



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 26 March 2019

location: council chambers

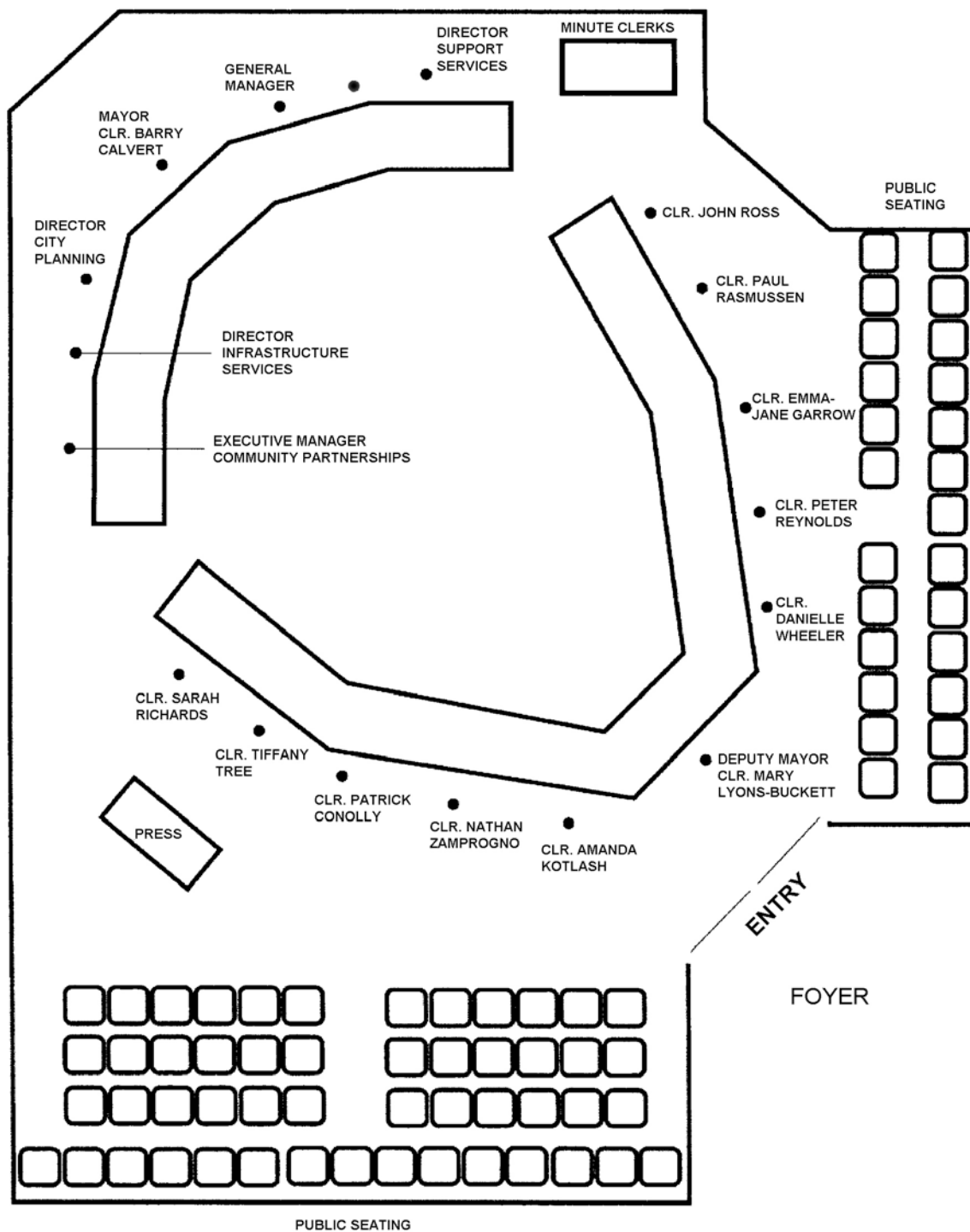
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



ORDINARY MEETING
Table of Contents
Meeting Date: 26 March 2019

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
	PROCEDURAL MATTERS	3
	SECTION 1 - Confirmation of Minutes	6
	SECTION 2 – Mayoral Minutes	9
	SECTION 3 – Reports for Determination	13
	CITY PLANNING	13
Item: 048	CP - Western Parkland City Liveability Program Funding Agreement - (95498, 124414, 140984)	13
	SUPPORT SERVICES	16
Item: 049	SS - Monthly Investments Report - February 2019 - (95496, 96332)	16
	SECTION 4 – Reports of Committees	23
Item: 050	ROC - Floodplain Risk Management Advisory Committee - 14 February 2019 - (86589, 124414)	23
Item: 051	ROC - Hawkesbury Access and Inclusion Advisory Committee - 28 February 2019 - (124569, 96328)	33
Item: 052	ROC - Local Traffic Committee - 11 March 2019	39
	SECTION 5 – Notices of Motion	89
	QUESTIONS FOR NEXT MEETING	90
Item: 053	Councillor Questions from Previous Meetings and Responses - 26 February 2019 - (79351)	90
Item: 054	Councillor Questions from Previous Meetings and Responses - 12 March 2019 - (79351)	94
	CONFIDENTIAL REPORTS	102
Item: 055	SS - Easement - 96 Rifle Range Road, Bligh Park and Berger Road Drainage Reserve, 43 Berger Road, South Windsor - (124575, 112106, 95496)	102
Item: 056	SS - Lease to Johnny Odesho and William Koro - 37 Macquarie Street, Windsor - (112106, 95496, 141425, 141426)	103

ORDINARY MEETING

Table of Contents

Meeting Date: 26 March 2019

ORDINARY MEETING
Procedural Matters
Meeting Date: 26 March 2019

PROCEDURAL MATTERS

Welcome

The Mayor, Councillor Barry Calvert will acknowledge the Indigenous Heritage.

The General Manager will address the Council meeting, mentioning:

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

Attendance

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

Apologies and Leave of Absence

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

Declaration of Interest

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

Acknowledgement of Official Visitors to the Council

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

ORDINARY MEETING

Procedural Matters

Meeting Date: 26 March 2019

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 26 March 2019

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary meeting minutes

date of meeting: 12 March 2019

location: council chambers

time: 6:30 p.m.

ORDINARY MEETING**Table of Contents****Minutes: 12 March 2019****TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
	ATTENDANCE	2
	APOLOGIES AND LEAVE OF ABSENCE	2
	DECLARATIONS OF INTEREST	2
	SECTION 1 - Confirmation of Minutes	3
	SECTION 3 – Reports for Determination	4
	PLANNING DECISIONS	4
Item: 035	CP - Proposed Modification of Existing Covenant - Building Envelope Restriction Lot 42, DP 1237854 - 85 London Place, Grose Wold - (95498)	4
	GENERAL MANAGER	5
Item: 036	GM - Event Sponsorship Round 2 2018/2019	5
Item: 037	GM - Council's Code of Conduct and Procedures - (79351)	5
	SUPPORT SERVICES	7
Item: 038	SS - Monthly Investments Report - January 2019 - (95496, 96332)	7
Item: 039	SS - Pecuniary Interest Return - Designated Person - (95496, 96333)	7
Item: 040	SS - Council Resolution Summary - July 2018 to December 2018 - (95496, 96333)	8
Item: 041	SS - Code of Meeting Practice - (95496)	8
	SECTION 4 – Reports of Committees	9
Item: 042	ROC - Hawkesbury Access and Inclusion Advisory Committee - 22 November 2018 - (124569, 96328)	9
	SECTION 5 – Notices of Motion	10
Item: 043	NM1 - Climate Emergency - (79351, 125612, 138882)	10
Item: 044	NM2 - Bell Quarry Rehabilitation Project - (79351, 138882, 138885)	10
Item: 045	NM3 - Asset Management and Depreciation - (79351, 138885)	11

ORDINARY MEETING

Table of Contents

Minutes: 12 March 2019

QUESTIONS FOR NEXT MEETING **13**

Item: 046 Councillor Questions from Previous Meetings and Responses - 12 February 2019 - (79351) 13

Item: 047 Councillor Questions from Previous Meetings and Responses - 26 February 2019 - (79351) 13

ORDINARY MEETING

Minutes: 12 March 2019

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on Tuesday, 12 March 2019, commencing at 6.35pm.

Welcome

The Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

ATTENDANCE

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

ALSO PRESENT: General Manager - Peter Conroy, Director City Planning - Linda Perrine, Director Support Services - Laurie Mifsud, Acting Director Infrastructure Services - Christopher Amit, Executive Manager - Community Partnerships - Joseph Litwin, Chief Financial Officer – Emma Galea, Manager Corporate Communication - Suzanne Stuart, Manager Corporate Services and Governance - Michael Wearne and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

An apology for absence was received from Councillor Tree.

41 RESOLUTION:

RESOLVED on the motion of Councillor Richards and seconded by Councillor Lyons-Buckett that the apology be accepted and that leave of absence from the meeting be granted.

Councillor Rasmussen arrived at the meeting at 6.36pm.

DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

Acknowledgement of Official Visitors to the Council

There were no official visitors to the Council.

ORDINARY MEETING

Minutes: 12 March 2019

SECTION 1 - Confirmation of Minutes

42 RESOLUTION:

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

That the Minutes of the Ordinary Meeting held on Tuesday, 26 February 2019, be confirmed, subject to part 1. in Resolution No. 36 being amended as follows:-

"That Council:

1. *Support a bypass as the duplication of the Richmond Bridge in its current location is not a bypass."*

ORDINARY MEETING

Minutes: 12 March 2019

SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 035 **CP - Proposed Modification of Existing Covenant - Building Envelope Restriction Lot 42, DP 1237854 - 85 London Place, Grose Wold - (95498)**

Directorate: City Planning

MOTION:

RESOLVED on the motion of Councillor Ross, seconded by Councillor Conolly.

Refer to RESOLUTION

43 RESOLUTION:

RESOLVED on the motion of Councillor Ross, seconded by Councillor Conolly.

That:

1. Council agree to vary the building envelope covenant over Lot 42 in DP 1237854 at 85 London Place, Grose Wold to increase the size of the building envelope to incorporate the entire dwelling, water tank and a replacement tree.
2. The wording of the modified covenant to effect this resolution be determined by the General Manager in consultation with Council's Legal Advisors as is necessary, to ensure compliance with the technical, administrative, and legal requirements of NSW Land Registry Services.
3. Authority be given for the Section 88E 'Variation or Modification of Restriction on the Use of Land' to be executed by an authorised officer of Council.
4. All costs associated with the preparation and drafting of necessary documentation and plans and any registration and lodgement fees be borne by the owner of Lot 42 in DP 1237854.

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

For the Motion	Against the Motion
Councillor Calvert	Councillor Rasmussen
Councillor Conolly	
Councillor Garrow	
Councillor Kotlash	
Councillor Lyons-Buckett	
Councillor Reynolds	
Councillor Richards	
Councillor Ross	
Councillor Wheeler	
Councillor Zamprogno	

Councillor Tree was absent from the meeting.

ORDINARY MEETING

Minutes: 12 March 2019

GENERAL MANAGER

Item: 036 **GM - Event Sponsorship Round 2 2018/2019**

Division: General Manager

MOTION:

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

Refer to RESOLUTION

44 RESOLUTION:

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

That Council:

1. Under the 2018/2019 Event Sponsorship Program, agree to support the organisations and individuals listed at the level recommended in Table 1 of this report.
2. Approve the execution of Council's standard Sponsorship Agreement for the applications as identified in Table 1 of this report.
3. Continue to modify the timing of the sponsorship rounds offered as part of the Events Sponsorship Program to incorporate the ongoing findings from the implementation of the Events Strategy.

Item: 037 **GM - Council's Code of Conduct and Procedures - (79351)**

Previous Item: 128, Ordinary (25 July 2017)
 213, Ordinary (28 November 2017)

Division: General Manager

MOTION:

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

Refer to RESOLUTION

45 RESOLUTION:

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

That:

1. Council adopt the Code of Conduct, attached as Attachment 1 to this report, subject to Part 1 – Introduction reading as follows:-

"1.0 PART 1 INTRODUCTION

The Hawkesbury City Council's Code of Conduct was developed using the Model Code of Conduct for Local Councils in NSW (hereafter referred to as "the Model Code") set out under section 440 of the Local Government Act 1993 ("LGA") and the Local Government (General) Regulation 2005 ("the Regulation").

Section 440 of the LGA requires every councils, county councils and joint organisations to adopt a code of conduct that incorporates the provisions of the Model Code. An adopted code of conduct may include additional provisions that supplement or strengthen the code of conduct and may extend its application to persons other than "council officials" for the purposes of the code (e.g. contractors and members of wholly advisory committees).

The Model Code sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist Council officials to:

- understand and comply with the standards of conduct that are expected of them*
- enable them to fulfill their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)*
- act in a way that enhances public confidence in local government.*

An adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code. However, an adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code.

Council officials (i.e. Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council)) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of the Code of Conduct. It is the personal responsibility of Hawkesbury City Council officials and designated others to comply with the standards in the Code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a Councillor to comply with the standards of conduct prescribed under this Code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on Councillors for misconduct, including suspension or disqualification from civic office. A Councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff or Council official to comply with a Hawkesbury City Council's Code of Conduct may give rise to disciplinary action."

2. Council adopt the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, attached as Attachments 2 to this report.
3. Council's relevant policies and procedures be updated to reference the new Code of Conduct.

ORDINARY MEETING

Minutes: 12 March 2019

SUPPORT SERVICES

Item: 038 **SS - Monthly Investments Report - January 2019 - (95496, 96332)**

Previous Item: 150, Ordinary (27 June 2018)

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

46 RESOLUTION:

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

That the Monthly Investments Report for January 2019 be received and noted.

Item: 039 **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

47 RESOLUTION:

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

That the Section 449(1) Pecuniary Interest Return be received and noted.

ORDINARY MEETING

Minutes: 12 March 2019

Item: 040 **SS - Council Resolution Summary - July 2018 to December 2018 - (95496, 96333)**

Previous Item: NM2, Ordinary (24 June 2014)
213, Ordinary (28 August 2018)

Division: Support Services

MOTION:

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Rasmussen.

Refer to RESOLUTION

48 RESOLUTION:

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Rasmussen.

That the report regarding Council resolutions for the period 1 July 2018 to 31 December 2018, and those resolutions outstanding from previous summaries, be received and noted.

Item: 041 **SS - Code of Meeting Practice - (95496)**

Previous Item: 194, Ordinary (31 October 2017)
55, Ordinary (27 February 2018)

Division: Support Services

MOTION:

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

Refer to RESOLUTION

49 RESOLUTION:

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

That:

1. The Draft Hawkesbury City Council Code of Meeting Practice, attached as Attachment 1 to this report, be placed on public exhibition for 28 days, with a submission period of 42 days, subject to the Draft Hawkesbury City Council Code of Meeting Practice incorporating the appropriate provisions to enable all voting at Council Meetings (including meetings that are closed to the public) to be recorded in the minutes of meetings.
2. The outcome of the public exhibition period be further reported of Council.

ORDINARY MEETING

Minutes: 12 March 2019

SECTION 4 – Reports of Committees

Item: 042 **ROC - Hawkesbury Access and Inclusion Advisory Committee - 22 November 2018 - (124569, 96328)**

Directorate: Support Services

MOTION:

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

Refer to RESOLUTION

50 RESOLUTION:

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

That the Minutes of the Hawkesbury Access and Inclusion Advisory Committee Meeting held on the 22 November 2018 be received and noted.

ORDINARY MEETING

Minutes: 12 March 2019

SECTION 5 – Notices of Motion

Item: 043 NM1 - Climate Emergency - (79351, 125612, 138882)

Mr William Porter, Ms Sophie Williams and Mr William Sneddon speaking for the recommendation, addressed Council.

Mr Michael Want speaking against the recommendation, addressed Council.

MOTION:

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

Refer to RESOLUTION

51 RESOLUTION:

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

That Council:

1. Recognises that we are in a state of climate emergency that requires urgent action by all levels of government, that human induced climate change represents one of the greatest threats to humanity, civilisation, and other species and that it is still possible to prevent the most catastrophic outcomes if, and only if, societies take emergency action.
2. Participates in a Climate Emergency Workshop to examine how our Community Strategic Plan, works program and planning documents can address the climate emergency, and which results in an outline of options available to Council to operationalise this emergency declaration.

Item: 044 NM2 - Bell Quarry Rehabilitation Project - (79351, 138882, 138885)

Mr Morgan Burnside, Ms Megan Lawrence and Mr William Sneddon speaking for the recommendation, addressed Council.

MOTION:

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

Refer to RESOLUTION

52 RESOLUTION:

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

ORDINARY MEETING

Minutes: 12 March 2019

That Council:

1. Notes that:
 - a) The Development Application including Environmental Impact Statement for Bell Quarry Rehabilitation Project at Clarence [DA294/18] is now on exhibition with Lithgow Council until 20 March 2019,
 - b) The impact of the proposed project on Hawkesbury residents will be high, with Bells Line of Road carrying 40% of truck movements, in particular that 2.2 million tonnes of fill from Sydney and Central West development projects is proposed to be transported using the Great Western Highway, Darling Causeway and Bells Line of Road, generating an average 74 truck movements a day for around 15 years.
2. Make a submission on the Development Application for Bell Quarry Rehabilitation Project identifying the likely impacts of the DA on Bells Line of Road users and residents, local roads and other relevant impacts including:
 - a) Impacts on the natural environment
 - b) Hydrology
 - c) Bushfire management
 - d) The desirability of managing waste product within the area that it is created, rather than transporting it by road to an out of region location
3. Notify properties fronting the Bells Line of Road, BLORCAG, Hawkesbury Environment Network, the NRDCAA, Kurrajong Forum, Colo Heights Progress Association, and other known stakeholder groups informing them of the DA and the submissions process.

Item: 045

NM3 - Asset Management and Depreciation - (79351, 138885)

MOTION:

RESOLVED on the motion of Councillor Ross, seconded by Councillor Rasmussen.

Refer to RESOLUTION

53 RESOLUTION:

RESOLVED on the motion of Councillor Ross, seconded by Councillor Rasmussen.

That Council Staff prepare a brief report to the Audit Committee and Council in respect of Council's current Asset Management Policies and Procedures and their compliance or otherwise, with the following principles:

1. All fixed and intangible assets being recorded at "Fair Value".
2. Depreciation charges being "conditioned based."

ORDINARY MEETING

Minutes: 12 March 2019

3. All assets in the above classes being the subject of independent annual valuation, by appropriately qualified valuer(s).
4. Appropriate written terms of engagement being provided in each instance, informed by approval of the Auditor General agent charged with conduct of Council's financial audit.
5. Terms to include recommended rate(s) of depreciation, to be assigned to each class or sub-class of asset, having regard to the condition, state, efficacy, utilisation, and any other relevant factor of impairment.
6. Management arrange for annual engagement of valuer(s), such that their recommendations are able to be reported to Council in time for inclusion in the audited financial reports of Council.
7. Council will be informed by this process henceforth, unless a subsequent resolution with contrary intent is adopted.

