland Ferry), to West Portland Road Reserve. The HRFS have indicated that the reason for the relocation is that their current site has no room for future expansion, the area is too small for members to safely train and the current station is in a flood zone.

The building is proposed over a portion of West Portland Road Reserve which is Crown Land under Council's care and control.

A copy of a locality map of West Portland Road Reserve and a copy of the area map of the proposed Lower Portland Rural Fire Brigade Station are attached as Attachment 1 and Attachment 2 respectively, to the report.

The 'purpose' of the land is Public Recreation and the proposed extension would not meet this purpose, however, the Crown does have the option to either excise the area of land from the Reserve or alternatively add a 'purpose' (bush fire brigade station) to the Reserve description. It is easier to change the purpose of the Reserve and to do this a request is required to be sent to the Crown Lands seeking this change subject to Council consent.

The HRFS have estimated the cost of the new fire shed to be approximately \$900,000 and they propose to raise the necessary funds through grants and community fundraising.

To canvas community attitudes for this proposal, it is recommended that the community be consulted about the proposal in the first instance. As such it is proposed to advertise the proposed relocation for a period of 28 days, following which the matter will be further reported to Council for consideration.

**Conformance to the Hawkesbury Community Strategic Plan**

The proposal is consistent with the Looking After People and Place Direction Statement;

- Have an effective system of flood mitigation, fire and natural disaster management and community safety which protects life, property and infrastructure.

**Financial Implications**

There are no immediate financial impacts other than advertising costs, with future construction funding to be sought through the Rural Fire Service.



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**RECOMMENDATION:**

That the proposed placement of a Rural Fire Station at West Portland Road Reserve be advertised for a period of 28 days and be subsequently reported to Council for consideration.

**ATTACHMENTS:**

**AT - 1** Locality Map - West Portland Road Reserve

**AT - 2** Area Map of Proposed Lower Portland Rural Fire Brigade Station

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## AT - 1 Locality Map - West Portland Road Reserve



## ORDINARY MEETING

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### AT - 2 Area Map of Proposed Lower Portland Rural Fire Brigade Station



oooO END OF REPORT Oooo

**Item: 7                      IS - Review of Pesticide Notification Plan - (95495, 79354)**

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**REPORT:****Executive Summary**

The Hawkesbury City Council Pesticide Notification Plan is due to be reviewed in accordance with regulations. The Plan has been review by relevant staff and the Hawkesbury Sports Council. The current Plan is operating satisfactorily and only minor changes related to updated regulations are considered necessary.

It is recommended that the updated Plan be placed on public exhibition to seek feedback from the community for 28 days.

**Consultation**

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that Council undertake the following community engagement process in compliance with Council's Policy - that the updated Plan be placed on public exhibition, to seek feedback from the community, for 28 days.

**Background**

In February 2006, amendments to the Pesticide Regulation 1995 introduced new requirements for notification of pesticide use that affected most NSW Councils.

The amended Regulation required all NSW public authorities and Councils who use pesticide in outdoor public places to prepare a notification plan in relation to their pesticide use and to give notice according to their plan. Pesticides include chemicals such as: herbicides, insecticides, fungicides, termiticides and rodenticides.

Council's adopted Pesticide Use Notification Plan is now due to be reviewed. The review will include:

- A report on progress of implementing the Plan.
- Reviewing and updating the Plan and then placing it on public exhibition for comment.
- Subject to receiving public submissions, further recommendations for alterations will be made (if applicable). If major changes are made, the Plan will once again go out for public comment prior to adoption.

Discussions have been held with relevant sections of Council as well as the Hawkesbury Sports Council regarding how the current Plan has worked. The feedback from internal customers is that the Plan is satisfactory. Over the last three years there has only been one complaint. Investigations in to the matter found that contractors had failed to put out signage at the times required by the Plan. This was not an issue with the Plan itself, but a noncompliance which was resolved through contractor management processes.

Due to the current Plan operating satisfactorily, there are no changes recommended with the exception of updating the Plan to include the new Pesticide Regulation 2009. It is recommended that the Plan be placed on public exhibition to seek feedback from the community for 28 days. The draft Plan is attached Attachment 1 to the report, for consideration.

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### **Conformance to the Hawkesbury Community Strategic Plan**

The proposal is consistent with the Caring for Our Environment Direction Statement:

- Work with our communities and businesses to use our resources in a sustainable way and employ best practices and technologies that are in harmony with our natural environment

and is also consistent with the nominated strategy in the CSP being:

- Engage with the community and work together to care for our environment.

### **Financial Implications**

There are no financial implications as spraying is part of the service already provided by Council staff.

### **RECOMMENDATION:**

That:

1. The draft Pesticide Notification Plan as attached as Attachment 1 to the report, be placed on public exhibition to seek feedback from the community for a period of 28 days.
2. The matter then be reported back to Council following this period.

### **ATTACHMENTS:**

**AT - 1** Draft Pesticide Use Notification Plan

AT - 1 Draft Pesticide Use Notification Plan



Hawkesbury City Council  
Plan

Hawkesbury City Council

**DRAFT**  
**Pesticide Use**  
**Notification Plan**

January 2016





## Pesticide Use Notification Plan

### 1. Introduction

This pesticide use notification plan has been prepared in accordance with the requirements of the Pesticides Regulation 2009 (the Regulation). The plan sets out how Hawkesbury City Council will notify members of the community of pesticide applications it makes or allows to be made to public places that it owns or controls. (Pesticides include chemicals such as: herbicides, insecticides, fungicides, termiticides and rodenticides.)

The aim of this plan is to meet the community's general right to know about pesticide applications made to outdoor public places that are owned or controlled by public authorities. The plan allows members of the community to take action to avoid contact with pesticides, if they wish. Council ensures that pesticides are applied to public places in a safe, responsible manner, minimising harm to the community or the environment.

The plan describes:

- what public places are covered by the plan
- who regularly uses these public places and an estimate of the level of use
- how and when Council will provide the community with information about its pesticide applications in public places (i.e. what notification arrangements will be used)
- how the community can access this plan and get more information about Council's notification arrangements
- how future reviews of the plan will be conducted
- contact details for anyone wishing to discuss this plan with Council.

This policy states that Council only uses pesticides in public places when necessary to eliminate weeds, to protect public property from pest damage and to protect the users of public places from nuisance or danger.

The majority of pesticide use consists of applying herbicides for weed control (primarily glyphosate). Minor pesticide use includes applying insecticides to control certain insect pests, termiticides to protect buildings, rodenticides to control rats and fungicides to control bacteria.

Further information on Council's pesticide use can be obtained by calling the Manager, Land Management on telephone (02) 4560 4444 or by visiting the website [www.hawkesbury.nsw.gov.au](http://www.hawkesbury.nsw.gov.au).

### 2. Public Places Covered By This Plan

Hawkesbury City Council proposes to use or allow the use of pesticides in the following categories of outdoor public places that it owns or controls in the Hawkesbury LGA, including:

- Parks/Reserves
- Playgrounds
- Sporting fields and ovals
- Other sporting facilities including swimming pools and leisure centres
- Council Depots
- Road verges and reserves
- Laneways and pathways
- Road, rail, utility or other easements accessible to the public
- Drains
- Golf courses
- Camping grounds
- Commons
- Other public places including bushland and riverbanks.
- Buildings and associated grounds, including neighbourhood centres, childcare centres, library and museum.

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Hawkesbury City Council



Although the Regulation only requires a notification plan for outdoor public areas, this notification plan includes information on how notice will be provided to the community of pesticide use in the interiors of the following Hawkesbury City Council buildings or facilities:

*Council Chambers, Neighbourhood centres, Childcare Centres, libraries, Gallery, Museum, Public Toilets, Shopping Centres.*

The main user groups of, and types of pesticide use in each of the categories of public place are summarised in the following table.

Table 1: Estimate of the level of community use, regular user groups and types of pesticide use in public places controlled or owned by Hawkesbury City Council

Public places	Regular user groups	Level of use of public place	Type of pesticide use
<b>Parks and Reserves</b>	<ul style="list-style-type: none"> <li>children and young families</li> <li>elderly people</li> <li>general recreational users (e.g. joggers, dog-walkers, picnickers).</li> </ul>	Very high (frequent use by multiple users, with short to medium length stays)	<ul style="list-style-type: none"> <li>spot herbicides</li> <li>spot insecticides</li> <li>broad scale selective herbicides</li> <li>broad scale non-selective herbicides</li> <li>broad scale insecticides</li> <li>fungicide (usually in garden beds)</li> <li>spray termiticides (ant control)</li> <li>bait termiticides (ant control)</li> </ul>
<b>Playgrounds</b>	<ul style="list-style-type: none"> <li>children</li> <li>young families</li> </ul>	High	<ul style="list-style-type: none"> <li>spot herbicides</li> <li>spot insecticides</li> <li>spray ant control</li> <li>bait ant control</li> </ul>
<b>Picnic areas</b>	<ul style="list-style-type: none"> <li>families</li> <li>other social groups (e.g. ethnic, religious, clubs)</li> </ul>	High (particularly on weekends, public holidays and school holidays)	<ul style="list-style-type: none"> <li>spot herbicides</li> <li>spot insecticides</li> <li>bait - rodenticides</li> <li>fungicide (usually on garden beds)</li> <li>spray - termiticides</li> <li>spray - ant control</li> <li>bait termiticides</li> <li>bait ant control</li> <li>bait - bird control</li> </ul>
<b>Sporting fields, ovals and related sporting facilities</b>	<ul style="list-style-type: none"> <li>sporting clubs and associations</li> <li>school sports groups</li> <li>general recreational users (e.g. joggers, dog-walkers)</li> </ul>	High	<ul style="list-style-type: none"> <li>spot herbicides</li> <li>spot insecticides</li> <li>broad scale selective herbicides</li> <li>broad scale non-selective herbicides</li> <li>broad scale insecticides</li> <li>spray or bait termiticides on facilities</li> <li>rodenticides near facilities</li> </ul>



# ORDINARY MEETING

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Public places	Regular user groups	Level of use of public place	Type of pesticide use
<b>Road verges and reserves</b>	<ul style="list-style-type: none"> <li>local residents or visitors walking or driving on the road</li> </ul>	Medium to high for urban roads Low for rural roads	<ul style="list-style-type: none"> <li>spot herbicides</li> <li>broad scale non-selective herbicides</li> <li>spray or bait termiticides on facilities</li> </ul>
<b>Laneways and pathways</b>	<ul style="list-style-type: none"> <li>local residents</li> <li>people who work in the area</li> <li>visitors to the area</li> </ul>	Medium to high	<ul style="list-style-type: none"> <li>spot herbicides</li> <li>broad scale non-selective herbicides</li> </ul>
<b>Easements accessible to the public (e.g. road, rail, water, sewer, electricity)</b>	<ul style="list-style-type: none"> <li>local residents</li> <li>people who work in the area</li> </ul>	Low to medium	<ul style="list-style-type: none"> <li>spot herbicides broad scale non-selective herbicides</li> <li>spray or bait termiticides on facilities</li> </ul>
<b>Drains</b>	<ul style="list-style-type: none"> <li>local residents living adjacent to a drain</li> <li>local residents or visitors who walk or drive past a drain</li> </ul>	Low to medium	<ul style="list-style-type: none"> <li>broad scale non-selective herbicides</li> <li>spot herbicides</li> </ul>
<b>Camping grounds</b>	<ul style="list-style-type: none"> <li>local residents</li> <li>visitors to the area</li> </ul>	High in summer low in winter	<ul style="list-style-type: none"> <li>spot herbicides</li> </ul>
<b>Certain Council buildings</b> (Council Chambers, Neighbourhood centres, Childcare centres, Libraries, Gallery, Museum, Public Toilets, Shopping Centres)	<ul style="list-style-type: none"> <li>users (including young children, school groups and the elderly)</li> <li>young children and their carers (childcare facilities)</li> <li>parents groups, playgroups</li> <li>community associations</li> <li>church groups</li> <li>general members of the public</li> <li>Council staff</li> </ul>	High	<ul style="list-style-type: none"> <li>spot insecticides</li> <li>bait rodenticides</li> <li>spray termiticides</li> <li>spray ant control</li> <li>bait - termiticides</li> <li>bait - ant control</li> <li>bait - bird control</li> </ul>
<b>Swimming pool buildings and grounds</b>	<ul style="list-style-type: none"> <li>local residents</li> <li>visitors</li> <li>school groups</li> <li>swimming clubs</li> </ul>	High in summer	<ul style="list-style-type: none"> <li>spot insecticides</li> <li>spot herbicides</li> </ul>
<b>Waste Management Facilities</b>	<ul style="list-style-type: none"> <li>residents</li> <li>contractors</li> <li>Council staff</li> </ul>	Low	<ul style="list-style-type: none"> <li>spot herbicides</li> </ul>
<b>Council Depots</b>	<ul style="list-style-type: none"> <li>residents</li> <li>contractors</li> <li>Council staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>spot herbicides</li> </ul>

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Public places	Regular user groups	Level of use of public place	Type of pesticide use
Showground	<ul style="list-style-type: none"><li>hirers of facility, their members and users</li></ul>	Medium to High	<ul style="list-style-type: none"><li>spot herbicides</li><li>spot insecticides</li><li>broad scale selective herbicides</li><li>broad scale non-selective herbicides</li><li>broad scale insecticides</li><li>spray or bait termiticides on facilities</li><li>rodenticides near facilities</li></ul>
Scout Hall	<ul style="list-style-type: none"><li>hirers of facility and their supporters</li></ul>	Medium to High	<ul style="list-style-type: none"><li>spot herbicides</li><li>spot insecticides</li><li>spray or bait termiticides on facilities</li><li>rodenticides near facilities</li></ul>
Pony Clubs	<ul style="list-style-type: none"><li>hirers of facility and their supporters</li></ul>	Medium to High	<ul style="list-style-type: none"><li>spot herbicides</li><li>spot insecticides</li><li>spray or bait termiticides on facilities</li><li>rodenticides near facilities</li></ul>

### 3. Notification Arrangements

This section of the plan describes how and when Hawkesbury City Council will provide notice of pesticide use in public places, including special measures for sensitive places that are adjacent to public places, arrangements for emergency pesticide applications and circumstances where notice will not be given.

These notification requirements are based on Hawkesbury City Council's assessment of:

- The level of usage of public places where pesticides may be used.
- The extent to which members of the public who are most likely to be sensitive to pesticides (e.g. young children, sick, pregnant and elderly people) are likely to use these areas regularly.
- The extent to which activities generally undertaken in these areas could lead to some direct contact with pesticides (such as picnic areas where food is consumed; sporting or other recreational activities that result in contact with the ground)
- type of pesticide used.

Notice of pesticide use will be provided by one or a combination of the following methods:

- Signs at entrances.
- Information on Council's website (which will describe programmed, reactive and emergency pesticide use in public places).
- Letters and letterbox drops.
- Fax and email.

***Council will also allow persons and organisations to nominate to have their details placed on a central register which would allow them to be notified of certain types of pesticide uses in particular places, as described in this section of the plan.***

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**a. How and when notice of pesticide use will be provided**

**(i) Outdoor Recreation Areas**

The notification arrangements described below will apply to the following public place categories controlled by Hawkesbury City Council:

- parks and reserves
- playgrounds
- picnic areas.

In these public places, signs will be placed near the application area or main entrance to the area at least two hours prior to application and remain whilst spraying, or for as long as described on the herbicide label for the following pesticide uses:

- high/low volume selective and non-selective herbicides.

*Where any of the above herbicide uses occur adjacent to sensitive places, the occupiers (and those people/organisations on the register to be notified) will be provided with 48 hours-notice by mail, email or letterbox drop (whichever is most practicable).*

**(ii) Controlled outdoor recreation areas**

The notification arrangements described below will apply to the following public place categories controlled by Hawkesbury City Council:

- camping grounds (Upper Colo Reserve)
- swimming pool buildings and grounds
- Hawkesbury Indoor Sports Stadium
- Hawkesbury Showground
- pony clubs
- tennis courts.

In these public places, signs will be placed near the application area or main entrance to the area at least 24 hours prior to application and remain whilst spraying, or as long as described on the herbicide label for the following pesticide uses:

- high/low volume selective and non-selective herbicides
- spot use of insecticides
- bait rodenticides.

Notification will also be placed on Councils website and staff will inform campers as they book into the Upper Colo Reserve.

*Where any of the above herbicide uses occur adjacent to sensitive places, the occupiers will be provided with 48 hours notice by mail, email or letterbox drop (whichever is most practicable).*

**(iii) Outdoor Public Thoroughfares and easements**

The notification arrangements described below will apply to the following public place categories controlled by Hawkesbury City Council:

- road verges and reserves
- laneways and pathways
- easements accessible to the public (e.g. road, water, sewer, electricity)
- drains.

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In these public places, information on use of high/low volume herbicide will be posted on Councils website every three months. In urban areas signs will be put up immediately prior to pesticide use and will remain in place at least until the operation is completed (where the pesticide label, permit or Pesticide Control Order requires a longer period of signage, this will be followed).

*Where any of the above herbicide uses occur adjacent to sensitive places, the occupiers ( and those people/organisations on the register to be notified) will be provided with 48 hours notice by mail, email or letterbox drop (whichever is most practicable).*

#### **(iv) Certain Council Buildings**

For pesticide use in facilities that are owned or controlled by Council, signs will be provided near the application area or in the main entrance at least 24 hours prior to application and remain for at least 48 hours afterwards for the following pesticide uses:

- spot use of insecticides
- bait rodenticides.

Council buildings include but are not limited to:

- Council Chambers, toilet blocks, libraries, museum, gallery, neighbourhood centres, Child Care Centres, Depots, Waste Management facilities, and other community buildings and shopping centres.

#### **(v) Sporting fields and ovals**

For sporting fields and ovals, signs will be placed near the application area or main entrance to the area at least 24 hours prior to application and remain whilst spraying, or for as long as described on the herbicide label for the following pesticide uses:

- High/low volume selective and non-selective herbicides

Sporting groups who have booked the particular field will also be notified by email or letter at least twenty four hours prior to application. Information will also be available on Councils website about the forward program for the above applications (updated every month).

*Where any of the above herbicide uses occur adjacent to sensitive places, the occupiers ( and those people/organisations on the register to be notified) will be provided with 48 hours-notice by mail, email or letterbox drop (whichever is most practicable).*

#### **b. Special measures for sensitive places**

Clause 11J(1) of the *Pesticides Regulation* defines a sensitive place to be any:

- school or pre-school
- kindergarten
- childcare centre
- hospital
- community health centre
- nursing home
- place declared to be a sensitive place by the Environment Protection Authority (now a part of the Department of Environment, Climate Change and Water).

Special notification measures for programmed pesticide use in outdoor public places adjacent to sensitive places for each category of public place have already been addressed.

For non-emergency reactive pesticide use in outdoor public places next to sensitive places, Council will provide concurrent notice shortly before use to the occupier by phone, door-knock or letterbox drop, depending upon what is practicable.

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If a pesticide must be used to deal with an emergency in an outdoor public place that is adjacent to a sensitive place, a door-knock will be organised in that sensitive place, preferably at least 30 minutes before, so people are aware that a pesticide is about to be used to deal with a dangerous pest infestation.

