



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 30 July 2019

location: council chambers

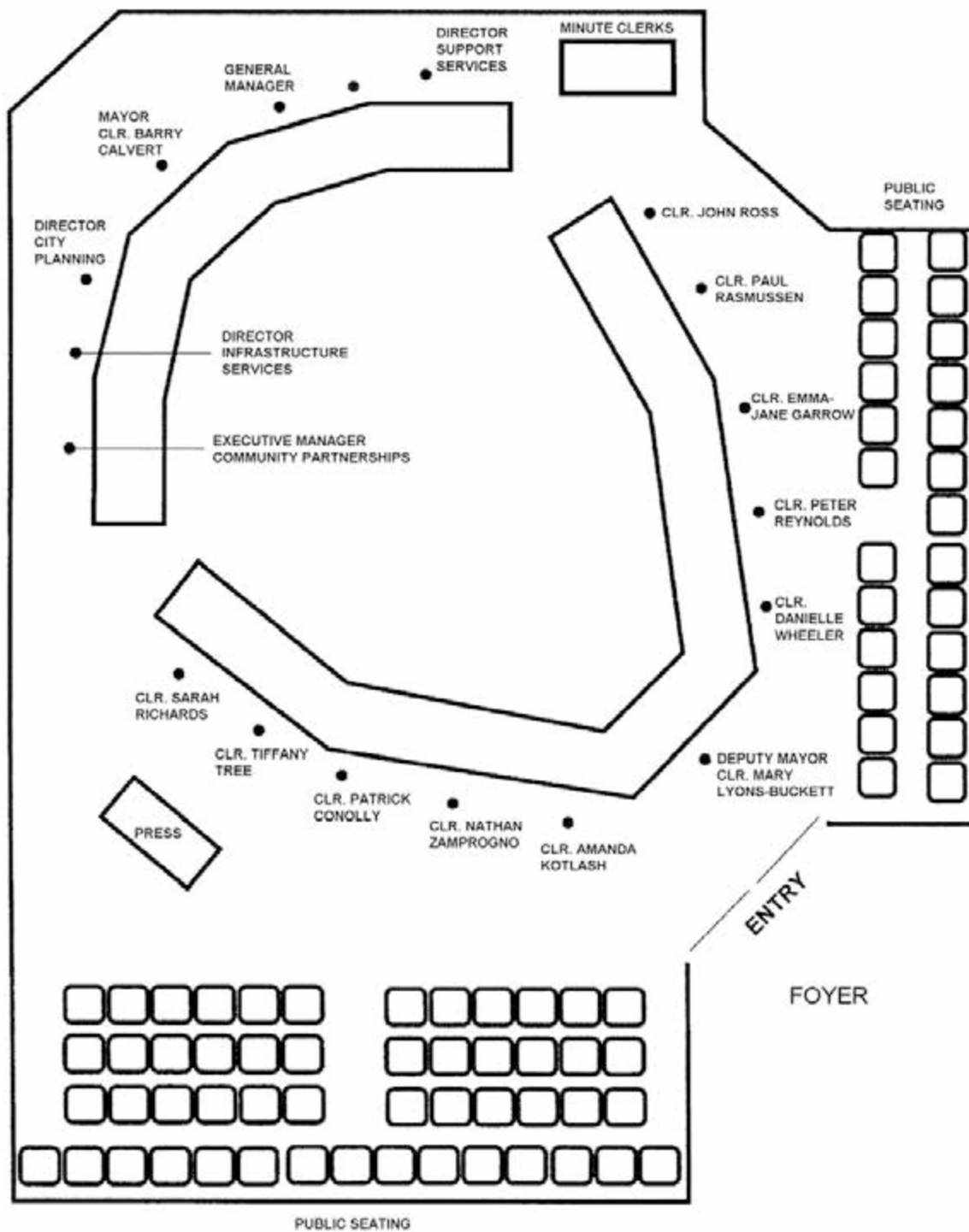
time: 6:30 p.m.



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:** 30 July 2019**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
SECTION 1 - Confirmation of Minutes		3
SECTION 2 – Mayoral Minutes		3
SECTION 3 – Reports for Determination		3
PLANNING DECISIONS		3
Item: 131	CP - Planning Proposal to Amend Hawkesbury Local Environmental Plan 2012 - 2 - 8 Hawkesbury Valley Way and 393 - 395 George Street, Windsor - (124414, 95498)	3
GENERAL MANAGER		3
Item: 132	GM - Review of Policies - (79351)	33
Item: 133	GM - Question of Number of Councillors, Establishment of Wards and Popularly Elected Mayor for Hawkesbury Local Government Area - (79351)	37
Item: 134	GM - 2019 Local Government NSW Annual Conference (79351, 79633)	43
INFRASTRUCTURE SERVICES		47
Item: 135	IS - Draft Deerubbin Park Masterplan - (95495, 79354)	47
SUPPORT SERVICES		54
Item: 136	SS - Monthly Investments Report - June 2019 - (95496, 96332)	54
Item: 137	SS - Pecuniary Interest Returns - Designated Persons - (95496, 96333)	58
SECTION 4 – Reports of Committees		63
Item: 138	ROC - Audit Committee - 19 June 2019 - (95496, 91369, 79351)	63
Item: 139	ROC - Floodplain Risk Management Advisory Committee - 27 June 2019 - (86589, 124414)	75
Item: 140	ROC - Local Traffic Committee - 8 July 2019 - (95495, 80245)	85
SECTION 5 – Notices of Motion		135
Item: 141	NM - Median Strip on George Street, South Windsor before the Richmond Road Roundabout - (138879, 79351)	135
QUESTIONS WITH NOTICE		136
Item: 142	Councillor Questions with Notice	136

ORDINARY MEETING

Table of Contents

Meeting Date: 30 July 2019

CONFIDENTIAL REPORTS **137**

Item: 143 SS - Acquisition - 102 Settlers Road, Wisemans Ferry - (95496, 96333) 137

ORDINARY MEETING
Procedural Matters
Meeting Date: 30 July 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: 30 July 2019

ordinary

section 1

confirmation of minutes

ORDINARY MEETING
SECTION 1 - Confirmation of Minutes
Meeting Date: 30 July 2019

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary meeting minutes

date of meeting: 09 July 2019

location: council chambers

time: 6:30 p.m.

ORDINARY MEETING**Minutes:** 09 July 2019**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
	ATTENDANCE	3
	APOLOGIES AND LEAVE OF ABSENCE	3
	DECLARATIONS OF INTEREST	3
	SECTION 1 - Confirmation of Minutes	4
	SECTION 3 – Reports for Determination	5
	GENERAL MANAGER	5
Item: 123	GM - Submission - IPART Draft Report on Review of Local Government Election Costs - (79351, 95496)	5
Item: 124	GM - Sister City Association - 2017/2018 Annual Report - (79351, 85814, 73610, 90568)	6
	INFRASTRUCTURE SERVICES	6
Item: 125	IS - Hawkesbury Boating Events - Governor Phillip Park Exclusive Use Approval - (95495, 79354, 92138, 73829, 74204)	6
Item: 126	IS - Macquarie Park Exclusive Use Event - Dinner by the River - (95495, 79354, 147051)	7
Item: 127	IS - Management of Crown Reserves - (95495, 79354)	8
	SECTION 4 – Reports of Committees	10
Item: 128	ROC - Heritage Advisory Committee - 13 June 2019 - (124414, 80242)	10
	SECTION 5 – Notices of Motion	12
Item: 129	NM1 - Economic Development Plan - (125612, 79351)	12
	COUNCILLOR QUESTIONS WITH NOTICE	13
Item: 130	Councillor Questions with Notice	13

ORDINARY MEETING

Minutes: 09 July 2019

ORDINARY MEETING

Minutes: 09 July 2019

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 9 July 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, Peter Reynolds, Sarah Richards, John Ross, Danielle Wheeler and Nathan Zamprogno.

ALSO PRESENT: General Manager - Peter Conroy, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Manager Corporate Communication - Suzanne Stuart, Manager Corporate Services and Governance - Michael Wearne and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

Apologies for absence were received from Councillor Rasmussen and Councillor Tree.

151 RESOLUTION:

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

DECLARATIONS OF INTEREST

Councillor Wheeler declared an interest on Item 128.

Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

ORDINARY MEETING

Minutes: 09 July 2019

SECTION 1 - Confirmation of Minutes

152 RESOLUTION:

RESOLVED on the motion of Councillor Kotlash and seconded by Councillor Richards that the Minutes of the Ordinary Meeting held on Tuesday 25 June 2019, be confirmed.

ORDINARY MEETING

Minutes: 09 July 2019

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 123 **GM - Submission - IPART Draft Report on Review of Local Government Election Costs - (79351, 95496)**

Division: General Manager

MOTION:

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

Refer to RESOLUTION

153 RESOLUTION:

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

That:

1. That the report be received and noted.
2. Council endorse the draft submission that:
 - (a) Maintains the current cost of the 2020 Local Government Elections at \$440,000.
 - (b) Recommends that the stages outlined in the IPART proposal be reversed and the NSW Electoral Commission's service delivery model changes be introduced before any additional costs are passed onto Local Government.
3. A copy of Council's submission be forwarded to The Member for Hawkesbury, Robyn Preston.

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

Against the Motion: Nil.

Absent: Councillors Rasmussen and Tree.

ORDINARY MEETING

Minutes: 09 July 2019

Item: 124 **GM - Sister City Association - 2017/2018 Annual Report - (79351, 85814, 73610, 90568)**

Directorate: General Manager

Ms Nicole Mulford addressed Council speaking for the recommendation.

MOTION:

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

Refer to RESOLUTION

154 RESOLUTION:

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

That the 2017/2018 Annual Report for the Sister City Program be received and noted.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Garrow, Kotlash, Reynolds, Richards, Ross, Wheeler and Zamprognio.

Against the Motion: Nil.

Absent: Councillors Rasmussen and Tree.

INFRASTRUCTURE SERVICES

Item: 125 **IS - Hawkesbury Boating Events - Governor Phillip Park Exclusive Use Approval - (95495, 79354, 92138, 73829, 74204)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

155 RESOLUTION:

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

ORDINARY MEETING

Minutes: 09 July 2019

That:

1. Approval be granted to Ski Racing NSW Inc for “exclusive use” of Governor Phillip Park for the 2018 Hawkesbury 120 Ski Race Classic to be held on Saturday, 24 August 2019 and Sunday, 25 August 2019.
2. Approval be granted to Upper Hawkesbury Power Boat Club for “exclusive use” of Governor Phillip Park for Power Boat Spectacular to be held on Saturday, 14 September 2019 and Sunday, 15 September 2019.
3. Approval be granted to NSW Waterski Federation Ltd for “exclusive use” of Governor Phillip Park for the 2019 Hawkesbury annual Bridge to Bridge Water Ski Classic to be held on Saturday, 23 November 2019 and Sunday, 24 November 2019.
4. The approval be subject to the following conditions/documents:
 - a) Council’s General Park Conditions.
 - b) Council’s Fees and Charges.
 - c) The Windsor Foreshore Plan of Management.
 - d) The Governor Phillip Exclusive Use Policy.
 - e) The Governor Phillip Noise Policy.
 - f) A Traffic Management Plan which has been approved as part of the Special Event Application.
5. As the applicants have not advised alternative dates in the event of inclement weather or other circumstances, the General Manager be given authority to negotiate exclusive use on an alternate date, if required by the applicant.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Garrow, Kotlash, Reynolds, Richards, Ross, Wheeler and Zamprognio.

Against the Motion: Nil.

Absent: Councillors Rasmussen and Tree.

Item: 126 **IS - Macquarie Park Exclusive Use Event - Dinner by the River - (95495, 79354, 147051)**

Directorate: Infrastructure Services

MOTION:

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

Refer to RESOLUTION

156 RESOLUTION:

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

ORDINARY MEETING

Minutes: 09 July 2019

That:

1. Approval be granted to Utopian Touring for “exclusive use” of Macquarie Park for ‘Dinner by the River’ to be held on Saturday, 28 September 2019.
2. The approval be subject to the following conditions/documents:
 - a) Council’s General Park Conditions, which includes relevant compliance with Regulations and Licencing.
 - b) Council’s Fees and Charges.
 - c) The Windsor Foreshore Plan of Management.
 - d) The applicant undertaking an assessment of the event to determine if an application under the Traffic Management for Special events is required.
3. As the applicant has not confirmed the precise location and has not advised alternative dates in the event of inclement weather or other circumstances, the General Manager be given authority to negotiate exclusive use on an alternate date or venue, if required by the applicant.