ORDINARY MEETING**Minutes: 12 March 2019****QUESTIONS FOR NEXT MEETING****Item: 046 Councillor Questions from Previous Meetings and Responses - 12 February 2019 - (79351)**

There were no responses to the Question in relation to previous Question for the next Meeting - 12 February 2019.

Item: 047 Councillor Questions from Previous Meetings and Responses - 26 February 2019 - (79351)

Questions and Responses in relation to previous Questions for the next Meeting - 26 February 2019 were provided. The following additional follow up questions were asked with no responses given at the meeting.

#	Councillor	Question	Response
4	Lyons - Buckett	Requested an update on the road works upgrade program for the flood evacuation routes the RMS are contemplating	The Director City Planning and the Director Infrastructure Services
6	Wheeler	Enquired as to the estimated time of delivery of the signage.	The Director Infrastructure Services
15	Ross	Enquired as to: <ul style="list-style-type: none">• What action Council has taken in regard to the Sports Lighting Standards Compliance Consultants Audit Report since Council received the Report in September 2018.• Did the Report measure lux units on the playing areas.• Did the lux units on the playing surfaces exceed training ground permissibility levels and match competition levels with already installed lighting infrastructure.• Advice of the timeline for which the grant has to be implemented.	The Director Infrastructure Services
17	Ross	Requested further clarification/information on the refurbishment of the Richmond Pre-School and the amount budgeted for this work including the use of Section 7.11 funds.	The Director Support Services

ORDINARY MEETING**Minutes: 12 March 2019**

20	Ross	Requested a full copy of the program of rectification works for Bensons Lane indicated in the tender documents, and details of the publication of the tender including closing dates for bids. Also, please indicate the timeline for when the successful bidder was chosen and for the completion of the project.	The Director Infrastructure Services
21	Ross	Enquired as to how the issues raised in correspondence were addressed.	The Director Infrastructure Services
22	Ross	Enquired as to when Council submitted the application for the grant for the playground at South Windsor, and what program from the Office of Open Space and Parklands was relevant to this grant.	The Director Infrastructure Services

ORDINARY MEETING**Minutes: 12 March 2019****Questions – 12 March 2019**

#	Councillor	Question	Response
1	Ross	Requested if Council Officers could investigate the movement of soil in the area relating to DA0508/18 at Freemans Reach Road.	The Director City Planning
2	Rasmussen	Enquired as to whether Council has received any responses from the relevant bodies to provide assistance in keeping Yarramundi Lane, Inalls Lane and Crowley Lane safe and secure for local residents to travel on.	The Director Infrastructure Services
3	Garrow	Requested if Council Officers could urgently investigate the feral goats that have been eating and stripping trees on McGraths Hill flats.	The Director City Planning
4	Garrow	Enquired as to whether overnight camping with caravans and campervans in the Hawkesbury's LGA parks and car parks is allowed and if not could the appropriate signage be erected as a matter of urgency.	The Director Infrastructure Services
5	Garrow	Requested if it could be confirmed that Woolworths trucks are not allowed to use the roads between Baker and Bridge Streets, Windsor as part of their development approval.	The Director City Planning

ORDINARY MEETING**Minutes: 12 March 2019**

6	Garrow	<p>Requested advice as to if it is possible to write to the EPA and the Australian Department of Defence regarding the PFAS contamination of the areas around the RAAF Base Richmond requesting:</p> <ol style="list-style-type: none">1. A follow up public forum regarding PFAS contamination for the community be held2. The establishment of a single point of contact within the PFAS investigation team for Council residents3. Additional soil testing in the Hawkesbury to define the edge of the contaminated area4. All Council properties within the affected area be tested at the expense of the EPA5. Clear and factual plain English information be disseminated to all Hawkesbury residents at the expense of the Australian Department of Defence6. Voluntary blood testing for residents found to have increased exposure at the expense of the Australian Defence Department7. Soil testing for businesses and residents who use the affected river water/creek water for irrigation8. Consideration of the needs and circumstances all residents and businesses who either own or use affected land for their livelihoods	The General Manager
7	Reynolds	<p>Enquired as to whether the following have been tested for PFAS:</p> <ol style="list-style-type: none">1. Animal feed grown and sold by Council2. Water used to irrigate Council crops3. Council's recycled water.	The Director Infrastructure Services
8	Reynolds	<p>Requested that investigations be carried out into contractors cutting tree roots under footpaths to get rid of the bumps in the footpath in George Street, Windsor and other areas in the Hawkesbury LGA.</p>	The Director Infrastructure Services
9	Wheeler	<p>Enquired as to whether the Cypress Canker disease has any likely disease control implications for green waste at Council's Waste Management Facility.</p>	The Director Infrastructure Services

ORDINARY MEETING**Minutes: 12 March 2019**

10	Lyons-Buckett	Enquired as to whether there maybe a possibility of having dual purpose shading at Richmond Pool that are shade shelters that also have solar panels and could possible collect rain water.	The Director Infrastructure Services and The Director City Planning
11	Lyons-Buckett	Requested an update on the pathway north of McDonalds in George Street, Bligh Park.	The Director City Planning
12	Zamprogno	Enquired as to the removal of the Return and Earn Facility in the car park of the Australian Hotel, McGraths Hill.	The Director City Planning
13	Richards	Requested an update on the previous resolution regarding the RSL Criteria.	The Director Infrastructure Services
14	Richards	Requested an update on the previous resolution regarding school children visiting the Council Chamber.	The General Manager
15	Richards	Enquired as to whether the parking on The Terrace, Windsor can be restricted to one side of the road as the road is narrow and is quite dangerous for local motorists.	The Director Infrastructure Services
16	Ross	Enquired as to an update on the Council resolution from 18 November 2018 regarding acid sulphate soils, in relation to the Windsor Bridge Project.	The Director Infrastructure Services

The meeting terminated at 9.14pm.

Submitted to and confirmed at the Ordinary meeting held on Tuesday, 26 March 2019.

.....
Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 26 March 2019

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 26 March 2019

SECTION 2 – Mayoral Minutes

No Mayoral Minutes.

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 26 March 2019

ordinary

section 3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 26 March 2019

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 26 March 2019

SECTION 3 – Reports for Determination

CITY PLANNING

Item: 048 **CP - Western Parkland City Liveability Program Funding Agreement - (95498, 124414, 140984)**

Previous Item: GM - Western Sydney City Deal - (79351)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of the Western Parkland City Liveability Program Funding Agreement with the Office of Local Government to fund town centre revitalisation in Windsor, Richmond and South Windsor. The Funding Agreement is a consequence of Council's successful application that was submitted as part of the Western Parkland City Liveability Program.

EXECUTIVE SUMMARY:

Council's Western Parkland City Liveability Program Project (Vibrant Towns and Villages) aims to improve Hawkesbury's town centres through a revitalisation process with a focus on Windsor, Richmond, and South Windsor town centres.

The Funding Agreement is a standard agreement that covers the duration of the project. Stage one of the project is the planning and consultation phase commencing in 2019 and the construction phase of the project will be delivered in multiple stages commencing from 2020 and finishing in 2022. The details of each stage will be the subject of additional reports.

RECOMMENDATION SUMMARY:

The Report recommends that Council grant authority for the Funding Agreement, and any documentation in association with this matter to be executed under the Seal of Council.

REPORT:

Context and Background

Hawkesbury City Council is committed to delivering a quality, well researched and unambiguous Masterplans and plans for public domain improvements for the town centres of Windsor, Richmond and South Windsor. The three centres are complex commercial and community entities facing challenges to their viability in the light of ongoing economic and cultural change.

Council submitted the Vibrant Towns and Villages Project for consideration under the Western Parkland City Liveability Program in October 2018. This Placemaking project was presented as a thoughtful revitalisation of the public spaces in the three centres, and was intended to stimulate the local economy and enhance the built environment.

Based on the premise that the design of the built environment shapes the places where we live and work, and in response to increases in personal mobility and general accessibility across Western

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 26 March 2019

Sydney, the project will address immediate shortcomings and guide future development in the coming decade.

On 23 January 2019, the Minister for Cities, Urban Infrastructure and Population, announced that under Round One of the Western Parkland City Liveability Program, Hawkesbury City Council would receive combined funding of \$15M from the Commonwealth and State governments to complete the revitalisation of the Windsor, Richmond, and South Windsor town centres.

At the same time the NSW Minister for Western Sydney confirmed the funding commitment was another major milestone for the Western Sydney City Deal, following the release of the City Deal's Implementation Plan in December 2018.

All of the Western Parkland City Liveability Program Projects are co-funded by the three levels of government. For the Hawkesbury's Vibrant Towns and Villages Project, the Commonwealth and NSW State government are each contributing \$7.5 M, and Council is providing a further \$3.75 M.

History, including previous Council decisions

The Western Sydney City Deal is a partnership between the Australian Government, NSW Government, and local governments of the Blue Mountains, Camden, Campbelltown, Fairfield, Hawkesbury, Liverpool, Penrith and Wollondilly. Following the public signing of the City Deal document in March 2018, the eight Councils have continued to be represented by their respective Mayors, General Managers and Senior Officers (Lead Officers) in discussions with the Commonwealth and NSW State Governments.

The Councils have also met with each other on a regular basis to put their local perspective as well as working cooperatively on issues that impact the Western Parkland City District.

The State Government has established a Western Sydney City Deal Delivery Office, drawing together officers from all three levels of government to work collectively on further defining and developing the City Deal to a point where it can be implemented and outcomes delivered.

Previous Council discussions have identified the program of town centre improvements in Windsor, Richmond and South Windsor as the priority project for the \$15 M Western Parkland City Liveability Program funding as part of the City Deal.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The project is consistent with the following Focus Areas, Directions and Strategies within the Community Strategic Plan.

Our Community

- 2.1 Community safety is improved - Enable a shared responsibility for community safety and disaster management
 - 2.1.2 Make the Hawkesbury a friendly place where people feel safe.
- 2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future
 - 2.3.1 Encourage and facilitate community partnerships.
 - 2.3.3 Advocate and facilitate constructive and productive partnerships with residents, community groups and institutions.
- 2.4 Community wellbeing and local services - Build on a sense of community and well being

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 26 March 2019

2.4.2 Provide flexible services that can adapt to changing community needs and service demands.

2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage

2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations.

Our Future

5.5 Reinforcing our dynamic places - Support the revitalization of our town centres and growth of our business community

5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.

5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.

5.5.3 Assist our town and village centres to become vibrant local hubs

Financial Implications

Previous consideration by Council identified the program of town centre improvements in Windsor, Richmond and South Windsor as the priority project for the \$15 M Western Parkland City Liveability Program Project (Vibrant Towns and Villages). Council has funds allocated in its Long Term Financial Plan to satisfy the \$3.75 M eligibility requirement to secure the Commonwealth and State funding.

Conclusion

Council has previously agreed to apply under the Western Parkland City Liveability Program to undertake a revitalisation project within the town centres of Windsor, Richmond and South Windsor.

Approval of the Western Parkland City Liveability Program Funding Agreement is sought, and authority granted for the Funding Agreement, and any documentation associated with this matter to be executed under the Seal of Council.

RECOMMENDATION:

That authority be granted for the Western Parkland City Liveability Program Funding Agreement, and any documentation associated with this matter to be executed under the Seal of Council.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 26 March 2019

SUPPORT SERVICES

Item: 049 **SS - Monthly Investments Report - February 2019 - (95496, 96332)**

Previous Item: 150, Ordinary (26 June 2018)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to 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.

EXECUTIVE SUMMARY:

This report indicates that Council held \$59.09 million in investments at 28 February 2019 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION SUMMARY:

It is recommended that the Monthly Investments Report for February 2019 be received and noted.

REPORT:

Context and Background

The following table indicates that Council held \$59.09 million in investments as at 28 February 2019. Details of the financial institutions with which the investments were made, 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 \$
On Call								
CBA	A1+	AA-			1.25%	5,000,000	8.46%	
Tcorp*					3.24%	2,087,187	3.53%	
Total On-call Investments								7,087,187
Term Investments								
Bankwest	A1+	AA-	22-Jun-18	27-Mar-19	2.80%	1,000,000	1.69%	
Bankwest	A1+	AA-	22-Feb-19	27-Mar-19	2.30%	1,000,000	1.69%	
Bankwest	A1+	AA-	22-Jun-18	24-Apr-19	2.80%	1,000,000	1.69%	
Bankwest	A1+	AA-	03-Aug-18	03-May-19	2.80%	2,000,000	3.38%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	500,000	0.85%	
Bankwest	A1+	AA-	09-May-18	08-May-19	2.70%	1,500,000	2.54%	
Bankwest	A1+	AA-	16-Aug-18	15-May-19	2.80%	2,000,000	3.38%	
Bankwest	A1+	AA-	24-Aug-18	22-May-19	2.80%	3,000,000	5.08%	
Bankwest	A1+	AA-	18-Jul-18	17-Jul-19	2.80%	1,000,000	1.69%	

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 26 March 2019

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
CBA	A1+	AA-	14-Mar-18	14-Mar-19	2.66%	1,000,000	1.69%	
CBA	A1+	AA-	04-Apr-18	04-Apr-19	2.74%	1,000,000	1.69%	
CBA	A1+	AA-	14-Jun-18	17-Apr-19	2.74%	1,000,000	1.69%	
CBA	A1+	AA-	24-Aug-17	23-Aug-19	2.72%	3,000,000	5.08%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.69%	
CBA	A1+	AA-	04-Apr-18	03-Apr-20	2.85%	1,000,000	1.69%	
NAB	A1+	AA-	16-May-18	15-May-19	2.65%	2,000,000	3.38%	
NAB	A1+	AA-	06-Jun-18	19-Jun-19	2.75%	1,500,000	2.54%	
NAB	A1+	AA-	22-Jun-18	26-Jun-19	2.80%	1,000,000	1.69%	
NAB	A1+	AA-	27-Jun-18	26-Jun-19	2.80%	1,000,000	1.69%	
NAB	A1+	AA-	13-Dec-18	17-Jul-19	2.72%	3,000,000	5.08%	
NAB	A1+	AA-	13-Dec-18	10-Sep-19	2.73%	3,000,000	5.08%	
NAB	A1+	AA-	21-Dec-18	18-Dec-19	2.80%	2,000,000	3.38%	
NAB	A1+	AA-	09-Oct-18	09-Oct-19	2.74%	1,500,000	2.54%	
NAB	A1+	AA-	19-Oct-18	16-Oct-19	2.75%	1,000,000	1.69%	
NAB	A1+	AA-	24-Oct-18	30-Oct-19	2.75%	1,000,000	1.69%	
NAB	A1+	AA-	08-Nov-18	06-Nov-19	2.73%	1,500,000	2.54%	
NAB	A1+	AA-	21-Nov-18	20-Nov-19	2.75%	1,500,000	2.54%	
NAB	A1+	AA-	16-Jan-19	15-Jan-20	2.75%	2,500,000	4.23%	
NAB	A1+	AA-	07-Feb-19	07-Feb-20	2.75%	1,000,000	1.69%	
Westpac	A1+	AA-	02-Mar-18	06-Mar-19	2.60%	1,000,000	1.69%	
Westpac	A1+	AA-	04-Apr-18	04-Apr-19	2.75%	1,500,000	2.54%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.69%	
Westpac	A1+	AA-	31-May-18	05-Jun-19	2.75%	1,000,000	1.69%	
Westpac	A1+	AA-	07-Feb-19	07-Feb-20	2.68%	1,000,000	1.69%	
Westpac	A1+	AA-	22-Feb-19	20-Feb-20	2.62%	1,000,000	1.69%	
Westpac	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.85%	
Westpac	A1+	AA-	18-Apr-18	17-Apr-20	2.93%	500,000	0.85%	
Total Term Investments								52,000,000
TOTAL INVESTMENT AS AT 28 February 2019								59,087,187

*Tcorp is wholly owned by the NSW State Government

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	7,087,187	1.84%	Reserve Bank Cash Reference Rate	1.50%	0.34%
Term Deposit	52,000,000	2.74%	UBS 90 Day Bank Bill Rate	1.89%	0.85%
Total	59,087,187	2.63%			

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 26 March 2019

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions –S7.11 and S7.12	12,400,991
External Restrictions - Other	11,635,572
Restriction Type	Amount \$
Internal Restrictions	17,531,048
Unrestricted	17,519,576
Total	59,087,187

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 7.11 and Section 7.12 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

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.

Detailed History, including previous Council decisions

Council considered and adopted Council's Investment Policy on 26 June 2018.

Policy considerations

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.

Investment Certification

I, Emma Galea (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.

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 26 March 2019

Our Leadership

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

1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.

1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.

Discussion

During the reporting period, the investment portfolio increased by \$3 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

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.

As at 28 February 2019, 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.

Financial Implications

The matters raised in this report have direct financial implications. The income applicable is provided for in the 2018/2019 Adopted Operational Plan.

Fit For The Future Strategy Considerations

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

Conclusion

Council has investments totalling \$59.09 million as at 28 February 2019, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

That the Monthly Investments Report for February 2019 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 26 March 2019

ordinary

section 4

reports
of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 26 March 2019

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

SECTION 4 – Reports of Committees

Item: 050 **ROC - Floodplain Risk Management Advisory Committee - 14 February 2019 - (86589, 124414)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Floodplain Risk Management Advisory Committee, held on 14 February 2019.

RECOMMENDATION SUMMARY:

Item 2, contained within the attached Minutes of the Floodplain Risk Management Advisory Committee has policy or financial implications to Council, and as such requires specific consideration by Council.

A matter raised in General Business in relation to the Richmond Bridge Duplication has already been actioned by Council in accordance with the minutes of the Committee.

All other items raised in the Minutes of the Floodplain Risk Management Advisory Committee have no policy or financial implications for Council and are presented for information only.

REPORT:

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following items are of particular note to Council:

Item: 2 FRMAC – General Business – Office of Environment & Heritage Floodplain Management Grants Program 2019-2020

The Office of Environment & Heritage is currently seeking applications under the Floodplain Management Grants Program. The application period closes on 20 March 2019.

In summary, the program focuses on the following projects:

Stage 1
Flood study (including data collection).

Stage 2
Prepare or review floodplain risk management study and plan.

Stage 3
Investigation, design and/or feasibility study (where required) for works identified in a floodplain risk management plan; this stage must be undertaken for any works projects that are likely to exceed a total project cost of \$500,000.

Stage 4
Implementing actions identified in a floodplain risk management plan, including but not limited to:

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

1. *structural works such as levees, detention basins, flood gates and flow conveyance improvements (if these are extensive works requiring a high level of funding, they should be broken into stages)*
2. *flood warning systems*
3. *evacuation management*
4. *upgrades of flood assets that have reached the end of their design life*
5. *voluntary house raising (further information on the eligibility criteria and implementation of voluntary house raising projects is available in the Floodplain Management Program Guidelines for voluntary house raising schemes)*
6. *voluntary purchase (further information on the eligibility criteria and implementation of voluntary purchase projects is available in the Floodplain Management Program Guidelines for voluntary purchase schemes).*

Grant Program Objectives

The Floodplain Management Program objectives are to provide financial support to councils and eligible public land managers to:

- reduce the impacts of existing flooding and flood liability on communities and to reduce private and public losses resulting from floods
- make informed decisions on managing flood risk by preparing floodplain risk management plans (and associated background studies) under the floodplain risk management process
- implement floodplain risk management plans to reduce flood risk to both existing and future development, and reduce losses through a range of property, flood and response modification measures as outlined in the Floodplain Development Manual
- provide essential information to the State Emergency Service to enable the effective preparation and implementation of local flood plans to deal with flood emergency response.