### c. Notification of emergency pesticide applications

In cases where emergency pesticide applications in public places are required to deal with biting or dangerous pests such as wasps, bees, venomous spiders, fleas, bird mites or rodents (that pose an immediate health hazard), notice will, where possible, be provided by posting signs nearby at the time of the application. If this is not possible, information will be provided via the Council information telephone line (02) 4560 4444, or by request to the person applying the pesticide.

### d. Pesticide contractors and lessees of public places

Where Hawkesbury City Council uses contractors to apply pesticides on its behalf, Council will ensure that notification is made in accordance with the notification requirements of this plan and of the Regulation.

Where persons or organisations hold an existing lease on Council land that remains a public place and if they use pesticides in this area, Council will still require notification in accordance with the requirements of this plan (see 3e.).

### e. Instances where Hawkesbury City Council will not give notice of herbicides application

Council uses small quantities of some pesticides that are widely available in retail outlets and ordinarily used for domestic purposes (including home gardening). Council does not intend to provide notice for such pesticide applications other than by way of this description in this plan (or general information on Council's website). This will apply to minor control of indoor and outdoor insect pests using baits or aerosol spray cans and spot weed control using a wand or hand-held spray bottle (eg. less than 20 litres of 'ready-to-use' spray mix).

### f. Notification of Baiting Programs

- Baiting program to be advertised for one month prior (for fox, dog, cat and rabbit).
- Letterbox drop to areas within 1km of baiting.
- Notices are to be placed at all main entries to the park and are to extend past residual points as per bait label.

In addition, Council will not provide notification in any of the following public places:

- Public places over which persons or organisations hold an existing lease on Council owned land or land under its care and control. For these places, Council will not provide notification of pesticide use, but it will request the lessee to carry out notification of the lessee's pesticide use in a manner consistent with this plan. Where possible, Council will require lessees, as a condition of their lease, to comply with this plan.
- Remote areas where there is little likelihood of pesticides/baits being encountered by the public e.g. areas where there is no vehicular access and low public visitation, including bushland areas.

**Notification will also not be given where occupiers of properties adjacent to Council public places use pesticides on parts of these public places near their properties.**

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#### 4. What Information Will Be Provided

In accordance with Regulation 20, clause 1(h) of the Pesticides Regulation, notice of pesticide uses will include the following information:

- the full product name of the pesticide to be used, and
- the purpose of the use, clearly setting out what pest or pests are being treated, and
- the proposed date/s or date range of the pesticide use, and
- the places where the pesticide is to be used, and
- contact telephone number and email address of the Council officer who people can contact to discuss the notice, and
- any warnings regarding re-entry to or use of the place, if specified on the pesticide product label.

Signs will be of a standardised design and will be easily recognisable by the public and workers. As already noted, Council's website will have a dedicated area that describes its programmed, reactive and, if practicable, emergency pesticide use in public places with a link to this notification plan.

#### 5. How The Community Will Be Informed Of This Plan

Hawkesbury City Council will advise residents of this plan and its contents by:

- making a copy of the plan available for viewing, free of charge, at its main office at 366 George Street, Windsor
- placing a copy of the plan on the its website at [www.hawkesbury.nsw.gov.au](http://www.hawkesbury.nsw.gov.au)
- placing a notice in the Council nominated weekly newspaper
- placing a notice in the NSW Government Gazette

#### 6. Future Reviews Of The Plan

The notification plan will be reviewed every 3 years or when circumstances require a review. The review will include:

- Reviewing and updating the plan and then placing it on public exhibition for comment if there are major changes.
- Subject to receiving public submissions, further recommendations for alterations will be made (if applicable). If major changes are made, the plan will once again be placed on public exhibition for public comment prior to adoption.

#### 7. Contact Details

Anyone wishing to discuss the notification plan or to obtain details of pesticide applications in public places should contact:

Manager - Parks and Recreation  
PO Box 146  
WINDSOR NSW 2756

Phone: (02) 4560 4444  
Fax: (02) 4560 4400  
Web: [www.hawkesbury.nsw.gov.au](http://www.hawkesbury.nsw.gov.au)

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### Appendix A: Sample Pesticide Notification Notice

<b>Product:</b>	Bio-Active Round up
<b>The purpose of the use:</b>	To reduce weed growth in hard to mow areas
<b>Proposed dates of use:</b>	10 to 17 March 2016
<b>The Place of use:</b>	Governor Phillip Reserve, Windsor
<b>Contact telephone number:</b>	Manager - Land Management on (02) 4560 4444
<b>Warnings about limitations</b>	Public are advised to keep away from area until the application dries.

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### Appendix B: Active Playing Areas Administered by Hawkesbury Sports Council

Ground	Location
Bensons Lane Complex	Bensons Lane, Richmond
Berger Road Reserve	Berger Road, South Windsor
Bounty Reserve	Wetherill Crescent, Bligh Park
Breakaway Ovals	Freemans Reach Road, Freemans Reach
Brinsley Park	Eldon Street, Pitt Town
Colbee Park	Bismarck Street, McGraths Hill
Colonial Reserve	Colonial Drive, Bligh Park
Deerubbin Park	Cornwallis Road, Lowlands
Don't Worry Oval	Moses Street, Windsor
Glossodia Park	Creek Ridge Road, Glossodia
Icely Park	Dight Street, Richmond
McQuade Oval	George Street, Windsor
Mileham Street Netball Courts	Mileham Street, South Windsor
North Richmond Complex	Beaumont Avenue, North Richmond
Oakville Oval	Oakville Road, Oakville
Peel Park	Pecks Road, North Richmond
Richmond Park	Windsor Street, Richmond
Tamplin Field	Laurence Street, Hobartville
Vineyard Oval	Park Road, Vineyard
Woodbury Estate	Spinks Road, Glossodia
Woodlands Park	Woodlands Road, Wilberforce

oooO END OF REPORT Oooo



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**SUPPORT SERVICES****Item: 8 SS - Monthly Investments Report - November 2015 - (95496, 96332)****REPORT:****Executive Summary**

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

This report indicates that Council held \$44.50 million in investments at 30 November 2015.

It is recommended that this report be received and noted.

**Consultation**

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

**Background**

The following table indicates that Council held \$44.50 million in investments as at 30 November 2015. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
<b>On Call</b>								
CBA	A1+	AA-			1.75%	3,200,000	7.19%	
<b>Total On-call Investments</b>								<b>3,200,000</b>
<b>Term Investments</b>								
ANZ	A1+	AA-	26-Aug-15	16-Dec-15	2.90%	1,000,000	2.25%	
ANZ	A1+	AA-	26-Aug-15	13-Jan-16	2.90%	1,000,000	2.25%	
ANZ	A1+	AA-	02-Sep-15	27-Jan-16	2.95%	1,500,000	3.37%	
ANZ	A1+	AA-	26-Aug-15	17-Feb-16	2.90%	1,000,000	2.25%	
ANZ	A1+	AA-	02-Sep-15	27-Apr-16	2.90%	1,000,000	2.25%	
ANZ	A1+	AA-	02-Sep-15	27-Apr-16	2.90%	1,000,000	2.25%	
ANZ	A1+	AA-	18-Nov-15	18-May-16	3.00%	500,000	1.12%	
ANZ	A1+	AA-	18-Nov-15	18-May-16	3.00%	1,000,000	2.25%	
ANZ	A1+	AA-	18-Nov-15	08-Jun-16	3.00%	2,000,000	4.49%	
ANZ	A1+	AA-	19-Aug-15	15-Jun-16	2.95%	2,000,000	4.49%	
ANZ	A1+	AA-	19-Aug-15	17-Aug-16	2.95%	2,000,000	4.49%	
CBA	A1+	AA-	04-Nov-15	16-Mar-16	2.88%	1,500,000	3.37%	
NAB	A1+	AA-	06-May-15	13-Jan-16	2.93%	1,000,000	2.25%	
NAB	A1+	AA-	06-May-15	13-Jan-16	2.93%	1,000,000	2.25%	
NAB	A1+	AA-	24-Feb-15	24-Feb-16	3.15%	1,000,000	2.25%	
NAB	A1+	AA-	24-Feb-15	24-Feb-16	3.15%	1,000,000	2.25%	

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Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
NAB	A1+	AA-	27-Feb-15	02-Dec-15	3.14%	2,000,000	4.49%	
NAB	A1+	AA-	04-Mar-15	02-Mar-16	3.13%	2,000,000	4.49%	
NAB	A1+	AA-	06-May-15	04-May-16	2.93%	2,000,000	4.49%	
NAB	A1+	AA-	08-Jul-15	06-Jul-16	3.00%	2,000,000	4.49%	
Westpac	A1+	AA-	04-Feb-15	04-Feb-16	3.40%	1,000,000	2.25%	
Westpac	A1+	AA-	27-May-15	02-Mar-16	3.05%	1,300,000	2.92%	
Westpac	A1+	AA-	20-May-15	16-Mar-16	3.05%	2,000,000	4.49%	
Westpac	A1+	AA-	02-Jun-15	30-Mar-16	3.05%	2,000,000	4.49%	
Westpac	A1+	AA-	10-Jun-15	06-Apr-16	3.05%	2,000,000	4.49%	
Westpac	A1+	AA-	04-Nov-15	15-Jun-16	2.85%	1,000,000	2.25%	
Westpac	A1+	AA-	02-Oct-15	05-Oct-16	3.00%	1,000,000	2.25%	
Westpac	A1+	AA-	02-Oct-15	05-Oct-16	3.00%	1,000,000	2.25%	
Westpac	A1+	AA-	07-Oct-15	19-Oct-16	3.00%	1,000,000	2.25%	
Westpac	A1+	AA-	07-Oct-15	19-Oct-16	3.00%	1,500,000	3.37%	
<b>Total Term Investments</b>								<b>41,300,000</b>
<b>TOTAL INVESTMENT AS AT 30 November 2015</b>								<b>44,500,000</b>

## Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	3,200,000	1.75%	Reserve Bank Cash Reference Rate	2.00%	-0.25%
Term Deposit	41,300,000	3.01%	UBS 90 Day Bank Bill Rate	2.27%	0.74%
<b>Total</b>	<b>44,500,000</b>	<b>2.92%</b>			

## Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	7,111,384
External Restrictions - Other	3,558,449
Internal Restrictions	21,728,847
Unrestricted	12,101,320
<b>Total</b>	<b>44,500,000</b>

Unrestricted funds, whilst not subject to a restriction for a specific purpose, are fully committed to fund operational and capital expenditure in line with Council's adopted Operational Plan. As there are timing differences between the accounting for income and expenditure in line with the Plan, and the corresponding impact on Council's cash funds, a sufficient level of funds is required to be kept at all times to ensure Council's commitments are met in a timely manner. Council's cash management processes are based on maintaining sufficient cash levels to enable commitments to be met when due, while at the same time ensuring investment returns are maximised through term investments where possible.

In addition to funds being fully allocated to fund the Operational Plan activities, funds relating to closed self-funded programs and that are subject to legislative restrictions, cannot be utilised for any purpose other than that specified. Externally restricted funds include funds relating to Section 94 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

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Funds subject to an internal restriction refer to funds kept aside for specific purposes, or to meet future known expenses. This allows for significant expenditures to be met in the applicable year without having a significant impact on that year. Internally restricted funds include funds relating to Tip Remediation, Workers Compensation, and Elections.

### ***Investment Commentary***

The investment portfolio increased by \$0.20 million for the month of November 2015. During November 2015, income was received totalling \$8.60 million, including rate payments amounting to \$5.09 million, while payments to suppliers and staff costs amounted to \$6.30 million.

The investment portfolio currently involves a number of term deposits and on-call accounts. Council's current investment portfolio is not subject to share market volatility.

Council has a loan agreement for an amount of \$5.26 million under the Local Government Infrastructure Renewal Scheme (LIRS). The full amount was drawn down upon signing the agreement in March 2013, with funds gradually being expended over the period during which the program of works is being delivered. The loan funds have been placed in term deposits, with interest earned on unexpended invested loan funds being restricted to be used for works relating to the LIRS Program projects.

As at 30 November 2015, Council's investment portfolio is all invested with major Australian trading banks and in line with Council's Investment Policy.

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Independent advice is sought on new investment opportunities, and Council's investment portfolio is independently reviewed by Council's investment advisor each calendar quarter.

Council's investment portfolio complies with Council's Investment Policy, adopted on 30 June 2015.

### ***Investment Certification***

I, Vanessa Browning (Acting Responsible Accounting Officer), hereby certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

### **Conformance to the Hawkesbury Community Strategic Plan**

The proposal is consistent with the Shaping Our Future Together Directions statement:

- The Council be financially sustainable to meet the current and future needs of the community based on a diversified income base, affordable and viable services.

### **Financial Implications**

Funds have been invested with the aim of achieving budgeted income in Service 121 – Investments within the 2015/2016 Adopted Operational Plan.

### **RECOMMENDATION:**

The report regarding the monthly investments for November 2015 be received and noted.

### **ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF REPORT Oooo

**ORDINARY MEETING****Meeting Date:** 02 February 2016**Item: 9****SS - Monthly Investments Report - December 2015 - (95496, 96332)****REPORT:****Executive Summary**

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

This report indicates that Council held \$46.00 million in investments at 31 December 2015.

It is recommended that this report be received and noted.

**Consultation**

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

**Background**

The following table indicates that Council held \$46.00 million in investments as at 31 December 2015. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
<b>On Call</b>								
CBA	A1+	AA-			1.75%	3,200,000	6.96%	
<b>Total On-call Investments</b>								<b>3,200,000</b>
<b>Term Investments</b>								
ANZ	A1+	AA-	26-Aug-15	13-Jan-16	2.90%	1,000,000	2.17%	
ANZ	A1+	AA-	02-Sep-15	27-Jan-16	2.95%	1,500,000	3.26%	
ANZ	A1+	AA-	26-Aug-15	17-Feb-16	2.90%	1,000,000	2.17%	
ANZ	A1+	AA-	02-Sep-15	27-Apr-16	2.90%	1,000,000	2.17%	
ANZ	A1+	AA-	02-Sep-15	27-Apr-16	2.90%	1,000,000	2.17%	
ANZ	A1+	AA-	18-Nov-15	18-May-16	3.00%	500,000	1.09%	
ANZ	A1+	AA-	18-Nov-15	18-May-16	3.00%	1,000,000	2.17%	
ANZ	A1+	AA-	18-Nov-15	08-Jun-16	3.00%	2,000,000	4.35%	
ANZ	A1+	AA-	19-Aug-15	15-Jun-16	2.95%	2,000,000	4.35%	
ANZ	A1+	AA-	19-Aug-15	17-Aug-16	2.95%	2,000,000	4.35%	
Bankwest	A1+	AA-	02-Dec-15	04-May-16	3.00%	2,500,000	5.43%	
CBA	A1+	AA-	04-Nov-15	16-Mar-16	2.88%	1,500,000	3.26%	
NAB	A1+	AA-	06-May-15	13-Jan-16	2.93%	1,000,000	2.17%	
NAB	A1+	AA-	06-May-15	13-Jan-16	2.93%	1,000,000	2.17%	
NAB	A1+	AA-	24-Feb-15	24-Feb-16	3.15%	1,000,000	2.17%	
NAB	A1+	AA-	24-Feb-15	24-Feb-16	3.15%	1,000,000	2.17%	
NAB	A1+	AA-	04-Mar-15	02-Mar-16	3.13%	2,000,000	4.35%	

# ORDINARY MEETING

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Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
NAB	A1+	AA-	06-May-15	04-May-16	2.93%	2,000,000	4.35%	
NAB	A1+	AA-	22-Dec-15	15-Jun-16	3.04%	1,000,000	2.17%	
NAB	A1+	AA-	08-Jul-15	06-Jul-16	3.00%	2,000,000	4.35%	
Westpac	A1+	AA-	04-Feb-15	04-Feb-16	3.40%	1,000,000	2.17%	
Westpac	A1+	AA-	27-May-15	02-Mar-16	3.05%	1,300,000	2.83%	
Westpac	A1+	AA-	20-May-15	16-Mar-16	3.05%	2,000,000	4.35%	
Westpac	A1+	AA-	02-Jun-15	30-Mar-16	3.05%	2,000,000	4.35%	
Westpac	A1+	AA-	10-Jun-15	06-Apr-16	3.05%	2,000,000	4.35%	
Westpac	A1+	AA-	04-Nov-15	15-Jun-16	2.85%	1,000,000	2.17%	
Westpac	A1+	AA-	02-Oct-15	05-Oct-16	3.00%	1,000,000	2.17%	
Westpac	A1+	AA-	02-Oct-15	05-Oct-16	3.00%	1,000,000	2.17%	
Westpac	A1+	AA-	07-Oct-15	19-Oct-16	3.00%	1,000,000	2.17%	
Westpac	A1+	AA-	07-Oct-15	19-Oct-16	3.00%	1,500,000	3.26%	
Westpac	A1+	AA-	10-Dec-15	14-Dec-16	3.00%	1,000,000	2.17%	
<b>Total Term Investments</b>								<b>42,800,000</b>
<b>TOTAL INVESTMENT AS AT 31 December 2015</b>								<b>46,000,000</b>

## Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	3,200,000	1.75%	Reserve Bank Cash Reference Rate	2.00%	-0.25%
Term Deposit	42,800,000	3.00%	UBS 90 Day Bank Bill Rate	2.36%	0.64%
<b>Total</b>	<b>46,000,000</b>	<b>2.91%</b>			

## Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	7,574,562
External Restrictions - Other	3,463,148
Internal Restrictions	21,176,578
Unrestricted	13,785,712
<b>Total</b>	<b>46,000,000</b>

Unrestricted funds, whilst not subject to a restriction for a specific purpose, are fully committed to fund operational and capital expenditure in line with Council's adopted Operational Plan. As there are timing differences between the accounting for income and expenditure in line with the Plan, and the corresponding impact on Council's cash funds, a sufficient level of funds is required to be kept at all times to ensure Council's commitments are met in a timely manner. Council's cash management processes are based on maintaining sufficient cash levels to enable commitments to be met when due, while at the same time ensuring investment returns are maximised through term investments where possible.

In addition to funds being fully allocated to fund the Operational Plan activities, funds relating to closed self-funded programs and that are subject to legislative restrictions cannot be utilised for any purpose other than that specified. Externally restricted funds include funds relating to Section 94 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

## ORDINARY MEETING

Meeting Date: 02 February 2016

Funds subject to an internal restriction refer to funds kept aside for specific purposes, or to meet future known expenses. This allows for significant expenditures to be met in the applicable year without having a significant impact on that year. Internally restricted funds include funds relating to Tip Remediation, Workers Compensation and Elections.

### ***Investment Commentary***

The investment portfolio increased by \$1.50 million for the month of December 2015. During December 2015, income was received totalling \$7.19 million, including rate payments amounting to \$3.10 million, while payments to suppliers and staff costs amounted to \$7.23 million.

The investment portfolio currently involves a number of term deposits and on-call accounts. Council's current investment portfolio is not subject to share market volatility.