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

Against the Motion: Nil.

Absent: Councillors Rasmussen and Tree.

Item: 127 **IS - Management of Crown Reserves - (95495, 79354)**

Directorate: Infrastructure Services

Mr William Sneddon addressed Council speaking for the recommendation.

MOTION:

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

Refer to RESOLUTION

157 RESOLUTION:

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

That:

1. Council seek consent from the Minister for Water, Property and Housing, to reclassify reserves, as proposed in Attachment 1 to this report, to operational land under the Local Government Act 1993.
2. The initial categories for community land as proposed in Attachment 3 to this report be assigned and forwarded to the Minister for Water, Property and Housing for approval.

ORDINARY MEETING

Minutes: 09 July 2019

3. Council lodge requests with the Department of Industry – Lands and Water, seeking:
 - a) To add an additional purpose of Depot to Fairey Road Crown Reserve (R88977) and that this portion is classified as operational.
 - b) Consent for appointment as a Crown Land Manager of North Richmond Park.
 - c) Consent for appointment as Crown Land Manager of McMahon Park (R1028108).
 - d) To commence relevant actions to add unidentified CADID174545828 land parcel to Yarramundi Reserve.
 - e) Consent for appointed as Crown Land Manager of Reserve 23186.
 - f) Consent for appointment as a Crown Land Manager for St Albans Bushfire Brigade (part Reserve 89727).
 - g) To resign from the management of McDonald Valley Crown Reserve (R88792).
 - h) Council request that an additional purpose of Water Supply be added to Matheson Park reserve.
 - i) To formally resign as Council Crown Land Manager for lot 2 DP814397 (Part Hawkesbury Showground).
 - j) The unidentified parcel between Lot 7004 DP1030961 and Lot 2 DP814397 be added to R76765 (Hawkesbury Showground).
 - k) To be appointed as Council Crown Land Manager for reserve 88714 (Blaxland Ridge Ponds) and that the reserve is classified as operational.
 - l) To be appointed as Council Crown Land Manager for Lot 106 DP752050 (Vines Pony Club) and that the reserve is classified as operational.
4. A further report be brought back to Council following more detailed investigation of management options and issues related to Bushells Lagoon.

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

Against the Motion: Nil.

Absent: Councillors Rasmussen and Tree.

ORDINARY MEETING

Minutes: 09 July 2019

SECTION 4 – Reports of Committees

Item: 128 **ROC - Heritage Advisory Committee - 13 June 2019 - (124414, 80242)**

Directorate: City Planning

Councillor Wheeler declared a pecuniary interest in this matter as her son is employed by the Australian Pioneer Village. She left the Chamber and did not take part in voting or discussions on point 6 of the resolution below.

MOTION:

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

Refer to RESOLUTION

158 RESOLUTION:

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

That:

1. The Minutes of the Heritage Advisory Committee held on 13 June 2019 be received and noted, subject to the Committee recommendation on page 102 of the Business Paper being amended to read that the Hawkesbury Tourism Committee receive a presentation.
2. In relation to Item 1 of the Minutes, Council note that it is currently in the process of recruiting a City Architect to assist with Architecture, Heritage and Urban Design matters within the City. Likewise Council has allocated resources to carry out strategic work in relation to Heritage matters. The allocation of any additional resources will need to be considered as part of the 2020/2021 Operational Plan and budget process.
3. In relation to Item 2 of the Minutes, Council endorse the recommendation of the Heritage Advisory Committee, namely that:

"Council actively publicise the outcomes of the Local Heritage Assistance Fund through various media."
4. In relation to Item 3 of the Minutes, Council endorse the recommendation of the Heritage Advisory Committee, namely that Council:
 - (a) *prepare an audit regarding issues and concerns with the 'Heritage Near Me' Program to present to the relevant State Government Minister.*
 - (b) *congratulate, commend and thank St Albans volunteers in terms of works undertaken at the cemetery."*

ORDINARY MEETING

Minutes: 09 July 2019

5. In relation to General Business Item "Hawkesbury Birthplace of the Fair Go";

"A working group be formed to collate information and develop the presentation to the Tourism Committee.

The working group will comprise of two Councillor members of the Heritage Advisory Committee, the chair of Council's Tourism Committee and relevant staff as required. The working group would have the ability to second academics from the Heritage Advisory Committee"

6. Council establish its responsibilities under the Heritage Act concerning the upkeep of buildings and structures at the Australiana Pioneer Village, and whether such responsibilities can be delegated to the Lessee, the Friends of the Australiana Pioneer Village.

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

Against the Motion: Nil.

Absent: Councillors Rasmussen, Tree and Wheeler.

ORDINARY MEETING

Minutes: 09 July 2019

SECTION 5 – Notices of Motion

Item: 129

NM1 - Economic Development Plan - (125612, 79351)

MOTION:

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

Refer to RESOLUTION

159 RESOLUTION:

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

That in the development of its Economic Development Plan, Council include initiatives to engage small businesses particularly those which operate outside the major town centres, with the aim of:

1. Providing them with information on Council's activities, particularly with regard to any opportunities to participate in local events or apply for grant funding, and
2. Ensuring we listen to their ideas and specific needs and provide them with information about how to access policies applicable to their business activities.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Garrow, Kotlash, Reynolds, Richards, Ross, Wheeler and Zamprognio.

Against the Motion: Nil.

Absent: Councillors Rasmussen and Tree.

ORDINARY MEETING

Minutes: 09 July 2019

COUNCILLOR QUESTIONS WITH NOTICE

Item: 130 Councillor Questions with Notice

Responses to Councillor Questions with Notice listed in the Business Paper of 9 July 2019, were provided and discussed.

The meeting terminated at 7:59pm.

Submitted to and confirmed at the Ordinary meeting held on 30 July 2019.

.....
Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 30 July 2019

SECTION 2 – Mayoral Minutes

No Mayoral Minutes.

ordinary

section 3

reports
for determination

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 131 **CP - Planning Proposal to Amend Hawkesbury Local Environmental Plan 2012 - 2 - 8 Hawkesbury Valley Way and 393 - 395 George Street, Windsor - (124414, 95498)**

Previous Item: 271, Ordinary (13 December 2016)

Directorate: City Planning

PLANNING PROPOSAL INFORMATION

File Number:	LEP013/16
Property Address:	2 - 8 Hawkesbury Valley Way and 393 - 395 George Street, Windsor
Applicant Name:	Urban City Consulting Pty Ltd
Owner:	Pumpkin Group Pty Ltd
Date Received:	27 June 2016
Current Zone:	R2 Low Density Residential
Proposed Zone/s:	B1 Neighbourhood Centre
Current Maximum Height of Buildings:	10M
Proposed Maximum Height of Buildings	12M
Current Minimum Lot Size:	450M ²
Proposed Minimum Lot Size:	No Minimum Lot size
Site Area:	5,331m ²

Key Issues:

- ◆ Flood Prone Land
- ◆ Shop Top Housing
- ◆ Aircraft Noise

Recommendation: Proceed with the making of an amendment to the Hawkesbury Local Environmental Plan 2012 in order to allow a mixed use development on the subject site.

PURPOSE OF THE REPORT:

The purpose of this report is for Council to consider the outcome of consultation on the planning proposal, and make a recommendation to proceed with the making of an amendment to the Hawkesbury Local Environmental Plan 2012 that gives effect to the post-exhibition planning proposal outlined in this report.

EXECUTIVE SUMMARY:

On 13 December 2016 Council resolved to forward a planning proposal from Urban City Consulting Pty Ltd which sought to allow a mixed-use development on the subject site, to the then Department of Planning and Environment (now the Department of Planning, Industry and Environment) for a Gateway Determination.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

In March 2017, the then Department of Planning and Environment advised Council to:

- Proceed with the planning proposal subject to conditions including a requirement to specify a dwelling cap limiting the maximum number of dwellings equivalent to the current dwelling potential on the subject site in order to ensure that no increase of dwellings within any future development on the subject site.
- Undertake consultation with the community and public agencies as identified in the Gateway Determination.

Responses from all relevant public agencies and three submissions from the community were received in response to the consultation.

The responses received from the NSW Office of Environment & Heritage, Roads & Maritime Services, State Emergency Service and Department of Defence have resulted in an amendment to Part 2 of the Explanation of Provisions of the exhibited planning proposal.

This amendment enables the inclusion of an additional development provision in Part 6 Additional local provisions of the Hawkesbury Local Environmental Plan 2012 to specify a dwelling cap of a maximum of 10 dwellings for any future development on the subject site. It should be noted that the original planning proposal did not nominate a specific number of dwellings. It will also ensure consistency with the Gateway Determination and achieve improved land use and development outcomes for the subject site.

The report recommends that Council proceed with the making of an amendment to the Hawkesbury Local Environmental Plan 2012 in order to allow a mixed use commercial and shop top housing development on the subject site.

RECOMMENDATION SUMMARY:

This report recommends that Council proceed with the making of an amendment to the Hawkesbury Local Environmental Plan 2012 in order to allow a mixed-use commercial and shop top housing development on the subject site as detailed in this report.

REPORT:

In June 2016, Council received a planning proposal from Urban City Consulting Pty Ltd (the applicant), seeking an amendment to the Hawkesbury Local Environmental Plan 2012 to allow a mixed-use development on the subject site. In December 2016, Council considered a report on the matter and resolved to forward the planning proposal to the then Department of Planning and Environment for a Gateway Determination.

Subject Site and Surrounds

The subject site is located at the signalised intersection of Hawkesbury Valley Way and George Street, Windsor between the Windsor Town Centre and the Windsor Railway Station as shown in Figure 1 below:

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019



Figure 1: Site Location

The subject site is comprised of 11 properties, and has a total area of 5,331m² as shown in Figure 2 and Table 1 below:



Figure 2: Aerial View of Subject Site

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Table 1: Subject Site Properties and Current Land Uses

Property Description	Street Address	Area	Current Use
Lot 13 DP 1089172	383 George Street	329m ²	Vehicle sales and display
Lot 12 DP 1093	385 George Street	278m ²	Vehicle sales and display
Lot 11 DP 1093	387 George Street	278m ²	Vehicle sales and display
Lot 10 DP 1093	389 George Street	278m ²	Vehicle sales and display
Lot 9 DP 1093	391 George Street	285m ²	Vehicle sales, display and office
Lot 8 DP 1093	393 George Street	285m ²	Vehicle sales office and repairs
Lot 7 DP 1093	395 George Street	285m ²	Vehicle sales office and repairs
Lot A DP 108510	2A Hawkesbury Valley Way	277m ²	Vehicle sales and display
Lot 13 DP 16626	4 Hawkesbury Valley Way	1,088m ²	Dwelling
Lot 12 DP 16626	6 Hawkesbury Valley Way	1,012m ²	Dwelling
Lot 11 DP 16626	8 Hawkesbury Valley Way	936m ²	Dwelling
Total		5,331m²	

Approximately 20% of the subject site covering 383-389 George Street and part of 391 George Street at the northeast corner is currently used as a car sales yard, and there are three single storey dwellings fronting Hawkesbury Valley Way. A car sales office and a car workshop occupy the rest of the subject site covering part of 391 George Street and 393-395 George Street, Windsor.

The subject site is bounded by Hawkesbury Valley way to the north, George Street to the east and low density housing to the south and west as shown in Figure 2 above. The subject site has a frontage to Hawkesbury Valley Way of approximately 75m and a frontage to George Street of 79m.

Current Planning Provisions

The subject site is currently zoned R2 Low Density Residential under the Hawkesbury Local Environmental Plan 2012 with a minimum lot size of 450m² and a 10m maximum building height provision.