Funding Priorities

Generally, the highest priority will be given to the following projects:

- Flood studies or floodplain risk management studies and plans (or reviews), with the highest priority given to those in areas with significant development pressures or where existing communities are exposed to flood risk but where this risk is not fully understood.
- The next stage of a mitigation work that is integral to a stage in progress; for example, the next stage of a levee project or works to offset the impacts from a levee project being constructed.
- Mitigation works that are identified as a high priority in Floodplain Risk Management Studies and Plans adopted by Council.

Assessment Criteria

Essential Criteria

All applicants must be able to demonstrate:

- the project meets the objectives of the Floodplain Management Program
- capacity to deliver the project, past grants management history, available resources and financial commitment, proposed timeframe, and whether the project is realistic based on completion of prerequisite consultant briefs, preconstruction work or approvals

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- commitment to maintain any works in a condition suitable to meet its design intent for the design life
- the floodplain risk management process outlined in the Floodplain Development Manual (2005) has been followed. Projects must meet all four essential criteria to be eligible for funding.

Other Criteria Applications Will Be Assessed On:

- the extent to which the project is cost-effective in addressing one or more of the Program's priorities
- the technical feasibility, effectiveness and efficiency of risk mitigation solutions
- the level of regional significance, including the immediacy of any threats
- the level of community support
- for works, the outcomes of ranking based on the scoring system endorsed by the Floodplain Management Association (see New Works Ranking Form and 'Instructions on completing the application form' following for more details)
- the priority of the project with regard to the relevant adopted floodplain risk management plan (if applicable) Floodplain Management Programs - Guidelines for Applicants 2019-20
- the current risk to people and/or property from flooding in this area and how effectively the application addresses these risks.

This program provides funding for eligible projects on a \$2 to \$1 ratio, i.e., \$2 NSW Government funding for every \$1 provided by Council.

The report suggested to the Floodplain Risk Management Advisory Committee that Council could concentrate on preparing submissions for grant funding for:

1. Flood Risk Management Plans for MacDonald River, Colo River and Webbs Creek Areas
2. Overland Flooding in Urban Areas

It was also requested that the Floodplain Risk Management Advisory Committee give consideration to any projects that they would like to put forward.

It was noted during discussions that funding would be \$2 NSW Government funding for every \$1 provided by Council. Funding has been allocated in the 2018/2019 Adopted Operational Plan should Council be successful in securing the grant funding.

Following discussions and consideration of the matter, the Committee resolved as follows:

That the Floodplain Risk Management Advisory Committee recommends that:

1. *The Floodplain Risk Management Advisory Committee support and endorse the following priority projects for proposed grant applications to the Office of Environment & Heritage Floodplain Management Grants Program 2019-2020*
 - (a) *Flood Risk Management Plans for MacDonald River, Colo River and Webbs Creek Areas.*
 - (b) *Overland Flooding in Urban Areas.*

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- (c) *Amendment to the Hawkesbury Floodplain Risk Management Plan 2012, pending release of the Hawkesbury-Nepean Regional Flood Study.*

FRMAC – General Business – Richmond Bridge Duplication Project

It was highlighted that members of Council's Floodplain Risk Management Advisory Committee had recently met with Roads and Maritime Services representatives to discuss the Richmond Bridge Duplication Project.

Concerns that arose included:

- There is a need for a bypass of Richmond and North Richmond.
- The Bridge should be located in a different location from the existing North Richmond Bridge.
- The Committee does not want a series of unrealistic options that cannot be funded.

Following discussions and consideration of the matter, the Committee resolved as follows:

- (a) *Hawkesbury City Council write to the Treasurer, the Member for Hawkesbury and the Member for Macquarie on the increasing need for a bypass of Richmond and North Richmond rather than a duplication of the Richmond Bridge.*
- (b) *Further, that the bypass should be based on:*
- *Hawkesbury City Council traffic data.*
 - *A detailed strategic plan of the Hawkesbury basin.*
 - *Flood evacuation capability.*

It was noted at the meeting that given the minutes of this meeting would not be presented to the next Ordinary Meeting of Council, that Councillors in attendance at the meeting would submit a group Notice of Motion that was reflective of the resolution of the Committee.

At Council's Ordinary Meeting of 26 February 2019, following consideration of a Notice of Motion in this regard, Council resolved as follows:

"That Council:

1. *Support a bypass of Richmond and North Richmond, as the duplication of the Richmond Bridge in its current location is not a bypass.*
2. *Convey this position to the RMS currently conducting the Early Consultation on Richmond Bridge Duplication Project. Additionally express our wish that the bypass investigations be based on:*
 - (a) *Hawkesbury City Council traffic data studies,*
 - (b) *A detailed strategic transport plan of the Hawkesbury basin,*
 - (c) *Flood evacuation capacity and interaction with existing flood evacuation routes,*
 - (d) *Consideration of heritage value.*

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

3. *Nominate a delegation to attend a meeting with the Minister for Roads, Maritime and Freight - The Hon. Melinda Pavey MP, the Shadow Minister for Roads, Maritime and Freight - Ms Jodi McKay, MP and the appropriate RMS Officers to convey this position."*

As such, no further consideration of the subject matter is required by Council stemming from the Minutes of the Floodplain Risk Management Advisory Committee Meeting on 14 February 2019.

RECOMMENDATION:

That:

1. The Minutes of the Floodplain Risk Management Advisory Committee Meeting held on 14 February 2019 be received and noted.
2. In relation to Item 2 of the Minutes, Council endorse the recommendation of the Floodplain Risk Management Advisory Committee, namely that Council:

"Endorse the following priority projects for proposed grant applications to the Office of Environment & Heritage Floodplain Management Grants Program 2019-2020:
 - a) *Flood Risk Management Plans for MacDonald River, Colo River and Webbs Creek Areas.*
 - b) *Overland Flooding in Urban Areas.*
 - c) *Amendment to the Hawkesbury Floodplain Risk Management Plan 2012, pending release of the Hawkesbury-Nepean Regional Flood Study."*
3. In relation to the matter raised in General Business (Richmond Bridge Duplication Project) the Floodplain Risk Management Advisory Committee be advised of the resolution of Council at its Ordinary Meeting on 26 February 2019 following consideration of a Notice of Motion on the subject matter.

ATTACHMENTS:

AT - 1 Minutes – Floodplain Risk Management Advisory Committee – 14 February 2019

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT - 1 Minutes – Floodplain Risk Management Advisory Committee – 14 February 2019

Minutes of the Meeting of the Floodplain Risk Management Advisory Committee held in Council Committee Rooms, Windsor, on 14 February 2019, commencing at 4:02pm.

ATTENDANCE:

Present: Councillor Mary Lyons-Buckett, Chairperson
Councillor Paul Rasmussen, Deputy Chairperson
Councillor Amanda Kotlash, Hawkesbury City Council
Councillor Danielle Wheeler, Hawkesbury City Council
Ms Carol Edds, Community Representative
Mr Kevin Jones, SES (arrived 4.35pm)
Ms Margaret Mackisack, Community Representative
Mr Maurice Smith, Community Representative (left 5.39pm)
Mr Harry Terry, Community Representative
Mr Kim Ford, Community Representative
Mr Sadeq Zaman, Office of Environment and Heritage
Mr Adam Foda, Office of Dominic Perrottet MP

Apologies: Councillor Peter Reynolds, Hawkesbury City Council

In Attendance: Ms Sue Ribbons iNSW
Mr Andrew Kearns, Hawkesbury City Council
Mr Grant Davies Hawkesbury City Council

WELCOME

The Chairperson welcomed Members and the new Council Committee Officer to the meeting.

DECLARATIONS OF INTEREST

There were no declarations of interest at this meeting.

CONFIRMATION OF MINUTES

Resolved on the motion of Councillor Rasmussen and seconded by Ms Mackisack that the Minutes of the Floodplain Risk Management Advisory Committee held on 6 December 2018 be confirmed.

SECTION 3 - Reports for Determination

ITEM: 1 **FRMAC - Declarations of Interest - (86589, 124414)**

Division: City Planning

OFFICER RECOMMENDATION:

That:

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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

COMMITTEE RECOMMENDATION:

Resolved on the motion of Councillor Rasmussen and seconded by Councillor Kotlash that:

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

CHANGE TO STANDING ORDERS

SECTION 5 - GENERAL BUSINESS

Update from Infrastructure NSW on the Hawkesbury-Nepean Flood Strategy - Presentation by Sue Ribbons Specialist Technical Manager, Hawkesbury - Nepean Valley Flood Risk Management Directorate brought forward from General Business

Highlighted that a draft report on the Hawkesbury Nepean Flood Strategy was circulated to all relevant Council officers in September and comments were subsequently received and incorporated into the final draft report which will be released in the next few weeks. The Strategy will be forwarded to a number of organisations including the Insurance Council of NSW, relevant Councils and the SES, but not released to the public at this stage.

The Committee was addressed in relation to flood hazards and, in particular, the vulnerability of the community and infrastructure when interacting with flood waters. Information was distributed to Members on this issue and is appended to these Minutes as Attachment 1.

The depth and velocity of waters was demonstrated on mapping for a 1 in 5, 1 in 20, 1 in 100, 1 in 500 and 1 in 2000 flood for the area.

Infrastructure NSW is also working on a public facing map similar to that which was presented, but will be more user friendly.

Modeling had also been calculated on how long it takes for flood waters to drain in the Hawkesbury Nepean Valley was displayed for the Committee.

A number of questions/statements were raised by Committee Members and it was noted that:

- The problem in Houston emanated from 2 lows approaching each other. This could be experienced in the Hawkesbury-Nepean and could cause problems as double peak floods are hard to manage.
- Research is also being undertaken by the CSIRO and Grantley Smith on flood hazard mapping.
- The Hazard Vulnerability Classification appeared to be a liability as the H1 Classification indicates that it is generally safe for vehicles to drive in 300mm of water which may not be the case. The key message is not to drive through flood waters.
- The main objectives of the flood hazard mapping will be to show a measure of risk to life, address structural issues and assist in developing flood related controls.
- The mapping will not be used for bridges but it was noted that the SES propose that motorists do not drive through flood waters at any depth.
- Low points on evacuation routes have been identified previously and are being modelled by the Roads and Maritime Services. A business case is being prepared for works to raise these points.
- The Hawkesbury-Nepean Flood Strategy is funded to June 2020 and includes flood mapping and an EIS for the raising of Warragamba Dam together with a masterplan to upgrade roads and land use masterplan.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

Ms Ribbons was thanked for the informative presentation.

Kevin Jones from the SES arrived at the meeting at 4.35pm during consideration of this matter.

ITEM: 2 FRMAC - Office of Environment and Heritage Floodplain Management Grants Program 2019-2020 - (86589, 124414)

Previous Item: 1, FRMAC (15 February 2018)
 5, FRMAC (31 August 2017)
 4, FRMAC (20 April 2017)
 5, FRMAC (16 February 2017)
 2, FRMAC (18 February 2016)

Division: City Planning

OFFICER RECOMMENDATION:

That the Floodplain Risk Management Advisory Committee support and endorse the recommended priority projects for proposed grant applications to the Office of Environment and Heritage Floodplain Management Grants Program 2019-2020.

DISCUSSION:

A copy of the report on this matter had been distributed with the agenda, and Members were asked to give consideration to any projects that they wish to put forward.

It was noted that funding would be \$2 NSW Government funding for every \$1 provided by Council. This funding will need to be budgeted should Council be successful.

Potential funding applications were outlined as follows:

1. Flood Risk Management Plans for MacDonald River, Colo River and Webbs Creek Areas - estimated cost \$210,000 (\$70,000 from Council).
2. Overland Flooding in Urban Areas - estimated cost \$100,000 (\$33,000 from Council)

It was suggested that the Committee may like to consider an additional project being a possible amendment to the Hawkesbury Floodplain Risk Management Plan pending release of the Hawkesbury - Nepean Regional Flood Study at an estimated additional total cost of \$50,000.

COMMITTEE RECOMMENDATION:

MOTION

RESOLVED on the motion of Councillor Rasmussen, seconded by Mr Smith

- (a) That the Floodplain Risk Management Advisory Committee support and endorse the following priority projects for proposed grant applications to the Office of Environment and Heritage Floodplain Management Grants Program 2019-2020:
1. Flood Risk Management Plans for MacDonald River, Colo River and Webbs Creek Areas.
 2. Overland Flooding in Urban Areas.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

3. Amendment to the Hawkesbury Floodplain Risk Management Plan 2012, pending release of the Hawkesbury - Nepean Regional Flood Study.
- (b) Further, that an email be forwarded to Members advising of the success or otherwise of Council's application.

Section 5 - General Business

Update on the Implementation of Item 4 - Town Planning of the Hawkesbury Floodplain Risk Management Plan 2012

An update was provided on this issue during discussions on Item 2 - Office of Environment and Heritage Floodplain Management Grants Program 2019 - 2020.

Copies of reports on this issue had been distributed with the agenda.

In addition, a flow diagram was distributed indicating the steps required to implement planning controls for flooding subject to the release of the Hawkesbury - Nepean Regional Flood Study. The diagram outlined the framework required to amend Council policy.

Floodplain Management Australia - NSW/ACT Chapter Meeting in Sydney

It was highlighted that Floodplain Management Australia - NSW/ACT Chapter Meeting will be held on Thursday, 21 February 2019 and Council staff will be in attendance.

A briefing will be provided to the Committee on the outcomes and learnings of the Chapter Meeting including the presentation on ***Developing a Public Website for Local Government Flood Data in NSW.***

Richmond Bridge Duplication Project

It was highlighted that members of Council's Floodplain Risk Management Advisory Committee had recently met with Roads and Maritime Services representatives to discuss the Richmond Bridge Duplication Project.

Concerns that arose included:

- There is a need for a bypass of Richmond and North Richmond.
- The Bridge should be located in a different location from the existing North Richmond Bridge.
- The Committee does not want a series of unrealistic options that cannot be funded.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Terry, seconded by Ms Mackisack that the Floodplain Risk management Advisory Committee recommends that:

- (a) Hawkesbury City Council write to the Treasurer, the Member for Hawkesbury and the Member for Macquarie on the increasing need for a bypass of Richmond and North Richmond rather than a duplication of the Richmond Bridge.
- (b) Further, that the bypass should be based on:
 - Hawkesbury City Council traffic data.
 - A detailed strategic plan of the Hawkesbury basin.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- Flood evacuation capability.

It was noted at meeting that given the minutes of this meeting would not be presented to the next Ordinary Meeting of Council, that Councillors in attendance at the meeting would submit a group notice of motion that was reflective of the resolution of the Committee.

Mr Smith left the meeting at 5.39pm during consideration of this matter.

Warragamba Dam

Reference was made to the conflicting messages being received from the Department of Planning and Environment and Water NSW in relation to the proposed raising of the dam wall and whether this was to provide a water supply for Western Sydney.

It was requested that some clarity be obtained in relation to this issue from relevant state agencies.

Townsville Floods

Recent flooding in Townsville was noted and it was considered that Council may be able to learn from the experience of effected Councils or from the Queensland SES.

It was requested that this matter be considered at future meetings.

Disaster and Emergency Dashboard for "At Risk" Council areas

An update was requested on Council's consideration of the preparation of an Emergency Dashboard.

It was noted that the minutes covering this matter will be considered at the next Ordinary Meeting of Council (26 February 2019).

The meeting terminated at 5.45pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

Item: 051 **ROC - Hawkesbury Access and Inclusion Advisory Committee - 28 February 2019 - (124569, 96328)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Hawkesbury Access and Inclusion Advisory Committee, held on 28 February 2019.

RECOMMENDATION SUMMARY:

Item 1 contained within the attached minutes of the Hawkesbury Access and Inclusion Advisory Committee has policy or financial implications to Council, and as such require special consideration by Council.

In relation to Item 2 and General Business, as they have no policy or financial implications for Council, they are presented for information only.

REPORT:

Discussion

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following item is of particular note to Council:

Item: 1 Presentation - Dementia Friendly Community - (124569, 96328)

The Committee received a presentation from Dementia Australia with regards to becoming a 'Dementia Friendly Community'. The Committee were advised that a working group, comprised of health professionals, dementia-specific services, carer and representatives from the Access and Inclusion Advisory Committee would like to assist in the development of an action plan for dementia-friendly community. The Committee were advised that there is training available through Dementia Australia to train community members (including clubs, men's sheds, business groups) and Council staff to develop their understanding of dementia and how to be inclusive in the provision of services and operation of facilities.

Following consideration, the Committee resolved:

"That the Committee:

- 1. Adopt the Dementia Working Group as an official sub-committee of Hawkesbury Access and Inclusion Advisory Committee.*
- 2. Request the sub-committee develop an action plan for a dementia-friendly community for the consideration of the Committee.*

Following consideration, the Committee further resolved:

"That the Committee:

- 1. Ask the sub-committee to work with Dementia Australia to support the rollout of dementia awareness training to community groups*

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

2. *Requests that Council give consideration to including dementia awareness training in its training schedule for identified key-staff."*

Council officers are now investigating the cost associated with providing dementia awareness training for key Council staff. A report will be prepared for the consideration of Council to provide detail of the financial implications.

RECOMMENDATION:

That:

1. The Minutes of the Hawkesbury Access and Inclusion Advisory Committee Meeting held on 6 December 2018 be received and noted.
2. In relation to Item 2 of the Minutes, Council endorse the recommendation of the Hawkesbury Access and Inclusion Advisory Committee, namely;

"That Council:

- a) Adopt the Dementia Working Group as an official sub-committee of Hawkesbury Access and Inclusion Advisory Committee.*
- b) Request the sub-committee develop an action plan for a dementia-friendly community for the consideration of the Committee.*
- c) Ask the sub-committee to work with Dementia Australia to support the rollout of dementia awareness training to community groups*
- d) Requests that Council give consideration to including dementia awareness training in its training schedule for identified key-staff."*

ATTACHMENTS:

AT - 1 Minutes - Hawkesbury Access and Inclusion Advisory Committee – 28 February 2019.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT - 1 Minutes - Hawkesbury Access and Inclusion Advisory Committee – 28 February 2019.

Minutes of the Meeting of the Hawkesbury Access and Inclusion Advisory Committee held in the Meeting Room, Peppercorn Place, 320 George Street, Windsor, on 28 February 2019, commencing at 4.00pm.

ATTENDANCE:

Present: Councillor Barry Calvert, (Chair) Hawkesbury City Council
Mr David Gearin, (Deputy Chair) Community Representative
Ms Terri Mottram, Community Representative
Ms Jennifer Moses, Community Representative

Apologies: Ms Jessica Brunskill, Community Representative
Mr Desmond Crane, Community Representative
Mr Joseph Litwin, Hawkesbury City Council

In Attendance: Ms Meagan Ang, Hawkesbury City Council
Ms Holly Miller, Dementia Australia
Ms Amanda Carroll, Council Committee Officer, Hawkesbury City Council

RESOLVED on the motion of Ms Mottram and seconded by Mr Gearin that the apologies be accepted.