Council has a loan agreement for an amount of \$5.26 million under the Local Government Infrastructure Renewal Scheme (LIRS). The full amount was drawn down upon signing the agreement in March 2013, with funds gradually being expended over the period during which the program of works is being delivered. The loan funds have been placed in term deposits, with interest earned on unexpended invested loan funds being restricted to be used for works relating to the LIRS Program projects.

As at 31 December 2015, Council's investment portfolio is all invested with major Australian trading banks or wholly owned subsidiaries of major Australian trading banks and in line with Council's Investment Policy.

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Independent advice is sought on new investment opportunities, and Council's investment portfolio is independently reviewed by Council's investment advisor each calendar quarter.

Council's investment portfolio complies with Council's Investment Policy, adopted on 30 June 2015.

### ***Investment Certification***

I, Vanessa Browning (Acting Responsible Accounting Officer), hereby certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

### **Conformance to the Hawkesbury Community Strategic Plan**

The proposal is consistent with the Shaping Our Future Together Directions statement:

- The Council be financially sustainable to meet the current and future needs of the community based on a diversified income base, affordable and viable services.

### **Financial Implications**

Funds have been invested with the aim of achieving budgeted income in Service 121 – Investments within the 2015/2016 Adopted Operational Plan.

### **RECOMMENDATION:**

The report regarding the monthly investments for December 2015 be received and noted.

### **ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF REPORT Oooo

## ORDINARY MEETING

Meeting Date: 02 February 2016

**Item: 10**                      **SS - Council Resolution Summary - July to December 2015 - (95496, 96333)**

**Previous Item:**            NM2, Ordinary (24 June 2014)

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### REPORT:

#### Executive Summary

At the Ordinary meeting on 24 June 2014, Council resolved as follows:

*"That Council prepare a six-monthly report summarising the resolutions passed by Council in the preceding six months, excluding resolutions not requiring action or procedural resolutions, and assigning a status to such resolutions to indicate if the action has commenced, has been completed, or a likely timeframe for completion."*

This report and the attachment to the report summarises the resolutions passed by Council for the period from 1 July 2015 to 31 December 2015, excluding resolutions as outlined in the above resolution.

The report recommends the information be received and noted.

#### Consultation

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

#### Background

Council, at its meeting on 24 June 2014, gave consideration to a Notice of Motion regarding summarising Council resolutions. At that meeting, Council resolved, as follows:

*"That Council prepare a six-monthly report summarising the resolutions passed by Council in the preceding six months, excluding resolutions not requiring action or procedural resolutions, and assigning a status to such resolutions to indicate if the action has commenced, has been completed, or a likely timeframe for completion."*

Following the resolution of 24 June 2014, staff determined a means to capture the required information in line with the resolution. Accordingly, based on the excluded resolutions outlined in the above resolution, it was determined that the Council report would be prepared according to the following criteria for accuracy and consistency with the resolution:

#### A. Inclusions for the six-monthly report are:

1. Resolutions regarding Development Applications that:
  - a) are referred to a Councillor Briefing Session
  - b) are deferred to conduct a site visit
  - c) call for a further report to be submitted to Council.
2. Resolutions regarding Conference attendances that require a follow-up report.
3. Resolutions regarding Confidential items including:
  - a) all lease matters
  - b) all tender matters.
4. Resolutions not in the exclusions outlined in Part B, below.

## ORDINARY MEETING

Meeting Date: 02 February 2016

### B. Exclusions for the six-monthly report are:

1. Items with receive and note resolutions.
2. Procedural resolutions, including the adoption of reporting publications such as, Council's Operational Plan and adoption of Council Policies.
3. Resolutions regarding Development Applications which have been approved with conditions or refused.
4. Resolutions regarding Conference attendance without a follow-up report.
5. Reports of Committees where they are received and/or adopted.
6. Resolutions regarding park usage which have been approved or refused.

Included, as Attachment 1 to this report, is a Resolution Tracking Summary for the period from 1 July 2015 to 31 December 2015, based on the Council resolutions outlined in Part A above. The Resolution Tracking Summary contains information regarding each resolution including the Council Meeting Date, Item Number, Item Description, Resolution Number, Summary of the Resolution, Responsible Officer, and the Status. The Status column of the Summary has a set of options, being "Completed/In Progress/Not Initiated" and a comments area to further expand on the progress or final actions of each resolution.

### Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions Statement;

- Have transparent, accountable and respected leadership and an engaged community;

and is also consistent with the nominated strategies in the CSP being:

- Achieve community respect through good corporate governance and community leadership and engagement;
- Make decisions in ways that are transparent, fair, balanced and equitable supported by appropriate resource allocations.

### Financial Implications

There are no financial implications applicable to this report.

### RECOMMENDATION:

That the report regarding Council resolutions for the period of 1 July 2015 to 31 December 2015 be received and noted.

### ATTACHMENTS:

**AT - 1** Council Resolution Summary - July to December 2015 (*Distributed under separate cover*)

oooO END OF REPORT Oooo



## ORDINARY MEETING

Meeting Date: 02 February 2016

### Item: 11 SS - Pecuniary Interest Returns - Designated Persons - (95496, 96333)

#### REPORT:

##### Executive Summary

The Local Government Act, 1993 details the statutory requirements in respect of the lodgement of Disclosure of Pecuniary Interests and Other Matters Returns by Councillors and Designated Persons. This report provides information regarding four Returns recently lodged with the General Manager by Designated Persons. It is recommended that Council note, that the Disclosure of Pecuniary Interests and Other Matters Returns, lodged with the General Manager, have been tabled.

##### Consultation

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

##### Background

Section 450A of the Local Government Act, 1993 relates to the register of Pecuniary Interest Returns and the tabling of these Returns, which have been lodged by Councillors and Designated Persons. Section 450A of the Act is as follows:

- "1. *The General Manager must keep a register of returns required to be lodged with the General Manager under section 449.*
2. *Returns required to be lodged with the General Manager under section 449 must be tabled at a meeting of the council, being:*
  - (a) *In the case of a return lodged in accordance with section 449 (1)—the first meeting held after the last day for lodgement under that subsection, or*
  - (b) *In the case of a return lodged in accordance with section 449 (3)—the first meeting held after the last day for lodgement under that subsection, or*
  - (c) *In the case of a return otherwise lodged with the general manager—the first meeting after lodgement."*

With regard to Section 450A(1), a register of all Returns lodged by Councillors and Designated Persons, in accordance with Section 449 of the Act, is currently kept by Council as required by this part of the Act.

With regard to Section 450A(2), all Returns lodged by Councillors and Designated Persons, under Section 449 of the Act, must be tabled at a Council Meeting as outlined in subsections (a), (b) and (c).

With regard to Section 450(2) (a), the following Section 449(1) Returns have been lodged:

Position	Return Date	Date Lodged
Visitor Information Centre Coordinator	17 September 2015	24 September 2015
Manager Corporate Services and Governance	21 September 2015	22 September 2015
Parking Officer	21 September 2015	12 December 2015
Senior Subdivision Engineer	19 October 2015	4 November 2015

## **ORDINARY MEETING**

**Meeting Date:** 02 February 2016

The above Designated Persons have lodged their Section 449(1) Returns prior to the due dates (being three months after the Return Dates), as required by the Act for the receipt of the Returns.

The above details are now tabled in accordance with Section 450A(2)(a) of the Act, and the abovementioned Returns are available for inspection if requested.

### **Conformance to the Hawkesbury Community Strategic Plan**

The proposal is consistent with the Shaping Our Future Together Directions statement:

- Have transparent, accountable and respected leadership and an engaged community.

### **Financial Implications**

There are no financial implications applicable to this report.

### **RECOMMENDATION:**

That the information be received and noted.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 02 February 2016

**Item: 12**                      **SS - Provision of Financial Assistance to Narelle Robertson - (95496, 96333, 24391)**

**Previous Item:**            NM3, Ordinary (27 October 2015)

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### REPORT:

#### Executive Summary

Council resolved to give public notice of its intention to provide Narelle Robertson of 227 Spinks Road, Glossodia, financial assistance to cover the payment of a requested Section 94A contribution associated with works under Complying Development Certificate No. CDCPC1206/15.

No submissions were received in response to the public notice.

The report recommends provision of the financial assistance.

#### Consultation

The public were provided with the opportunity to comment on this proposal, through a statutory public exhibition process from 12 November 2015 to 11 December 2015, with no submissions being received.

#### Background

At its meeting on 27 October 2015, Council considered a Notice of Motion regarding Section 94A exemption options, and resolved as follows:

*"That Council give the required 28 days-notice of its intention to provide Narelle Robertson of 227 Spinks Road, Glossodia with a donation under Section 356 of the Local Government Act of \$2,572 the payment of the S94A contributions that Council has requested and the matter be reported to Council at the conclusion of the advertising period."*

Section 356 of the Local Government Act, 1993, requires a council to give public notice of its intention to pass the necessary resolution to grant financial assistance to a person who acts for private gain. The proposal to provide financial assistance to Narelle Robertson in the amount of \$2,572 was placed on public exhibition on 12 November 2015 and the exhibition period closed on 11 December 2015. No submissions were received.

As no submissions were received during the exhibition period, it is now appropriate for the Council to formally resolve to provide the financial assistance.

#### Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statement:

- Have transparent, accountable and respected leadership and an engaged community:

and is also consistent with the nominated strategy in the CSP being:

- Make decisions in ways that are transparent, fair, balanced and equitable, supported by appropriate resource allocations.

**ORDINARY MEETING**

**Meeting Date:** 02 February 2016

**Financial Implications**

The cost of providing the financial assistance would be met from Service 112 – Community Administration of the 2015/2016 Adopted Operational Plan, which would require a budgetary variation in the March 2016 Quarterly Review.

**RECOMMENDATION:**

That:

1. Pursuant to Section 356 of the Local Government Act, 1993, Council approve financial assistance in the amount of \$2,572 to Narelle Robertson.
2. Narelle Robertson be advised of Council's decision.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

ordinary

section 4

reports  
of committees

**ORDINARY MEETING**  
**Reports of Committees**

**ORDINARY MEETING**  
**Reports of Committees**

**SECTION 4 - Reports of Committees**

**ROC**                      **Hawkesbury Civic and Citizenship Committee - 15 April 2015 - (79351, 96972)**

The meeting commenced at 6:55 pm in Council's Mayoral Office.

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**Present:**                      Councillor Kim Ford  
                                     Councillor Warwick Mackay OAM  
                                     Councillor Mike Creed JP  
                                     Barry Adams (Community representative)  
                                     David Bertenshaw (Hawkesbury Sports Council representative)  
                                     Geoff Luscombe (The Richmond Club representative)

**In Attendance:**            Jillian Bentham – Events Coordinator  
                                     Sonia Porter – Corporate Communication Manager

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**REPORT:**

**SECTION 1 - Minutes**

**Confirmation of Minutes**

RESOLVED on the motion of Mr David Bertenshaw and seconded by Councillor Warwick Mackay.

That the minutes of Hawkesbury Civic and Citizenship Committee Meeting held on the 3 December 2014, be accepted.

**Attendance Register of Hawkesbury Civic and Citizenship Committee**

Member	3/12/2014	15/4/2015
Councillor Kim Ford	✓	✓
Councillor Warwick Mackay OAM	✓	✓
Councillor Mike Creed	A	✓
Barry Adams	✓	✓
David Bertenshaw	✓	✓
Ted Brill (Cultural Heritage Award Only)	✓	N/A
Geoff Luscombe	✓	✓

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

**SECTION 2 - Reports for Determination**

**Item 1:    Australia Day, Citizen and Young Citizen of the Season Award Program Review**

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**DISCUSSION:**

- Ms Jillian Bentham discussed the research and preparation of the report with the Committee.
- The Committee commended staff on the detailed nature of the report.

**ORDINARY MEETING**  
**Reports of Committees**

- Councillor Mike Creed suggested that Council Staff look at the feasibility of holding the Australia Day Awards presentation a couple of days prior to Australia Day.
- The Committee felt that a presentation similar to the Business awards would be more appropriate for the awards. Council staff advised they would have to look at the financial constraints and logistics of changing the style of the presentation.
- The Committee requested a memo to be sent to Committee members once the feasibility of changing the presentation had been determined. They did not feel a meeting was necessary.
- All Committee members felt that the new awards and criteria were acceptable and relevant to the Hawkesbury community.
- The Committee discussed presenting a selection of awards from the Australia Day Awards at the Australia Day Citizenship Ceremony. The Committee concluded that all awards should be given equal acknowledgment and only the Commemorative Plaque would be appropriate to present at the Citizenship Ceremony.
- The Committee expressed the need to have a short deadline for receiving nominations to entice the community to nominate. Council staff agreed.
- The Committee discussed the promotion of the event and advised Council Staff they would like details about the reinvented awards to be included in one of Council's Quarterly Newsletters.

**MOTION:**

RESOLVED on the motion of Councillor Mike Creed and seconded by Councillor Warwick Mackay.

***Refer to COMMITTEE RESOLUTION***

**COMMITTEE RESOLUTION:**

RESOLVED on the motion of Councillor Mike Creed and seconded by Councillor Warwick Mackay.

That:

1. Alterations be made to the review of the Australia Day, Citizen and Young Citizen of the Season Award Program Review as discussed by the Committee
2. Review of the awards be reported to Council to be endorsed.

**Item 2: Sports Award Program Review**

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**DISCUSSION:**

- Ms Jillian Bentham discussed the research and preparation of the report with the Committee.
- The Committee commended staff on the detailed nature of the report.
- Mr David Bertenshaw highlighted his concern that the length of time of contribution was too long for both the current Certificate and Medal.
- The Committee feel that the length of service to receive these awards should be altered as follows:
  - five years for the Sports Medal
  - five year increments for the Sport Certificate



**ORDINARY MEETING**  
**Reports of Committees**

- All Committee members felt that the new awards and criteria were acceptable and relevant to the Hawkesbury community.
- The Committee expressed the need to have a short deadline for receiving nominations to entice the community to nominate. Council staff agreed.
- Council staff discussed with the Committee when they felt would be the best time to hold the Awards. The Committee advised they would like the awards held mid-year for inclusion of both Summer and Winter sports.
- The Committee discussed the presentation and changing this to be of similar nature to the Australia Day Awards. Council staff advised they would have to look at the financial constraints and logistics of changing the style of the presentation.
- Council staff discussed the commencement of the program with the Committee and suggested that it be implemented in 2016 to allow ample time to approach sponsors. The Committee agreed and felt this could be of benefit due to no sports award programs running in the Hawkesbury.

**MOTION:**

RESOLVED on the motion of Mr Geoff Luscombe and seconded by Mr David Bertenshaw.

***Refer to COMMITTEE RESOLUTION***

**COMMITTEE RESOLUTION:**

RESOLVED on the motion of Mr Geoff Luscombe and seconded by Mr David Bertenshaw.

That:

1. Alterations be made to the review of the Sports Award Program as discussed by the Committee
2. Review of the awards be reported to Council to be endorsed.

**SECTION 3 - Reports for Information**

Nil

**SECTION 4 - General Business**

Nil

**SECTION 5 - Next Meeting**

To be advised.

The meeting terminated at 7:47pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**Reports of Committees**

**ROC**                      **Floodplain Risk Management Advisory Committee - 3 December 2015 - (86589, 95498)**

The meeting commenced at 4.02pm in Council Chambers.

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- Present:**                      Councillor Bob Porter, Chairperson (incoming)  
                                    Councillor Kim Ford, (outgoing Chairperson)  
                                    Mr Les Sheather, Deputy Chairperson  
                                    Councillor Mary Lyons-Buckett, Hawkesbury City Council  
                                    Councillor (Dr) Warwick Mackay, (OAM) Hawkesbury City Council  
                                    Councillor Jill Reardon, Hawkesbury City Council  
                                    Mr Ted Books, Community Representative  
                                    Mr Trevor Devine, Community Representative  
                                    Mr Kevin Jones, SES  
                                    Mr Harry Panagopoulos, Office of Environment and Heritage
- Apologies:**                      Mr Geoffrey Bessell, Community Representative  
                                    Snr Inspector, Robert Bowman, Department of Primary Industries  
                                    Mr Peter Cinque, SES  
                                    Mr Damian Moon, Community Representative  
                                    Ms Kirstan Smelcher, RAAF  
                                    Mrs Louise Markus MP - Federal Member for Macquarie
- In Attendance:**                      Mr Matthew Owens, Hawkesbury City Council  
                                    Mr Phil Pleffer, Hawkesbury City Council  
                                    Mr Chris Amit, Hawkesbury City Council  
                                    Ms Robyn Kozjak - Minute Taker, Hawkesbury City Council
- 

**REPORT:**

**RESOLVED** on the motion of Councillor Reardon and seconded by Councillor Porter that the apologies be accepted.

Attention was drawn to an error in the Attendance Register of the previous minutes where Councillor Porter and Mr Devine were inadvertently listed as Chairperson and Deputy Chairperson (respectively).

Mr Devine referred to incorrect wording on page 5 of the business paper where the following was minuted "*Mr Devine asked if the SES was doing any work with the RMS to identify a more efficient evacuation route over the Jim Anderson Bridge*". This should read "*Mr Devine asked .....evacuation route **other** than the Jim Anderson Bridge.*"

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Councillor Reardon and seconded by Mr Sheather that the Minutes of the Floodplain Risk Management Advisory Committee held on the 6 August 2015, be confirmed (with the above amendments).

**ORDINARY MEETING**  
**Reports of Committees**

**Attendance Register of Floodplain Risk Management Advisory Committee**

Member	03.12.15				
Councillor Bob Porter - Chairperson	✓				
Mr Les Sheather - Deputy Chairperson	✓				
Councillor Kim Ford	✓				
Councillor Mary Lyons-Buckett	✓				
Councillor Jill Reardon	✓				
Councillor (Dr) Warwick Mackay OAM	✓				
Mr Peter Cinque OAM - (SES Sydney Western Division)	A				
Mr Harry Panagopoulos - (Office of Environment and Heritage)	✓				
Ms Kirstan Smelcher - (Dept of Defence)	A				
Snr Inspector Robert Bowman - (Industry & Investment NSW ) - Primary Industries	A				
Mr Kevin Jones - (SES Headquarters)	✓				
Mr Geoffrey Bessell - (Community Member)	A				
Mr Damian Moon - (Community Member)	A				
Mr Trevor Devine - (Community Member)	✓				
Mr Ted Books - (Community Member)	✓				

**Key:**      A = Formal Apology

✓ = Present

X = Absent - no apology

**SECTION 3 - Reports for Determination**

**Item: 1              FRMAC - Election of Chairperson and Deputy Chairperson - (86589)**

Councillor Ford relinquished the position of Chairperson and handed the meeting over to Mr Owens for the purpose of conducting the election of Chairperson and Deputy Chairperson.

*Mr Owens called for nominations for the position of Chairperson.*

A nomination was received for Councillor Porter.  
Councillor Porter accepted the nomination.

**MOTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Ford.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That an election for the position of Chairperson of the Hawkesbury Floodplain Risk Management Advisory Committee for the 2015/2016 term of the Committee be carried out.

As there were no other nominations Mr Owens declared Councillor Porter as the Chairperson of the Hawkesbury Floodplain Risk Management Advisory Committee for the 2015/2016 term of the Committee.