Other relevant matters from the Hawkesbury Local Environmental Plan 2012 include:

- the site falls within the Middle Nepean & Hawkesbury River Catchment Area of Sydney Regional Environmental Plan No.20 Hawkesbury - Nepean River (No.2 - 1997) - an assessment of the planning proposal contained in the previous Council report (dated 13 December 2016) stated that that some form of mixed use development on the subject site has the potential to satisfy the relevant provisions of the Sydney Regional Environmental Plan No.20 Hawkesbury - Nepean River (No.2 - 1997).
- the whole of the subject site is shown as being within Class 5 Acid Sulfate Soils on the Acid Sulphate Soils Planning Maps contained within the Hawkesbury Local Environmental Plan 2012. Acid Sulfate Soil Classification 5 represents a relatively low chance of acid sulphate soils being present on the subject site.
- the subject site is shown as being flood prone - A detailed flood risk assessment of the subject site was undertaken in consultation with the Office of Environment and Heritage and the Roads and Maritime Services. Detailed discussion is provided in Pre-consultation Section of this report.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

- the subject site is affected by aircraft noise from Richmond RAAF base and its flight path.

The subject site is surrounded by a range of land uses, including retail/commercial, residential and public recreation uses, schools, church and a cemetery. The Windsor Town Centre, Windsor Railway Station, and Bus Interchange are located within a relatively short walking distance.

Lots 8 and 9 DP 093, 391 - 393 George Street, Windsor comprising of an old timber cottage known as "Learholm" are listed as heritage items with Local significance in Schedule 5 Environmental Heritage of the Hawkesbury Local Environmental Plan 2012.

Planning Proposal

The planning proposal seeks to:

- rezone the subject site from R2 Low Density Residential to B1 Neighbourhood Centre under the Hawkesbury Local Environmental Plan 2012 to allow a mixed use commercial and shop top housing development of the subject site.
- amend the Lot Size Map of the Hawkesbury Local Environmental Plan 2012 to remove the current 450m² lot size provision applying to the subject site so as to be consistent with other business zoned land under the Hawkesbury Local Environmental Plan 2012 to which a minimum lot size provision does not apply.
- amend the Height of Buildings Map of the Local Environmental Plan 2012 to change the current maximum 10m building height provision applying to the subject site to 12m so as to be consistent with other business zoned land under the Hawkesbury Local Environmental Plan 2012 to which a maximum 12m building height provision applies.

Authorisation for Council to Exercise Delegation

The Gateway Determination included authorisation for Council to exercise delegation to make this plan. Should Council resolve to proceed with the making of the plan, this authorisation will allow Council to make a direct request to the Parliamentary Counsel's Office to prepare a draft Local Environmental Plan to give effect to the planning proposal. Following receipt of an opinion from the Parliamentary Counsel's Office that the plan can be legally made, Council may then make the plan.

Policy considerations

The Department of Planning and Environment's '*A guide to preparing planning proposals*' August 2016 (the Guidelines) requires the applicant to demonstrate that a planning proposal is consistent with applicable local strategies/strategic plans, State Environmental Planning Policies and Section 9.1 (formerly Section 117) Ministerial Directions.

The previous Council report (dated 13 December 2016) included an assessment of the planning proposal and demonstrated that the planning proposal is consistent with the Hawkesbury Residential Land Strategy, the relevant State Environmental Planning Policies and Section 9.1 (formerly Section 117) Ministerial Directions.

The Gateway Determination received on 21 March 2017 advised Council to proceed with the planning proposal and that inconsistencies with the then Section 117 Ministerial Direction 4.1 Acid Sulfate Soils were of minor significance, and no further approval is required in relation to the Direction 4.1.

Pre-consultation

In accordance with the Gateway Determination, a flood risk assessment of the subject site was undertaken in consultation with the Office of Environment Heritage and Roads and Maritime Services prior to commencement of formal government agency and community consultation. In line with comments from the Office of Environment Heritage and Roads and Maritime Services, a detailed flood risk assessment

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

adequately addressing the flood risk from rare flooding beyond the 1-in-100 year flood event was undertaken to determine the flood impacts on the proposed development.

The detailed flood risk assessment of the subject site revealed that the majority of the subject site is subject to Low Flood Risk during a 100 flood event and the entire site is subject to High Flood Risk during a Probable Maximum Flood event. However, given the Hawkesbury Local Environmental Plan 2012 identifies the flood planning level as the level of a 1:100 ARI (average recurrent interval) flood event, it would be possible to locate any future retail/commercial or mixed use development within the Low Hazard flooding area. Any shop top housing subject to a 10 dwellings cap contained in a future mixed use development on the subject site can easily be located well above 1 in 100 flood planning level.

Consultation

In accordance with the Gateway Determination and other relevant statutory requirements, the community was consulted between Friday 19 October 2018 to Monday 19 November 2018, and relevant public agencies were consulted under then section 56(2)(d) of the *Environmental Planning and Assessment Act, 1979* (EP& A Act).

An exhibition notice was placed in the Hawkesbury Courier on 18 October 2018 and 1 November 2018 and letters were sent to adjoining and nearby land owners and occupiers advising of the public exhibition of the planning proposal. The planning proposal, the Flood Risk Assessment of the subject site and supporting documentation were made available for public viewing during the exhibition period on Council's website and at Council's Administration Office. Three submissions were received from the community, none of which objected to the planning proposal other than certain issues. The issues raised in these submissions and subsequent comments from Council Officers are outlined in Attachment 1 of this Report. In summary, the following points were raised by the community:

- Future development of the subject site (bulk, scale and siting)
- Need for consultation associated with future development proposals
- Potential to include additional land as part of the planning proposal.

In summary, none of the issues raised in the community submissions are considered to be determining factors for the finalisation of the exhibited planning proposal.

Council received responses from all public agencies. The responses from Transport for NSW and the Division of Resources & Geoscience of NSW Department of Planning and Environment raised no issues, but all other responses including the response from Infrastructure New South Wales raised issues. However, none of the responses (other than the Department of Defence) raised objections to the exhibited planning proposal or the making of the plan. The issues raised in these submissions and the Department of Defence's objection to the planning proposal and subsequent comments from Council Officers are outlined in Attachment 2 of this Report.

The responses received from the Office of Environment and Heritage and the Roads and Maritime Services warranted an amendment to the exhibited planning proposal which is detailed in a subsequent section of this report.

Conformance to the Hawkesbury Community Strategic Plan 2017- 2036

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

Our Future

5.3.2 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 business.

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Discussion

The primary objective of the planning proposal is to rezone the subject site from R2 Low Density Residential to B1 Neighbourhood Centre to allow a mixed use commercial and shop top housing development on the subject site.

Increased Residential Density

In general, rezoning of low density residential land within walking distance of a public bus or train service, shops or a town centre to a higher residential zone is considered to be a warranted and acceptable land use outcome.

However, given the location of the subject site within the 25 – 30 Australian Noise Exposure Forecast contours, proximity to the Royal Australian Air Force (RAAF) Base Richmond and the likely evacuation issues during a major flood event (eg 1: 100 year flood event), rezoning of the subject site from R2 Low Density Residential to a higher residential zone such as R3 Medium Residential to allow increased residential density on the subject site is not considered to be appropriate. The responses from the Office of Environment and Heritage, State Emergency Service, Department of Defence and Infrastructure New South Wales confirmed the inappropriateness of increasing the residential density on the subject site.

Proposed B1 Zoning

Rezoning of the subject site which is located within a short walking distance to the Windsor Railway Station, Bus Interchange and Neighbourhood Business Precinct to B1 Neighbourhood Centre is considered to be the most appropriate zone for the subject site to allow a mixed use commercial and shop top housing development on the subject site consistent with the surrounding development. The Gateway Determination received from the Department of Planning and Environment and relevant public agencies (other than the Department of Defence) raised no objection to the proposed B1 Neighbourhood Centre zoning for the subject site.

The Department of Defence's response objected to the proposed B1 Neighbourhood Centre zoning primarily due to concern that the proposed B1 Neighbourhood Centre zoning would permit increased dwellings or residential population on the subject site. This issue is discussed in further detail below in the Dwelling Cap Section.

Although the primary objective of the planning proposal is to allow a mixed used commercial and shop top housing development on the subject site, the proposed B1 Neighbourhood Centre zone allows residential accommodation including attached dwellings, multi dwelling housing, residential flat buildings and shop top housing on the subject site subject to Council's consent through a development application process. The planning proposal indicates the intention to accommodate shop top housing in any future business/retail development on the subject site. Given the subject site is located within the 25 - 30 Australian Noise Exposure Forecast contours, development of the subject site for residential purposes is unacceptable in accordance with Table 2.1 - Building Site Acceptability based on Australian Noise Exposure Forecast Zones of Australian Standard AS 2021 - 2000. However, the subject site is currently zoned R2 Low Density Residential which permits dwellings with consent.

Dwelling Cap

There is currently no effective and appropriate planning mechanism or local provision available for Council to ensure no increase of dwellings over and above that currently permitted on the subject site. Therefore, the proposed cap identified by the Department of Planning and Environment in the Gateway Determination limiting the maximum number of dwellings equivalent to the current dwelling potential on the subject site in order to ensure that no increase of dwellings on the subject site is considered to be an appropriate mechanism to prevent an increase in dwelling yield, and avoid an undesirable land use outcome for the subject site.

The Post-exhibition Amendments Section of this report explains how the proposed dwelling cap within a future development on the subject site can be effectively enforced.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

The subject site is currently zoned for residential purposes, and has potential to accommodate 10 dwellings on the subject site under the current development provisions. With the proposed cap limiting the maximum number of dwellings on the subject site to a maximum of 10 dwellings, there will be no increase of dwellings or residential population on the subject site. Therefore, the objection to the planning proposal based on the potential increase of dwellings or the population on the subject site by the Department of Defence has been addressed.

Other Permissible land uses in B1 Neighbourhood Zone

As stated in the response from the Department of Defence, a range of commercial, residential and non-commercial land uses including business premises, office premises, retail premises, childcare centres, recreational facilities (indoor) and function centres are permitted with consent within the proposed B1 Neighbourhood Centre zone. The Hawkesbury Local Environmental Plan 2012 defines retail premises as a building or place used for the purpose of selling items by retail, or hiring them out, whether the items are goods or materials, and identifies a range of land uses as retail premises. These include bulky good premises, food and drink premises, hardware and building supplies, landscaping material supplies and vehicle sales and hire premises.

However, given the size, location and characteristics of the subject site, and certain development constraints including limited access arrangements, flooding and heritage a large number of retail land uses requiring large floor spaces, loading and unloading bays, parking for large vehicles and truck manoeuvring areas such as bulky goods, hardware and building supplies, landscaping material supplies and vehicle sales and hire premises are not considered to be appropriate retail uses for the subject site. Council will be able to determine the appropriateness of the proposed land uses on the subject site in consultation with relevant government agencies such as the Department of Defence, Roads and Maritime Services and the State Emergency Service at the development application stage.

Western Parkland City Liveability Program

It should also be noted that Council was recently advised of its successful application under the Western Parkland City Liveability Program of \$18.75M funding (\$15M State and Federal funding and \$3.75M Council funding) for revitalisation of town centres in Windsor, Richmond and South Windsor. The subject site, being a corner site with its proximity to Windsor Railway Station linking through to the Windsor town centre which is identified as a Strategic Centre in the Greater Sydney Region Plan and the Western City District Plan has considerable potential to play a significant role in the revitalisation process. As such, with the planning proposal process nearing finalisation, it is considered appropriate for Council to engage with the property owner in terms of potential development concepts over the subject site. Initial discussions with the applicant in that respect have been positive.

Post Exhibition Amendments to the Exhibited Planning Proposal

The response from the Office of Environment and Heritage stated that while the planning proposal anticipated a dwelling cap that there is no accompanying draft local environmental plan clause in the Explanation of Provisions section of the planning proposal to specify a dwelling cap of a maximum 10 dwellings within any future mixed use commercial and shop top housing development on the subject site as required by the Gateway Determination. The Office of Environment and Heritage advised Council to include an additional local provision in Part 6 Additional local provisions of the Hawkesbury Local Environmental Plan 2012 to specify a dwelling cap of a maximum of 10 dwellings within any future development on the subject site.

The Roads and Maritime Services in its response also stated that an appropriate provision should be in place in order to ensure the subject site does not exceed the proposed dwelling cap. It further stated that the planning proposal does not propose any specific planning mechanism to be used in the Hawkesbury Local Environmental Plan 2012 either via an additional provision in the Hawkesbury Local Environmental Plan 2012 or specific local environmental plan map or other planning mechanism.