Attendance Register of Hawkesbury Access and Inclusion Advisory Committee

Member	28/02/2019	18/04/2019	27/06/2019	22/08/2019	24/10/2019	28/11/2019
Councillor Barry Calvert	✓					
Councillor John Ross	X					
Ms Jessica Brunskill	X					
Mr Desmond Crane	A					
Mr David Gearin	✓					
Ms Jennifer Moses	✓					
Mr Terri Mottram	✓					

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

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Mottram and seconded by Mr Gearin that the Minutes of the Hawkesbury Access and Inclusion Advisory Committee held on the 22 November 2018, be confirmed.

SECTION 2 - Presentations to the Committee

Presentation: Dementia Friendly Communities

Presenter: Ms Holly Miller, Dementia Australia

Ms Ang welcomed Ms Miller from Dementia Australia to the meeting.

Ms Miller had been invited to attend the meeting following a request from this Committee to seek further advice on the work being conducted by Dementia Australia in developing a Dementia Friendly Plan for the Hawkesbury.

The presentation provided information on various matter including the following:

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- A dementia-friendly community is a place where people living with dementia are supported to live a high quality of life with meaning, purpose and value.
- Dementia Australia has developed resources to assist all Australians to get a better understanding of what they can do to contribute to a dementia-friendly nation.
- There are 10 key principles that define appropriate physical environment for the care of people with dementia.
- The Dementia Australia website provides information on:
 - How to develop a draft Action Plan for communities. Information on the website provides guidance on submitting a draft action plan such as, background information, scope, Methodology, a policy framework, demographics and projections.
 - The website encourages community members to become a dementia friend to support people living with dementia and carers.
 - The presentation can be run at local events for interested forums.
 - Dementia Australia will provide strategic oversight of the Dementia Friendly Communities initiative.
- The committee was updated on the Working group that has been endorsed by this committee. The Working Group includes members of this committee and other community members including local general practitioners. The focus of the Working Group is to meet all the needs of people living with dementia and their carers.

Councillor Calvert thanked Ms Miller for attending the meeting. Ms Miller left the meeting at 5:20 pm.

Refer COMMITTEE RECOMMENDATIONS

Moved on the motion of Ms Moses and seconded by Ms Mottram

That the Hawkesbury Access and Inclusion Advisory Committee:

- Adopt the Dementia Working Group as an official group of the HAIAC.
- Request the Working Group to develop an action plan for a dementia friendly community for this committee consideration.

Moved on the motion of Mr Gearin and seconded by Ms Moses

That the Committee:

1. Ask the Working Group to work with Dementia Australia to support the rollout of Dementia Awareness training to community groups.
2. Requests that Council give consideration to including Dementia Friendly training in its training schedule for identified key staff.

SECTION 3 - Reports for Determination

Item:1 Expressions of Interest Received for membership on Access and Inclusion Advisory Committee - (124569, 96328)

Division: Support Services

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

DISCUSSION:

- An update on the Expression of Interest application for membership on Access and Inclusion Advisory Committee was provided to the committee.
- There are four vacant positions on the committee. Two applications for position on the committee were received by the closing date.
- Councillor Calvert declared a less than significant non-pecuniary conflict of interest in this matter as he has knowledge of one of the Applicants, Mr Malcolm Wilbow. and no further action is required.
- It will be necessary to re-advertise the EOI for the further two positions.
- In accordance with the Constitution of the HAIAC Committee it is noted that The Advisory Committee shall have the power to fill casual vacancies at its discretion.

RECOMMENDATION SUMMARY:

The report recommends the Committee assess the two applications received for membership to the Access and Inclusion Advisory Committee to determine eligibility and report the outcome of this assessment to Council.

OFFICER RECOMMENDATION:

That:

1. The information is received
2. The Committee review the applications received for Committee membership to determine eligibility and suitability of applicants and report the outcome to Council

COMMITTEE RECOMMENDATION:

Resolved on the motion of Ms Mottram and seconded by Mr Gearin

That:

1. The information is received and noted.
2. The Committee acknowledges that both applicants are eligible and recommends to Council that both Ms Carpenter and Mr Wilbow be appointed to the Committee.

SECTION 4 - General Business

1. Community Directory

It was noted that further review of the Community Directory is required. Further consultation will be scheduled between Council Officers and Committee Chairperson to discuss further requirements.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

2. Hawkesbury Indoor Stadium

Committee members raised the issue of the number and type of accessible activities being conducted at the Indoor Stadium. Suggestion such as carpet bowls or similar could be included in the activities available.

It was acknowledged that access remains an issue. The stadium does not have bathroom facilities downstairs.

Discussion ensued about the possibility of seeking financial assistance to develop the Stadium to enhance accessibility. Other organisations such as Rotary could possibly be approached for financial assistance. Further financial assistance could be sought through grant assistance.

It was noted that the current design of the indoor pool does not adequately provide accessibility for wheelchair access.

Moved on the motion of Mr Gearin and seconded by Ms Mottram

Motion:

That:

- This committee ask Council to commence discussions with YMCA to increase sporting opportunities at the Hawkesbury Indoor Sports Stadium.
- Council officer pursue other Grant Opportunities for the purchase of a fixed indoor pool hoist at Hawkesbury Oasis.

The meeting terminated at 5:55pm

Submitted to and confirmed at the meeting of the Hawkesbury Access and Inclusion Advisory Committee held on 18 April 2019.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

Item: 052 **ROC - Local Traffic Committee - 11 March 2019**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 11 March 2019. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

RECOMMENDATION SUMMARY:

The matters contained within the attached minutes of the Local Traffic Committee have no policy or financial implications to Council. The recommendations contained in the attached minutes are to be adopted by Council.

REPORT:

Discussion

The Local Traffic Committee met on 11 March 2019 and discussed the following items:

- Special Event Traffic - NSW Endurance Riders Association State Championships 2019
- Special Event Traffic - Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show 2019
- Special Event Traffic - Parramatta Cycling Club Road Cycling Races 2019
- Special Event Traffic - Polo International 2019

RECOMMENDATION:

That the minutes of the Local Traffic Committee held on 11 March 2019 be received and the recommendations therein be adopted and noted.

ATTACHMENTS:

AT - 1 Minutes - Local Traffic Committee - 11 March 2019

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT - 1 Minutes - Local Traffic Committee - 11 March 2019

Minutes of the Meeting of the Local Traffic Committee held in the Small Committee Room, Windsor, on Monday, 11 March 2019 commencing at 3pm.

ATTENDANCE

Present: Mr Christopher Amit, Hawkesbury City Council, (Chair)
Councillor Peter Reynolds, Hawkesbury City Council
Mr David Lance, Roads and Maritime Services
Mr Mohammed Irfan, Roads and Maritime Services
Senior Constable Damien Mitchell, NSW Police Force
Inspector Trevor Peterson, NSW Police Force

Apologies: Inspector Peter Jenkins, NSW Police Force
Mr Steve Grady, Busways

In Attendance: Ms Judy Wong, Hawkesbury City Council
Ms Cathy Mills, Hawkesbury City Council

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

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr David Lance that the apologies be accepted.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Mr David Lance, seconded by Mr Christopher Amit, that the minutes from the previous meeting held Monday, 11 February 2019 be confirmed.

Item 1.2 Business Arising

There was no Business Arising from the previous minutes.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - NSW Endurance Riders Association State Championships - St Albans 2019 - (Hawkesbury) - (80245, 85005)

REPORT:

Introduction:

An application has been received from the Zone 1 of the NSW Endurance Riders Association seeking approval (in traffic management terms) to conduct the NSW Endurance Riders Association State

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

Championships - St Albans 2019, in and around the St Albans, Macdonald Valley and the Wrights Creek area. The event will be held between Saturday, 08 and Monday 10, June 2019.

The event organiser has advised:

- This is a similar event to other horse riding events such as the Shahzada and St Albans training ride weekend. The previous State championships were held in 2014 around the Leets Vale, Lower Portland and Webbs Creek area.
- The event consists of a five leg 160 kilometre horse ride (State Championship) and a two leg 80 kilometre horse ride, utilising tracks used for the annual Shahzada event held in August 2018.
- The 160 kilometre ride will commence at midnight on the Saturday evening and the 80 kilometre ride will commence at 4am on the Sunday morning. The event will conclude with a presentation on the Monday morning.
- The overall event will be undertaken between 8am on Saturday 08 June and 5pm Monday 10 June 2019.
- There will be approximately 150 participants for the event.
- Spectators are not expected for the event.
- Parking of vehicles will be predominantly on private land.
- Start and end point for the event will be at Camp Wollemi, located at No. 1467 Settlers Road, St Albans.
- The 160 kilometre NSW State Championship horse endurance ride will consist of 5 legs;
 - Leg 1 = 50 kilometres,
 - Leg 2 = 37 kilometres,
 - Leg 3 = 39 kilometres,
 - Leg 4 = 18 kilometres,
 - Leg 5 = 16 kilometres.
- The 80 kilometre horse endurance ride will consist of 2 legs;
 - Leg 1 = 49 kilometres,
 - Leg 2 = 31 kilometres
- Route/Course for the Rides:

160 kilometre State Championship:

- Leg 1 = 50 kilometres: Riders will start at Camp Wollemi on Settlers Road and turn left into Settlers Road and travel along Settlers Road and left into Wrights Creek Road. Follow Wrights Creek Road to Blue Hill and along Blue Hill Track into Wrights Creek Track and then into Sullivans Arm Trail and then left into Wollombi Road. Follow Wollombi Road to the St Albans Village and left into Bulga Street and then into Settlers Road and return back to Camp Wollemi.
- Leg 2 = 37 kilometres: Riders will start at Camp Wollemi on Settlers Road and turn left into Settlers Road and travel along Settlers Road for approximately 600 metres to the Word of Life river crossing. Cross the Macdonald River and turn left into St Albans Road. Travel along St Albans Road and turn right into Boyds Track and travel along the Womerah Range Trail to the

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

turn-around point. Return and turn left into the Womerah Range Trail and into Jacks Trail and then turn left into Upper Macdonald Road. Follow Upper Macdonald Road and cross the Macdonald River at Joe's Crossing and turn right into Wollombi Road. Follow Wollombi Road to the St Albans Village and left into Bulga Street and then into Settlers Road and return back to Camp Wollemi.

- Leg 3 = 39 kilometres: Riders will start at Camp Wollemi on Settlers Road and turn left into Settlers Road and travel along Settlers Road and left into Shepherds Gully Road, up the Great Northern Road, left into the 8 Mile track, left into Wrights Creek Road, travel along Wrights Creek Road, right into Settlers Road and return back to Camp Wollemi.
- Leg 4 = 18 kilometres: Riders will start at Camp Wollemi on Settlers Road and turn right into Settlers Road and travel along Settlers Road into Bulga Street and right into Wollombi Road and up to the turn-around point at Joe's Crossing and return along Wollombi Road to the St Albans Village and left into Bulga Street and then into Settlers Road and return back to Camp Wollemi.
- Leg 5 = 16 kilometres: Riders will start at Camp Wollemi on Settlers Road and turn left into Settlers Road and travel along Settlers Road for approximately 3 kilometres to Froggleys and turn left and ride up the driveway and around and through gates on private property to the bottom of 8 Mile Track. Follow the track and turn left into Wrights Creek Road, travel along Wrights Creek Road, right into Settlers Road and return back to Camp Wollemi.

80 kilometre ride:

- Leg 1 = 49 kilometres: Riders will start at Camp Wollemi on Settlers Road and turn left into Settlers Road and travel along Settlers Road and left into Wrights Creek Road. Follow Wrights Creek Road to Blue Hill and along Blue Hill Track into Wrights Creek Track and then into Sullivans Arm Trail and then left into Wollombi Road. Follow Wollombi Road to the St Albans Village and left into Bulga Street and then into Settlers Road and return back to Camp Wollemi.
- Leg 2 = 31 kilometres: Riders will start at Camp Wollemi on Settlers Road and turn left into Settlers Road and travel along Settlers Road and left into Shepherds Gully Road, up the Great Northern Road, left into the 3 Mile Track and follow 3 Mile Track to Wrights Creek. Follow around and through gates on private property to the bottom of 8 Mile Track and turn left into Wrights Creek Road and travel along Wrights Creek Road, right into Settlers Road and return back to Camp Wollemi.
- Road Inventory

The route/course of the ride will utilise the tracks within the Parr State Recreational Area, Yengo National Park and private farmlands as well as the following public roads;

 - Bulga Street – Sealed Road
 - Settlers Road – Sealed and Unsealed Road
 - Shepherds Gully Road – Unformed Road
 - St Albans Road - Sealed Road
 - Upper Macdonald Road – Unsealed Road
 - Wollombi Road – Sealed and Unsealed Road
 - Wrights Creek Road - Unsealed Road
 - Crossing of the Macdonald River at various locations.
- The event is also traversing along the Great Northern Road, which is under the care and control of the National Parks and Wildlife Service (Office of Environment and Heritage).
- Road closures are not required.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- Warning signage shall be in place on all approaches to inform traffic of Horse and Riders ahead.
- All riders will be instructed to keep to the left hand side of the road and obey road rules.

Details of the Event Course Map for the event are contained in Attachments 1 to 9.

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 may be a low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 10 (ECM Document No: 6484292):

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 Course description and maps,
5. Copy of the correspondence to be forwarded to the Residents,
6. Copy of the application to the NSW Police Force,
7. Copies of correspondence forwarded to the NSW Ambulance Service, Fire and Rescue NSW, Rural Fire Service and SES.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council’s web site, <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 NSW Endurance Riders Association State Championships - St Albans 2019, in and around the St Albans, Macdonald Valley and Wrights Creek area, planned from Saturday 08 to Monday 10, June 2019 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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

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 for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. 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 WHS legislation and associated Codes of Practice and Australian Standards;
- 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 the relevant approval to cross the Macdonald River from the Roads and Maritime Services - RMS (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Parr State Recreational Area, Yengo National Park and the Great Northern Road; a copy of this approval to be submitted to Council;

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- 4k. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4m. 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;
- 4n. the event organiser is to obtain any necessary approvals from adjoining Councils; a copy of this approval to be submitted to Council;
- 4o. 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 wording for the advertisement to be submitted to Council (indicating the advertising medium);
- 4p. the event organiser is to directly notify relevant ferry operators, 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;
- 4q. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4r. 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:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. 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);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. 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);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. 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
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

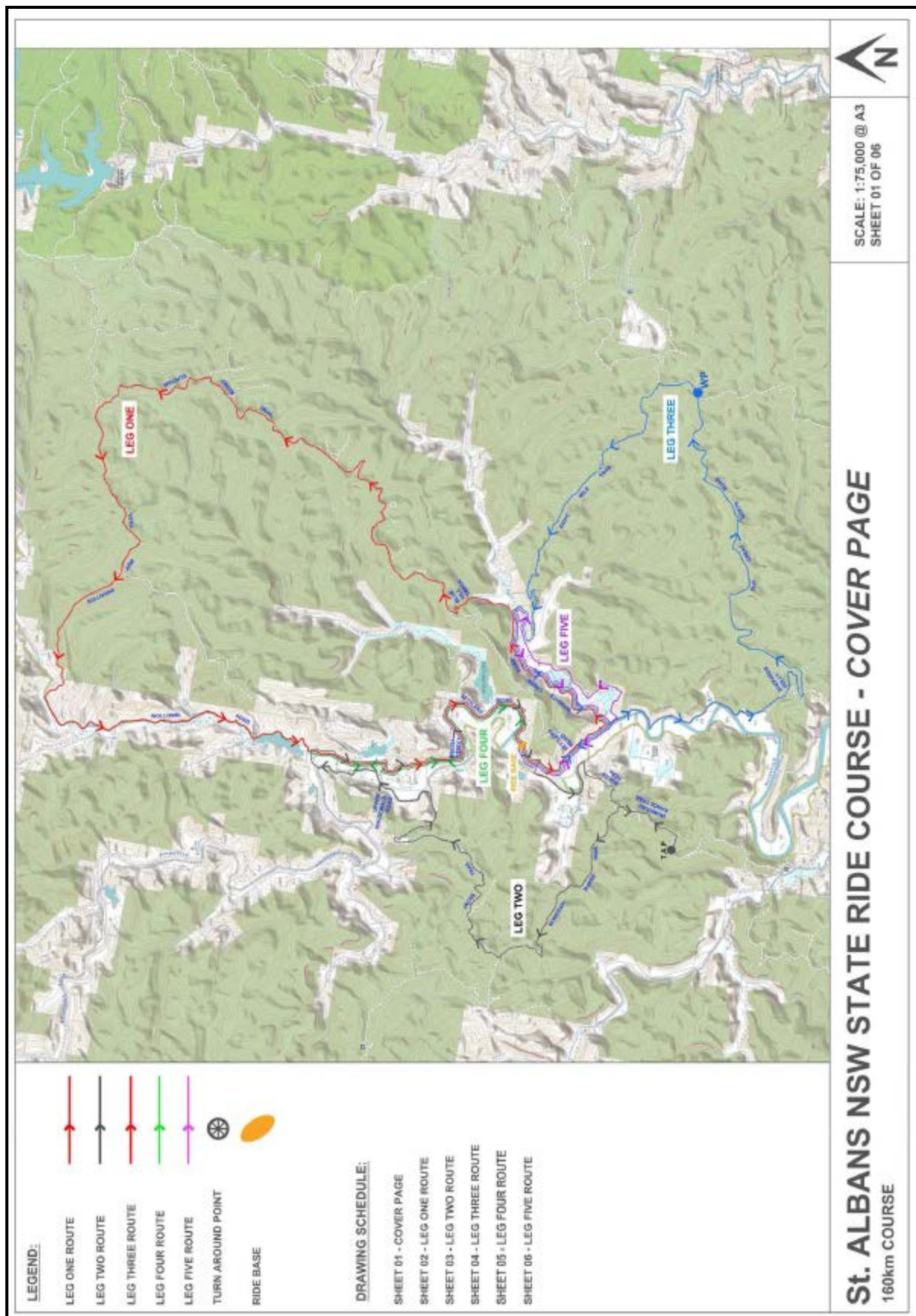
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the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

APPENDICES:

- AT – 1** Event Course Map – 160 Kilometre Endurance Ride – Cover Page.
- AT – 2** Event Course Map – 160 Kilometre Endurance Ride - Leg 1 (50 Kilometres)
- AT - 3** Event Course Map – 160 Kilometre Endurance Ride - Leg 2 (37 Kilometres)
- AT - 4** Event Course Map - 160 Kilometre Endurance Ride - Leg 3 (39 Kilometres)
- AT - 5** Event Course Map - 160 Kilometre Endurance Ride - Leg 4 (18 Kilometres)
- AT - 6** Event Course Map - 160 Kilometre Endurance Ride - Leg 5 (16 Kilometres)
- AT - 7** Event Course Map - 80 Kilometre Endurance Ride – Cover Page
- AT - 8** Event Course Map - 80 Kilometre Endurance Ride - Leg 1 (49 Kilometres)
- AT - 9** Event Course Map - 80 Kilometre Endurance Ride - Leg 2 (31 Kilometres)
- AT - 10** Special Event Application - (ECM Document No: 6484292) - (*see attached*)