**ORDINARY MEETING**  
**Reports of Committees**

*Mr Owens called for nominations for Deputy Chairperson.*

A nomination was received for Mr Sheather.  
Mr Sheather accepted the nomination.

**MOTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Porter.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That an election for the position of Deputy Chairperson of the Hawkesbury Floodplain Risk Management Advisory Committee for the 2015/2016 term of the Committee be carried out.

As there were no other nominations Mr Owens declared Mr Sheather as the new Deputy Chairperson of the Hawkesbury Floodplain Risk Management Advisory Committee for the 2015/2016 term of the Committee.

*4.06pm - Councillor Lyons-Buckett arrived at the meeting.*

*Councillor Porter assumed the Chair.*

**Item: 2                      FRMAC - Declarations of Interest - (86589)**

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**RECOMMENDATION TO COMMITTEE:**

That:

1.     General disclosures of interest listed in this report be received.
2.     Other specific disclosures of interest be declared if deemed appropriate.

**MOTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Mackay.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That:

1.     General disclosures of interest listed in this report be received.
2.     Other specific disclosures of interest be declared if deemed appropriate.

**Item: 3                      FRMAC - Update on Floodplain Risk Management Plan Actions - (86589)**

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**DISCUSSION:**

- Mr Devine noted an anomaly in point 4(e) of Table 9.1 of the report where it reads “*revise S149 notifications in accordance with Volume 3.*” Mr Devine advised this should read “.....*in accordance with **Volume 2.***”
- Councillor Lyons-Buckett asked if it was known when the taskforce findings would be presented.

Mr Sheather advised he (and others including the Local Member) had met with the Minister yesterday (2 December 2015) and it was advised the final taskforce report was not likely to be made public until March/April 2016.

- Mr Books suggested a proper plaque be installed at the site at Cornwallis where many members of the Eather family had lost their lives in the 1867 flood. Mr Books added the current signage / memorial was in disrepair and rundown.
- Mr Books suggested a practice run be organised, in dry time, to test evacuation procedures and times and to generally educate the community on evacuating the Hawkesbury.

Mr Jones responded he did not think such an exercise would work in real time, as it would involve a vast number of people knocking on doors and asking people to leave their homes, many of which would not comply. Mr Jones did agree it was important to educate the community of the flood heights and locations of problem areas.

- Mr Sheather agreed it was important to commemorate the 1867 flood and to educate the community on flood matters, and suggested the SES consider some sort of exercise where school children could become involved.
- The Mayor suggested evacuation practice could be undertaken at schools.
- Mr Panagopoulos recommended a bus tour of flood prone areas of the Hawkesbury be organised to inform people of flood heights, markers etc. Mr Panagopoulos suggested the SES, other relevant agencies, Local Members, committee members and possibly descendants/representatives of families affected by past floods be invited to join the tour and attend a barbeque at its conclusion.
- The Committee determined an Events Committee be formed to lay the groundwork for community-wide commemoration of the disaster's 150<sup>th</sup> anniversary, in 2017.

**RECOMMENDATION TO COMMITTEE:**

That the:

1. Information be received and noted.
2. Committee suggest ideas for potential events to mark the 150 year anniversary of the 1867 flood.
3. Committee suggest ideas for the flood markers that may be suitable for education and awareness purposes around the Hawkesbury. These suggestions would relate to flood event, type or location for evaluation as to the feasibility of installation and education value.

**MOTION:**

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

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the:

1. Information be received and noted.
2. Committee recommend to Council that an Events Committee be formed comprising of persons with the relevant expertise to plan a proposal to commemorate the 150<sup>th</sup> anniversary of the 1867 flood.
3. Committee suggest ideas for the flood markers that may be suitable for education and awareness purposes around the Hawkesbury. These suggestions would relate to flood event, type or location for evaluation as to the feasibility of installation and education value.
4. Committee recommend that Council seek funding to refurbish the current memorial site at Cornwallis by erecting a plaque and enhancing the area where 12 members of the Eather family lost their lives in the 1867 flood.

**SECTION 5 - General Business**

- Councillor Reardon noted there were issues with accessing gauges along the Grose River and asked if anything could be done to improve that situation.

Mr Panagopoulos responded he believed the issue with gauges was under review by the Taskforce.

- Mr Devine referred to the flood in 2007 where residents of St Albans were not given any warning the Macdonald Valley was to be inundated by flood and asked if the two gauges in that area now worked (as they previously did not work).

Mr Jones responded the Bureau of Meteorology did not have a warning system for the Macdonald Valley and as the SES was not the owner of the gauges he could not make comment as to if the gauges were working. Mr Jones added he believed all gauges were currently being reviewed by the Taskforce.

- Discussion was raised in regard to the next meeting date.

It was advised Ms Kozjak would schedule a meeting in February 2016 and would advise the Committee in due course.

The meeting closed at 4.48pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**Reports of Committees**

**ROC**                      **Hawkesbury Civic and Citizenship Committee - 9 December 2015 - (79351, 96972)**

The meeting commenced at 6:30pm in Council's Mayoral Office.

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**Present:**                      Councillor Kim Ford (Mayor)  
                                    Councillor Mike Creed JP  
                                    Councillor Warwick Mackay OAM  
                                    Barry Adams (Community representative)  
                                    David Bertenshaw (Hawkesbury Sports Council representative)  
                                    Elizabeth Hitches (Community representative)  
                                    Ian Jack (Hawkesbury Historical Society representative)

**Apologies:**                Geoff Luscombe (The Richmond Club representative)

**In Attendance:**        Jillian Bentham – Events Coordinator  
                                    Sonia Porter – Corporate Communication Manager

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RESOLVED on the motion of Councillor Mike Creed and seconded by David Bertenshaw that the apologies be accepted.

**REPORT:**

**SECTION 1 - Minutes**

**Confirmation of Minutes**

RESOLVED on the motion of David Bertenshaw and seconded by Councillor Mike Creed.

That the minutes of Hawkesbury Civic and Citizenship Committee Meeting held on the Wednesday, 15 April 2015, be accepted, with the following amendments:

Councillor Mike Creed referred to bullet point 4 on page 8 of the Business Paper and asked that it be included that Council staff are still in the process of working with The Richmond Club in regards to the presentation of the Hawkesbury Australia Day Awards.

**Attendance Register of Hawkesbury Civic and Citizenship Committee**

Member	3/12/2014	15/4/2015	9/12/2015
Councillor Kim Ford	✓	✓	✓
Councillor Warwick Mackay OAM	✓	✓	✓
Councillor Mike Creed	A	✓	✓
Barry Adams	✓	✓	✓
David Bertenshaw	✓	✓	✓
Elizabeth Hitches	N/A	N/A	✓
Historical Society Representative – Ian Jack (Cultural Heritage Award Only)	✓	N/A	✓
Geoff Luscombe	✓	✓	A

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

**SECTION 2 - Reports for Determination**

**Item 1: Selection of Australia Day Award Recipients**

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*Cultural Heritage Award*

RESOLVED on the motion of David Bertenshaw and seconded by Councillor Mike Creed.

***Refer to COMMITTEE RESOLUTION***

**COMMITTEE RESOLUTION**

That Kurrajong Comleroy Historical Society be awarded the 2016 Cultural Heritage Award.

*Councillor Warwick Mackay OAM entered the meeting at 6:40pm.*

*Commemorative Plaque*

RESOLVED on the motion of Ian Jack and seconded by Barry Adams.

***Refer to COMMITTEE RESOLUTION***

**COMMITTEE RESOLUTION**

That Gombeereee and Yellomundi be awarded the 2016 Commemorative Plaque Award.

*Ian Jack left the meeting 6:50pm.*

*Remaining Australia Day Awards*

RESOLVED on the motion of Elizabeth Hitches and seconded by David Bertenshaw.

***Refer to COMMITTEE RESOLUTION***

**COMMITTEE RESOLUTION**

That the following list of nominees receive awards.

<b>Nominee</b>	<b>Award</b>
Paul Maher	<b>Citizen of the Year</b>
Blake Coldrake and Blake Atkins	<b>Young Citizen of the Year</b>
Marjorie Pettigrew	<b>Volunteer of the Year</b>
Jam Earle	<b>Local Hero Award</b>
June Greenhalgh and Valmai Turnbull	<b>Local Hero Award</b>
Paul and Cathy Barber from St John Ambulance – Hawkesbury City Division	<b>Local Hero Award</b>
Macquarie Towns Art Society	<b>Community Arts</b>
Macdonald Valley Association	<b>Environmental</b>
Bowen Mountain Association	<b>Community Organisation of the Year</b>



**SECTION 3 - Reports for Information**

**Item 1: Annual Report Hawkesbury Civics and Citizenship Committee**

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RESOLVED on the motion of Councillor Mike Creed and seconded by David Bertenshaw.

***Refer to RESOLUTION***

**COMMITTEE RESOLUTION**

RESOLVED on the motion of Councillor Mike Creed and seconded by David Bertenshaw.

That the Annual Report of the Hawkesbury Civics and Citizenship Committee 2014-2015 as reported to Council at its Special Meeting held 15 September 2015 be noted.

**Item 2: NSW Local Citizens of the Year Award Nominations**

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RESOLVED on the motion of Councillor Warwick Mackay and seconded by Barry Adams.

***Refer to RESOLUTION***

**COMMITTEE RESOLUTION**

RESOLVED on the motion of Councillor Warwick Mackay and seconded by Barry Adams.

That the winners of the 2016 Citizen of the Year and Young Citizen of the Year be nominated for 2017 Australian of the Year Awards on behalf of the Civic and Citizenship Committee and Hawkesbury community.

**SECTION 4 - General Business**

**ITEM 1: 2016 Hawkesbury Australia Day Awards Presentation**

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Sonia Porter, Corporate Communication Manager advised the Committee the following:

- Council staff met with Richmond Club CEO, Kimberley Talbot, to discuss their ongoing sponsorship of the Hawkesbury Australia Day Awards due to facility changes at the Club over the past year.
- The CEO advised she would recommend to the Richmond Club Board of Directors to continue support for the awards through sponsorship at an alternative venue in the Hawkesbury with the view to returning the presentation to the Richmond Club the following year.
- A letter was issued to Richmond Club Board of Directors, as requested by the CEO and will be considered at the Board Meeting on 10 December 2015.
- Council staff have arranged to hold the 2016 Award Ceremony at Windsor Function Centre commencing at 12 noon.
- A light luncheon similar to previous years will be served after the Ceremony.

**ORDINARY MEETING**  
**Reports of Committees**

**Item 2: 2016 Hawkesbury Sports Awards**

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The Committee requested a meeting be held in late February 2016 to discuss arrangements for the 2016 Hawkesbury Sports Awards.

**SECTION 5 - Next Meeting**

To be confirmed for February 2016.

The meeting closed at 7:20pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**Reports of Committees**

**ROC**                      **Heritage Advisory Committee - 10 December 2015 - (80242, 95498)**

The meeting commenced at 5.32pm in Council Chambers.

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**Present:**                      Professor Ian Jack, Chairperson  
                                     Mr Jonathan Auld, Deputy Chairperson  
                                     Councillor Patrick Conolly, Hawkesbury City Council  
                                     Mr Glenn Falson, Community Member  
                                     Ms Janice Hart, Community Member  
                                     Ms Judith Newland, Community Member  
                                     Ms Michelle Nichols, Community Member  
                                     Ms Carol Roberts, Community Member

**In Attendance:**            Mr Matthew Owens, Hawkesbury City Council  
                                     Mr Philip Pleffer - Hawkesbury City Council  
                                     Mr Craig Johnson - Hawkesbury City Council  
                                     Ms Robyn Kozjak - Minute Taker, Hawkesbury City Council

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**REPORT:**

**APOLOGIES - Nil**

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr Falson and seconded by Ms Hart that the Minutes of the Heritage Advisory Committee held on the 27 August 2015, be confirmed.

**Attendance Register of Heritage Advisory Committee**

Member	10/12/15				
Professor Ian Jack - Chairperson	✓				
Mr Jonathan Auld - Deputy Chairperson	✓				
Councillor Patrick Conolly	✓				
Ms Carol Roberts	✓				
Ms Michelle Nichols	✓				
Ms Janice Hart	✓				
Mr Glenn Falson	✓				
Ms Judith Newland	✓				

**Key:**     A = Formal Apology

             ✓ = Present

             X = Absent - no apology

**SECTION 3 - Reports for Determination**

**Item: 1                    HAC - Election of Chairperson and Deputy Chairperson - (80242)**

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Professor Jack (Chair) handed the meeting over to Mr Owens for the purpose of conducting the election of Chairperson and Deputy Chairperson.

*Mr Owens called for nominations for the position of Chairperson.*

A nomination was received for Professor Jack.  
Professor Jack accepted the nomination.

**MOTION:**

RESOLVED on the motion of Mr Auld, seconded by Councillor Conolly.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION**

That an election for the position of Chairperson of the Heritage Advisory Committee for the 2015/2016 term of the Committee be carried out.

As there were no other nominations Mr Owens declared Professor Jack as the Chairperson of the Heritage Advisory Committee for the 2015/2016 term of the Committee.

*Mr Owens called for nominations for the position of Deputy Chairperson.*

A nomination was received for Mr Auld.  
Mr Auld accepted the nomination.

**MOTION:**

RESOLVED on the motion of Professor Jack, seconded by Mr Falson.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That an election for the position of Deputy Chairperson of the Heritage Advisory Committee for the 2015/2016 term of the Committee be carried out.

As there were no other nominations Mr Owens declared Mr Auld as the Deputy Chairperson of the Heritage Advisory Committee for the 2015/2016 term of the Committee.

*Professor Jack reassumed the Chair.*

**Item: 2                    HAC - 3 year Draft Heritage Strategy for 2016 - 2019 - (80242)**

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**DISCUSSION:**

Mr Pleffer invited comments/amendments from the Committee.

The Committee agreed with the contents of the Strategy and Councillor Conolly thanked staff for preparing the document as he believed it incorporated all items previously discussed.

**RECOMMENDATION TO COMMITTEE:**

That the draft Hawkesbury Heritage Strategy 2016 - 2019 be finalised based on the Committee's input and then reported to Council for endorsement.

**MOTION:**

RESOLVED on the motion of Councillor Conolly, seconded by Ms Roberts.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the draft Hawkesbury Heritage Strategy 2016 - 2019 be finalised based on the Committee's input and then reported to Council for endorsement.

**Item: 3                    HAC - Heritage of Western Sydney - Colonial Heritage Mobile App - (80242)**

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**DISCUSSION:**

Mr Auld and Professor Jack referred to Attachment 1 of the report and declared a non-pecuniary interest in relation to historic items 1 (Thompson Square) and 17 (Tizzana Winery), respectively.

- Mr Johnson advised a meeting was scheduled with the HoWS group on 21 December to further discuss content of the App and invited comments from the Committee.
- Ms Roberts noted only one source of information (from OEH database) had been utilised by the historian throughout the notes and suggested a wider range of information be sourced.
- Windsor Court House - it was noted the last paragraph of the text indicated the Courthouse was open for inspection whilst not in session. It was advised the process to gain access to the Court when not in session was not straight forward and details of how to go about taking a tour of the Court should be included in the text.
- Tebbutt's Observatory and Peninsula House - it was noted the property was privately owned (as with many other heritage properties) and this should be reflected in the text to prevent the public approaching the buildings unannounced.
- Rose Cottage - it was noted the cottage was opened on Sundays only and this was omitted in the text.
- The Committee generally agreed as the App was to promote tourism, the text should be written in a more narrative and exciting style to appeal to the general public, rather than the historian/factual form in which it was currently written.

**ORDINARY MEETING**  
**Reports of Committees**

It was acknowledged Committee members had specific knowledge of many of the heritage sites and buildings proposed for the App and it was determined members would provide their input to Mr Johnson by 17 December 2015.

**RECOMMENDATION TO COMMITTEE:**

That:

1. The Heritage Advisory Committee receive and note the information on the development of a Western Sydney colonial heritage mobile application.
2. The tourist/visitor information on the selected 20 early colonial sites within the Hawkesbury Local Government Area contained in Attachment 1 to this report be finalised by Council officers based on the Heritage Advisory Committee's input.

**MOTION:**

RESOLVED on the motion of Councillor Conolly, seconded by Mr Auld.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That:

1. The Heritage Advisory Committee receive and note the information on the development of a Western Sydney colonial heritage mobile application.
2. The tourist/visitor information on the selected 20 early colonial sites within the Hawkesbury Local Government Area contained in Attachment 1 to this report be finalised by Council officers based on the Heritage Advisory Committee's input, to be provided by 17 December 2015.

**SECTION 4 - Reports for Information**

**Item: 4                    HAC - Local Heritage Assistance Fund 2015/2016 - Minor Works for Cemetery Monuments and Local Heritage Assistance Fund 2016/2017 - Minor Improvements to Heritage Listed Commercial Properties in the Town Centres of Windsor and Richmond - (80242)**

---

**RECOMMENDATION TO COMMITTEE:**

That the information contained in this report be received.

**MOTION:**

RESOLVED on the motion of Mr Auld, seconded by Ms Newland.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the information contained in this report be received.

**ORDINARY MEETING**  
**Reports of Committees**

**SECTION 5 - General Business**

Nil.

The meeting closed at 6:08pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**Reports of Committees**

**ROC                      Local Traffic Committee - 11 January 2016 - (80245)**

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on 11 January 2016, commencing at 3pm.

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<b>Present:</b>	Councillor Kim Ford (Chairman) Mr James Suprain, Roads and Maritime Services
<b>Apologies:</b>	Mr Dominic Perrottet, MP (Hawkesbury) Inspector Ian Woodward, NSW Police Force Snr Constable Debbie Byrnes, NSW Police Force Snr Constable Rob Wright, NSW Police Force Ms Jill Lewis, NSW Taxi Council Mr Steve Grady, Busways Mr Ralph Harlander, Taxi Driver, Local Taxi Companies Representative
<b>In Attendance:</b>	Mr Chris Amit, Manager, Design and Mapping Services Ms Jillian Bentham, Events Coordinator Ms Cathy Mills, PA, Infrastructure Services

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RESOLVED on the motion of Mr James Suprain, seconded by Councillor Kim Ford that the apologies be accepted.

**SECTION 1 - Minutes**

**Item 1.1              Confirmation of Minutes**

The Committee resolved on the motion of Mr James Suprain, seconded by Councillor Kim Ford that the minutes from the previous meeting held on Monday, 9 November 2015 be confirmed.

**Item 1.2              Business Arising**

There was no Business Arising.

**SECTION 2 - Reports for Determination**

**Item: 2.1              LTC - Zone One Training Horse Ride Weekend March 2016 Upper Colo (Hawkesbury) - (80245, 85005)**

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**REPORT:**

**Introduction:**

An application has been received from Zone One of The NSW Endurance Riders' Association seeking approval (in traffic management terms) to conduct the Zone One Training Horse Ride Weekend on Saturday, 12 and Sunday, 13 March 2016, in and around the Mountain Lagoon and Upper Colo area.