The State Emergency Service response states that it supports the Office of Environment and Heritage's recommendation to include a local clause to be inserted into the Hawkesbury Local Environmental Plan

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

2012 that specifies no increase in dwellings on the subject site above the maximum dwellings permitted under the dwelling cap applying to the subject site.

As previously highlighted, the other issues raised by the then Office of Environment and Heritage and the Roads and Maritime Services along with issues raised by the State Emergency Service, Infrastructure New South Wales and the Department of Defence are addressed in Attachment 2 of this report.

Inclusion of Additional Local Provision

The inclusion of an appropriate local provision in the Hawkesbury Local Environmental Plan 2012 is considered to be an effective mechanism for the enforcement of the proposed dwelling cap on the subject site. Therefore, the Office of Environment and Heritage's recommendation to include an additional local provision in Part 6 of the Hawkesbury Local Environmental Plan 2012 to specify a dwelling cap limiting dwellings to a maximum of 10 within any future development on the subject site is considered to be the most acceptable and appropriate mechanism in the execution of the proposed dwelling cap for the subject site.

Therefore, Part 2 - An explanation of the provisions that are to be included in the proposed instrument of the planning proposal has been amended with the inclusion of the following:

Include the following additional clause (clause 6.13) after the current clause 6.12 Certain development at Richmond Lowlands of the *Hawkesbury Local Environmental Plan 2012*.

6.13 Mixed use development at 2 - 8 Hawkesbury Valley Way and 393 - 395 George Street, Windsor

- (1) This clause applies to land comprising the following eleven properties.

Property Description	Street Address
Lot 13 DP 1089172	383 George Street
Lot 12 DP 1093	385 George Street
Lot 11 DP 1093	387 George Street
Lot 10 DP 1093	389 George Street
Lot 9 DP 1093	391 George Street
Lot 8 DP 1093	393 George Street
Lot 7 DP 1093	395 George Street
Lot A DP 108510	2A Hawkesbury Valley Way
Lot 13 DP 16626	4 Hawkesbury Valley Way
Lot 12 DP 16626	6 Hawkesbury Valley Way
Lot 11 DP 16626	8 Hawkesbury Valley Way

- (2) The objective of this clause is to facilitate a mixed use commercial and shop top housing development on the land.
- (3) Development consent for any mixed use development comprising more than 10 dwellings (shop top housing) on the land must not be granted.

Financial Implications

The applicant has paid the planning proposal application fees required by Council's Fees and Charges for the preparation of a Local Environmental Plan.

Fit For The Future Strategy Considerations

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

of Council's adopted 2018-2019 Operational Plan, which will adversely impact on Council's financial sustainability.

Planning Decision

As this matter is covered by the definition of a "planning decision" under Section 375A of the *Local Government Act 1993*, details of those Councillors supporting or opposing a decision on the matter must be recorded in a register. For this purpose a division must be called when a motion in relation to the matter is put to the meeting. This will enable the names of those Councillors voting for or against the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

Conclusion

Consultation undertaken with the community and relevant public agencies with respect to the planning proposal does not warrant the abandonment of the planning proposal other than an amendment to the exhibited planning proposal as detailed in this report.

The post-exhibition amendment to the planning proposal will ensure an improved land use and sustainable development outcome within walking distance to the Windsor Railway Station, Public Bus Exchange and the existing Neighbourhood Business Precinct. It will also enable increased local job and service opportunities to local residents within walking distance of their homes.

It is therefore recommended that Council proceed with the making of an amendment to the Hawkesbury Local Environmental Plan 2012 that will give effect to the post-exhibition planning proposal detailed in this report.

RECOMMENDATION:

That Council:

1. Proceed with the proposed amendment to the Hawkesbury Local Environmental Plan 2012 as detailed in this report to:
 - a) Amend the Land Zoning Map of the *Hawkesbury Local Environmental Plan 2012* to rezone the subject site from R2 Low Density Residential to B1 Neighbourhood Centre to allow a mixed use commercial and shop top housing development on the subject site.
 - b) Amend the Lot Size Map of the Hawkesbury Local Environmental Plan 2012 to remove the current 450m² lot size provision applying to the subject site to ensure consistency with other business zoned land under the Hawkesbury Local Environmental Plan 2012 to which a minimum lot size provision does not apply.
 - c) Amend the Height of Buildings Map of the Local Environmental Plan 2012 to change the current maximum 10m building height provision applying to the subject site to 12m to ensure consistency with other business zoned land under the Hawkesbury Local Environmental Plan 2012 to which a maximum 12m building height provision applies.
2. Request that the Parliamentary Counsel's Office prepare a draft Local Environmental Plan to give effect to the planning proposal in accordance with Section 3.36(1) of the *Environmental Planning and Assessment Act, 1979*.
3. Adopt and make the draft local environmental plan, under the authorisation for Council to exercise delegation issued by the Gateway determination, upon receipt of an opinion from Parliamentary Counsel's Office that the plan can be legally made.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

4. Following the making of the Plan, advise the Department of Planning, Industry and Environment that the Plan has been made and request notification of the Plan on the NSW Legislation website.
5. Continue discussions with the property owner with respect to Council's Western Parkland City Liveability Program Project, in order to explore potential opportunities.

ATTACHMENTS:

AT - 1 Summary of Community Submissions and Responses

AT - 2 Summary of Government Agency Submissions and Responses

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

AT - 1 Summary of Community Submissions and Responses

No	Issue	Applicant's Response	Council Officer Response
1	<p><u>Future Development of the Subject Site</u></p> <p>Any proposed two or three-storey development should be adequately set back from the existing residential development in Brabyn Street immediately south of the subject site to ensure the adjoining residents' privacy, the amenity, views and the access to natural sunlight are not compromised.</p>	<p>These matters will be taken into account during the preparation of a Development Application for the subject site in order to ensure that any impact on the adjoining properties will be minimal and the proposed development complies with relevant development provisions.</p>	<p>The issues such as adjoining residents' privacy, amenity, views and access to sunlight raised in the submission are not determining factors of the exhibited planning proposal. The Hawkesbury Local Environmental Plan 2012 and Development Control Plan 2002 contain relevant development provisions in order to enable an orderly development on the subject site with no adverse impacts on the amenity of the adjoining developments and the locality. These will be taken into consideration when Council assess development applications received for the subject site.</p>
2	<p><u>Lack of Consultation</u></p> <p>The residents of Brabyn Street indicated that they were not notified about the newly constructed residential development on 413A George Street which impacts the amenity and privacy of the current residential development in Brabyn Street.</p>		<p>This issue relates to a previous development application, and whilst not directly related to this current planning proposal, a review of procedures associated with the notification of development applications is considered appropriate. If the plan is made and any future development application is received for the subject site, property owners in the locality including residents of Brabyn Street who are likely to be affected by the future development of the subject site will be consulted in accordance with relevant statutory provisions and Council's consultation procedures.</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 July 2019

No	Issue	Applicant's Response	Council Officer Response
3	<p><u>Proposed Rezoning</u></p> <p>Raised no objection to the making of the plan. However, there will be a detrimental effect to the property immediately west of the subject site if it is not included in the proposed re-zoning.</p> <p>Four properties at 397, 399, 401 and 403 George Street between the existing and the proposed B1 zoning should be included in the proposed rezoning due to the following reasons:</p> <ul style="list-style-type: none"> • The lots front the main street of Windsor will provide a continuous commercial/residential streetscape opportunity. • Zoning will allow for the development of retail shops with residential above in close proximity to Windsor Station. • Development of the adjoining B1 zonings could result in these existing houses being severely affected by loss of amenity. • It would be a good planning outcome to provide that potential continuity over the whole block and not leave a section of 48m frontage – not only a different zoning but also a different building height by 2m. 	<p>The planning proposal was lodged with Council in July 2016 and now it is at the finalisation stage. A further delay in making of this plan is not considered to be warranted.</p> <p>If Council resolves to rezone these properties, the preparation of a separate planning proposal or a house keeping amendment enabling rezoning of these properties is proposed.</p>	<p>The submitter's claim that the property immediately west of the subject site will be detrimentally affected if it is not included in the current rezoning proposal is a personal opinion, and there is no planning or economic evidence to support the claim.</p> <p>The planning proposal is not a Council initiated planning proposal, with Council receiving the planning proposal seeking rezoning of the subject site to B1 Neighbourhood Centre.</p> <p>There is no statutory provision or other provision in the Department of Planning and Environment's <i>A guide to preparing planning proposal</i> for the inclusion of additional land for rezoning at the finalisation stage of the plan making process.</p> <p>Masterplanning processes for Windsor, South Windsor and Richmond will consider appropriate zonings for properties with development potential within these centres and possible inclusion of suitable provisions in the Hawkesbury Local Environmental Plan 2012 and Development Control Plan 2002 to enable improved land use and development outcomes.</p>

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

AT - 2 Summary of Government Agency Submissions and Responses

Agency	Issue	Applicant's Response	Council Officer Response
Office of Environment & Heritage	Flood Evacuation Based on the Regional Flood Model (RFM) hazard categories, evacuation of future occupants of the subject site, prior to the occurrence of large flood events and cutting off regional access is a necessity.		If the plan is made, the applicant will be advised to prepare and submit a detailed flood risk assessment for the subject site in line with the current flood planning provisions in the Hawkesbury Local Environmental Plan 2012 addressing all relevant issues as part of any development application for the subject site. These include the analysis of hazard categories and evacuation of future occupants of the subject site, prior to the occurrence of large flood events and cutting off of regional access based on the Regional Flood Model highlighted in the Office of Environment & Heritage's response.
	Shelter in Place The subject site should not be considered as a shelter in place as it intensifies risk to life. The State Emergency should be consulted in this regard.		The Flood Risk Assessment undertaken for the subject site revealed that the whole of the subject site is inundated during a Probable Maximum Flood event as is all of Windsor. In accordance with the State Emergency Service, land inundated by a Probable Maximum Flood event flood event should not be used as a shelter in place. Any future development applications received by Council over the subject site will be referred to the State Emergency Service and Office of Environment and Heritage for comments and advice.
	Flood Hazard Category The applicant needs to use the Regional Flood Model (RFM) to determine the flood hazard category and to enable Council to make an informed decision on the matter.		If the plan is made, Council will advise the applicant to prepare a flood study or risk assessment using the Hawkesbury-Nepean Flood Modelling in support of a future development application for a mixed use development on the subject site. This is to determine flood hazard levels and categories in consultation with relevant government agencies and enable Council to make an informed decision on the matter.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 July 2019

Agency	Issue	Applicant's Response	Council Officer Response
Office of Environment & Heritage (Continued)	<p>Previous Comments</p> <p>The following issues were raised by the Office of Environment and Heritage's previous advice dated 9 February 2018 to Council, and any issues that are still outstanding need to be addressed in the next stage.</p> <ul style="list-style-type: none"> Consider for flood resistant building materials for proposed dwellings, in particular, the first floor residential accommodation to reduce damages. Utilise the latest flood modelling information. Concerns in regard to Council's planning documents as they do not adequately address the flood risk from the full range of flooding up to the PMF. Seek advice from the State Emergency Service as the combat agency responsible for emergency services. 		<p>All previous issues raised by the Office of Environment and Heritage in response to the Pre-Consultation on the Flood Risk Assessment for the subject site have already been addressed.</p>
	<p>Dwelling Cap</p> <p>There is no accompanying draft local environmental plan clause under Explanation of Provisions of the planning proposal that reflects the proposed dwelling cap for future shop top housing on the subject site as required by the Gateway Determination. The Office of Environment and Heritage is concerned that without a dwelling cap specified in a draft local environmental plan site specific clause, that at the Development Application stage the proponent is likely to propose more dwellings than the maximum dwelling yield which creates confusion for the developer and the wider community.</p> <p>The Dwelling Cap Analysis prepared by Council dated January 2018 refers to a total of 11 dwellings given the inclusion of a secondary dwelling. However, secondary dwellings would not be permitted within the proposed non-residential zone.</p>	<p>The Dwelling Cap document prepared by Council nominates 10 dwelling based on the current residential lots that have a dwelling entitlement or has an existing dwelling.</p>	<p>This issue has been addressed in detail in the Council report, which highlights the post exhibition amendments to the plan regarding the inclusion of a Dwelling Cap clause and Explanation of Provisions.</p> <p>A minor administrative error in specifying a dwelling cap for the subject site as 11 dwellings has been amended to 10 dwellings. Secondary dwellings are permitted with consent in the proposed B1 Neighbourhood Centre non-residential zone. However, a dwelling potential assessment of the subject site undertaken to determine a dwelling cap for the subject site revealed that 11 properties forming the subject site has no potential to yield a secondary dwelling.</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 July 2019