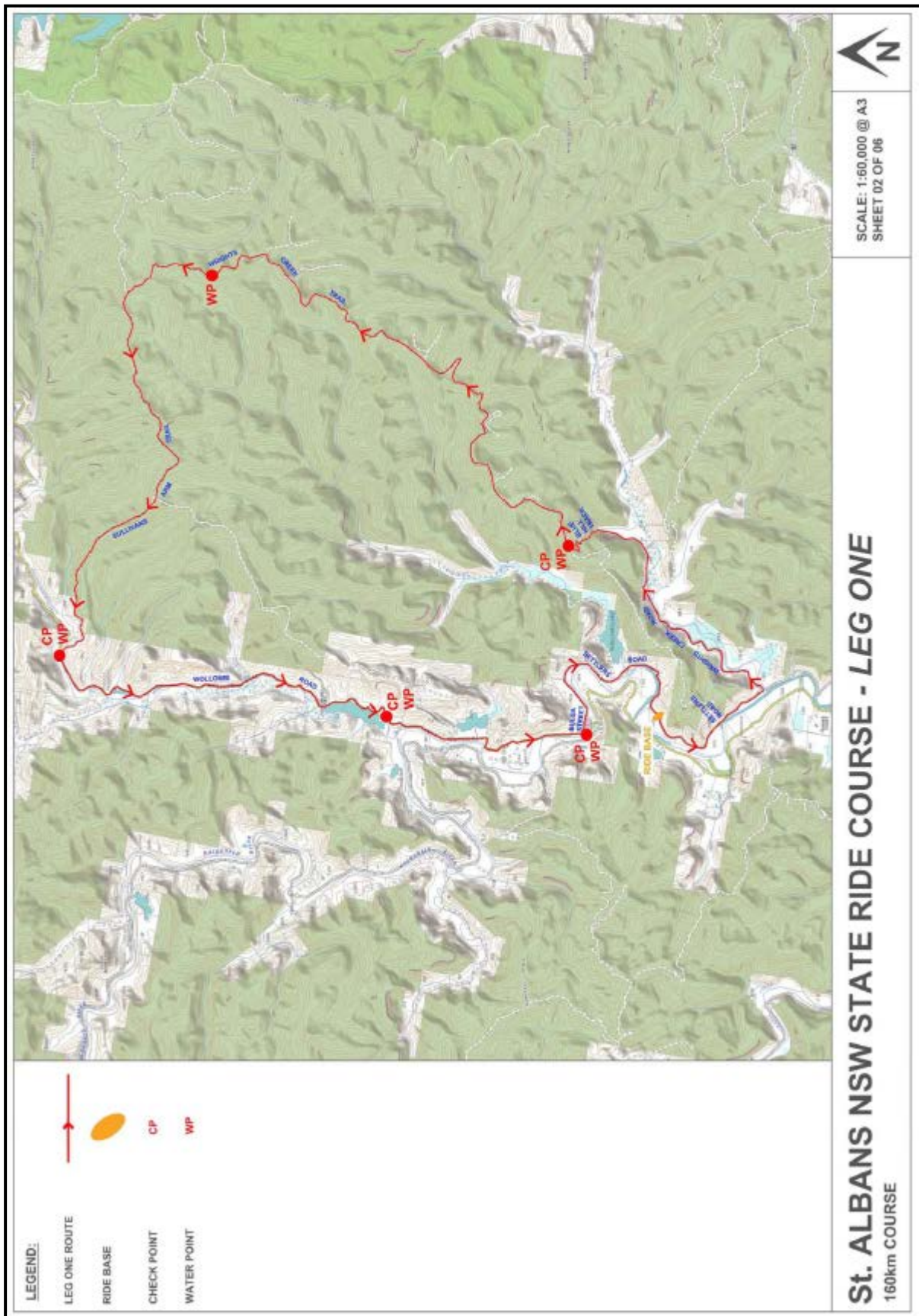
ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT – 1 Event Course Map – 160 Kilometre Endurance Ride – Cover Page



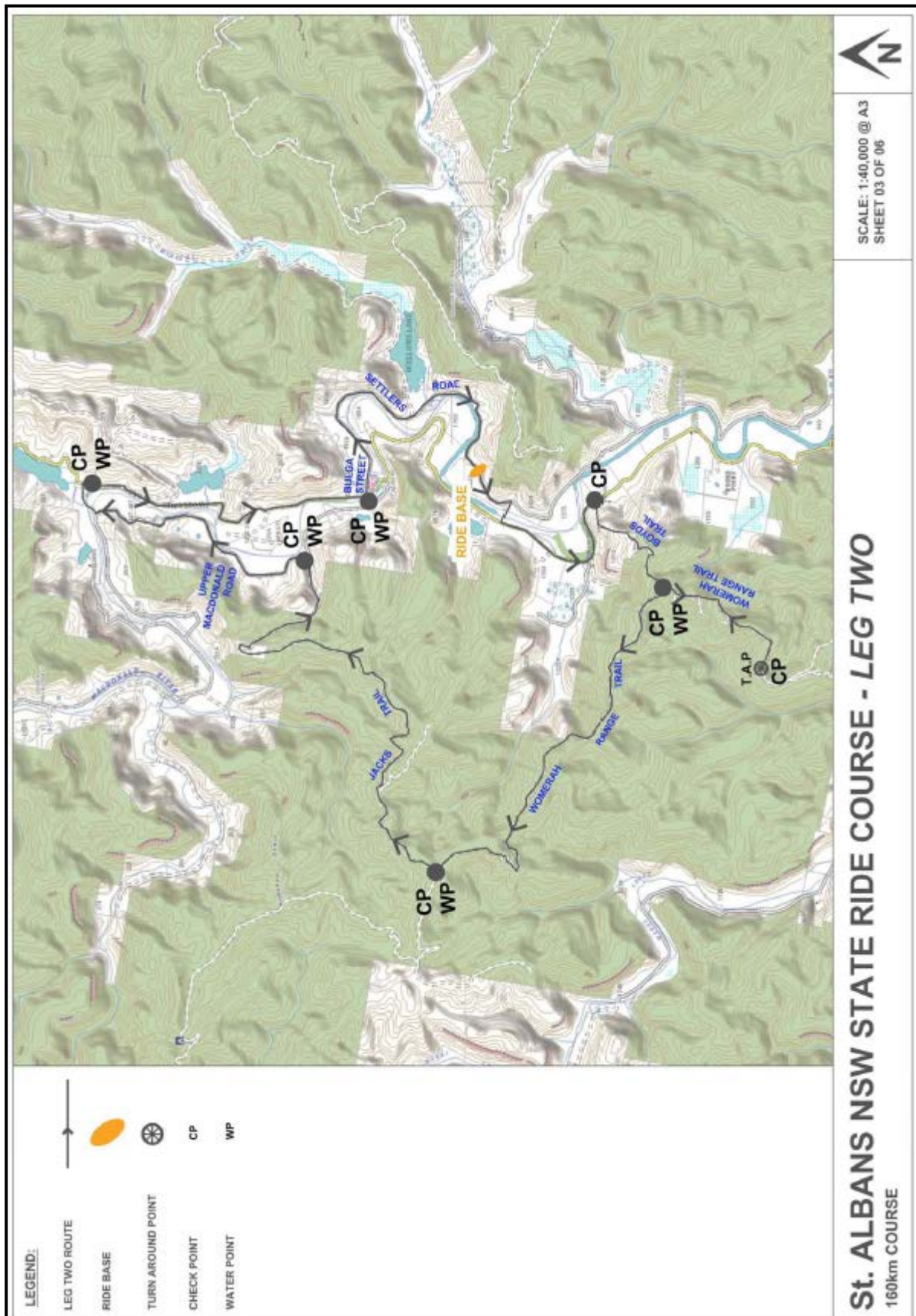
ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT – 2 Event Course Map – 160 Kilometre Endurance Ride - Leg 1 (50 Kilometres)



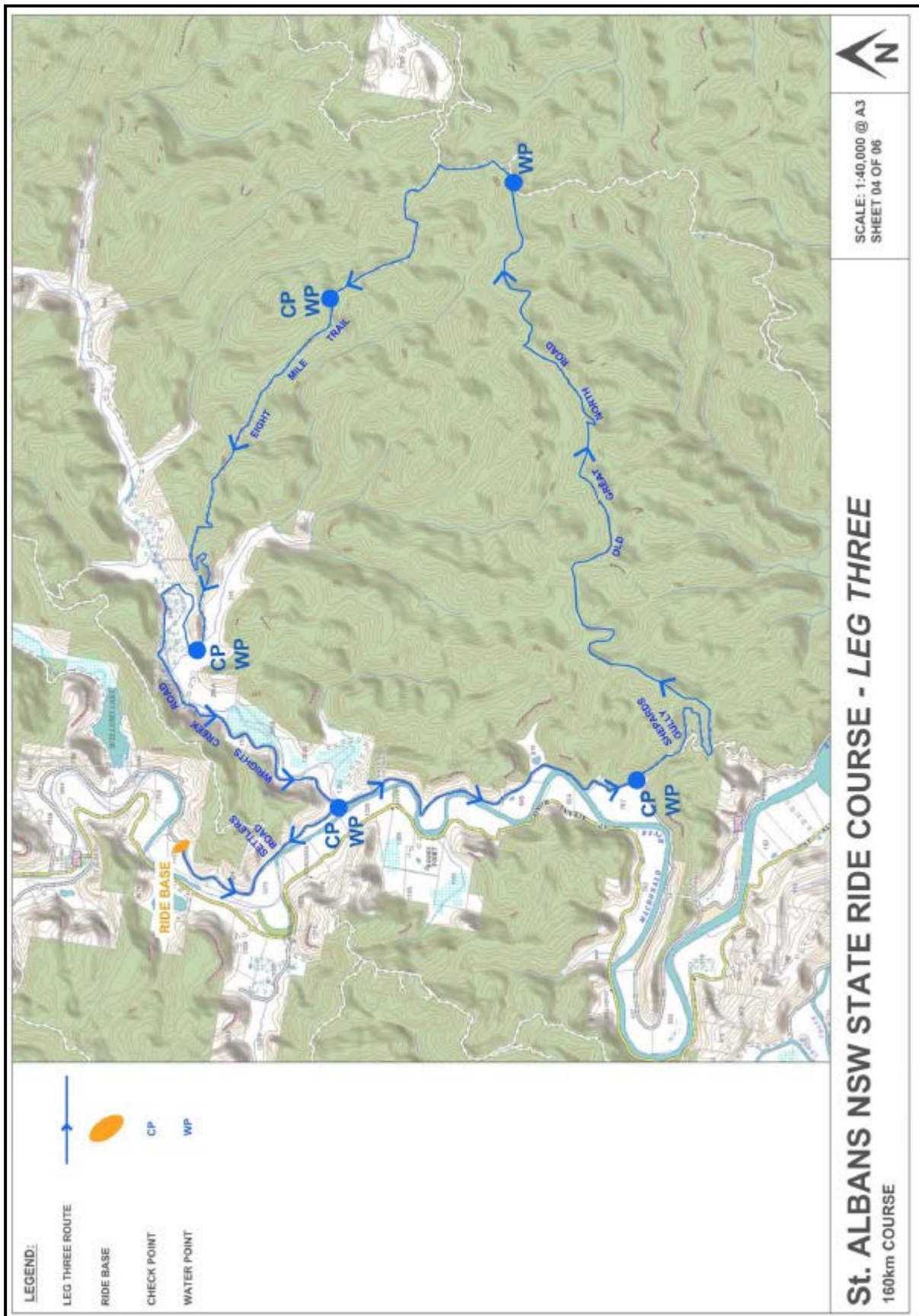
ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT – 3 Event Course Map – 160 Kilometre Endurance Ride - Leg 2 (37 Kilometres)



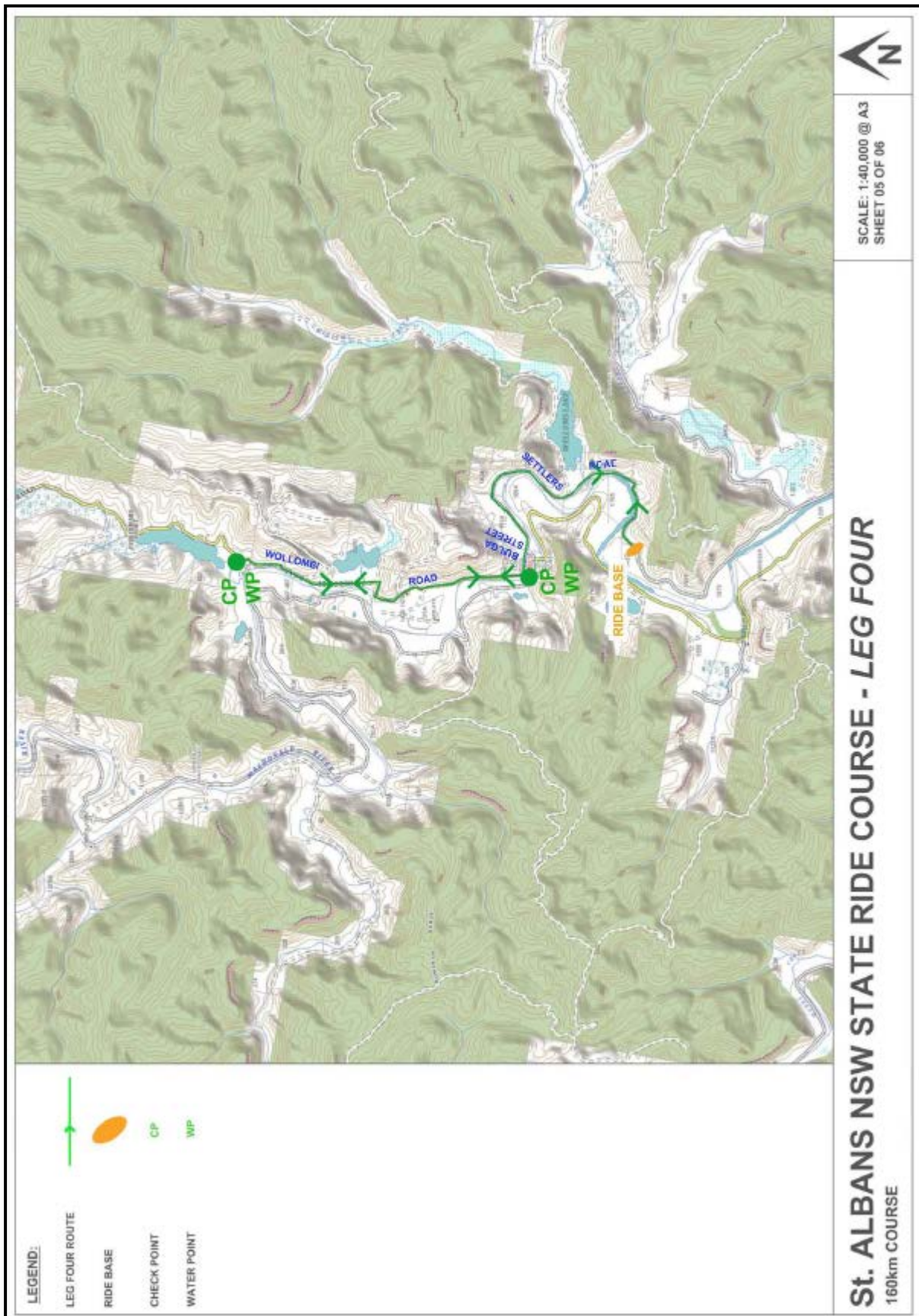
ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT – 4 Event Course Map - 160 Kilometre Endurance Ride - Leg 3 (39 Kilometres)



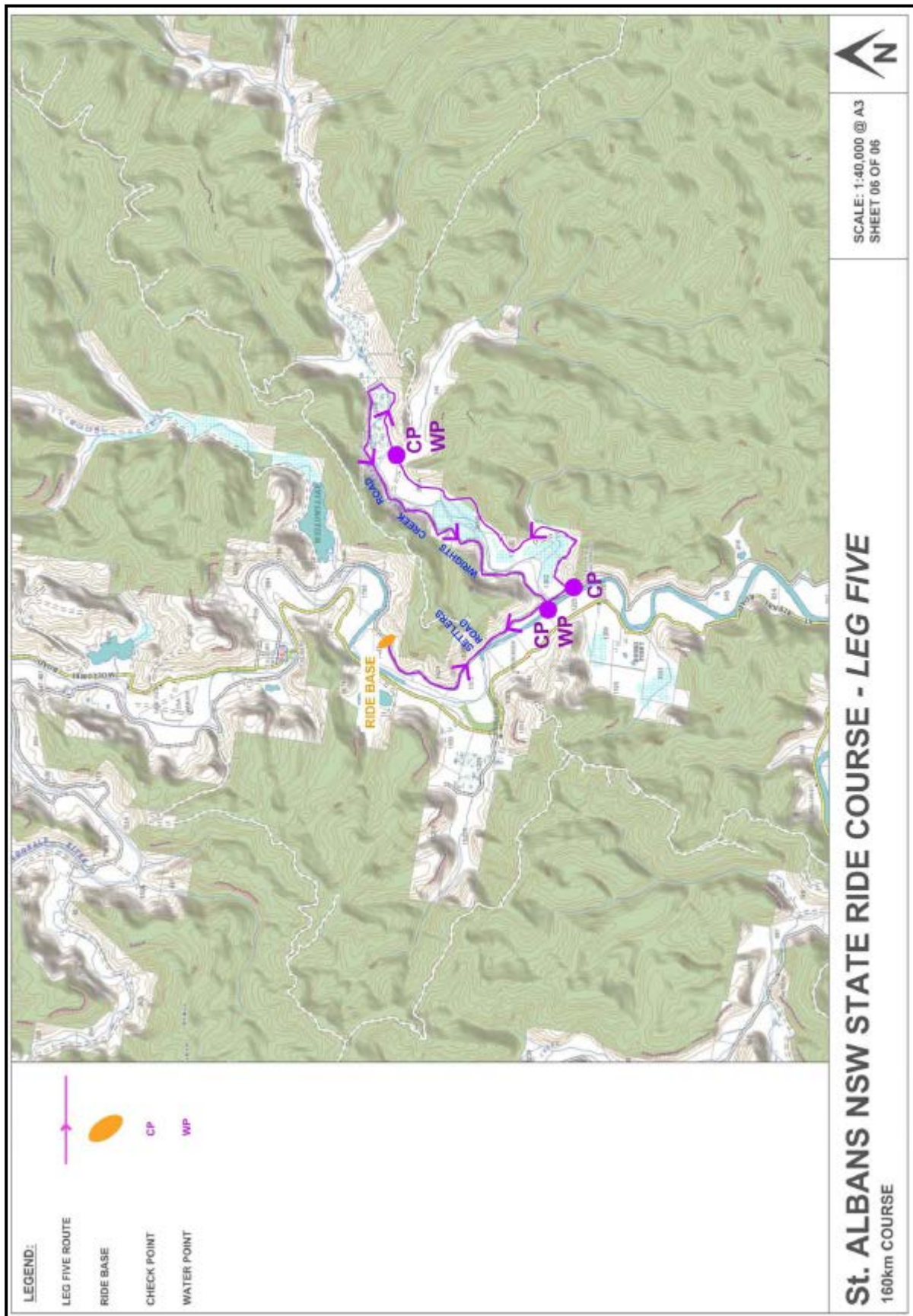
ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT – 5 Event Course Map - 160 Kilometre Endurance Ride - Leg 4 (18 Kilometres)