**ORDINARY MEETING**  
**Reports of Committees**

The event organiser has advised:

- The event has been held in previous years.
- The Training Horse Ride is non-competitive and is a time trial.
- Each day is a standalone event between 8am and 4pm.
- The Ride Base will be at the Ararat Lodge located at No. 1055 Upper Colo Road, Upper Colo.
- The course is generally similar to previous years.
- Approximately 75 participants are expected for the event.
- The Training Horse Ride is over two separate lengths of 20 kilometres and 40 kilometres.
- Route for the Training Rides:

Training Ride – 20 Kilometres:

- Commence from the Ride Base located at the Ararat Lodge at No. 1055 Upper Colo Road and enter the course by turning left onto Upper Colo Road,
- Travel for a distance of approximately 10 kilometres along Upper Colo Road to the end of Upper Colo Road,
- Turn around and return along Upper Colo Road, to the Ride Base.

Training Ride - 40 Kilometres:

- Commence from the Ride Base located at the Ararat Lodge at No. 1055 Upper Colo Road and enter the course by turning left onto Upper Colo Road,
  - Travel for a distance of approximately 5.5 kilometres along Upper Colo Road to the turn-around point,
  - Turn around and return for a distance of approximately 3.5 kilometres to the start of the Wards Track,
  - Turn right and travel along the Wards Track, left into the Gaspers Fire Trail and left into Sams Way,
  - Travel along Sams Way and turn left into Mountain Lagoon Road,
  - Travel along Mountain Lagoon Road and turn left into Comleroy Road,
  - Travel along Comleroy Road down to the Upper Colo Road junction and turn right into Upper Colo Road,
  - Travel back along Upper Colo Road, to the Ride Base.
- Where the course covers trafficable roads, as with previous years, the following will be in place:
    - A Marshall is to be in place to stop horses crossing whilst vehicles pass,
    - At any junction where horses cross or access roads that are main access gates, the Marshall is to notify Traffic of the conditions ahead,
    - Signage shall be in place stating the following: Horses on Road, Horses crossing. In areas where the road narrows or is windy; Drive Slowly Horses on Road is to be provided.

**ORDINARY MEETING**  
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- Road Inventory
  - Comleroy Road – Unsealed,
  - Mountain Lagoon Road – Sealed/Unsealed,
  - Sams Way – Unsealed,
  - Upper Colo Road – Sealed/Unsealed,
  - Roads on private property and within the National Park,
  - The Colo River will not be crossed as part of the route.

Refer to Attachments 1 to 4: "Event Route Plan - Zone One - 20 and 40 Kilometre Training Horse Ride 2016".

**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 the Roads and Maritime Services - RMS (formerly RTA) as the event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 5 (ECM Document Set ID No: 5235127):

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 (Roads and Maritime Services - RMS),
4. Event Route Plan,
5. Copy of Consultation letter to Residents which makes an incorrect reference to the Ride Base property,
6. Copies of correspondence forwarded to the NSW Ambulance Service, NSW Rural Fire Service, SES and National Parks and Wildlife Service (Office of Environment and Heritage).

**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, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, 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 Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Zone One Training Horse Ride Weekend event in and around the Mountain Lagoon and Upper Colo area, planned for Saturday, 12 and Sunday, 13 March 2016, 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 the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

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;
- 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 a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4e. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**
- 4f. 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;
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park; **a copy of this approval to be submitted to Council;**
- 4i. the event organiser is to obtain written approval from Council's Parks and Recreation Section for the use of a Council Park/Reserve;

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- 4j. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; **a copy of this approval to be submitted to Council;**
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; **a copy of this approval to be submitted to Council;**
- 4l. 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 to be advised);
- 4m. the event organiser is to notify the details of the event to Fire and Rescue NSW 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 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;**
- 4o. 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;**
- 4p. 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:**

- 4q. access is to be maintained for businesses, residents and their visitors;
- 4r. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4s. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4t. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4u. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4v. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4w. 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,

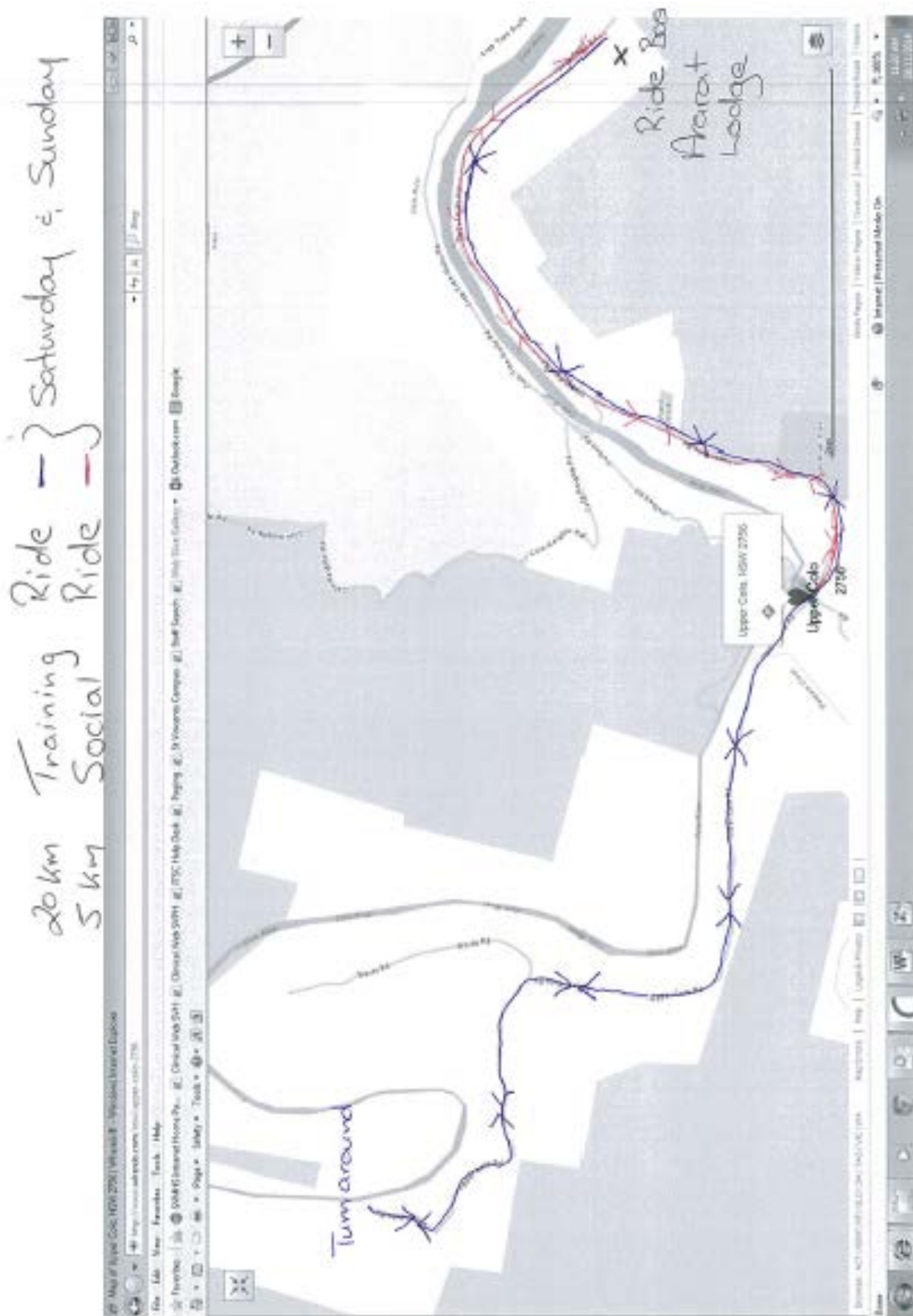
**ORDINARY MEETING**  
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- 4x. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

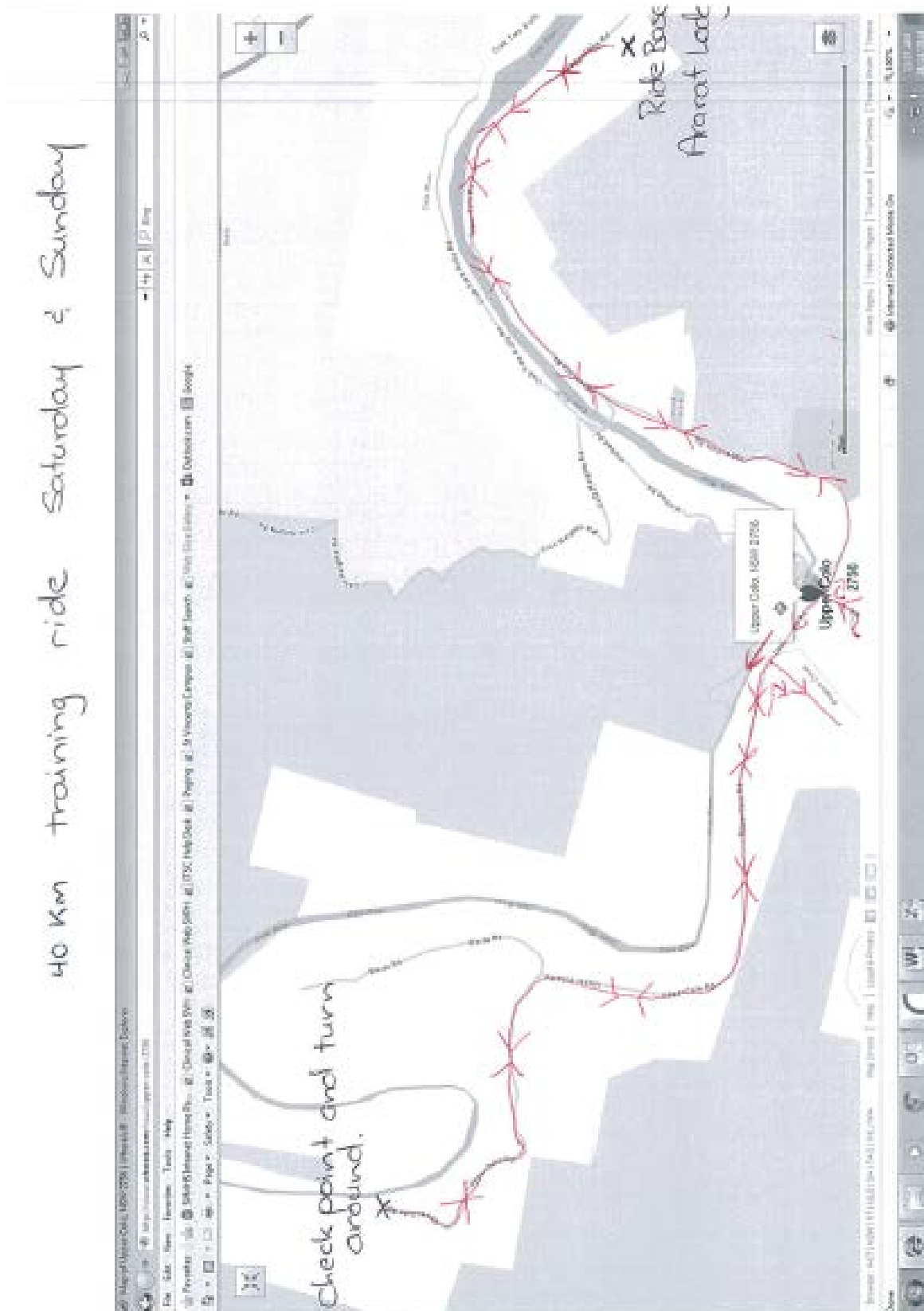
**APPENDICES:**

- AT - 1** Event Route Plan - Zone One - 20 Kilometre Training Horse Ride 2016.
- AT - 2** Event Route Plan - Zone One - 40 Kilometre Training Horse Ride 2016 (Plan 1-3)
- AT - 3** Event Route Plan - Zone One - 40 Kilometre Training Horse Ride 2016 (Plan 2-3)
- AT - 4** Event Route Plan - Zone One - 40 Kilometre Training Horse Ride 2016 (Plan 3-3)
- AT - 5** Special Event Application - (ECM Document Set ID No. 5235127) - *see attached*.

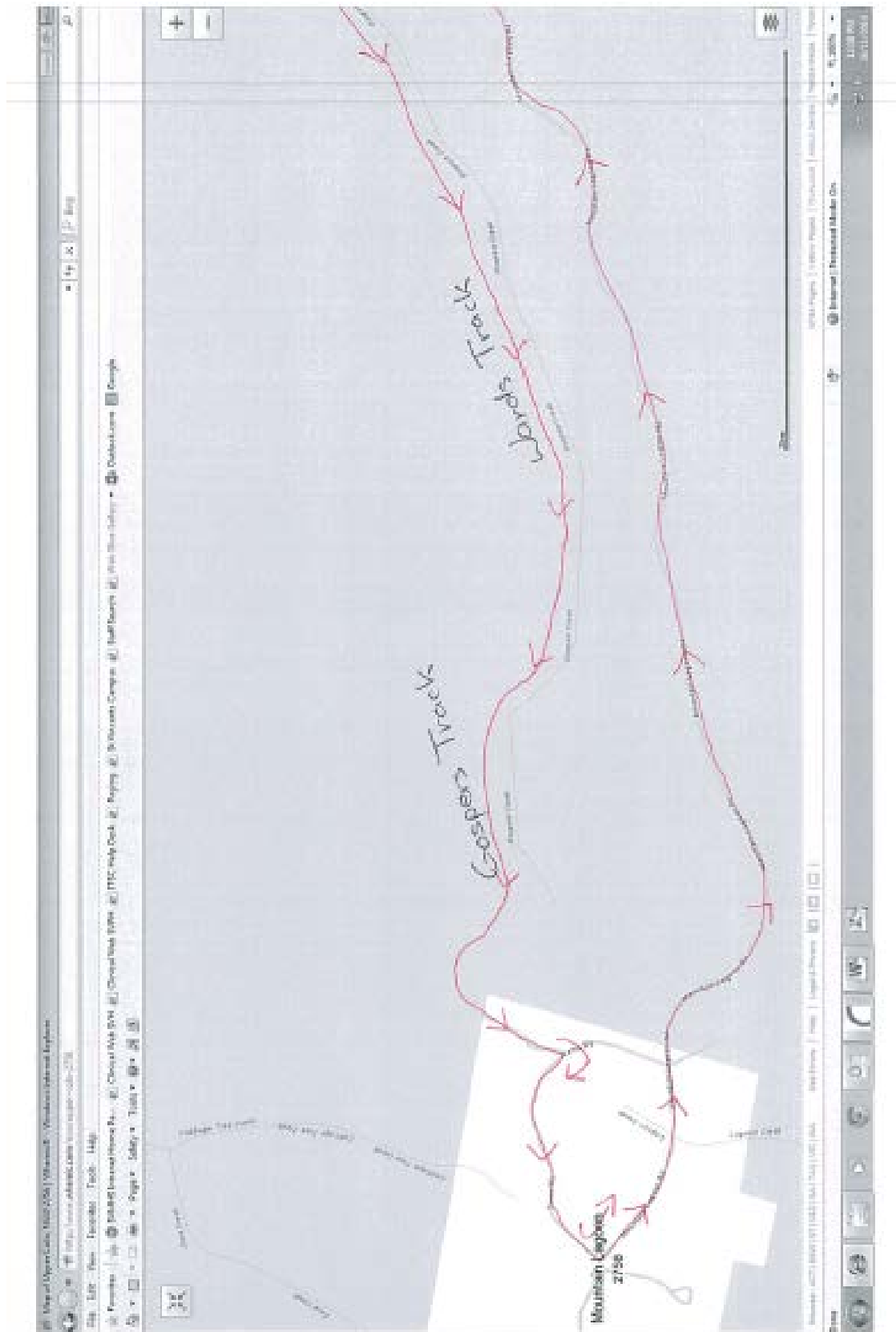
AT - 1 Event Route Plan - Zone One - 20 Kilometre Training Horse Ride 2016



AT - 2 Event Route Plan - Zone One - 40 Kilometre Training Horse Ride 2016 (Plan 1-3)

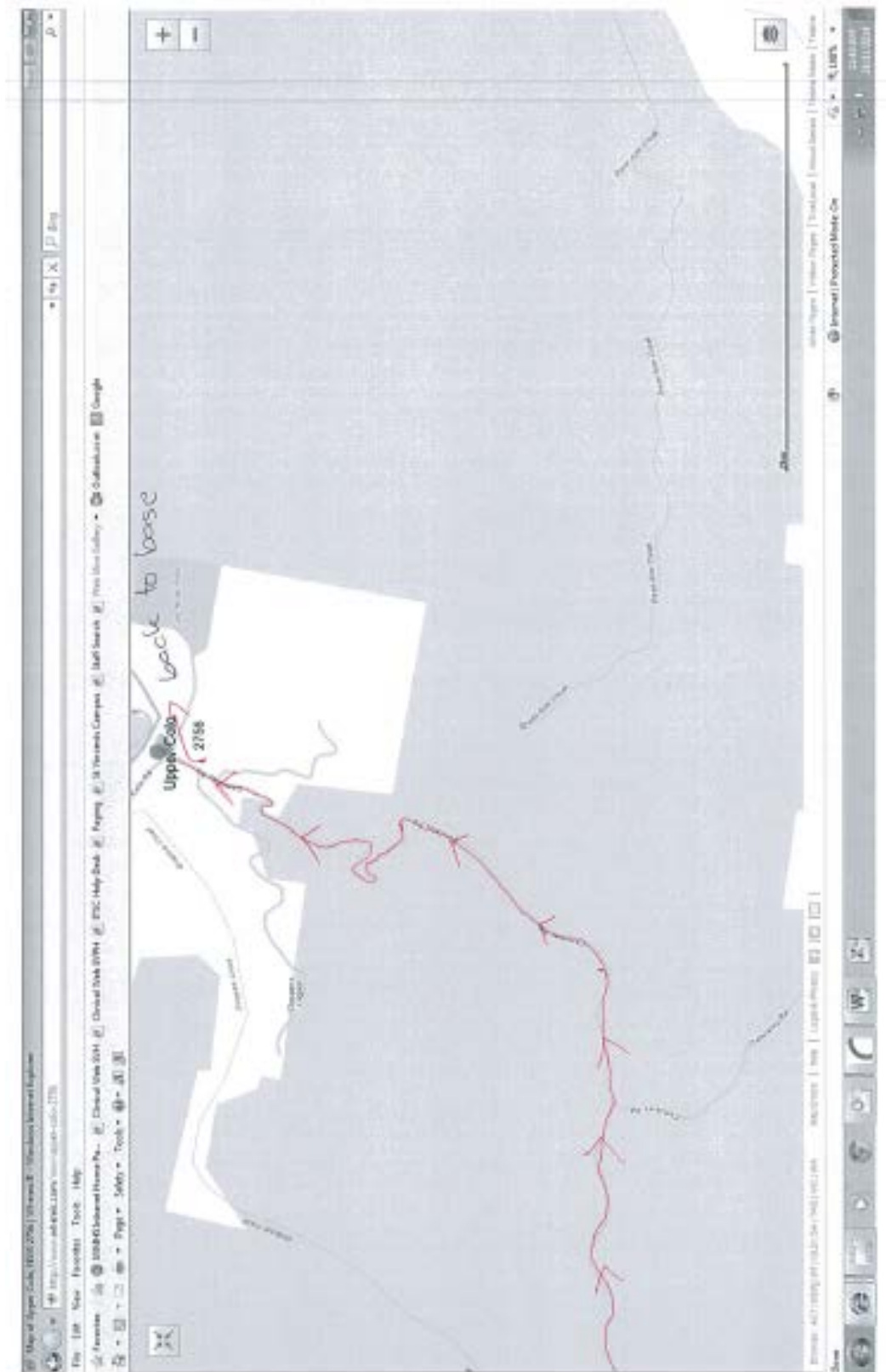


**AT - 3 Event Route Plan - Zone One - 40 Kilometre Training Horse Ride 2016 (Plan 2-3)**





AT - 4 Event Route Plan - Zone One - 40 Kilometre Training Horse Ride 2016 (Plan 3-3)



**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Kim Ford, seconded by Mr James Suprain.

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, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, 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 Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Zone One Training Horse Ride Weekend event in and around the Mountain Lagoon and Upper Colo area, planned for Saturday, 12 and Sunday, 13 March 2016, 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 the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
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;
- 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 a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4e. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities**;
- 4f. 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;
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park; **a copy of this approval to be submitted to Council**;
- 4i. the event organiser is to obtain written approval from Council's Parks and Recreation Section for the use of a Council Park/Reserve;
- 4j. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; **a copy of this approval to be submitted to Council**;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; **a copy of this approval to be submitted to Council**;
- 4l. 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 to be advised);
- 4m. the event organiser is to notify the details of the event to Fire and Rescue NSW 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 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**;
- 4o. 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**;
- 4p. the event organiser is to **submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council**;

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**During the event:**

- 4q. access is to be maintained for businesses, residents and their visitors;
- 4r. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4s. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4t. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4u. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4v. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4w. 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,
- 4x. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

**Item: 2.2      LTC - Zone One Q60 Endurance Horse Ride May 2016 Upper Colo (Hawkesbury) - (80245, 85005)**

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**REPORT:**

**Introduction**

An application has been received from Zone One of The NSW Endurance Riders' Association seeking approval (in traffic management terms) to conduct the Zone One Q60 Endurance Horse Ride on Sunday, 1 May 2016, in and around the Central Colo, Mountain Lagoon, Upper Colo and Wheeny Creek area.