Agency	Issue	Applicant's Response	Council Officer Response
Office of Environment & Heritage (Continued)	<p>Local Impacts</p> <p>Any local impacts on adjacent properties should be addressed at the Development Application stage.</p>		<p>Consideration of likely impacts of any development on adjacent properties is always a consideration under Section 4.15 (formerly Section 79C) of the <i>Environmental & Planning Assessment Act, 1979</i> in assessing development applications.</p>
Roads & Maritime Services	<p>Dwelling Cap</p> <p>The planning proposal does not provide any details on a specific planning mechanism to be used in the LEP to impose the proposed dwelling cap in any development on the subject site.</p> <p>Council should be satisfied that an appropriate planning mechanism for the enforcement of the proposed dwelling cap is in place.</p> <p>Whilst pages 1 and 4 of the planning proposal identify a maximum cap of 10 dwellings, page 14 identifies it as 11 dwellings. This needs to be rectified.</p>	<p>This is a matter for Council or the Department of Planning, Industry and Environment to consider and include in the amendment to the Hawkesbury Local Environmental Plan 2012.</p>	<p>This issue has been addressed in detail in the Council report, which highlights the post exhibition amendments to the plan regarding the inclusion of a Dwelling Cap clause and Explanation of Provisions.</p> <p>In line with comments from the Office of Environment and Heritage, State Emergency Service and Roads and Maritime Services, the exhibited planning proposal has now been amended with the inclusion of an additional explanation explaining the insertion of an additional provision into the LEP to ensure that any future development on the subject site will not accommodate any more than 10 dwellings.</p> <p>A minor administrative error occurred in page 14 of the exhibited planning proposal referring to a maximum of 11 dwellings instead of 10 dwellings. This error has been fixed in the post-exhibition planning proposal.</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 July 2019

Agency	Issue	Applicant's Response	Council Officer Response
Roads & Maritime Services (Continued)	<p>Flood Risk Assessment</p> <p>The Flood Risk Assessment should provide further detailed assessment on the flooding impacts on the proposed development and the major implications for State Emergency Service's resources on the provision of flood rescue and/or provision of essential services to those unable to evacuate for consideration by Council and State Emergency Service prior to the finalisation of the amendment to the Hawkesbury Local Environmental Plan 2012.</p> <p>Vehicular access</p> <p>The revised vehicular access proposed via George Street is supported by RMS. The proposed median would reduce potential impacts at the traffic signals by preventing queued vehicles turning right into the subject site blocking through traffic.</p> <p>Ideally the access arrangement should be specified in a site specific Development Control Chapter to guide future development proposals over the subject site.</p>	<p>The Council prepared the Flood Risk Assessment and need to consider this comment.</p>	<p>If this plan is made, any future development applications over the subject site will be required to prepare and submit a detailed flood risk assessment of the subject site to Council for consideration.</p> <p>The revised Flood Risk Assessment prepared following initial consultation with the Roads and Maritime Services and the then Office of Environment and Heritage was forwarded to State Emergency Service for comment. The State Emergency Service response did not warrant a further detailed assessment on the flooding impacts on the proposed development prior to finalisation of the planning proposal. However, if this plan is made the applicant will be required to prepare a detailed flood study addressing all the relevant issues including flooding impacts during major flood events on the proposed development as part of any future development application over the subject site to enable Council and the State Emergency Service to undertake a comprehensive assessment of the development application.</p> <p>Access and egress access from the subject site from Hawkesbury Valley Way is not generally supported by the Roads and Maritime Services other than access from a secondary street or road. Given the subject site is a corner site with access to both Hawkesbury Valley Way and George Street and its close proximity to the signalised intersection of Hawkesbury Valley Way and George Street, the Roads and Maritime Services supports the site access arrangement from George Street proposed by the applicant.</p> <p>The proposed amendments to the Hawkesbury Local Environmental Plan 2012 contained in the planning proposal and the existing provisions in the</p>

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Agency	Issue	Applicant's Response	Council Officer Response
Roads & Maritime Services (Continued)	Vehicular access <i>(Continued)</i>		Hawkesbury Local Environmental Plan 2012 and the Hawkesbury Development Control Plan 2002 are considered to be adequate to control future development of the subject site for business and retail purposes. It should also be noted that a major review of the Hawkesbury Development Control Plan 2002 is currently being undertaken by Council, and if required, additional development controls can be inserted into the Hawkesbury Development Control Plan 2002 to enable the orderly and economic development of the subject site with no adverse impacts on the existing traffic movements in the locality and the local amenity.
	Traffic and Transport Statement Any future development applications for the subject site should be supported by a Traffic and Transport Statement. This is to further assess the impacts of any future development on key intersections in the locality		In line with the Roads and Maritime Services request, the applicant will be advised to prepare and submit a detailed Traffic and Transport Study/Statement addressing all relevant issues including site access arrangements, traffic volumes, traffic generation from the future development as part of any future development application over the subject site for consideration by the Roads and Maritime Services and Council
	Installation of a median The installation of a median may impact on street parking. Consultation with affected property owners and businesses should be undertaken to the satisfaction of the Council at the development application stage.		In line with the Roads and Maritime Services request, if the plan is made, the applicant will be advised to undertake pre-consultation with the affected property owners of a detailed Traffic and Transport Study/Statement detailing traffic management measures as part of the development application assessment process.

ORDINARY MEETING
SECTION 3 – Reports for Determination

Meeting Date: 30 July 2019

Agency	Issue	Applicant's Response	Council Officer Response
Department of Defence	<p>Development in Areas Subject to Aircraft Noise</p> <p>The Department of Defence does not support the proposed rezoning enabling an increased number of people who congregate near the ends of runways that are exposure to high aviation accidents.</p> <p>Australian Standard 2021:2015 stipulates that, it is unacceptable to develop a house, home unit or flat. It may also determine that other land uses permitted with consent' in the B1 Neighbourhood Centre zone unacceptable in a noise contour greater than 25.</p> <p>Further according to the draft National Airports Safeguard Framework (NASF) Guideline – 'Managing the Risk in Public Safety Zones at the End of Runways', the subject site is located in the Accident Potential Zone 1 (APZ1) for RAAF Base Richmond. However, the proposed B1 Neighbourhood Centre zone is likely to renew and intensify land uses in an area subject to very high levels of aircraft noise and a greater risk of aircraft accident.</p> <p>Property Notation on S 10.7 (formerly S 149) Certificates</p> <p>A property notation be placed on any S10.7 (5) Certificates issued by Council advising the subject site is subject to high levels of aircraft noise generated by activities at RAAF Base Richmond.</p>		<p>This issue has been addressed in detail in the Council report, which highlights the post exhibition amendments to the plan regarding the inclusion of a Dwelling Cap clause and Explanation of Provisions.</p> <p>The proposed amendment to the Local Environmental Plan does not increase the residential density across the site over and above what the current Local Environmental Plan provisions provide for ie. 10 dwellings.</p> <p>As per the Department of Defence, a property notation advising the subject site is subject to a high level of aircraft noise generated by activities at RAAF Base Richmond will be inserted into any S 10.7 (formerly S 149) issued by Council.</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 July 2019

Agency	Issue	Applicant's Response	Council Officer Response
NSW State Emergency Service	Dwelling Numbers The planning proposal ensuring no increase in dwelling numbers is considered to be more acceptable than one that proposes an increase in residential dwelling numbers.		Given the subject's sites location within the 25 – 30 Australian Noise Exposure Forecast contours, proximity to the Royal Australian Air Force (RAAF) Base Richmond and the likely evacuation difficulty during a major flood event (e.g. 1:100 year flood event), the increase of dwellings on the subject is considered to be unwarranted and unacceptable.
	The Office of Environment and Heritage's recommendation for the inclusion of a local clause in the Hawkesbury Local Environmental Plan 2012 to specify a maximum dwelling cap for the subject site is supported.		In line with the recommendation of the Office of Environment and Heritage, the exhibited planning proposal has been amended with the inclusion of an explanation enabling the insertion of an additional clause into Part 6 Additional local provisions of the Hawkesbury Local Environmental Plan 2012 to specify a cap limiting the maximum number of dwellings on the subject site to 10 dwellings.
	Flood Evacuation If Council supports the planning proposal, it is considered necessary to ensure safety of occupants during all floods including less probable but higher consequence floods. An appropriate provision is needed in the development approval process to ensure personal safety of future occupants of the subject site from major floods. Evacuation will need to commence well before a potential 1-in-100 flood event. The developer of the subject site must consider suitable design to facilitate evacuation of residents from the subject site during flood event, including designing rising access and egress for residential and commercial vehicles on the higher side of the site. This could be condition of consent for future development of the subject site.		If the plan is made, the applicant will be required to prepare and submit a detailed flood risk assessment for the subject site covering all relevant issues including evacuation of future residents and other occupants on the subject site in the event of a major flood event as part of any future development applications for the subject site for Council's consideration. Any future development applications received over the subject site will be forwarded to the State Emergency Service for comments.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 July 2019

Agency	Issue	Applicant's Response	Council Officer Response
Hawkesbury-Nepean Valley Flood Risk Management Directorate	<p>Flood Evacuation</p> <p>The proposed rezoning allows for ground level commercial development with upper level residential up to 10 dwellings. This is less than 11 dwellings that could be developed on the subject site now. Therefore, there is a minor reduction in the dwellings to be evacuated from the subject site.</p> <p>The State Emergency Service has informed the Directorate that self-evacuation by private vehicle ahead of evacuation routes being cut is the preferred method of reducing risk to life. The shelter in place is not supported as the services will be lost due to flooding and there will be uncertainty over the eventual flood peak and duration. The evacuation will need to occur well before a potential 1 in 100 year flood event.</p> <p>The developer must consider facilitating residents from the subject site during flood events but measures such as designing a rising egress for residential and commercial vehicles on the higher side of the subject site.</p>		<p>A Dwelling Cap Analysis undertaken by Council revealed that the subject site has potential to accommodate 10 dwellings and not 11 dwellings.</p> <p>The Office of Environment and Heritage has also acknowledged that any proposed mixed use development enabling dwelling units (shop top housing) above business/retail uses is an improvement to any single storey residential development at or near ground level.</p> <p>The response received from the State Emergency Service stated that evacuation will need to start well before a potential 1% Annual Exceedance Probability flood event (1-in-100 flood event). It has not made any comments on the self-evacuation by private vehicle. However, if the plan is made, any future development applications over the subject site will be referred to both the State Emergency Service and Hawkesbury-Nepean Valley Flood Risk Management Directorate for comments.</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 30 July 2019

Agency	Issue	Applicant's Response	Council Officer Response
Hawkesbury-Nepean Valley Flood Risk Management Directorate	<p>Flood Evacuation</p> <p>The proposed rezoning allows for ground level commercial development with upper level residential up to 10 dwellings. This is less than 11 dwellings that could be developed on the subject site now. Therefore, there is a minor reduction in the dwellings to be evacuated from the subject site.</p> <p>The State Emergency Service has informed the Directorate that self-evacuation by private vehicle ahead of evacuation routes being cut is the preferred method of reducing risk to life. The shelter in place is not supported as the services will be lost due to flooding and there will be uncertainty over the eventual flood peak and duration. The evacuation will need to occur well before a potential 1 in 100 year flood event.</p> <p>The developer must consider facilitating residents from the subject site during flood events but measures such as designing a rising egress for residential and commercial vehicles on the higher side of the subject site.</p>		<p>A Dwelling Cap Analysis undertaken by Council revealed that the subject site has potential to accommodate 10 dwellings and not 11 dwellings.</p> <p>The Office of Environment and Heritage has also acknowledged that any proposed mixed use development enabling dwelling units (shop top housing) above business/retail uses is an improvement to any single storey residential development at or near ground level.</p> <p>The response received from the State Emergency Service stated that evacuation will need to start well before a potential 1% Annual Exceedance Probability flood event (1-in-100 flood event). It has not made any comments on the self-evacuation by private vehicle. However, if the plan is made, any future development applications over the subject site will be referred to both the State Emergency Service and Hawkesbury-Nepean Valley Flood Risk Management Directorate for comments.</p>

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

GENERAL MANAGER

Item: 132 **GM - Review of Policies - (79351)**

Previous Item: 236, Ordinary (25 September 2018)

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to provide Council with an update on the audit and review of Council policies that has been commenced.