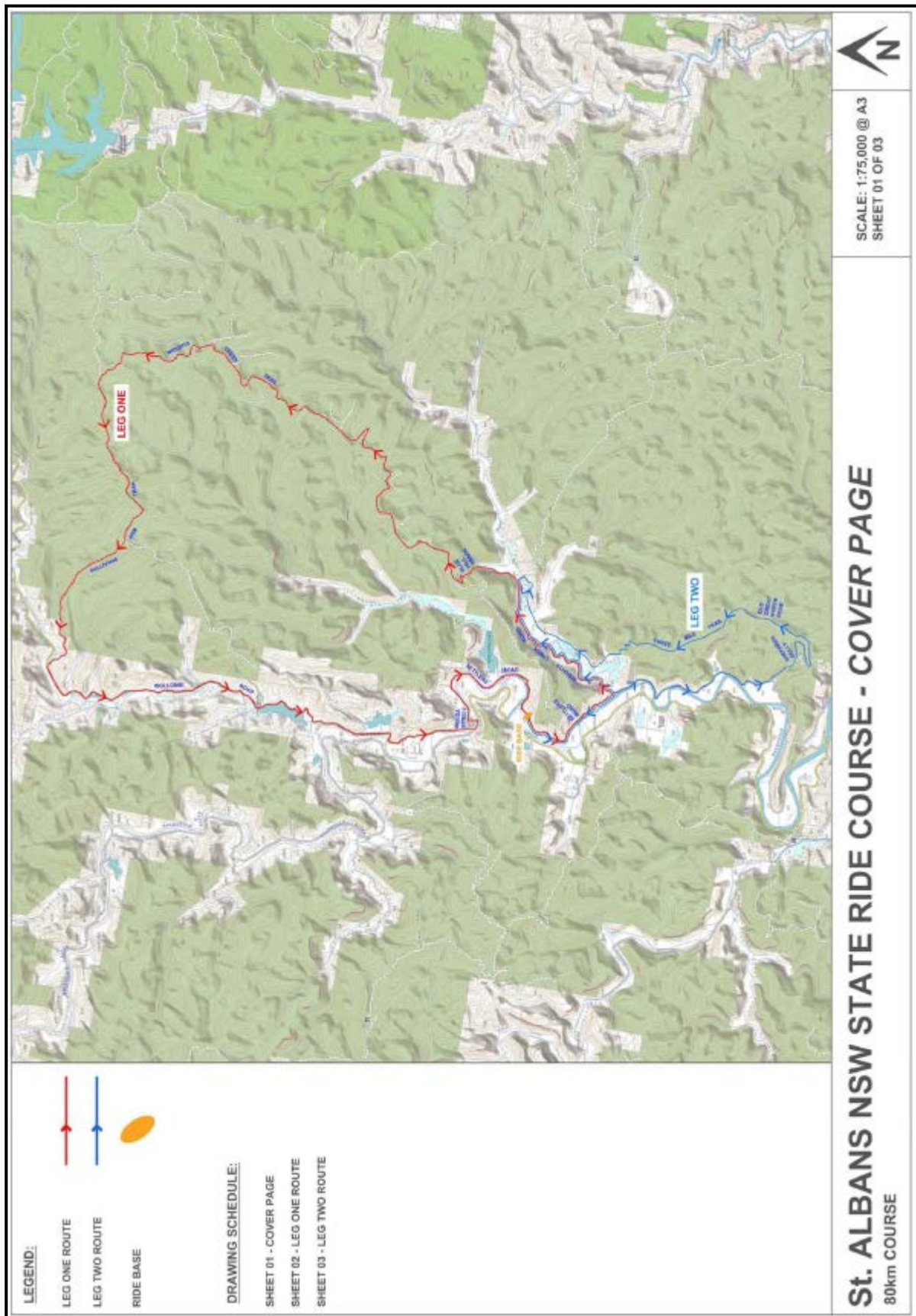
ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT - 6 Event Course Map - 160 Kilometre Endurance Ride - Leg 5 (16 Kilometres)



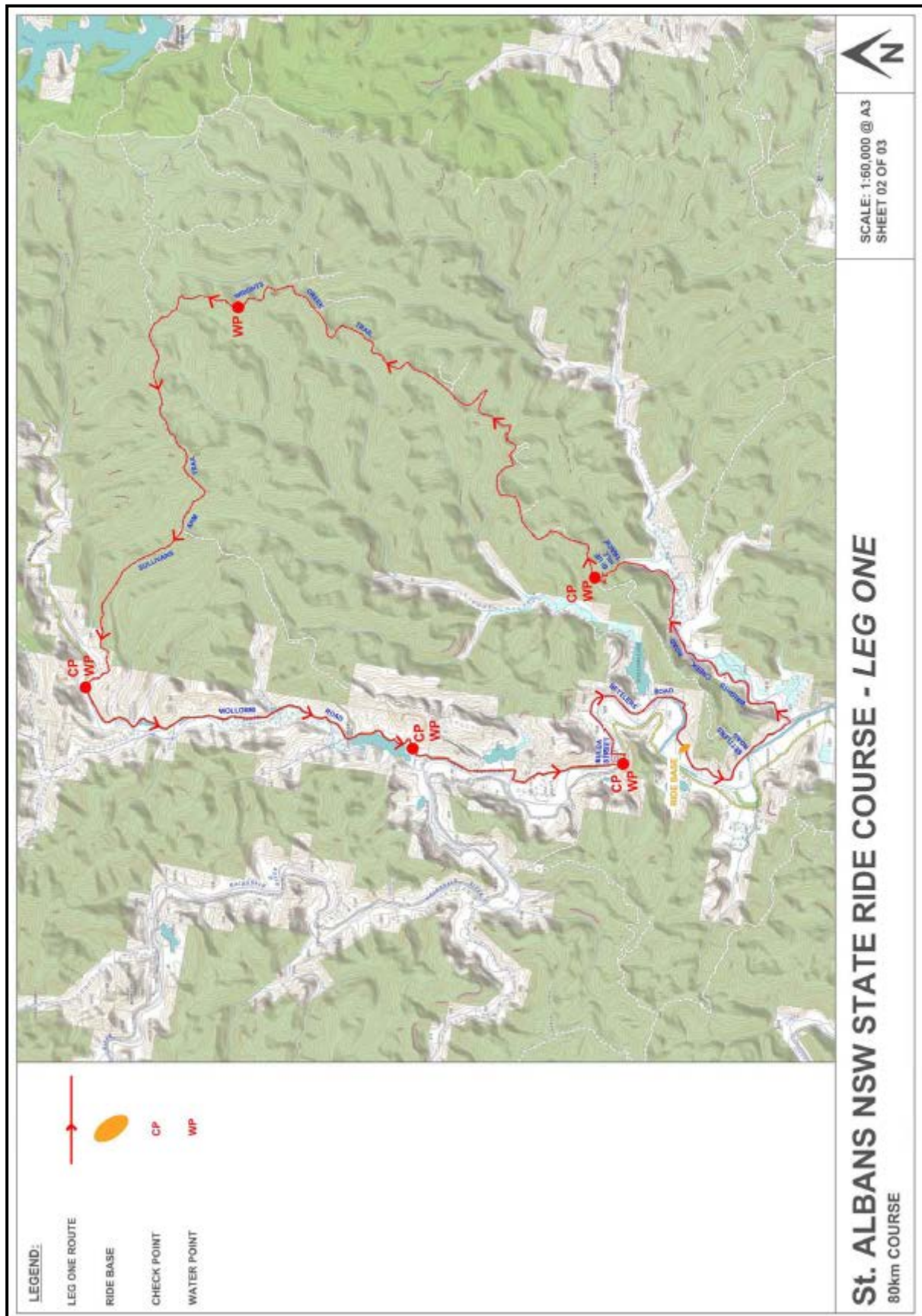
ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT – 7 Event Course Map - 80 Kilometre Endurance Ride – Cover Page



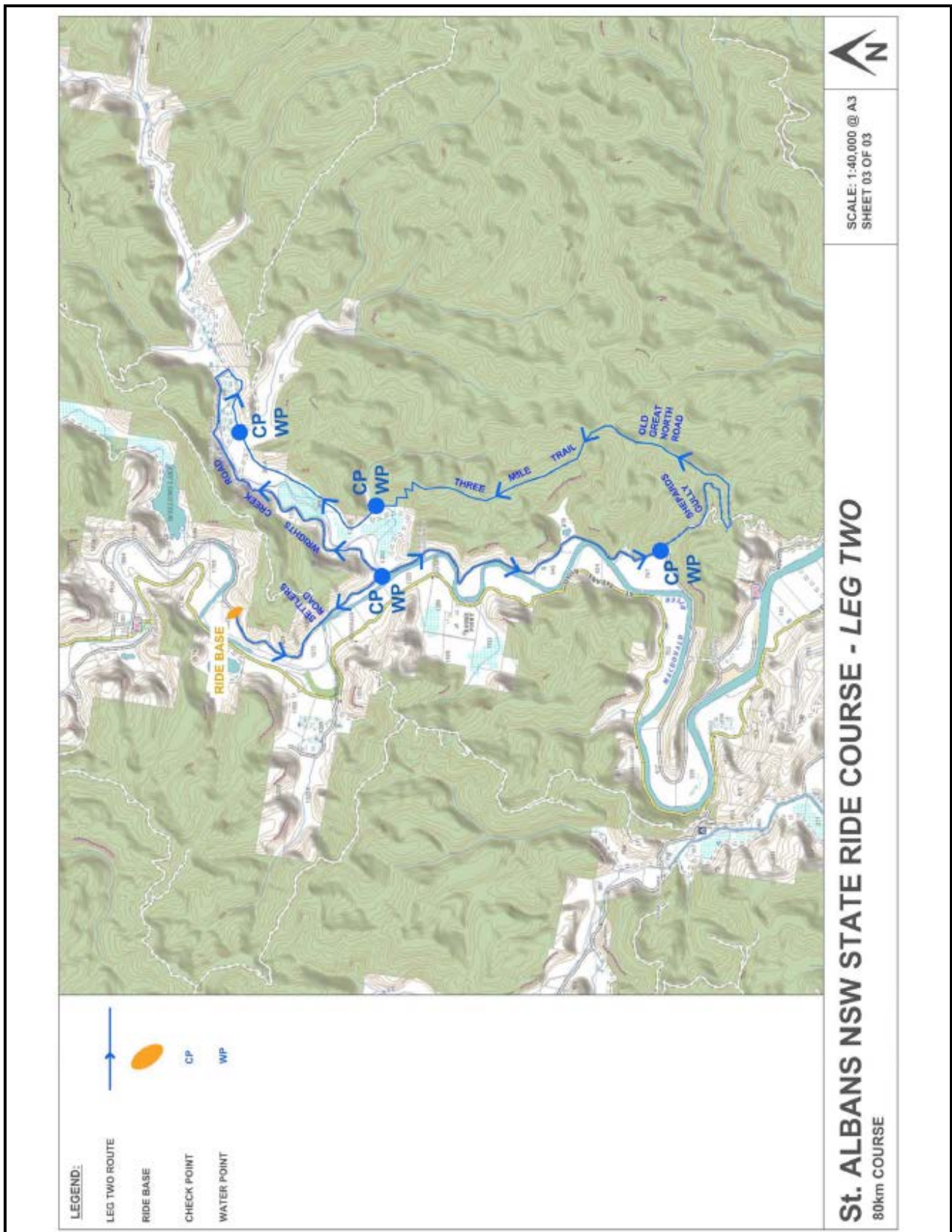
ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT – 8 Event Course Map - 80 Kilometre Endurance Ride - Leg 1 (49 Kilometres)



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT - 9 Event Course Map - 80 Kilometre Endurance Ride - Leg 2 (31 Kilometres)



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr David Lance.

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 NSW Endurance Riders Association State Championships - St Albans 2019, in and around the St Albans, Macdonald Valley and Wrights Creek area, planned from Saturday 08 to Monday 10, June 2019 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;

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- 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 for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. 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 WHS legislation and associated Codes of Practice and Australian Standards;
- 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 the relevant approval to cross the Macdonald River from the Roads and Maritime Services - RMS (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Parr State Recreational Area, Yengo National Park and the Great Northern Road; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4m. 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;
- 4n. the event organiser is to obtain any necessary approvals from adjoining Councils; a copy of this approval to be submitted to Council;
- 4o. 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 wording for the advertisement to be submitted to Council (indicating the advertising medium);
- 4p. the event organiser is to directly notify relevant ferry operators, 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;
- 4q. 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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;

- 4r. 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:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. 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);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. 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);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. 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,
- 4z. 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 - Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show 2019 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 143632)

REPORT:

Introduction

An application has been received from Rural Scene Promotions Pty Ltd seeking approval (in traffic management terms) to conduct the Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show 2019 within the Hawkesbury Showground, Clarendon, between Friday, 30 August 2019 and Sunday, 01 September 2019.

The event organiser has advised:

- This is the second year the event is being held.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- The event is an outdoor recreational event featuring caravans, motorhomes, 4WD vehicles and accessories, camping equipment and various forms of entertainment such as reptile, fishing lure shows and flare action bike shows.
- The times for operation are proposed from 9am to 5pm for both Friday, 30 and Saturday, 31 August, and 9am to 4pm for Sunday, 01 September 2019.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is expected to attract approximately 175 exhibitors and 10,000 visitors.
- It is anticipated that most visitors will travel by car. They will park within the Hawkesbury Showground car parking area, and will be directed into the site via Gate 1, by accredited traffic controllers. Exit from the showground will be via Gate 4.
- Mobile VMS Units will be erected on Windsor Road, Richmond Road, Putty Road, Blacktown Road and Hawkesbury Valley Way from Monday, 19 August 2019 through to Monday, 02 September 2019, notifying motorists of the event.

Discussion

Racecourse Road intersects with Hawkesbury Valley Way near the northern boundary of the showground site, and intersects with Blacktown Road approximately 3.5 kilometres to the south. Racecourse Road is a minor rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser is anticipating that a high proportion of traffic is expected from the Hawkesbury Valley Way intersection. Both Hawkesbury Valley Way and Blacktown Road are main arterial roads.

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the showground along Racecourse Road from the Blacktown Road intersection.

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 on major traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 6489551):

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 Layout Plan,
5. Copy of the approval letter from the NSW Police Force,
6. Copies of correspondence forwarded to the NSW Ambulance Service, Fire and Rescue NSW and SES.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

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 Caravan, Camping, 4WD, Fish and Boat Show 2019 event within the Hawkesbury Showground, Clarendon, between Friday, 30 August 2019 and Sunday, 01 September 2019 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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. 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 WHS legislation and associated Codes of Practice and Australian Standards;
- 4d. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4e. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
 - 4f. the event organiser is to obtain 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;
 - 4g. 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);
 - 4h. the event organiser is to notify the details of the event to the NSW Rural Fire Service at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
 - 4i. 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;
 - 4j. 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;
 - 4k. 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:

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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

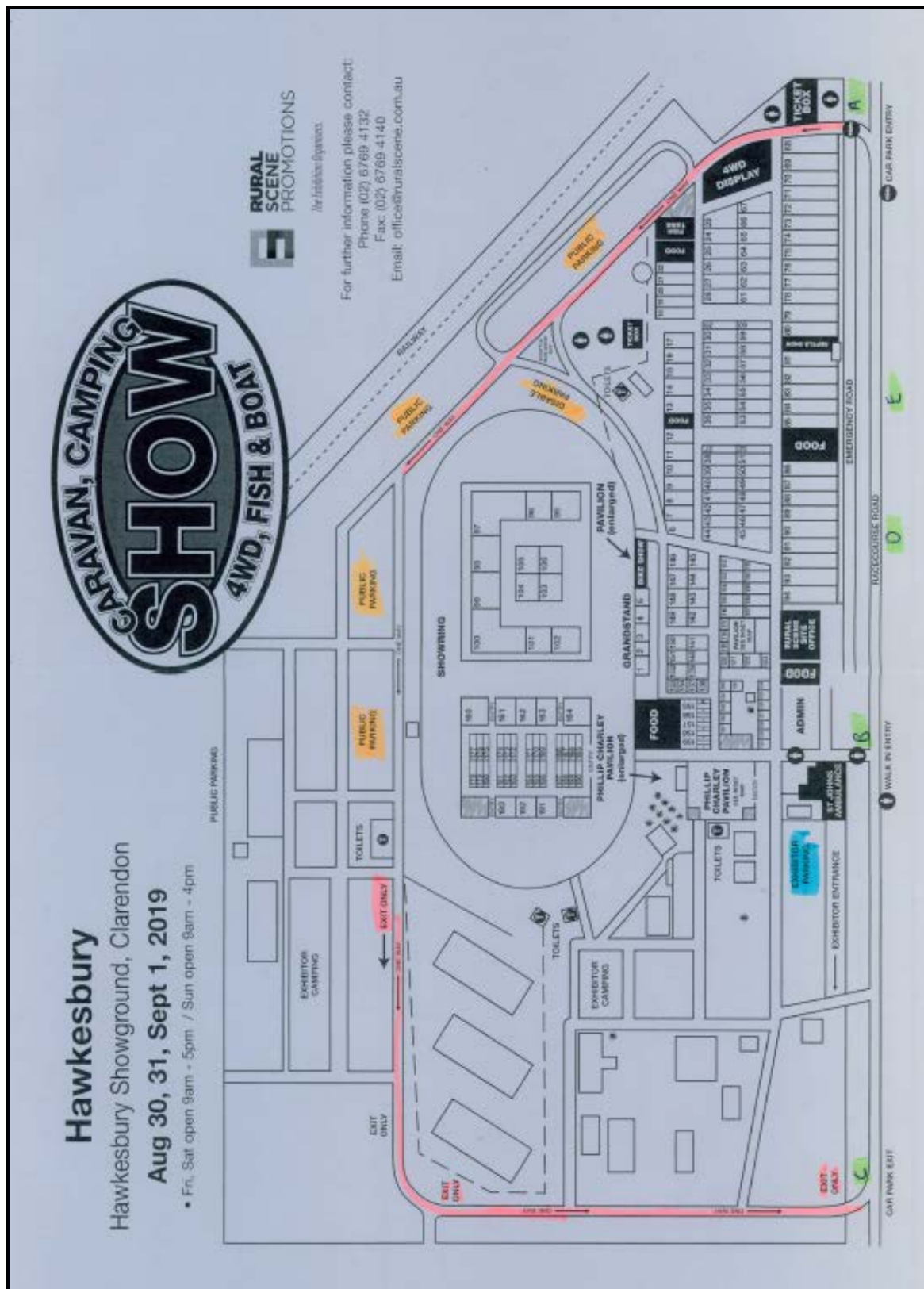
APPENDICES:

AT - 1 Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show 2019 - Event Layout Plan

AT - 2 Special Event Application – (ECM Document Set ID No: 6489551) - *see attached*

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT - 1 Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show 2019 - Event Layout Plan



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Senior Constable Damien Mitchell.