The event organiser has advised:

- The event has been held in previous years.
- The Endurance Horse Ride is a timed event and not a race.
- The event will be undertaken between 5am and 5pm.
- The Ride Base will be at the Ararat Lodge located at No. 1055 Upper Colo Road, Upper Colo.
- The course is generally similar to previous years.

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- Approximately 75 participants and 100 spectators are expected for the event.
- The Endurance Horse Ride is 100 kilometres over 3 legs (Leg 1 = 40 kilometres, Leg 2 = 40 kilometres and Leg 3 = 20 kilometres),

- Route for the Endurance Ride:

#### Leg 1 - 40 Kilometres:

- Commence from the Ride Base located at the Ararat Lodge at No. 1055 Upper Colo Road and enter the course by turning right onto Upper Colo Road,
- Travel for a distance of approximately 15.5 kilometres along Upper Colo Road, crossing Wheeny Creek Bridge, Under Putty Road and into Lower Colo Road to the turn-around point,
- Turn around and return for a distance of approximately 6 kilometres along Lower Colo Road and Upper Colo Road, crossing Wheeny Creek Bridge,
- Turn left and travel through private property (Atkinson property), and into the Wollemi National Park (Gees Arm Trail) and turn right into Comleroy Road,
- Travel along Comleroy Road down to the Upper Colo Road junction and turn right into Upper Colo Road,
- Travel back along Upper Colo Road, to the Ride Base.

#### Leg 2 - 40 Kilometres:

- Commence from the Ride Base located at the Ararat Lodge at No. 1055 Upper Colo Road and enter the course by turning left onto Upper Colo Road,
- Travel for a distance of approximately 5.5 kilometres along Upper Colo Road to the turn-around point,
- Turn around and return for a distance of approximately 3.5 kilometres to the start of the Wards Track,
- Turn right and travel along the Wards Track, left into the Gaspers Fire Trail and left into Sams Way,
- Travel along Sams Way and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left into Comleroy Road,
- Travel along Comleroy Road down to the Upper Colo Road junction and turn right into Upper Colo Road,
- Travel back along Upper Colo Road, to the Ride Base.

#### Leg 3 – 20 Kilometres:

- Commence from the Ride Base located at the Ararat Lodge at No. 1055 Upper Colo Road and enter the course by turning left onto Upper Colo Road,
- Travel for a distance of approximately 10 kilometres along Upper Colo Road to the end of Upper Colo Road,
- Turn around and return along Upper Colo Road, to the Ride Base.
- Where the course covers trafficable roads, as with previous years, the following will be in place:
  - A Marshall is to be in place to stop horses crossing whilst vehicles pass,
  - At any junction where horses cross or access roads that are main access gates, the Marshall is to notify Traffic of the conditions ahead,
  - Signage shall be in place stating the following: Horses on Road, Horses crossing. In areas where the road narrows or is windy; Drive Slowly Horses on Road is to be provided.

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- Road Inventory
  - Comleroy Road – Unsealed,
  - Lower Colo Road – Sealed/Unsealed,
  - Mountain Lagoon Road – Sealed/Unsealed,
  - Sams Way – Unsealed,
  - Upper Colo Road – Sealed/Unsealed,
  - Roads on private property and within the National Park,
  - The Colo River will not be crossed as part of the route.

Refer to Attachments 1 to 11: "Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 - Legs 1, 2 and 3".

**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 the Roads and Maritime Services - RMS (formerly RTA) as the event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 12 (ECM Document Set ID No: 5235126):

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 (Roads and Maritime Services - RMS),
4. Event Route Plan,
5. Copy of Consultation letter to Residents which makes an incorrect reference to the Ride Base property,
6. Copies of correspondence forwarded to the NSW Ambulance Service, NSW Rural Fire Service, SES and National Parks and Wildlife Service (Office of Environment and Heritage).

**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, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, 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 Roads and Maritime Services - RMS (formerly RTA) publication “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Zone One Q60 Endurance Horse Ride event in and around the Central Colo, Mountain Lagoon, Upper Colo and Wheeny Creek area, planned for Sunday, 01 May 2016 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 the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

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 Workplace 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 preparing the TMP and prior to the event;
- 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 a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4e. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**
- 4f. 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;
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park; **a copy of this approval to be submitted to Council;**
- 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;

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- 4j. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; **a copy of this approval to be submitted to Council;**
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; **a copy of this approval to be submitted to Council;**
- 4l. 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 to be advised);
- 4m. the event organiser is to notify the details of the event to Fire and Rescue NSW 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 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;**
- 4o. 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;**
- 4p. 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:**

- 4q. access is to be maintained for businesses, residents and their visitors;
- 4r. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4s. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4t. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4u. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4v. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4w. 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,



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- 4x. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

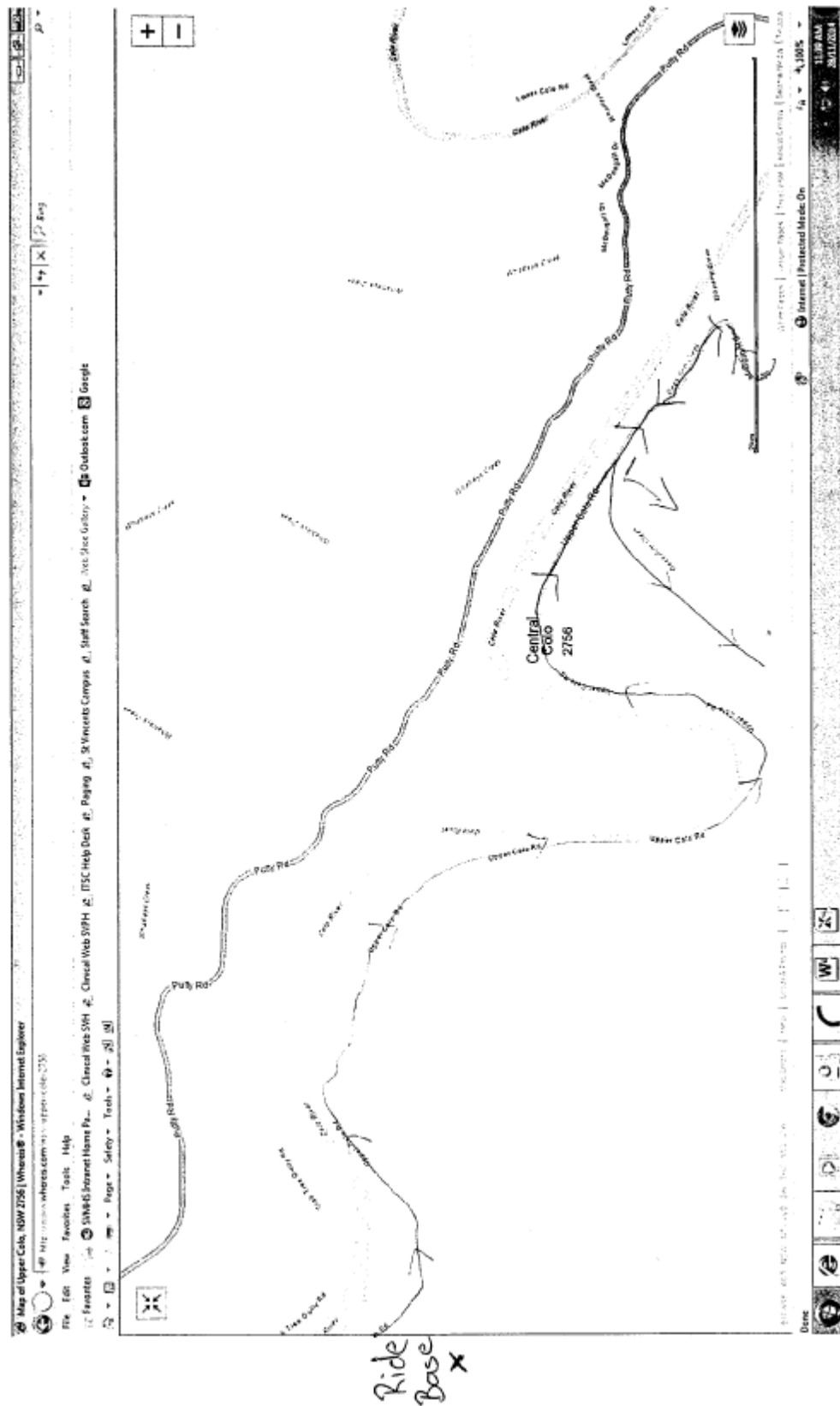
**APPENDICES:**

- AT - 1** Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 1 (Plan 1-5)
- AT - 2** Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 1 (Plan 2-5)
- AT - 3** Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 1 (Plan 3-5)
- AT - 4** Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 1 (Plan 4-5)
- AT - 5** Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 1 (Plan 5-5)
- AT - 6** Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 2 (Plan 1-5)
- AT - 7** Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 2 (Plan 2-5)
- AT - 8** Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 2 (Plan 3-5)
- AT - 9** Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 2 (Plan 4-5)
- AT - 10** Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 2 (Plan 5-5)
- AT - 11** Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 3 (Plan 1-1)
- AT - 12** Special Event Application - (ECM Document Set ID No. 5235126) - *see attached*

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AT - 1 Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 1 (Plan 1-5)

Q60 Leg I 45 kms ①



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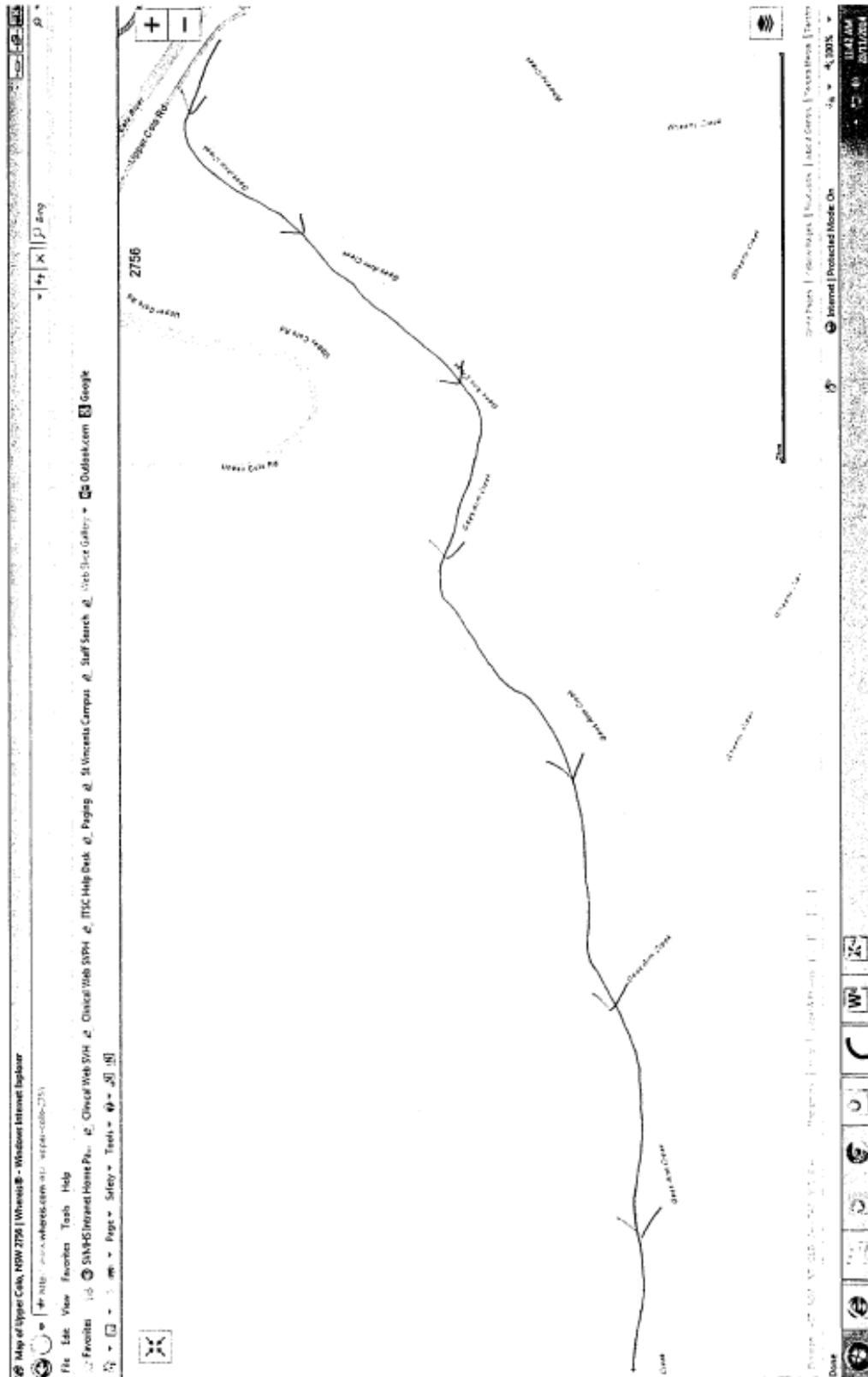
**AT - 2 Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 1 (Plan 2-5)**



ORDINARY MEETING  
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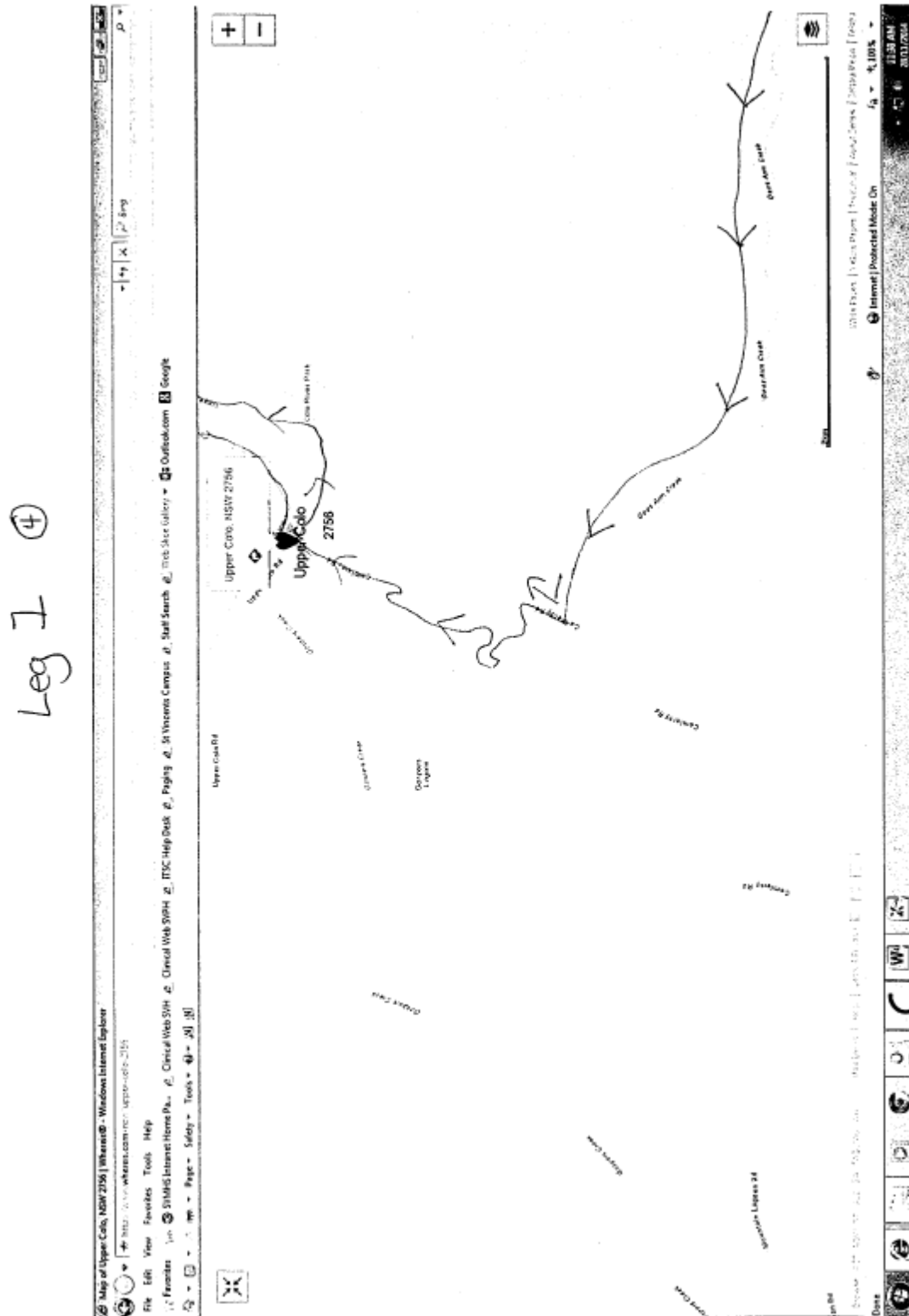
AT - 3 Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 1 (Plan 3-5)