EXECUTIVE SUMMARY:

Council, at its meeting on 25 September 2018, resolved in part to undertake a review of all Council policies. This report provides an update on the outcomes of the audit of Council policies undertaken by staff and the next steps to ensure that Council's Policy Register is current and all relevant policies are reviewed in a timely matter.

RECOMMENDATION SUMMARY:

It is recommended that the report be received and noted.

REPORT:

Context and Background

Council currently has 105 policies located in its Policy Register. The Policy Register is intended to provide the community with a clear indication of Council's intentions in relation to a range of issues. Policies are also important as they can guide and inform the development of Council strategies and/or responses to inquiries from other levels of government, the media and the like.

Council, at its meeting held on 25 September 2018 considered a Mayoral Minute regarding a review of policies and resolved, in part, as follows:-

"That:

2. A Councillor Workshop be held to undertake a review of its policies with a view to:

- a) Preparing a procedure for developing and reviewing Council policies which considers the use of a council policy template that includes a review date, version control and responsible officer.*
- b) Identifying policies that are currently on the Policy Register that:*
 - are no longer applicable and can therefore be removed;*
 - can be amalgamated with other policies; or*
 - can be reviewed and updated ensuring that Council's Policy Register is always current*

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

- *are currently under review and the status of these policies."*

In order to facilitate a Councillor Workshop on the matter, Council staff have undertaken an audit of Council policies. The audit identified the following:

- Council has 105 policies;
- The policies were originally drafted between the early 1990s and 2019;
- 21 policies have not been reviewed since 1998;
- The policies vary in format and content;
- Some policies are quite operational whilst others are more strategic in nature;
- 26 policies are one sentence "policy statements" or brief "statements of Council's position" rather than a comprehensive policy documents (refer to Attachment 1 of this report);
- Many of the policies do not include a review date and/or a responsible officer; and
- A number of policies overlap and/or can be consolidated with other policies, for example:-
 - 15 relate to LEP, DCP and/or town planning guidelines
 - 11 relate to the Office of Local Government
 - 6 relate to Community Access and Inclusion
 - 5 relate to Events
 - 3 relate to Affordable Housing
 - 2 relate to Nuclear Issues
 - 2 relate to the RAAF Base

The audit also identified the appropriate Branch Manager in Council that was responsible for each policy. Branch Managers have been asked to provide a review date for each policy in their Business Plans. Each policy will be reviewed on a four year cycle unless affected by changes to legislation, Council resolution or other necessity that requires an update of a policy.

Council staff have also developed a new Policy template, which includes a new structure, version control, linking of relevant documents, identifying the responsible officer and nominating a review date for the Policy. The template was introduced in conjunction with the new Code of Conduct and Code of Meeting Practice.

A procedure for drafting or reviewing a policy has also been developed to assist staff. The procedure includes a checklist that:

- Details the existing policy (if applicable).
- Establishes the purpose for the review and/or creation of new policy.
- Ensures that an audit of all existing internal documents is completed.
- Ensures that stakeholders are consulted.
- Ensures that an audit of external benchmarks and best practice is undertaken.

It should be noted that since the resolution of Council on 26 September 2018, the following policies have been reviewed and adopted by Council:-

- Code of Conduct (and Procedures)
- Code of Meeting Practice
- Gifts and Benefits Policy
- Provision of Information and Interaction between Councillors and Staff Policy
- Media Policy

Consultation

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

A Councillor Workshop will be held in the near future to finalise the review of Council's Policy Register. At that workshop, Councillors will be advised of the outcomes of the initial review, current policies being updated or amalgamated, and Branch Manager responsibilities moving forward.

Discussions will also take place at the workshop regarding the relevance of the 26 policies that are one sentence "policy statements" or brief "statements of Council's position", and whether or not those policies are no longer applicable and can be removed.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
 - 1.1.1 Council's elected leaders will actively connect and collaborate with the community.
- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
 - 1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.
 - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

Financial Implications

There are no financial implications applicable to this report.

Fit For The Future Strategy Considerations

This matter is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. This matter has no resourcing implications, outside of Council's adopted 2019/2020 Operational Plan, which will adversely impact on Council's financial sustainability.

Conclusion

Council resolved in part to hold a Councillor Workshop to undertake a review of all Council policies. In order to facilitate the Councillor Workshop on the matter, Council staff have completed an audit/review of Council policies as outlined in the report.

This report provides an update on the outcomes of the audit/review of Council policies undertaken by staff and details the next steps to be discussed at a Councillor Workshop in the near future to ensure that Council's Policy Register remains current, and all relevant policies are reviewed in a timely matter.

RECOMMENDATION:

That the report regarding the review of Council's policies be received and noted.

ATTACHMENTS:

AT - 1 List of Policies classified as "policy statements" or "statements of Council's position"

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

AT - 1 List of Policies classified as "policy statements" or "statements of Council's position"

No	Document	Adopted Date	Last Updated	Division
6	Policy - Applications for Liquor Licence - Revised 26 April 1998 - PEA0011Z	8/12/1992	26/04/1998	Development Services
9	Policy - Australia's National Anthem - Revised 3 May 1998 - PGE0007Z	9/05/1989	3/05/1998	Corporate Communication
12	Policy - Boundaries of the Local Government Area - Revised 28 April 1998 - PGE0001Z	10/12/1991	28/04/1998	General Manager
13	Policy - Circus Policy - Adopted 9 May 2017 - PIP0026Z	9/05/2017	9/05/2017	Parks and Recreation
15	Policy - Clothing Collection Bins - Adopted 13 February 2001 - PET0013Z	13/02/2001	13/02/2001	Environment and Regulatory Services
18	Policy - Collection of Domestic Sullage - Adopted 14 March 2000 - PES0001Z	14/03/2000	14/03/2000	Infrastructure Services
20	Policy - Community Buildings, Provision, Management and Use - Revised 3 May 1998 - PCC0002Z	12/04/1988	3/05/1998	Community Services/ Customer Service
31	Policy - Development, Building and Subdivisions - PEA0103Z	13/08/1996	16/05/1998	Development Services
32	Policy - Dumping, Disposing High Grade Nuclear Waste Material - Revised 10 August 1999 - PEU0003Z	9/06/1992	10/08/1999	Infrastructure Services
33	Policy - Emergency Helicopters - Use of Council Land - Revised 10 May 1998 - PIJ0019Z	10/08/1999	10/05/1998	Parks and Recreation
43	Policy - Hawkesbury City - Commitment to Open - Revised 16 May 1998 - PGE0009Z	10/12/1996	16/05/1998	Community Services/ Customer Service
46	Policy - Indicative Road Layout for Pitt Town Development Area - Adopted - 3 February 2015 - PIJ0036L	3/02/2015	3/02/2015	Economic Development/ Strategic Planning
47	Policy - Interest Free Loans - External Persons and-or Organisations - Adopted 27 June 2006 - PAK0035Z	27/06/2006		Financial Services
51	Policy - Kerb and Gutter and Drainage - Revised 16 May 1998 - PAF0002Z	8/11/1994	16/05/1998	Construction and Maintenance
53	Policy - Markets - Commercial and Non-Profit - Adopted 27 July 1999 - PAB0002Z	27/07/1999	28/04/1998	Parks and Recreation
59	Policy - Parking Controls - 8 November 1999 - PEA0113D	8/11/1999	8/11/1999	Environment and Regulatory Services
61	Policy - Planning - Adopted 12 September 2000 - PEA0120Z	12/09/2000	12/09/2000	Development Services
64	Policy - Privatisation/Corporatisation - Revised 10 May 1998 - PAE0006Z	13/12/1994	10/05/1998	Strategic Activities
70	Policy - Regional Flood Mitigation in the Hawkesbury-Nepean Valley - PEL0005Z	13/12/2011	13/12/2011	Corporate Communication
74	Policy - Rose Cottage - Adopted 14 July 1992 - Revised 28 April 1998 - PAQ0001Z	14/07/1992	28/04/1998	Corporate Services and Governance
75	Policy - Sale of Council Land by Public Auction - Establishment for Reserve Price - Adopted 26 April 2005 - PAB0012A	26/04/2005		Corporate Services and Governance
76	Policy - Sale of Council Owned Land - Adopted 14 December 1999 - PAE0045Z	14/12/1999	14/12/1999	Corporate Services and Governance
78	Policy - Second Sydney Airport - Badgerys Creek Site - Adopted - 26 November 2013 - PGD0004Z	26/11/2013		Strategic Activities
80	Policy - Sewage Management Facilities (Septic Tanks) - Licensing - Revised 3 May 1999 - PET0011Z	13/04/1999	3/05/1999	Environment and Regulatory Services
90	Policy - Street Lighting - Revised 10 May 1998 - PIJ0015Z	13/12/1994	10/05/1998	Design and Mapping
96	Policy - Trading Hours for Licenced Premises - Revised 16 May 1998 - PAE0035Z	8/07/1997	16/05/1998	Development Services

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Item: 133 **GM - Question of Number of Councillors, Establishment of Wards and Popularly Elected Mayor for Hawkesbury Local Government Area - (79351)**

Previous Item: 119, Ordinary (28 June 2016)
 MM2, Ordinary (31 May 2016)
 120, Ordinary (8 July 2014)
 91, Ordinary (27 May 2014)
 MM, Ordinary (25 February 2014)
 166, Ordinary (26 July 2011)
 1, Ordinary (28 February 2006)
 33, Ordinary (1 November 2005)

Division: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to confirm Council's position regarding the number of councillors it will have for the next term of office. This is required to be confirmed not less than 12 months before the next Local Government Elections.

The report also considers Council's options for possible constitutional referendums that may be held in conjunction with the next Local Government Elections.

EXECUTIVE SUMMARY:

The next Local Government Election will be held in September 2020. If Council proposes to change the number of councillors, it must obtain approval for the change by holding a constitutional referendum. Council is also able to make a decision regarding whether to hold a referendum on the election of the mayor - by popular vote, and/or on division of the local government area into wards.

Whilst a referendum can be held at any time, Council is required by Section 224 of the Local Government Act, 1993, to determine the number of councillors it will have for the next term of office, not less than 12 months before the next election.

Therefore, it is appropriate for Council to determine whether it intends to seek a referendum on any changes to the number of councillors, the manner of election of the mayor, or the division of the local government area into wards. In the event that changes are supported by a referendum, they will come into effect at the next Local Government Elections following September 2020.

RECOMMENDATION SUMMARY:

The report and Officer's recommendation do not propose to make any changes to current arrangements with regard to the number of councillors, the division into wards, or the election of the mayor.

REPORT:

Context and Background

The next Local Government Election will be held in September 2020. Council is required by Section 224 of the Local Government Act, 1993 (the Act) to determine the number of councillors it will have for the next term of office, not less than 12 months before the next election. If Council proposes to change the number

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

of councillors, it must obtain approval for the change by holding a constitutional referendum, in accordance with Section 16 of the Act.

In addition to its decision regarding a referendum on the number of councillors, Council is also able to make a decision regarding whether to hold a referendum on the election of the mayor to take place by popular vote, and/or on division of the local government area into wards. Whilst a constitutional referendum can be called at any time, it is by far the most cost effective and convenient method, both for Council and for the community, to hold the referendum in conjunction with the next local government election.

Recent amendments to the Local Government Act now mean that councils have until 1 October 2019 to resolve to enter into arrangements with the Electoral Commissioner, or an electoral services provider, to administer the 2020 ordinary council elections, and have until 1 January 2020, to enter into these arrangements.

Therefore, if Council intends to seek a referendum on any changes to the number of councillors, the manner of election of the mayor, or the division of the local government area into wards, Council needs to resolve to do so to satisfy the requirements under the Act.

Number of Councillors

Section 224 of the Act reads as follows:

"224 How many councillors does a council have?"