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 Caravan, Camping, 4WD, Fish and Boat Show 2019 event within the Hawkesbury Showground, Clarendon, between Friday, 30 August 2019 and Sunday, 01 September 2019 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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services -

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;

- 4d. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and 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;
- 4e. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4f. the event organiser is to obtain 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;
- 4g. 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);
- 4h. the event organiser is to notify the details of the event to the NSW Rural Fire Service at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4i. 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;
- 4j. 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;
- 4k. 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:

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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

Item: 2.3 LTC - Parramatta Cycling Club Road Cycling Races 2019 - Oakville Events (Hawkesbury) - (80245, 82935)

REPORT:

Introduction:

An application has been received from the Parramatta Cycling Club seeking approval (in traffic management terms) to conduct the Parramatta Cycling Club Road Cycling Races 2019 - Oakville Events.

The event organiser has advised;

- The event has been held annually, over the past 20 years.
- Parramatta Cycling Club has been conducting club-level road racing on the roads around Oakville. Some who have engaged in these races have gone on to achieve great success in the Olympics, Commonwealth Games and World Championships.
- The cycling events will be held on 11 separate Saturdays and 1 Sunday, during the period of 06 April 2019 to 28 September 2019.
- The proposed dates are;
 - 06 April 2019
 - 27 April 2019
 - 11 May 2019
 - 25 May 2019
 - 08 June 2019
 - 22 June 2019
 - 23 June 2019 (Sunday)
 - 13 July 2019
 - 03 August 2019
 - 24 August 2019
 - 14 September 2019
 - 28 September 2019
- Each event will be conducted between 1pm and 4:30pm, with racing commencing at 2pm.
- The event is a Race and there will be 4 to 5 graded races up to 50 kilometres in length.
- There will be up to 80 participants.
- Approximately 20 to 30 spectators are expected.
- There will be 4 to 5 groups with each group not to exceed 20 riders.
- The event starts and finishes at Oakville Public School, located at No. 46 Ogden Road, Oakville.
- Utilising the School's parking facilities will eliminate traffic congestion in the start/finish area.
- Traffic control arrangements will be in place with no road closures required.
- The average speeds for races at Category 2 level vary from 30kph to 40kph, all of which are well below the posted speed limit. The only exception to this situation is the final sprint, which traditionally

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

occurs within the last 200 metres of the race. In order to protect all riders and motorists, this section of the course is sterilised by the exclusion of motorised vehicles for the period of the sprint, generally less than 60 seconds.

- The course follows an anti-clockwise direction which utilises left turns only at intersections to ensure the safety of participants and motorists.
- The course has been chosen because of its remote location and minimum impact on the local amenity.
- Accredited traffic marshals are in constant two way radio communication between marshals and all escort vehicles and the start line.
- Prior to racing commencing, the course is subject to a physical inspection, in the event that circumstances have changed since the last race.
- The Club will utilise a roaming Commissaires vehicle as an escort for public awareness and also for observing race and road infringements.
- All riders are informed that should they breach any directive, by the marshal, commissaire or official, they face disqualification. If in the view of such officials the breach is serious, the riders also face fines and potential suspension.
- All riders in the event are to be licensed through the Australian Cycling Federation and there is a policy of no license, no start.
- The Bicycle Race will be conducted along the following route;
 - Commencing at Oakville Public School, Oakville, and entering Ogden Road,
 - Travel a short distance along Ogden Road and then into Hanckel Road,
 - Travel along Hanckel Road and turn left into Old Pitt Town Road,
 - Travel along Old Pitt Town Road and turn left into Saunders Road,
 - Travel along Saunders Road and turn left into Smith Road,
 - Travel along Smith Road and turn left into Ogden Road,
 - Travel along Ogden Road finishing at Oakville Public School.
 - The route distance is approximately 7.1 kilometres.

Refer to Attachment 1: Parramatta Cycling Club Road Cycling Races 2019 - Oakville Events - Event Route Plan.

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 disrupt minor traffic and transport systems along the specified route and there may be a low scale disruption to the non-event community. Speed limit, traffic volume and road width details are provided in the following table:

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

1. Oakville Route				
2. Road Name	3. Speed Limit (kph)	4. ADT (Year)	5. Sealed Carriageway Width (m)	
6. Hanckel Road	7. 60 & 70	8. 1498 (2002)	9. 5.7	
10. Ogden Road	11. 60 & 70	12. 190 (1999)	13. 8.0	
14. Old Pitt Town Road	15. 70	16. 1905 (2018)	17. 6.0 to 8.0	
18. Saunders Road	19. 70	20. 784 (2018)	21. 5.4 to 5.8	
22. Smith Road	23. 70	24. 342 (1999)	25. 6.1	

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

The course follows an anti-clockwise direction which utilises left turns only at intersections to ensure the safety of participants and motorists with traffic controls in place. No road closures are proposed, although there will be a sprint at the end of the race within the last 200 metres of the course which the event organiser is proposing to close off under traffic control for approximately 60 seconds.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 6492937):

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),
5. Proposed Road Racing Schedule 2019,
6. Event Route Plan,
7. Copy of Insurance Policy which is valid to 30 April 2019, however does not include Hawkesbury City Council and the Roads and Maritime Services as an Interested Parties,
8. Copy of the application to the NSW Police Force.
9. Copy of Consultation letter to Residents

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.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

2. The Parramatta Cycling Club Road Cycling Races 2019 - Oakville Events planned for;

- 06 April 2019
- 27 April 2019
- 11 May 2019
- 25 May 2019
- 08 June 2019
- 22 June 2019
- 23 June 2019 (Sunday)
- 13 July 2019
- 03 August 2019
- 24 August 2019
- 14 September 2019
- 28 September 2019

by the Parramatta Cycling Club along the Oakville Route 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 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 Traffic Control Plan (TCP) for the entire route, which needs to include details such as the specific position of barriers, signs etc, required for the event which includes the closing sprint at the end of the race, to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. 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 WHS legislation and associated Codes of Practice and Australian Standards;

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- 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 obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire 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);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

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

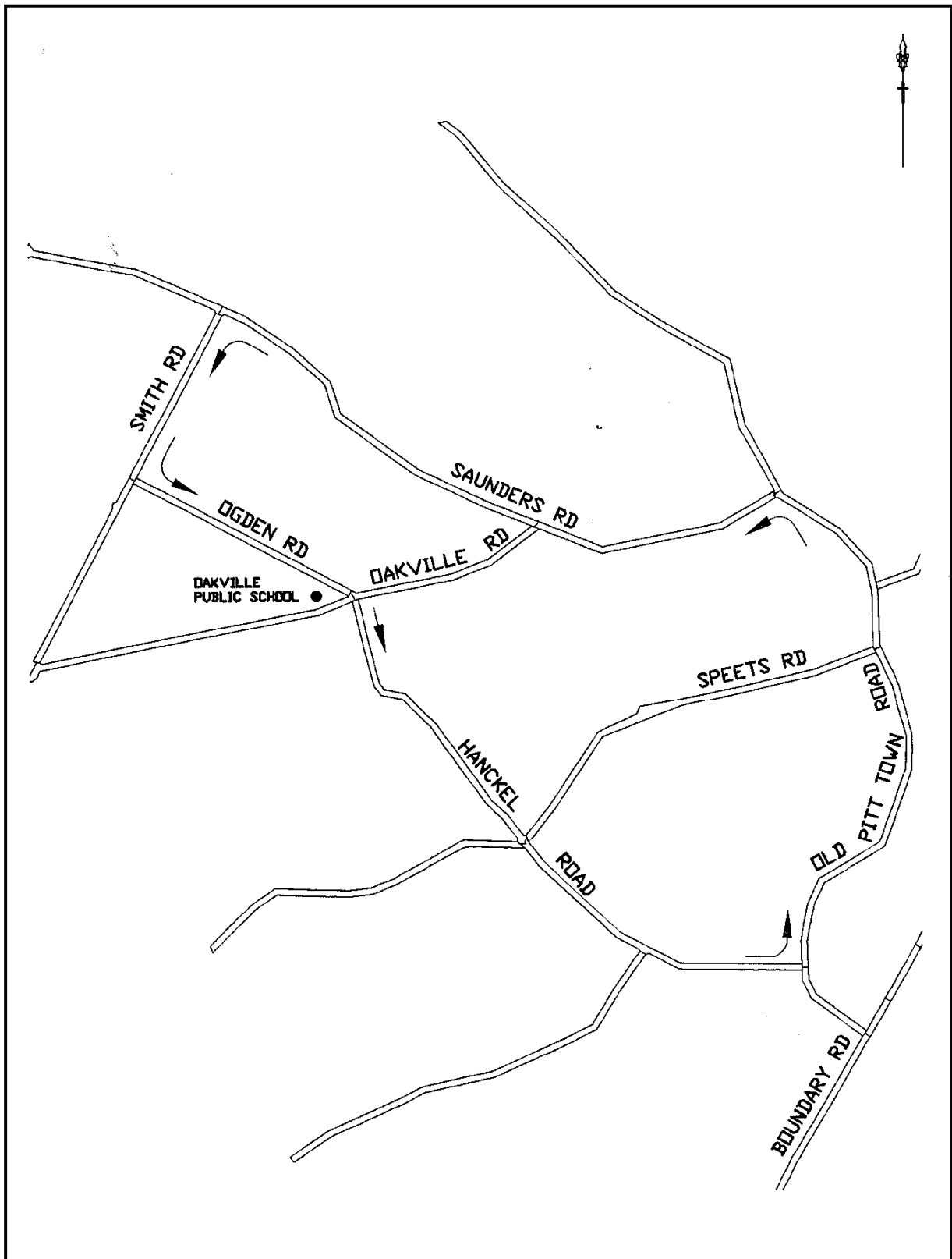
APPENDICES:

AT - 1 Parramatta Cycling Club Road Cycling Races 2019 - Oakville Events - Event Route Plan

AT - 2 Special Event Application - (ECM Document Set ID No: 6492937) - *see attached*

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT - 1 Parramatta Cycling Club Road Cycling Races 2019 - Oakville Events - Event Route Plan



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr David Lance.

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 Parramatta Cycling Club Road Cycling Races 2019 - Oakville Events planned for;
 - 06 April 2019
 - 27 April 2019
 - 11 May 2019
 - 25 May 2019
 - 08 June 2019
 - 22 June 2019
 - 23 June 2019 (Sunday)
 - 13 July 2019
 - 03 August 2019
 - 24 August 2019
 - 14 September 2019
 - 28 September 2019

by the Parramatta Cycling Club along the Oakville Route 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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);

- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to the event;
- 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 Traffic Control Plan (TCP) for the entire route, which needs to include details such as the specific position of barriers, signs etc, required for the event which includes the closing sprint at the end of the race, to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. 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 WHS legislation and associated Codes of Practice and Australian Standards;
- 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 obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire 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);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

During the event:

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

Item: 2.4 LTC - Polo International 2019 - Windsor Polo Club - (Hawkesbury) - (80245, 74482)

Councillor Reynolds declared a pecuniary conflict of interest in this matter. He left the Meeting Room and did not take part in voting or discussion on the matter.

REPORT:

Introduction

An application has been received from the Windsor Polo Club seeking approval (in traffic management terms) to conduct the Polo International 2019 – Australia versus England event at the Windsor Polo Club, Richmond on Saturday, 6 April 2019.

The event organiser has advised:

- This event has been held previously for 12 years, and this is the first year since 2007 that the application has been submitted to Council relating to traffic management.
- This is Australia's premium polo event showcasing Australia's polo talent with 3 games.
- The event is a ticketed entry event that in addition to the polo game will involve entertainment, market stalls, food and beverages.
- The event is based at the Windsor Polo Club located at 33 Old Kurrajong Road, Richmond.
- Each event will be conducted between 11am and 6pm.
- Approximately 1500 to 2000 spectators are expected.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- There will be 3 polo games involving 24 competitors.
- There will be limited impact on public transport. For those wishing to access the site on trains, there will be a free shuttle bus to the event site from Richmond station.
- No road closures or temporary speed reductions are proposed.
- Variable Message Signs (VMS) will be positioned for directional purposes to assist those not familiar with the location of the event. The VMS will be located along:
 - Kurrajong Road
 - March Street
 - Chapel Street,
 - Windsor Street.
- Most of the event control will take place in the grounds of the Windsor Polo Club.
- The proximity of Kurrajong Road dictates that queuing along local roads that project onto Kurrajong Road is not acceptable, due to the importance of good traffic flows along Kurrajong Road.
- The majority of vehicle traffic to the event site is expected along Kurrajong Road-Chapel Street-Windsor Street-Old Kurrajong Road.
- Old Kurrajong Road and Windsor Street allow for event vehicle 'packing' off Kurrajong Road with a total length of approximately 800 metres of 'packing' space. This corresponds to approximately 111 cars taken off Kurrajong Road should delays at the event entry or a spike in arrival pattern be experienced.
- Parking will be available on site as well with an option to pre-book online. Access to parking will be from Old Kurrajong Road.
- Disabled car parking will be available at the site. Persons with disabilities will have reserved car spaces closest to the event site.
- Pedestrian entry to the event is not anticipated.

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 on minor traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 4 (ECM Document Set ID No: 6522495):

- Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
- Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
- Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
- Transport Management Plan (TMP) – referred to in the application as Traffic Management Plan and Traffic Control Plan (TCP)
- Event, VMS and Parking Layout Plans
- Copy of Insurance Policy which is valid to 31 August 2019, however does not include Hawkesbury City Council and the Roads and Maritime Services as Interested Parties.
- Copy of the application to the NSW Police Force,
- Copy of the Consultation letter to Residents.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

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 Polo International 2019 – Australia versus England event at the Windsor Polo Club, Richmond on Saturday, 6 April 2019 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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 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 advise the Transport Management Centre – TMC and obtain any approvals from TMC due to the close proximity of the event to Kurrajong Road and the potential impact traffic to and from the event may have at the intersections along March Street and Kurrajong Road and in particular the intersection of Kurrajong Road and Old Kurrajong Road, Richmond: a copy of the Transport Management Centre – TMC approval to be submitted to Council;

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- 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 requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

APPENDICES:

AT - 1 Polo International 2019 – Site Plan

AT - 2 Polo International 2019 - Traffic Control Arrangements

AT - 3 Polo International 2019 - VMS Location Plan

AT - 4 Special Event Application – (ECM Document Set ID No: 6522495) - *see attached*

ORDINARY MEETING

SECTION 4 – Reports of Committees

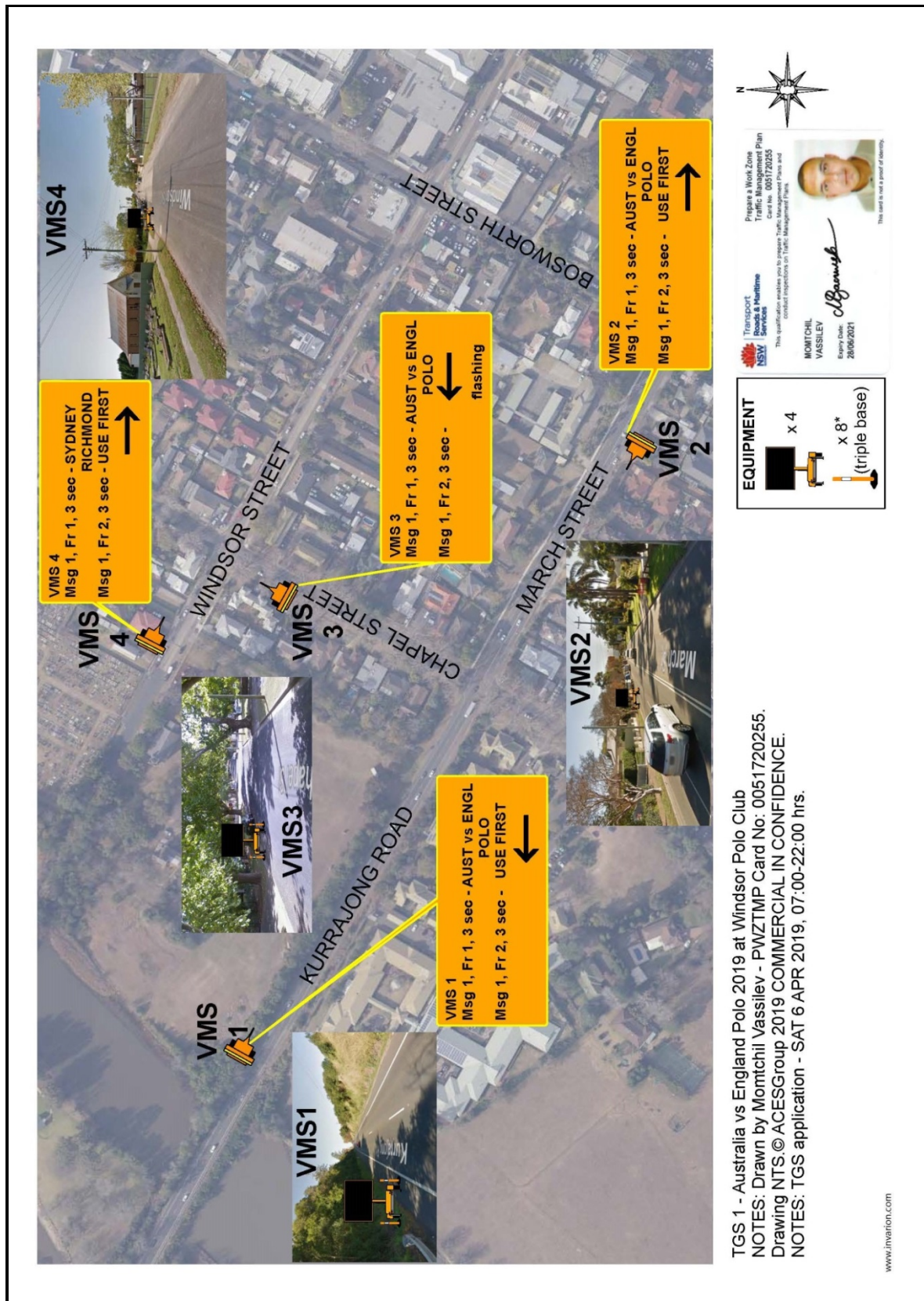
Meeting Date: 26 March 2019

AT - 1 Polo International 2019 – Site Plan



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

AT - 3 Polo International 2019 - VMS Location Plan



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr David Lance, seconded by Senior Constable Damien Mitchell.