Leg 1 ③



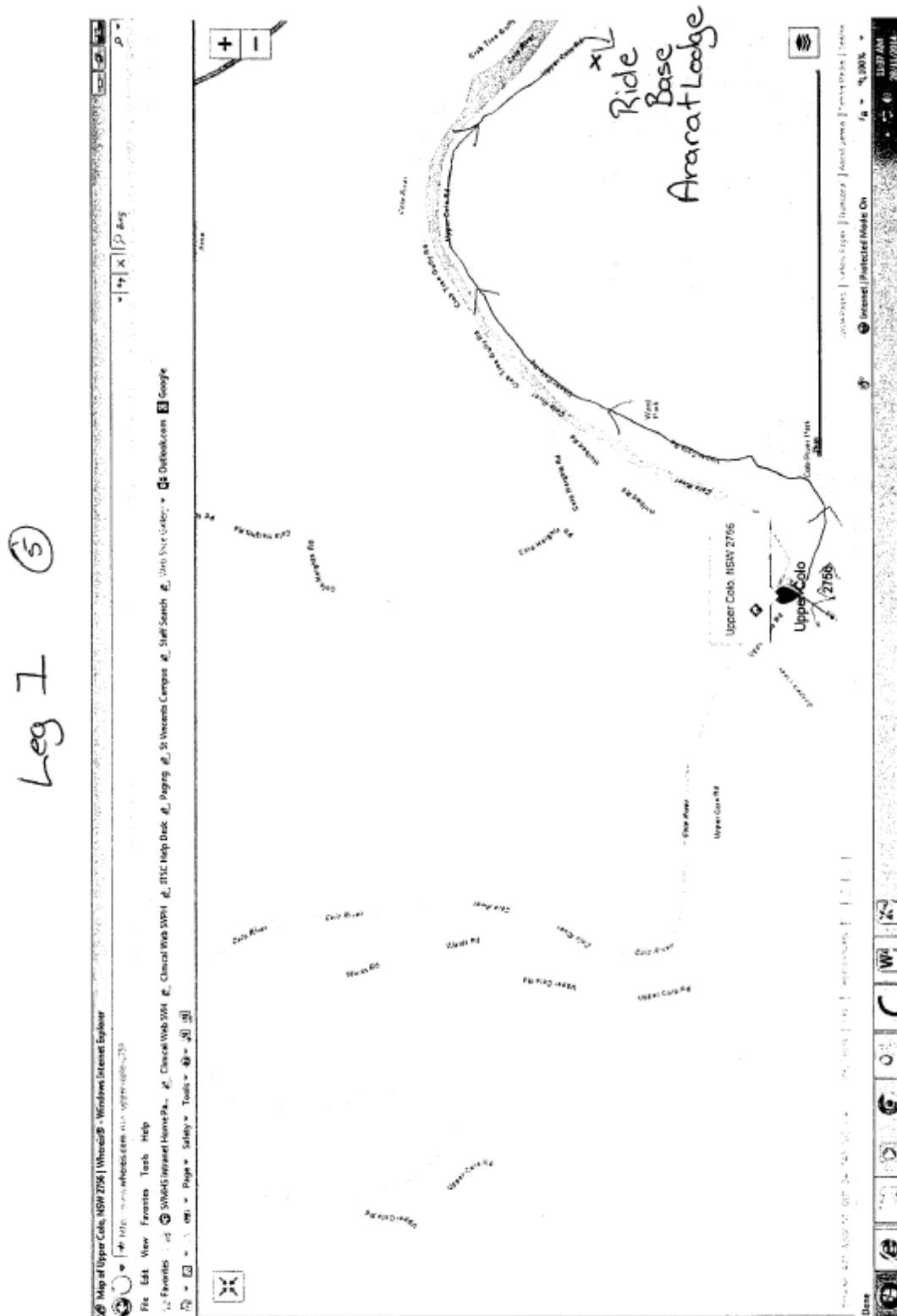
<b>ORDINARY MEETING</b> <b>Reports of Committees</b>
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**AT - 4 Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 1 (Plan 4-5)**



<b>ORDINARY MEETING</b> <b>Reports of Committees</b>
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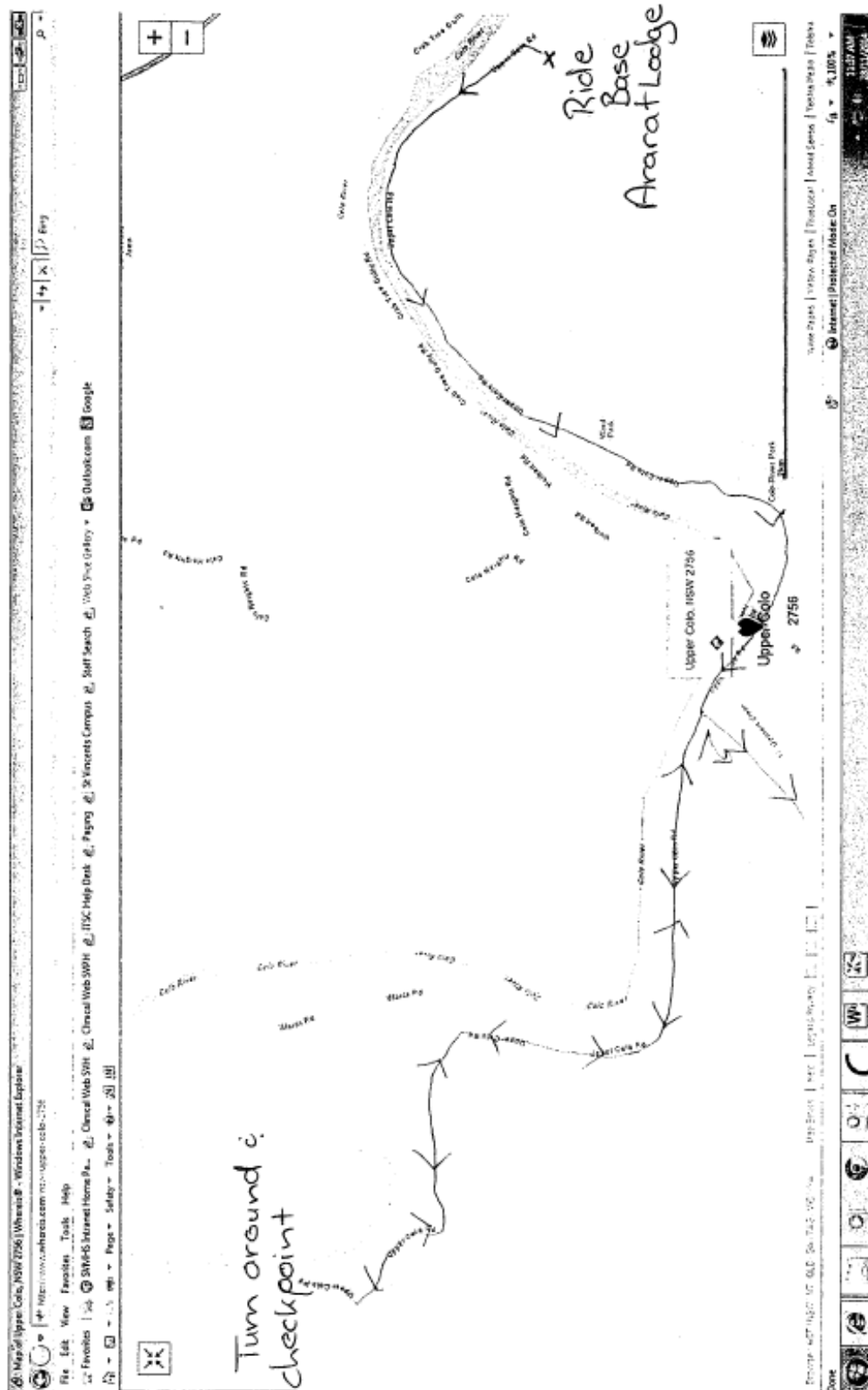
**AT - 5 Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 1 (Plan 5-5)**



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AT - 6 Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 2 (Plan 1-5)

Q60 leg 2 35 kms. ①



<b>ORDINARY MEETING</b> <b>Reports of Committees</b>
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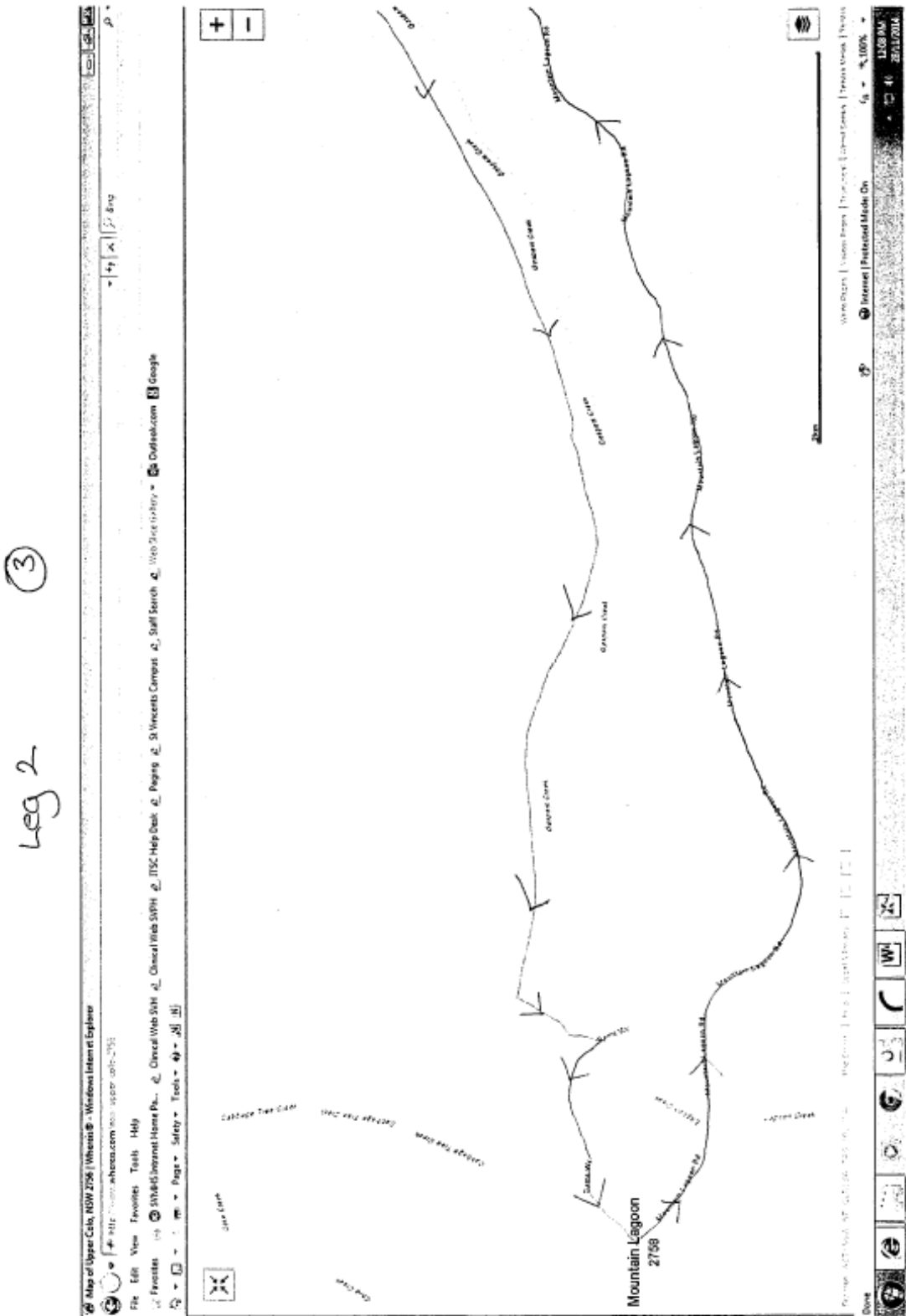
**AT - 7 Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 2 (Plan 2-5)**





<b>ORDINARY MEETING</b> <b>Reports of Committees</b>
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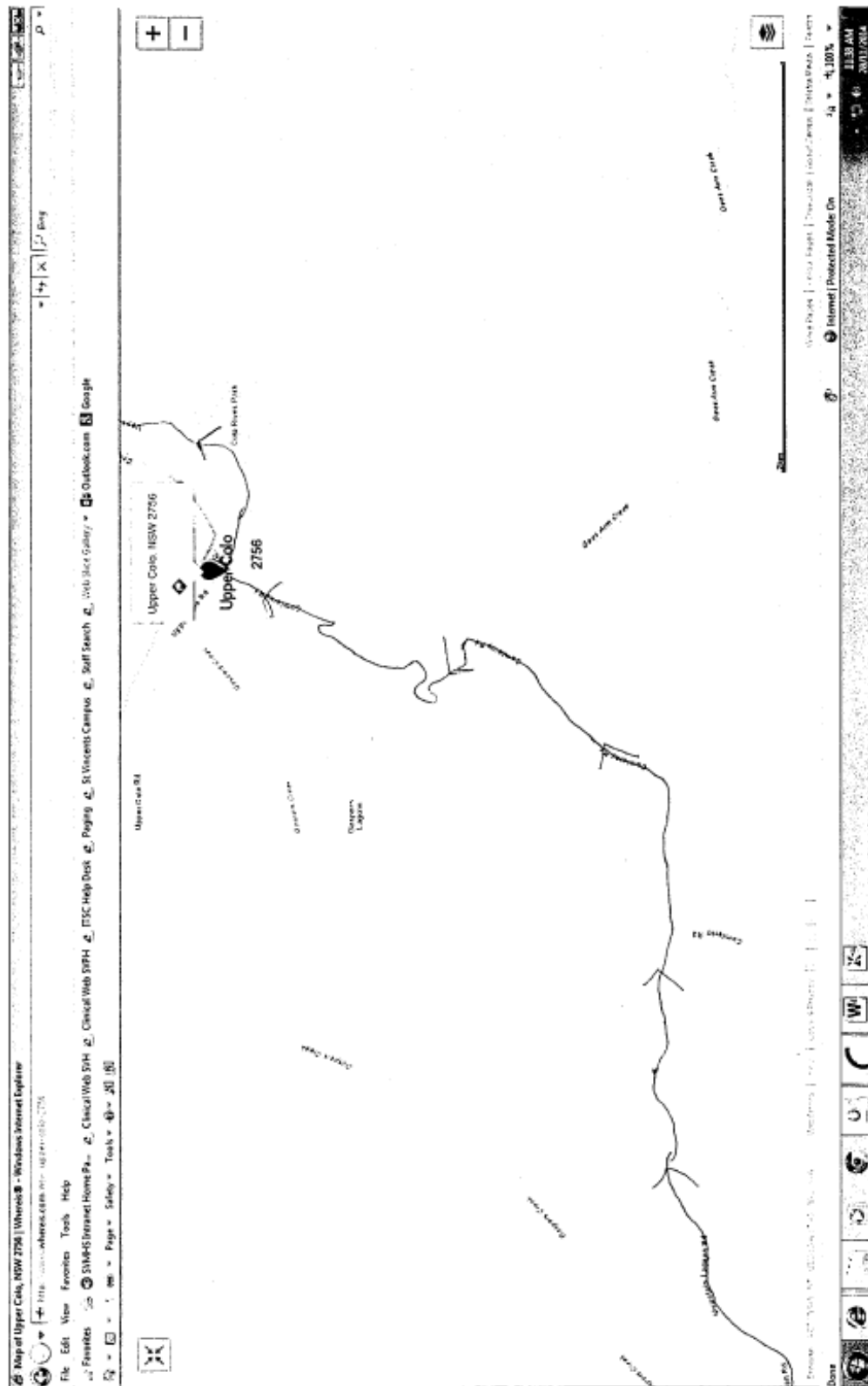
**AT - 8 Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 2 (Plan 3-5)**



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AT - 9 Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 2 (Plan 4-5)