- (1) A council must have at least 5 and not more than 15 councillors (one of whom is the mayor).
- (2) Not less than 12 months before the next ordinary election, the council must determine the number, in accordance with subsection (1) of its councillors for the following term of office.
- (3) If the council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum."

The table below has been prepared to demonstrate the ratio of councillors to population of Council's neighbouring councils, as well as a sample of other NSW councils in the "Regional Rural" category, as determined by the NSW Local Government Remuneration Tribunal.

Local Government Area	No. of Councillors	Population (2016 Census)	Estimated Resident Population	Ratio of Councillors to Population	Ratio of Councillors to Electors
Hawkesbury City Council	12	64,592	67,083	1:5,383	1:5,590
The Hills Shire Council	13	157,243	172,473	1:12,096	1:13,267
Blue Mountains City Council	12	76,904	79,260	1:6,409	1:6,605
Penrith City Council	15	196,066	209,210	1:13,071	1:13,947
Blacktown City Council	15	336,962	366,534	1:22,464	1:24,436
Wollondilly Shire Council	9	48,519	52,230	1:5,391	1:5,803
Singleton Shire Council	9	23,496	23,422	1:2,611	1:2,602
Wingecarribee Shire Council	9	47,882	50,493	1:5,320	1:5,610

Whilst there is no particular ratio that is considered to be the "norm" or benchmark for representation, it can be seen that Hawkesbury's current ratio is in line with Blue Mountains, Wollondilly and Wingecarribee, all of which are peri-urban Councils.

If Council decides to undergo the constitutional referendum process, the outcome of the referendum must be determined in favour of change before the new number of councillors is decided, after which the change would take place for the subsequent Local Government Election in 2024.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Wards

Sections 210 and 210A of the Act reads as follows:

"210 Division of areas into wards

- (1) *The council may divide its area into divisions, called "wards".*
- (2) *The council may abolish all wards.*
- (3) *The council may alter ward boundaries.*
- (4) *The council may name or rename a ward.*
- (5) *A council must not divide an area into wards or abolish all wards unless it has obtained approval to do so at a constitutional referendum.*
- (6) *A by-election held after an alteration of ward boundaries and before the next ordinary election is to be held as if the boundaries had not been altered.*
- (7) *The division of a council's area into wards, or a change to the boundaries of a ward, must not result in a variation of more than 10 per cent between the number of electors in each ward in the area.*

210A Consultation, public notice and exhibition of proposals regarding ward boundaries

- (1) *Before dividing a council's area into wards or altering a council's ward boundaries, the council must:*
 - (a) *consult the Electoral Commissioner and the Australian Statistician to ensure that, as far as practicable, the proposed boundaries of its wards correspond to the boundaries of appropriate districts (within the meaning of the [Electoral Act 2017](#)) and census districts, and to ensure that the proposed boundaries comply with section 210 (7), and*
 - (b) *prepare and publicly exhibit a plan detailing the proposed division or alteration (the ward boundary plan).*
- (2) *The council must give public notice of the following:*
 - (a) *the place at which the ward boundary plan may be inspected,*
 - (b) *the period for which the plan will be exhibited (being a period of not less than 28 days),*
 - (c) *the period during which submissions regarding the ward boundary plan may be made to the council (being a period of not less than 42 days after the date on which the ward boundary plan is placed on public exhibition).*
- (3) *The council must, in accordance with its notice, publicly exhibit the ward boundary plan together with any other matter that it considers appropriate or necessary to better enable the plan and its implications to be understood.*
- (4) *Any person may make a submission to the council regarding the ward boundary plan within the period referred to in subsection (2) (c).*
- (5) *The council must consider submissions made in accordance with this section."*

Council held a constitutional referendum on the question of division into wards in conjunction with the previous Hawkesbury Council elections in September 2016.

2016 Referendum Regarding Wards

The issue was initially considered at a Council Meeting on 27 May 2014, at which time no change was proposed. The matter of division of the Hawkesbury area into wards was raised again in a Mayoral Minute at the Council Meeting on 31 May 2016.

As a result of the Mayoral Minute, a report on a constitutional referendum for the division of the Hawkesbury Local Government Area into wards was considered at the Council Meeting on 28 June 2016, where Council resolved:

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

"That:

1. *Council hold a constitutional referendum at the Local Government Election on Saturday, 10 September 2016 regarding the Hawkesbury local government area being divided into wards.*
2. *The constitutional referendum question relating to the Hawkesbury local government area being divided into wards be as follows:*

"Currently Hawkesbury City Council is an undivided council with no wards. Do you agree to the Hawkesbury local government area being divided into three wards, each ward electing four Councillors?"

Council held a constitutional referendum on the question of division into wards in conjunction with the previous Hawkesbury Council Elections in September 2016.

The following question posed was as adopted by Council:

"Currently Hawkesbury City Council is an undivided Council with no wards. Do you agree to the Hawkesbury Local Government Area being divided into three wards, each ward electing four Councillors?"

The outcome of the referendum was not in favour of division into wards, with 11,233 YES votes being recorded, and 25,154 NO votes. There were 2,214 informal votes recorded.

Accordingly, as 69.13% of the total referendum votes received were against the Hawkesbury Local Government Area being divided into wards, no further action was taken by Council in respect to this matter.

As a referendum on this question has recently been held and produced a clear outcome, it is not recommended for another referendum on the topic of wards to be held during the 2020 election.

Election of the Mayor

Section 228 of the Act reads as follows:

"228 How is it decided that the mayor be elected by the electors?"

- (1) *It may be decided at a constitutional referendum that the mayor be elected by the electors.*
- (2) *A decision that the mayor be elected by the electors takes effect in relation to the next ordinary election after the decision is made."*

Under the provisions of Section 227 of the Act, the Mayor is by default elected by the councillors, and holds the office for a term of two years.

The change to a popularly elected Mayor can only be implemented by a constitutional referendum. A popularly elected Mayor holds the office for a term of four years.

Since the introduction of the relevant legislation, Council has maintained the position that the mayor is elected by the councillors. No proposal has been raised to alter this arrangement during the current term of Council, either from Councillors or by submission from members of the public.

Detailed History, including previous Council decisions

Council previously considered the three matters in question prior to the 2016 Local Government Elections. A Mayoral Minute was considered at the Council meeting on 25 February 2014, which was followed by a report being submitted to the Council meeting on 27 May 2014.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

That report contained a detailed explanation of the process and legislative requirements involved in changing any of the three arrangements. The resolution resulting from the report requested a further report on the number of councillors only. That report was considered at the Council meeting on 8 July 2014, and ultimately no change was proposed.

A copy of the report considered at the 8 July 2014 Council meeting can be accessed by clicking on the following link - https://www.hawkesbury.nsw.gov.au/council/council-meetings/business-papers/2014/july/8-july-ordinary/ORD_JUL1_2014_BP.pdf.

Consultation

Section 16 of the Act reads as follows:-

"16 What matters must be dealt with at a constitutional referendum?

A council may not do any of the following unless approval to do so has been given at a constitutional referendum:

- (a) divide its area into wards or abolish all wards in its area,*
- (b) change the basis on which the mayor attains office (that is, by election by the councillors or by election by the electors),*
- (c) increase or decrease the number of councillors in accordance with the limits under section 224,*
- (d) change the method of ordinary election of councillors for an area divided into wards."*

The issues raised in this report concern matters which, if pursued, will also constitute a trigger for Community Engagement under Council's Community Engagement Policy. Should Council wish to investigate any or all of the available options, it is recommended that Council undertake some preliminary community consultation in order to determine the level of public appetite for change, prior to committing to a referendum.

Aside from the 2016 referendum on wards, which is covered above, public consultation on the three issues was previously undertaken between December 2005 and February 2006, during which only 17 responses were received.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.

1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

Financial Implications

Should Council choose to undertake the community consultation process with the intention of leading into a referendum, the matters raised in this report will have direct financial implications.

If action were to be taken regarding investigation and future implementation of any of the options, costs will be incurred in developing proposals and preparing information for the community regarding the impact of introducing ward boundaries, or changing the number of councillors.

Should the community consultation have a positive outcome, there would be additional costs payable to Council's electoral services provider to conduct a constitutional referendum as part of the next ordinary council elections.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

The expenditure applicable for the level of community consultation required is not provided for in the 2019/2020 Adopted Operational Plan and would need to be addressed as part of the next Quarterly Budget Review.

However, if the number of councillors was to be reduced, there would be some savings post 2024 election in respect of the councillor's fees and other costs in respect of facilities and expenses met by Council.

Council's adopted Long Term Financial Plan would also need to be amended to incorporate any proposed changes to Council's current structure in terms of number of councillors, wards, or election of the mayor.

Fit For The Future Strategy Considerations

The proposal (that no changes be made to Council's current structure in terms of number of councillors, wards, or election of the mayor) is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposed recommendation has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

Conclusion

Council is required by Section 224 of the Local Government Act to consider the number of councillors to hold office following the next Local Government Election to be held in 2020. The possibility of dividing the Hawkesbury Local Government Area into wards was the subject of a referendum at the 2016 Local Government Elections. The option to change to a popularly elected Mayor was previously considered by Council in May 2014.

Based on comparison with similar and adjoining council areas, it is considered that the number of Hawkesbury City Councillors is adequate for the needs of the area.

A referendum on the question of wards was held during the previous Local Government Election with 69.13% of the total referendum votes received being against the Hawkesbury Local Government Area being divided into wards.

The topic of changing the method of election of the mayor has not been raised in any Council meeting or other public forum during the current term of Council, and no public submissions have been received on the topic.

Therefore, no changes are proposed to any of the current arrangements.

RECOMMENDATION:

That:

1. The existing number of twelve councillors at Hawkesbury City Council be maintained in accordance with Section 224(2) of the Local Government Act, 1993.
2. It be noted that Council has undertaken the required review of and made the required determination in respect to the number Councillors that will hold office at the next election after the 2020 Local Government Elections.
3. No change be proposed to Hawkesbury City Council's status as an undivided council area with no wards.
4. No change be proposed to the current process of the mayor at Hawkesbury City Council being elected by the councillors.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Item: 134 **GM - 2019 Local Government NSW Annual Conference (79351, 79633)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to consider the nomination and attendance of Councillors and/or appropriate staff at the 2019 Local Government NSW Annual Conference to be held from 14 to 16 October 2019. Furthermore, the report also proposes five motions to be submitted for consideration at the Conference.

EXECUTIVE SUMMARY:

Due to the Conference topic and its relevance to Council's business, Council may wish to consider representation at the Conference. In addition, Council's endorsement is sought in respect to five proposed motions to be submitted for consideration at the Conference.

RECOMMENDATION SUMMARY:

Consideration be given to the attendance of nominated Councillors and/or staff as considered appropriate by the General Manager, at the 2019 Local Government NSW Annual Conference and further, Council endorse the submission of the five motions outlined in the report.

REPORT:

Context and Background

Consideration is required regarding attendance at the 2019 Local Government NSW Annual Conference to be held in Warwick Farm, Sydney from 14 to 16 October 2019.

Detailed History, including previous Council decisions

The Local Government NSW Annual Conference is the annual policy-making event for NSW councils and an opportunity for councillors to come together to share ideas and debate issues that shape the way councils govern.

Cost of attendance at the 2019 Local Government NSW Annual Conference will be approximately \$950, plus travel expenses per delegate.

Budget for Delegate Expenses - Payments made:

Total Budget for Financial Year 2019/2020	\$45,000
Expenditure to date	\$Nil
Outstanding Commitments	\$Nil
Budget balance as at 18 July 2019 (approx. including outstanding commitments)	\$45,000

Voting Delegates

The Conference will involve two types of voting, one for voting in the elections for Office Bearers and the Board, and a separate roll of voters for voting on motions.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

The Council is entitled to have five Voting Delegates at the Conference for each roll and it is therefore appropriate that those be appointed from amongst those Councillors who are to attend. In order to exclude any confusion in respect to voting responsibilities, it is recommended that the same five Voting Delegates be appointed for both rolls.

It should be noted that should the necessity arise, the Constitution of the LGNSW enables the nominated voting delegates to be changed both before and during the Conference, subject to written notification by the Mayor or General Manager. Substitutes for voting in the elections for Office Bearers and the Board are required to be lodged by 5:00pm on Monday, 14 October 2019.