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 Polo International 2019 – Australia versus England event at the Windsor Polo Club, Richmond on Saturday, 6 April 2019 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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 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 advise the Transport Management Centre – TMC and obtain any approvals from TMC due to the close proximity of the event to Kurrajong Road and the potential impact traffic to and from the event may have at the intersections along March Street

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

and Kurrajong Road and in particular the intersection of Kurrajong Road and Old Kurrajong Road, Richmond: a copy of the Transport Management Centre – TMC approval to be submitted to Council;

- 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 requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence has been submitted to Council;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4q. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

- 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.

Councillor Reynolds returned to the Meeting Room at the conclusion of Item: 2.4.

SECTION 3 - Reports for Information

There are no Reports for Information.

SECTION 4 - General Business

There was no General Business.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 8 April 2019 at 3pm in the Small Committee Room.

The meeting terminated at 4:05pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 26 March 2019

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 26 March 2019

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 26 March 2019

SECTION 5 – Notices of Motion

No Notices of Motion.

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 26 March 2019

QUESTIONS FOR NEXT MEETING

Item: 053 **Councillor Questions from Previous Meetings and Responses - 26 February 2019 - (79351)**

REPORT:

26 February 2019

#	Councillor	Question	Response
4	Lyons - Buckett	Requested an update on the road works upgrade program for the flood evacuation routes the RMS are contemplating	<p>The Director City Planning advised that Strategy 8 of Infrastructure NSW's Hawkesbury Nepean Valley Flood Risk Management Strategy (Resilient Valley, Resilient Communities) focusses on 'Adequate local roads for evacuation'. As part of a presentation by Infrastructure NSW to Council's Floodplain Risk Management Advisory Committee in 2018, the following status update was provided:</p> <ul style="list-style-type: none"> • Business cases for targeted upgrades of evacuation routes: <ul style="list-style-type: none"> - Final Business Cases for drainage works to minimise local flooding up to 1 in 500 chance per year (Pitt Town, Hawkesbury Valley Way, Sackville Road, Emu Plains/Leonay) - Strategic Business Cases for road widening and drainage works (Northern, Castlereagh, Londonderry, Llandilo, Annangrove Roads) • 2D local flood modelling of these areas has commenced to confirm flood risk and drainage treatments • RMS will be meeting with Council Officers in the future <p>To date, Council Officers have not been contacted by RMS to discuss this project. A further status update has been sought from Infrastructure NSW and if available by the Ordinary Meeting, Council will be updated of the latest advice.</p>

ORDINARY MEETING

Questions for Next Meeting

Meeting Date: 26 March 2019

#	Councillor	Question	Response
6	Wheeler	Enquired as to the estimated time of delivery of the signage.	The Director Infrastructure Services advised that WIRES has been contacted regarding the placement of a kangaroo warning sign in Alexander Street, Bligh Park. They have given permission to install the WIRES contact phone details below the sign. WIRES are not aware of signage that relates to checking of pouches but have provided a fact sheet that Council could send out to adjoining neighbours (with WIRES consent). It is anticipated that signage will be installed by the end of April.
15	Ross	Enquired as to: <ul style="list-style-type: none"> What action Council has taken in regard to the Sports Lighting Standards Compliance Consultants Audit Report since Council received the Report in September 2018. Did the Report measure lux units on the playing areas. Did the lux units on the playing surfaces exceed training ground permissibility levels and match competition levels with already installed lighting infrastructure. Advice of the timeline for which the grant has to be implemented. 	<p>The Director Infrastructure Services advised that a detailed design for lighting modifications to meet relevant standards has been completed for Bensons Lane fields and Turnbull Oval.</p> <p>The design details the lux levels across the fields, based on the proposed modification.</p> <p>The initial investigation identified the field lighting levels.</p> <p>No grant has been received by Council for any lighting modifications, however it is understood that Colo Soccer Club may have received a grant for their own site. Council is unaware of any conditions or time frame for works.</p>
17	Ross	Requested further clarification/information on the refurbishment of the Richmond Pre-School and the amount budgeted for this work including the use of Section 7.11 funds.	The Director Support Services advised that the total budget for the refurbishment of the Richmond Pre-School was \$353,638. The funding sources for the project were \$169,533 in General Funds and \$94,015 in Section 7.11 Contributions (the project was identified in the 2015 Section 7.11 - formerly Section 94 - Contributions Plan). The balance of funding of \$90,090 represented a contribution to the project by the Richmond Pre-School Kindergarten Inc. who operate the Richmond Pre-School. This contribution was based on the request from the Pre-School to include additional elements to the project which Council agreed to, provided the Pre-School funded the cost of the expanded project scope.

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 26 March 2019

#	Councillor	Question	Response
20	Ross	Requested a full copy of the program of rectification works for Bensons Lane indicated in the tender documents, and details of the publication of the tender including closing dates for bids. Also, please indicate the timeline for when the successful bidder was chosen and for the completion of the project.	<p>The Director Infrastructure Services advised that a detailed design for lighting modifications to meet relevant standards has been completed for Bensons Lane fields and Turnbull Oval.</p> <p>Council is currently in discussion with the Sports Council as to how modifications will be achieved.</p> <p>No tenders have been called for this work at this stage.</p>
21	Ross	Enquired as to how the issues raised in correspondence were addressed.	<p>The Director Infrastructure Services advised that in reference to the Church Street Reserve inclusive playground project, a number of issues and queries were raised through both the community consultation process and directly by Councillors. Council received a presentation on the project at a Briefing Session 5 February 2019. Specific issues included:</p> <ul style="list-style-type: none">• The design has a further ability to include a second stage.• Fencing - whilst the design uses barriers and planting to create a safe environment, full site fencing will be considered in future stages• Shade - the design incorporates tree plantings for shade. Further shade structures will be included in future stages• Flood Liability - whilst the site is flood affected, by the 1% AGP flood level (1 in 100) the playground structures are considered to be flood resistant and compatible with the flood risk and frequency• Funding approval - The project on this site was funded by the State Government in 2018 subsequent to the adoption of the 2018/2019 Budget. No funding applications were submitted and Council is required to expend the funds by mid 2019. Subsequently the project was incorporated in Council's works program in the September 2018 Quarterly Budget Review.

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 26 March 2019

#	Councillor	Question	Response
21 Cont'd			<ul style="list-style-type: none"> Location - the Church Street Reserve site was the preferred location of the funding body. Whilst McQuade Park was considered, the construction of a large district park in this location was considered to have a number of issues including parking conflicts with other users and heritage approvals. As previously indicated to Council, The Tiningi site is subject of current environmental investigations. The basis of the funding program is understood to be based on demographics and social need and was targeted to the Windsor and South Windsor areas.
22	Ross	Enquired as to when Council submitted the application for the grant for the playground at South Windsor, and what program from the Office of Open Space and Parklands was relevant to this grant.	The Director Infrastructure Services advised that Council staff did not directly apply for this funding with a funding offer being made by the Department of Planning. The funding for the playground is from the accelerated Open Space and Parklands Program of which Council was chosen to highlight the new 'Everyone Can Play Guidelines' developed by the State Government Open Space and Parkland Team.

oooO END OF REPORT Oooo

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 26 March 2019

Item: 054 **Councillor Questions from Previous Meetings and Responses - 12 March 2019**
- (79351)

REPORT:

12 March 2019

#	Councillor	Question	Response
1	Ross	Requested if Council Officers could investigate the movement of soil in the area relating to DA0508/18 at Freemans Reach Road.	The Director City Planning advised that Council's staff have visited the site on two occasions and have been unable to capture any evidence of soil movement. Staff will continue to monitor the area.
2	Rasmussen	Enquired as to whether Council has received any responses from the relevant bodies to provide assistance in keeping Yarramundi Lane, Inalls Lane and Crowley Lane safe and secure for local residents to travel on.	The Director Infrastructure Services advised that no response was received to Council's letter of 19 December 2018. Follow up correspondence on the matter has been prepared and forwarded on 14 March 2019.
3	Garrow	Requested if Council Officers could urgently investigate the feral goats that have been eating and stripping trees on McGraths Hill flats.	The Director City Planning advised that Council's stock pound controller will construct a temporary enclosure in an attempt to trap the goats and deal with them after they have been captured.
4	Garrow	Enquired as to whether overnight camping with caravans and campervans in the Hawkesbury's LGA parks and car parks is allowed and if not could the appropriate signage be erected as a matter of urgency.	The Director Infrastructure Services advised that camping in Council's parks and reserves is a restricted activity in accordance with Council's generic plans of management. Sites are however only sign posted if there is an issue. Staff have been recently contacted regarding a number of sites and these will be investigated and signs installed if appropriate.

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 26 March 2019

#	Councillor	Question	Response
5	Garrow	Requested if it could be confirmed that Woolworths trucks are not allowed to use the roads between Baker and Bridge Streets, Windsor as part of their development approval.	<p>The Director City Planning advised a Development Consent was issued for DA0234/07 for Commercial Premises/Shops – involving alterations, additions and refurbishment of an existing shopping centre, signage, provisions of additional car parking and occupation of floor space for a supermarket on 13 November 2007. The only condition relating to vehicle movement is Condition 91 of the Consent which provides as follows:</p> <p><i>“91. The loading bay within the service area off Kable Street is to be limited to a maximum of one Medium Rigid Vehicle (AS2890.2) at one time. All deliveries by a vehicle larger than a Medium Rigid Vehicle are to take place within the loading bays accessed via the car park on the western side of the development. All vehicles being unloaded shall stand entirely within the property.”</i></p> <p>Other than the condition above the conditions of Consent do not specifically address truck movements between Baker and Bridge Streets.</p>

ORDINARY MEETING

Questions for Next Meeting

Meeting Date: 26 March 2019

#	Councillor	Question	Response
6	Garrow	<p>Requested advice as to if it is possible to write to the EPA and the Australian Department of Defence regarding the PFAS contamination of the areas around the RAAF Base Richmond requesting:</p> <ol style="list-style-type: none"> 1. A follow up public forum regarding PFAS contamination for the community be held 2. The establishment of a single point of contact within the PFAS investigation team for Council residents 3. Additional soil testing in the Hawkesbury to define the edge of the contaminated area 4. All Council properties within the affected area be tested at the expense of the EPA 5. Clear and factual plain English information be disseminated to all Hawkesbury residents at the expense of the Australian Department of Defence 6. Voluntary blood testing for residents found to have increased exposure at the expense of the Australian Defence Department 7. Soil testing for businesses and residents who use the affected river water/creek water for irrigation 8. Consideration of the needs and circumstances all residents and businesses who either own or use affected land for their livelihoods 	<p>The General Manager advised that it would be possible to write and request information from the relevant parties. Notwithstanding the above, the relevant parties have been contacted and the following initial responses / information obtained:</p> <ol style="list-style-type: none"> 1. The Department of Defence have confirmed that they are willing to convene a further drop in session to provide interested parties with the opportunity to attend, ask questions and obtain information. At the conclusion of the drop in session a summary of matters covered and information provided will be shared with Council and any other interested parties. 2. A single point of contact is in place for PFAS related inquiries, the details of which are as follows: Phone: 1800 789 291 Email: Richmond.Defence@aecom.com 3. A soil testing program has been put in place as part of the detailed environmental investigation whereby landowners can request to have their properties tested for PFAS. At this point in time the program is ongoing and the results of the testing are shared with the relevant land owner and the EPA. <p>Defence will also conduct soil testing on and off base as part of an ongoing monitoring program. This is due to commence in the second quarter of 2019.</p>

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 26 March 2019

#	Councillor	Question	Response
6 Cont'd			<p>4. A soil testing program has been put in place as part of the detailed environmental investigation whereby landowners can request to have their properties tested for PFAS. If anyone who has properties that they believe should be tested, they should submit the details and justification to the Department of Defence.</p> <p>5. PFAS is a complex issue. In recognition of this fact, efforts have been made by Defence and NSW State agencies to ensure the wide distribution of relevant information in a format that is unambiguous and readily understood. The relevant parties are happy to receive feedback as to how and where the current available information can be improved.</p> <p>6. Council can make an application to the Federal Health Department for voluntary blood testing to be made available.</p> <p>7. A soil testing program is in place as part of the detailed environmental investigation whereby both landowners and occupiers can request to have a property tested for PFAS. Once the test results are obtained, they are provided to the land owner who is then encouraged to share the results with third parties who may have occupied the area of the site in question.</p> <p>8. All parties with a genuine interest in this issue – business, land owner, tenant; are treated the same with the exception of test results. The provisions of some privacy legislation means that once the test results are obtained, they are provided to the land owner who is then encouraged to share the results with third parties who may have occupied the area of the site in question.</p>

ORDINARY MEETING

Questions for Next Meeting

Meeting Date: 26 March 2019

#	Councillor	Question	Response
7	Reynolds	<p>Enquired as to whether the following have been tested for PFAS:</p> <ol style="list-style-type: none"> 1. Animal feed grown and sold by Council 2. Water used to irrigate Council crops 3. Council's recycled water. 	<p>The Director Infrastructure Services advised that Council does not test for PFAS in:</p> <ol style="list-style-type: none"> 1. Animal feed grown and sold by Council 2. Water used to irrigate Council crops 3. Council's recycled water <p>As the bulk of sewage water entering the sewage system originates from Sydney Water's potable water supply the risk of contamination is low. Investigations are however being undertaken into the need for testing in the light of the issues raised in relation to PFAS contamination from other sources.</p>
8	Reynolds	Requested that investigations be carried out into contractors cutting tree roots under footpaths to get rid of the bumps in the footpath in George Street, Windsor and other areas in the Hawkesbury LGA.	The Director Infrastructure Services advised that where significant tree roots are impacting on paving, Council's tree staff provide advice on removal and cutting to minimise impacts on tree health.
9	Wheeler	Enquired as to whether the Cypress Canker disease has any likely disease control implications for green waste at Council's Waste Management Facility.	The Director Infrastructure Services advised that staff have contacted NSW Department of Primary Industries to seek advice on the matter and are awaiting a reply.
10	Lyons-Buckett	Enquired as to whether there maybe a possibility of having dual purpose shading at Richmond Pool that are shade shelters that also have solar panels and could possible collect rain water.	The Director Infrastructure Services and the Director City Planning advised that it is possible to add solar panels to a shelter and to collect rain water. This can be explored as part of any future capital upgrades to the facility noting that the financial viability of photovoltaic at this site is impacted by its seasonal closure.
11	Lyons-Buckett	Requested an update on the pathway north of McDonalds in George Street, Bligh Park.	The Director City Planning advised the applicant is challenging the condition of Consent and Council is currently navigating a way forward.

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 26 March 2019

#	Councillor	Question	Response
12	Zamprogno	Enquired as to the removal of the Return and Earn Facility in the car park of the Australian Hotel, McGraths Hill.	The Director City Planning advised that TOMRA – Cleanaway, the relevant contractor who supplies and manages the Reverse Vending Machines for the Return and Earn Scheme was contacted in order to determine why the Reverse Vending Machine at the Australian Hotel, McGraths Hill was removed. Advice provided by TOMRA – Cleanaway was such that the contract was ended due to a series of noise complaints regarding the facility. TOMRA – Cleanaway further advised that there is an alternative Reverse Vending Machine at the Homemaker Hub (Bunnings) also at McGraths Hill.
13	Richards	Requested an update on the previous resolution regarding the RSL Criteria.	The Director Infrastructure Services advised that Richmond RSL have now provided further feedback in relation to the Hawkesbury War Memorial Eligibility Criteria Deed. A meeting will be organised with both Windsor and Richmond RSLs to discuss various issues further.
14	Richards	Requested an update on the previous resolution regarding school children visiting the Council Chamber.	The General Manager advised that three Mayoral Morning Teas have either recently been held or will be held in the coming weeks with student leaders from all Hawkesbury high schools and primary schools. These morning teas have provided the students with the opportunity to meet the Mayor, share their ideas for the Hawkesbury, have a tour of the Council Chambers, discuss council meeting practice and ask questions of the Mayor and staff. Council is currently exploring further ways to involve students in local government including surveying all schools about whether visiting Council would be valuable and whether school debating teams might be interested in holding a debate about local government within the Chamber.

ORDINARY MEETING**Questions for Next Meeting****Meeting Date:** 26 March 2019

#	Councillor	Question	Response
15	Richards	Enquired as to whether the parking on The Terrace, Windsor can be restricted to one side of the road as the road is narrow and is quite dangerous for local motorists.	<p>The Director Infrastructure Services advised that the section of The Terrace between Fitzgerald Street and Baker Street is narrower than the remaining section of The Terrace and can result in congestion and conflict, particularly with larger vehicles.</p> <p>The road reserve width between Fitzgerald Street and Baker Street is variable (in the order of 11 to 12 metres). This has resulted in the formed road width between kerbs being restricted as follows:</p> <ul style="list-style-type: none">• Fitzgerald Street to Kable Street: 9.15m to 10.26m• Kable Street to Baker Street: 8.65m to 10.63m <p>Whilst there is on street parking on both sides of The Terrace along these two sections, it still allows for most vehicles to pass at low speed.</p> <p>Council undertook a Traffic Study for the Windsor Town Centre in 2011 which investigated various aspects of traffic movement and parking in the Windsor Business area. This section of road was considered to promote a low speed environment due to its road width and was not considered to pose an adverse situation. Accident statistics are low with three accidents reported in the last five years.</p> <p>An option for road widening and the provision of angled parking has been previously investigated and reported to Council, however due to limitations in available land the matter has not proceeded further.</p> <p>Parking along The Terrace is untimed, and in the event that on street parking was to be removed along The Terrace, it would be preferable to retain the parking along the river side whilst removing parking on the commercial side. Should parking be removed from one side of The Terrace, there would be an overall loss of 22 parking spaces (10 between Fitzgerald and Kable Streets and 12 between Kable and Baker Streets).</p>

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 26 March 2019

#	Councillor	Question	Response
16	Ross	Enquired as to an update on the Council resolution from 27 November 2018 regarding acid sulphate soils, in relation to the Windsor Bridge Project.	<p>The Director Infrastructure Services advised that RMS have responded indicating that a Construction Acid Sulfate Materials Management Plan had been prepared and approved as part of the project. This document is found at the following link:</p> <p>https://www.rms.nsw.gov.au/documents/projects/sydney-west/windsor-bridge-replacement/windsor-bridge-appendix-b10-construction-acid-sulfate-materials-management-plan.pdf</p> <p>RMS further advised that the low strength acid sulphate soils are being treated with lime, and verified through testing to confirm effective neutralisation prior to reuse or disposal.</p>

oooO END OF REPORT Oooo

ORDINARY MEETING
Confidential Reports
Meeting Date: 26 March 2019

CONFIDENTIAL REPORTS

Item: 055 **SS - Easement - 96 Rifle Range Road, Bligh Park and Berger Road Drainage Reserve, 43 Berger Road, South Windsor - (124575, 112106, 95496)**

Directorate: Support Services

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 purchase an easement through a property owned 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
Meeting Date: 26 March 2019

Item: 056 **SS - Lease to Johnny Odesho and William Koro - 37 Macquarie Street, Windsor - (112106, 95496, 141425, 141426)**

Previous Item: 66, Ordinary (28 March 2017)

Directorate: Support Services

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

end of
business
paper

This business paper has
been produced
electronically to reduce
costs, improve efficiency
and reduce the use of
paper. Internal control
systems ensure it is an
accurate reproduction of
Council's official copy of
the business paper.