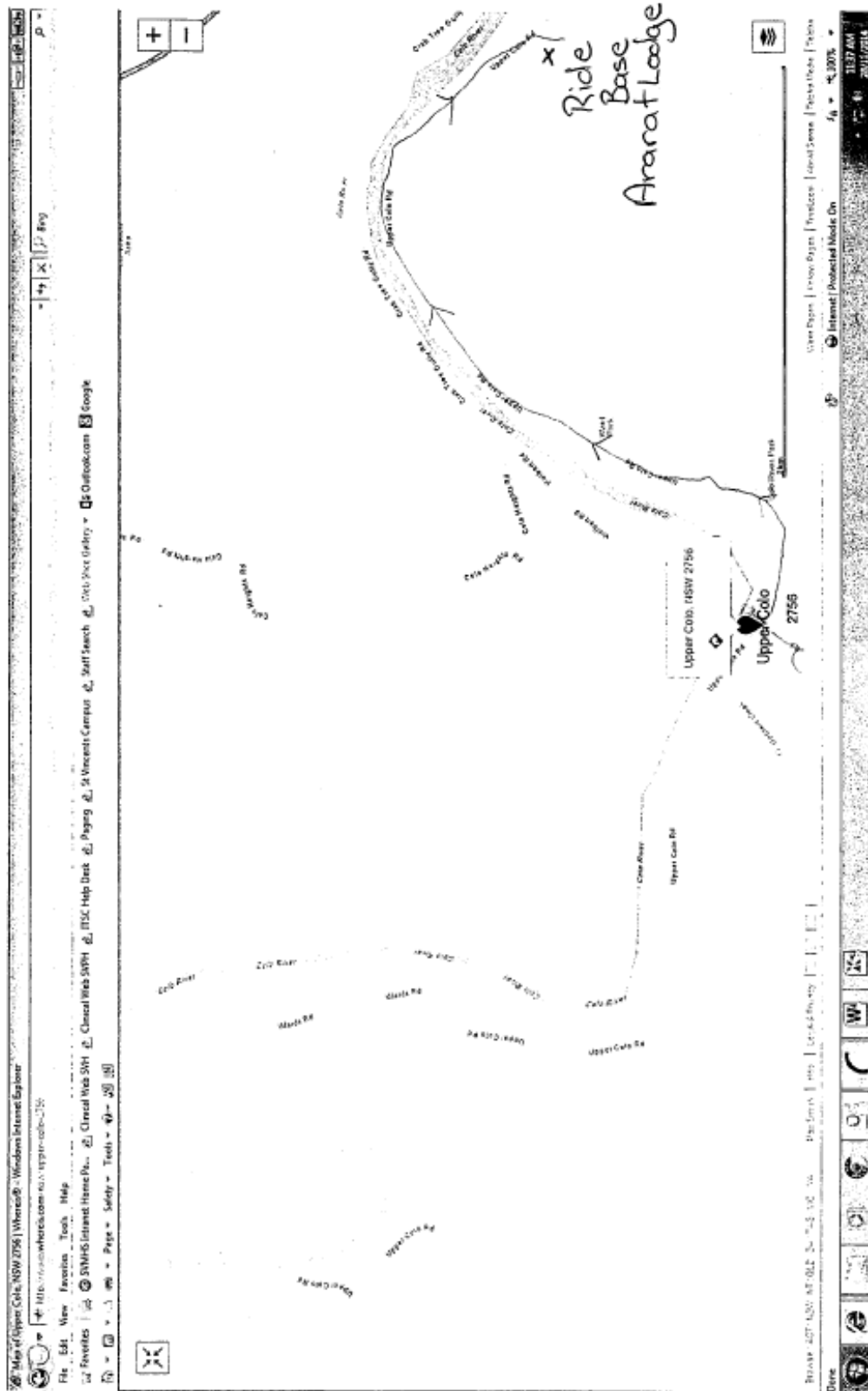
Leg 2 ④



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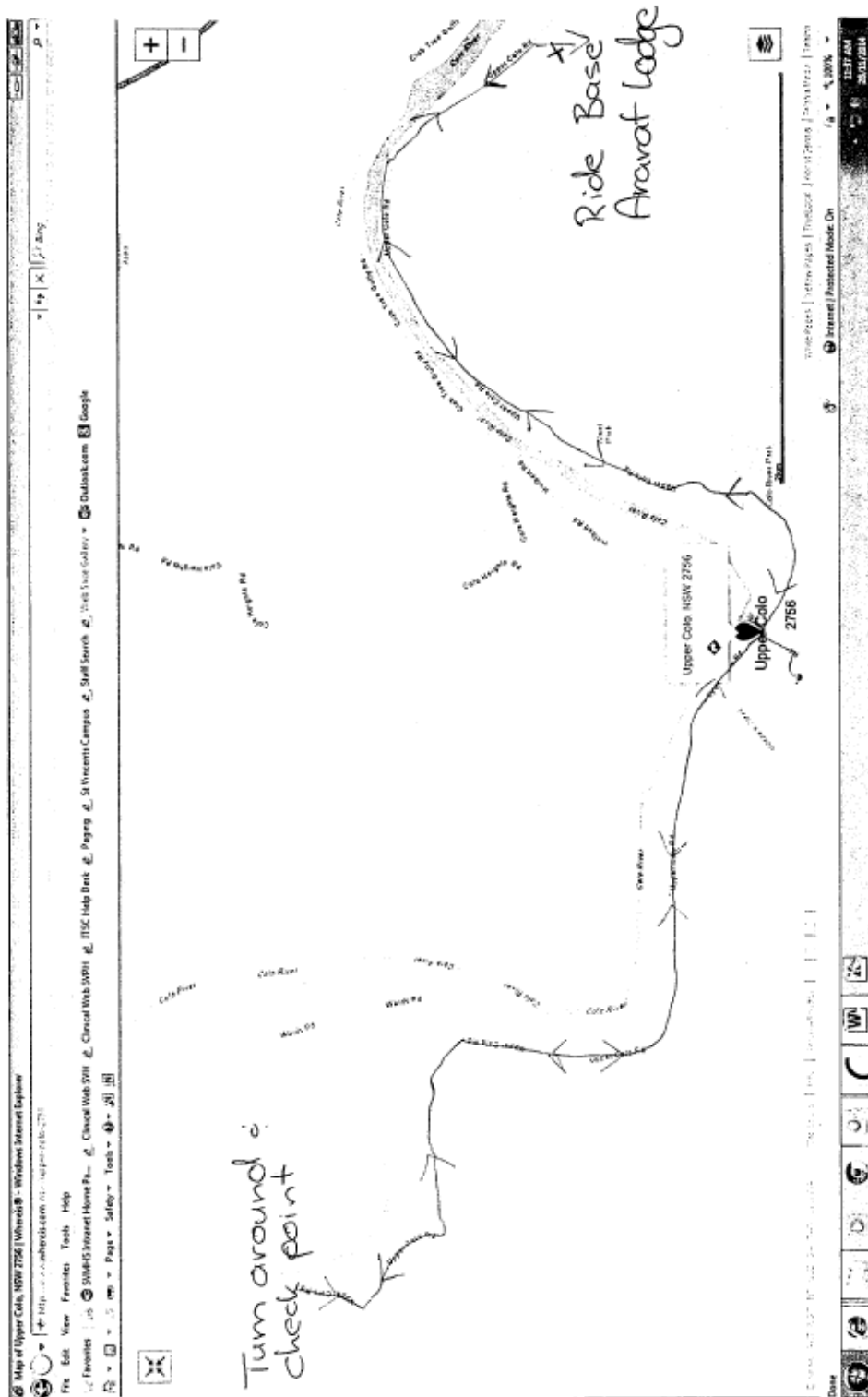
AT - 10 Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 2 (Plan 5-5)

Leg 2 (5)



AT - 11 Event Route Plan - Zone One Q60 Endurance Horse Ride 2016 – Leg 3 (Plan 1-1)

Q60 leg 3 - 20 kms



**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Kim Ford, seconded by Mr James Suprain.

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, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, 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 Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Zone One Q60 Endurance Horse Ride event in and around the Central Colo, Mountain Lagoon, Upper Colo and Wheeny Creek area, planned for Sunday, 01 May 2016 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 the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
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 Workplace 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 preparing the TMP and prior to the event;
- 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;**

## ORDINARY MEETING

### Reports of Committees

- 4d. the event organiser is to **submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4e. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities**;
- 4f. 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;
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park; **a copy of this approval to be submitted to Council**;
- 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4j. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; **a copy of this approval to be submitted to Council**;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; **a copy of this approval to be submitted to Council**;
- 4l. 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 to be advised);
- 4m. the event organiser is to notify the details of the event to Fire and Rescue NSW 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 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**;
- 4o. 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**;
- 4p. the event organiser is to **submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council**;

**ORDINARY MEETING**  
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**During the event:**

- 4q. access is to be maintained for businesses, residents and their visitors;
- 4r. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4s. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4t. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4u. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4v. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4w. 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,
- 4x. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

**Item: 2.3      LTC - Hawkesbury Show 2016 - Hawkesbury Showground, Clarendon (Hawkesbury)**  
**- (80245, 74207, 123265)**

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**REPORT:**

An application has been received from the Hawkesbury District Agricultural Association seeking approval (in traffic management terms) to conduct the Hawkesbury Show on 15, 16 and 17 April 2016, within the Hawkesbury Showground, Clarendon.

The event organiser has advised:

- The Hawkesbury Show is a major community event, featuring agricultural displays, rides, show bags, sideshows, business promotions and arts and craft shows that have been held at the showground for 129 years.
- The times for operation are proposed from 9am to 11:30pm for both Friday, 15 and Saturday, 16 April, and 9am to 5pm for Sunday, 17 April 2016.
- It is expected that the exhibitors and workers will start to arrive at the site from 7am daily and will come and go until 11:30pm on Friday and Saturday nights. The final pack-down of the Show will occur after the Sunday closing time of 5pm, with vehicular movements expected to continue up to 8pm.
- The showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.

## ORDINARY MEETING

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- The event is expected to attract approximately 50,000 visitors over the three days it will operate.
- It is estimated approximately 26% of the total number of visitors will attend the show on Friday, 42% will attend the show on Saturday and 32% will attend the show on Sunday.
- It is anticipated that most visitors (an estimated 85%) will travel by car. They will park within the Hawkesbury Showground car parking area, the UWS Hawkesbury Campus/Clarendon paddock, the Hawkesbury Equestrian Centre, or in the road reserve areas of Hawkesbury Valley Way and Racecourse Road and walk to one of the pedestrian entry gates.
- Patrons travelling by train will use the Gate 1 access – which is located at the northern point of the Showground.
- Two dedicated “pedestrian crossing points” are to be established in Racecourse Road and one across the vehicular access to the Racecourse.
- The majority of the visitors will park within the Hawkesbury Showground in the dedicated “Hawkesbury Showground Car Park” adjacent to the western boundary of the showground; access through Gate 5. This will prevent the queuing of vehicles along Racecourse Road.
- It is expected that approximately 20,000 vehicles will travel to this area during the three days of the Show.
- Parking is available for more than 20,000 vehicles each day.
- It is expected that there will be some impact on traffic during the opening hours and for 1 to 2 hours before and after closing times. The impact generally will be in the form of minor traffic delays in the vicinity of the site, as vehicles enter and leave the event, and negotiate the intersections with adjoining roads, with moderate delays expected during peak traffic times.
- Traffic from the internal car park of the Showground will be directed onto Blacktown Road.
- Traffic departing the Hawkesbury Racecourse car park during peak periods will be directed right onto Racecourse Road to Hawkesbury Valley Way.
- Mobile VMS Units will be erected on Blacktown Road, South Windsor and Kurrajong Road, Richmond notifying motorists of the alternative routes to the showground via Racecourse Road off Blacktown Road.
- Certified RMS Traffic Controllers are to be used at all intersecting points with additional Traffic Controllers being available as required to direct traffic.
- Application has been made with the Roads and Maritime Services - RMS (formerly RTA) for the following speed limit reductions to improve safety around the event precinct;
  - Hawkesbury Valley Way, speed reduction from 70/80km/h to 40km/h: between Percival Street and Hobart Street.
  - Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street.
  - Blacktown Road, speed reduction from 80km/h to 60km/h: between Bourke Street and Racecourse Road.



## **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 distributor rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser has indicated that a high proportion of traffic is expected from the Hawkesbury Valley Way intersection. Both Hawkesbury Valley Way and Blacktown Road are state roads.

Considerable pedestrian movements are expected along Racecourse Road. It is likely that visitors to the Show may park in the road reserve areas of Racecourse Road and Hawkesbury Valley Way as well as the parking areas within the Showground, Clarendon Paddocks and the Hawkesbury Equestrian Centre.

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. To improve traffic and pedestrian safety around the event precinct, the event organiser has applied to the Roads and Maritime Services - RMS (formerly RTA) for the following speed limit reductions:

- Hawkesbury Valley Way, speed reduction from 70/80km/h to 40km/h: between Percival Street and Hobart Street.
- Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street

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.

Delays are likely to occur when vehicles are leaving the site during peak times, as vehicles queue to enter Hawkesbury Valley Way from Racecourse Road. The majority of traffic will be directed from the main internal dedicated parking area within the showground, exiting onto Blacktown Road through the University of Western Sydney, Hawkesbury Campus property. To enable the exit into Blacktown Road to work effectively, an application has been made to the Roads and Maritime Services - RMS (formerly RTA) by the event organiser for the speed limit in Blacktown Road to be reduced from 80km/h to 60km/h between Bourke Street and Racecourse Road during the event.

It would be appropriate to classify the event as a “**Class 1**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA) as the event may impact on major traffic and transport systems which includes the Speed Zone reductions on the nominated State roads, and there may be significant disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 1 (ECM Document Set ID No: 5238289):

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 (Roads and Maritime Services - RMS),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP) and Traffic Control Plans (TCP),
5. Copy of Insurance Policy which is valid to 28 February 2016.

**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, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, 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 Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury Show 2016 planned for 15,16 and 17 April 2016, within the Hawkesbury Showground, Clarendon, be classified as a "**Class 1**" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services – RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
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 Workplace 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 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;
- 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 application including the **TMP and the associated TCP is to be submitted to the** Transport Management Centre – TMC for authorisation as this is a Class 1 event.

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- 4e. the event organiser is to obtain approval from the Transport Management Centre – TMC as this is a **"Class 1"** event which will have a traffic impact on both Hawkesbury Valley Way and Blacktown Road (state roads) as well as the proposed temporary speed reductions required for the following roads;

- Hawkesbury Valley Way, speed reduction from 70/80km/h to 40km/h: between Percival Street and Hobart Street,
- Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street,
- Blacktown Road, speed reduction from 80km/h to 60km/h: between Bourke Street and Racecourse Road

**a copy of the Transport Management Centre – 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, the Transport Management Centre (TMC) and the Roads and Maritime Services - RMS (formerly RTA) 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 public roads, 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 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;**
- 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;

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- 4p. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs - including temporary speed restriction signs (subject to Roads and Maritime Services - RMS (formerly RTA) and the Transport Management Centre (TMC) requirements), shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities - and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 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.

#### APPENDICES:

**AT - 1** Special Event Application - (ECM Document Set ID No. 5238289) - *see attached*

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr James Suprain, seconded by Councillor Kim Ford.

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, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, 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 Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury Show 2016 planned for 15,16 and 17 April 2016, within the Hawkesbury Showground, Clarendon, be classified as a "**Class 1**" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services – RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
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 Workplace 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 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;
- 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 application including the **TMP and the associated TCP is to be submitted to the** Transport Management Centre – TMC for authorisation as this is a Class 1 event.
- 4e. the event organiser is to obtain approval from the Transport Management Centre – TMC as this is a **"Class 1"** event which will have a traffic impact on both Hawkesbury Valley Way and Blacktown Road (state roads) as well as the proposed temporary speed reductions required for the following roads;
- Hawkesbury Valley Way, speed reduction from 70/80km/h to 40km/h: between Percival Street and Hobart Street,
  - Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street,
  - Blacktown Road, speed reduction from 80km/h to 60km/h: between Bourke Street and Racecourse Road
- a copy of the Transport Management Centre – 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, the Transport Management Centre (TMC) and the Roads and Maritime Services - RMS (formerly RTA) 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 public roads, 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);

## ORDINARY MEETING

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- 4j. 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;**
- 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 the Roads and Maritime Services - RMS (formerly RTA);
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs - including temporary speed restriction signs (subject to Roads and Maritime Services - RMS (formerly RTA) and the Transport Management Centre (TMC) requirements), shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities - and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 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.

### **SECTION 3 - Reports for Information**

There are no Reports for Information.

**SECTION 4 - General Business**

**Item: 4.1      LTC - RMS - Pitt Town Update (Hawkesbury) - (80245, 123265)**

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**REPORT:**

Mr James Suprain from RMS advised the Committee that preliminary traffic studies at Pitt Town were in the process of being arranged. The studies would include traffic, pedestrian and classification counts. Results of the studies would be provided to the Committee once completed.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr James Suprain, seconded by Councillor Kim Ford.

Support for the Recommendation:      Unanimous support

That the information be received.

**APPENDICES**

There are no supporting documents for this report.

**Item: 4.2      LTC - RMS - Round-A-Bouts Blacktown/Richmond Road, Londonderry - Update (Hawkesbury) - (80245, 123265)**

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**REPORT:**

Mr James Suprain from RMS advised the Committee that the upgrade of intersections located along Blacktown/Richmond Road at George Street and The Northern Road, Londonderry are nearing completion. The two round-a-bouts are in operation with ancillary works such as delineation and footpaths to be completed.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr James Suprain, seconded by Councillor Kim Ford.

Support for the Recommendation:      Unanimous support

That the information be received.

**APPENDICES:**

There are no supporting documents for this report.

**ORDINARY MEETING**  
**Reports of Committees**

**Item: 4.3      LTC - RMS - Line Marking Changes in George Street, South Windsor / Bligh Park (Hawkesbury) - (80245, 123265)**

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**REPORT:**

Mr James Suprain from RMS advised the Committee that changes to centre line marking would be made on George Street between Rickaby Street and Richmond/Blacktown Road, South Windsor/Bligh Park due to accidents along this section of road. The current single line marking (S1) will be changed to double barrier (BB) line marking at this location to discourage overtaking and improve safety along George Street.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr James Suprain, seconded by Councillor Kim Ford.

Support for the Recommendation:      Unanimous support

That the information be received.

**APPENDICES:**

There are no supporting documents for this report.

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting will be held on Monday, 8 February 2016 at 3pm in the Large Committee Room.

The meeting terminated at 4:16pm.

**oooO END OF REPORT Oooo**



ordinary

section 5

notices of motion

**ORDINARY MEETING**

Notices of Motion

## ORDINARY MEETING

### Notices of Motion

#### SECTION 5 - Notices of Motion

**RM**                      **Amendments to Council's FFTF Proposal, Rating Structure and Code of Meeting Practice - (79351, 105109, 120428, 111629, 111628)**

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**Submitted by:** Councillors K Ford, W Mackay and J Reardon

#### **RESCISSION MOTION:**

That Council's resolution from the Extraordinary meeting of Council held on 15 December 2015 (Resolution 380) in relation to Council's Fit For the Future proposal, Council's rating structure and possible amendments to the Code of Meeting Practice be and is hereby rescinded.

#### **Background**

At the Extraordinary meeting of Council held on 15 December 2015, Council resolved:

*"That Council:*

- 1. Reject the proposed 29.7% rate rise as outlined in Council's Fit for the Future proposal and vigorously pursue alternative sources of revenue.*
- 2. Review the current rating structure with a view to reverting to the previous rate structure.*
- 3. Receive a report regarding the amendment of Council's Code of Meeting Practice to reverse the changes made to clauses relating to public speakers at Council meetings as made on 27 August 2013 and as outlined in the Business Paper of 27 August 2013."*

#### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**

Notices of Motion

**ORDINARY MEETING**  
Questions for Next Meeting

**QUESTIONS FOR NEXT MEETING**

**Councillor Questions from Previous Meetings and Responses - (79351)**

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**REPORT:**

**Questions - 8 December 2015**

#	Councillor	Question	Response
1	Rasmussen	Requested the number of dwellings constructed since the North Richmond Bridge study on the Richmond/Windsor side of the Hawkesbury River and the potential dwellings expected in the six years to 2021.	The Director City Planning advised that this information is currently being collated and will be presented to the next Council meeting on 23 February 2016.
2	Rasmussen	Enquired if there has been a meeting between Council's Director Infrastructure Services and the RMS, since the correspondence received from the RMS dated 26 October 2015.	The Director Infrastructure Services advised that an informal meeting had been held with the RMS officer that was to respond to Council's correspondence. Further background to Council's request, specifically the need to provide clear strategies for road network improvements to manage future growth, was provided.
3	Paine	Requested that the steps outside Council offices be cleaned.	The Director Infrastructure Services advised that instructions had been given for the steps to be cleaned.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

Questions for Next Meeting

**ORDINARY MEETING**  
**CONFIDENTIAL REPORTS**

**CONFIDENTIAL REPORTS**

**Item: 13**                      **IS - Land Acquisition - Bridge Replacement - Part of 413 West Portland Road, Sackville/Lower Portland - (95495, 6377, 6378) CONFIDENTIAL**

**Previous Item:**            183, Ordinary (27 October 2015)

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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 acquisition of property by the Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

**ORDINARY MEETING**  
**CONFIDENTIAL REPORTS**

**Item: 14**                      **SS - Property Matter - Lease to Jud Haines - Shop 4, Glossodia Shopping Centre - (95496, 112106, 89337, 105494) CONFIDENTIAL**

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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.*



**ORDINARY MEETING**  
**CONFIDENTIAL REPORTS**

**Item: 15**                      **SS - Property Matter - Licence Agreements - Former Library Building, Corner of Dight and George Streets, Windsor - (95496, 112106) CONFIDENTIAL**

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**Reason for Confidentiality**

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

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

**ORDINARY MEETING**  
**CONFIDENTIAL REPORTS**

**Item: 16**                      **SS - Property Matter - Sale of 6 Ham Street, South Windsor (Lot 110 in Deposited Plan 1207709) - (95496, 112106, 23198, 23199, 79337)**  
**CONFIDENTIAL**

**Previous Item:**            132, Ordinary (27 June 2006)  
                                 29, Ordinary (13 February 2007)

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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 sale and/or purchase of property by the Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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



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