Motions

The LGNSW has called for motions to be considered at the Conference. LGNSW have requested councils to submit any motions by Sunday, 19 August 2019.

The LGNSW Board wants to ensure the motions debate centres on advancing the sector wide policy agenda in new ways. This means proposed motions should seek to be strategic, affect members state-wide and introduce new or emerging policy issues and actions.

Furthermore, LGNSW has a Policy Platform document that consists of numerous policies and positions of LGNSW. The document can be accessed by clicking on the following link - [LGNSW Policy Platform](#). When drafting motions for this year's Conference, members are asked to identify if their proposed motion conflicts or is likely to conflict with the existing Fundamental Principles and this will be noted for delegates in the Business Paper.

The Board has resolved that motions will be included in the Business Paper for the Conference only where they:

1. Are consistent with the objects of the Association (see Rule 4 of the Association's rules);
2. Relate to Local Government in NSW and/or across Australia;
3. Concern or are likely to concern Local Government as a sector;
4. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
5. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. Are clearly worded and unambiguous in nature;
7. Do not express preference for one or several members over one or several other members.

The following draft motions have been prepared based on Councillor discussions and topics at Council Meetings over the last year, and are now submitted for Council's consideration:

Potential Motion 1 – Announcement of Grant Funding by NSW Local Government Grants Commission being moved from September to May each year to better integrate with the Local Government timetable for preparing budgets

Potential Motion 2 – Opposition against the significant increase in the State Emergency Services Levy payable by councils and the lack of consultation and notice by the State Government

Potential Motion 3 – Opposition against the proposed increase to Local Government Election charges to councils as recommended by IPART

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

- Potential Motion 4 – The need for improved dialogue with Local Government by the State Government and their agencies*
- Potential Motion 5 – Revised methodology for the review of Developer Contributions Plans by IPART*
- Potential Motion 6 – Waste Strategy - working genuinely in partnership with Local Government to develop a long term Waste Strategy for metropolitan Sydney*

Policy considerations

The Policy regarding Payment of Expenses and Provision of Facilities to Councillors is applicable to any Councillors attending this Conference.

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, Directions and Strategies within the CSP.

Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
- 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.
 - 1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.
- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
 - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.

Discussion

Consideration should be given in regard to the relevance of Conference to Council's business and available budget to cover costs of attendance.

Where relevant, after returning from the Conference, delegates are requested to provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community

Financial Implications

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2019/2020 Adopted Operational Plan. Consideration should be given in regard to the relevance of Conference to Council's business and available budget to cover costs of attendance.

Fit For The Future Strategy Considerations

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

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

Conclusion

That attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the 2019 Local Government NSW Annual Conference at an approximate cost of \$950, plus travel expenses, per delegate be considered. Furthermore, it is recommended that Council endorse the submission of the five motions as outlined in the report above.

RECOMMENDATION:

That:

1. The report be received and noted.
2. Council submit the following motions to the 2019 Local Government NSW Annual Conference:
 - Motion 1 – Announcement of Grant Funding by NSW Local Government Grants Commission being moved from September to May each year to better integrate with the Local Government timetable for preparing budgets
 - Motion 2 – Opposition against the significant increase in the State Emergency Services Levy payable by councils and the lack of consultation and notice by the State Government
 - Motion 3 – Opposition against the proposed increase to Local Government Election charges to councils as recommended by IPART
 - Motion 4 – The need for improved dialogue with Local Government by the State Government and their agencies
 - Motion 5 – Revised methodology for the review of Developer Contributions Plans by IPART
 - Motion 6 – Waste Strategy - working genuinely in partnership with Local Government to develop a long term Waste Strategy for metropolitan Sydney.
3. Attendance of nominated Councillors and/or staff as considered by the General Manager, at the 2019 Local Government NSW Annual Conference at an approximate cost of \$950, plus travel expenses, per delegate be considered.
4. After returning from the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

INFRASTRUCTURE SERVICES

Item: 135 **IS - Draft Deerubbin Park Masterplan - (95495, 79354)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Draft Masterplan for Deerubbin Park Plan with the view to placing it on public exhibition.

EXECUTIVE SUMMARY:

A Draft Masterplan has been developed for Deerubbin Park to guide the future development of the Park, enhance existing uses and encourage a broader range of recreation activities. The design integrates the park into the surrounding open space network, improves the general amenity, functionality and capacity of the Park, whilst continuing to protect the recreation and environmental values of the site. The design has been prepared with input from key stakeholders and users.

As this is a guiding document, its main purpose is to ensure that any future works within the Park will be consistent with the overall vision for the Park. It is not anticipated that the full works or development of the Park will be completed in the short to medium term.

Ultimately, works could be funded by grants, Council allocations and in-kind contributions from user groups. Council funding of \$100,000 is however provided in the 2019/2020 Operational Plan to undertake works that may be identified as priority.

RECOMMENDATION SUMMARY:

The report recommends that Council place the Draft Deerubbin Park Masterplan on public exhibition for a period of 42 days to enable the community to have the opportunity to make comments for consideration.

REPORT:

Context and Background

The Windsor Foreshore Parks Plan of Management recommends that a Masterplan be developed for Deerubbin Park to guide future works within the Park. The purpose of the Masterplan is to develop a united vision for the Park so that any future development will be consistent with the purpose of the Park and that the recreational and environmental values of the Park will be retained.

Having a plan that considers the needs of all users and the environment ensures that works completed are appropriate and located in the correct position. This will ultimately be more cost effective than ad hoc development and will result in a quality facility that meets contemporary standards.

It is stressed that the purpose of any Masterplan is that of a guidance document and is not a commitment to funding or a project approval. As such the plan, whilst guiding and providing a consistent vision for the

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

park, does not set a short to, medium term works or a development plan. Funding provision would be guided through Councils annual Operational Plan and priorities.

Deerubbin Park is an 8.6ha district sporting park located on the outskirts of the Windsor Township and can be accessed from Cornwallis Road, or via the shared pathway from Howe Park. For the purpose of this study, the portion of Howe Park between Deerubbin Park and the Hawkesbury River, is included within the Deerubbin Park Masterplan to ensure consistency in design. See Location Map below:



Location Map

Deerubbin Park is comprised of three full size and two modified Rugby Union sports fields, a kiosk/change room building, storage containers, picnic shelters, unformed car parking and riparian corridors along Rickabys Creek and the Hawkesbury River. It is used year round for rugby competition and training, dog training and personal training activities and up until recently triathlon and marathon events. It is a very popular walking route for the local community, as either a destination in itself or as part of a loop walk, being part of the Great River Walk recreation trail (still under development). The sports fields are managed by Hawkesbury Sports Council.

This site plays an important role for Rugby Union in the Hawkesbury, being a site that hosts regional competitions, junior state championships and some national rugby events. Schools, the armed forces and rugby league clubs also use the fields for major competitions.

A draft Masterplan has been developed for the site in consultation with the Hawkesbury Sports Council and other stakeholders. The community has been engaged via a drop in session at the Park, an on-line survey and through a community reference group which has representatives from the groups that use the Park. The purpose of this initial engagement was to identify the major issues, and values of the park which have helped to shape the development of the draft Masterplan. Further community engagement will be via a

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

formal public exhibition process, giving all residents, users and the general community the opportunity to have their say about the proposal.

The Plan considers current and future uses of the site, providing solutions to management issues and addresses the broader objectives of the Hawkesbury Regional Open Space Strategy. These include:

- Improve the open space provision in terms of quality, quantity, accessibility and safety
- Improve linkages within and between the open space networks
- Ensure open space meets the needs of the Hawkesbury community and promote greater social inclusion
- Ensure open spaces enhance the quality of the local environment
- Provide a clear framework for investment priorities and action.

Detailed History, including previous Council decisions

The draft Deerubbin Park Masterplan is consistent with the Windsor Foreshore Parks Plan of Management 2013 Action No: H9 which is to “Continue the improvements to landscape design quality of the foreshore parks, Develop landscape plans for Deerubbin Park, Thompson Square and Windsor Wharf Reserve as first priorities.”

Policy considerations

There are no previous Council decisions applicable to this report.

Consultation

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. Council has undertaken the following community engagement process in compliance with Council's Policy:

- Established a project steering committee with Council Staff and Hawkesbury Sports Council representatives
- Established a community reference group consisting of representatives from Park user groups/stakeholders:
 - Meet to discuss issues / concerns and needs of each group
 - Meet to confirm the initial draft is on track and meets the needs of the group
- Engaged with local residents, users and members of the community to determine issues and values:
 - Letterbox drop
 - Drop-in session
 - On-line survey / Your Hawkesbury Your Say

It is proposed to:

- Publicly Exhibit the draft Masterplan / landscape plans for 42 days, including:
 - Advertise via council notices in local paper, Facebook, Council website, letters to stakeholders and neighbours
 - Submission platform via Your Hawkesbury Your Say

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Our Assets

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

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

4.3.2 Provide a variety of quality active recreation spaces including playgrounds, sporting fields, pool, stadium and multipurpose centres to enhance our community's health and lifestyle.

Discussion

The Draft Masterplan for Deerubbin Park identifies and responds to the site values. It recognises the sense of openness, the use of the site by multiple user groups, the low height of the built element within the core of the Park which retains dramatic regional views particularly of the surrounding farms and distant mountains. The large eucalypts along the driveway provide valuable shade and are a distinctive feature within the Park. There is a strong pedestrian connection to Windsor and glimpses of the historic St Matthews Church can be seen through the trees. The Hawkesbury River, which is a high value natural element, is predominantly hidden from view.

Some of the management issues that need addressing include:

- Safety of children as they chase errant balls onto the road which is narrow and has poor visibility when cars are parked on both sides
- Limited parking on site
- Safety of Park users at night
- Security of facilities, vandalism
- Lack of storage for equipment
- Inadequate provision of women's facilities – toilets, change rooms
- Toilet facilities are only open for sports groups to use
- Poor access to the river
- Field sizes are narrow and overlap - there are encroachments into required curtilage
- Floodlighting to fields is inadequate
- Dog faeces on sporting fields
- People let dogs off lead

Opportunities that the Masterplan has identified include:

- Establish a core area to cater to all Park users, including casual public use. Refurbish amenities, provide new amenities, provide local playground and picnic facilities
- Upgrade fields to allow for regulation length in-goals and proper curtilage
- Improve parking and entrance to better utilize space and parking provision. Create a safer, more inviting entrance.
- Open up views to the Hawkesbury River and provide physical connection to the River
- Improve connection to Windsor through providing a circuit walk which would also help to improve safety and amenity of walking to and from Windsor.
- Provide a dedicated dog-off-leash area to minimize conflict with sporting uses
- Increase shade for park users through tree planting and shade structures
- Upgrade fencing height to restrict errant balls
- Improve safety through activation of the park and improved lighting

A snapshot of the Draft Masterplan and detail of core area are below. Larger version of these maps are incorporated into the Draft Masterplan document attached to this report, and more detailed digital versions will be made available on Council's website.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Extract - Draft Masterplan and detail of core area:



ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

4.6 Park Core - Detail Plan



ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

The Draft Masterplan document proposed for public exhibition is attached as Attachment 1 to this report. Minor amendments will be made to the introduction, purpose and constraints to indicate that:

- It is not anticipated that the full works or development of the Park will be completed in the short to medium term
- The Masterplan is a guidance document and is not a commitment to funding or a project approval.

Financial Implications

Whilst the Masterplan is a guiding document, it does not represent a commitment to funding or timing of any works.

Funding for works in the Masterplan will be progressive as funding becomes available. Funding could be in the form of grants, in-kind contributions from sporting groups, and budget allocations from Council. An amount of \$100,000 is however provided in the 2019/2020 Operational Plan for priority works that will be determined following input and adoption of the Masterplan.

Fit For The Future Strategy Considerations

The proposal, although not specifically aligned with any Fit for the Future Strategies does seek to identify works and planning necessary to sustainably meet community expectations.

Conclusion

The Draft Deerubbin Park Masterplan proposes to enhance the amenity, functionality and capacity of the park whilst retaining the recreational and environmental values of the park. It is consistent with the needs of the community and addresses the broader objectives of the Hawkesbury Regional Open Space Strategy.

Having a Masterplan that considers the needs of all users and the environment ensures that works completed are appropriate and located in the correct position. This will ultimately be more cost effective than ad hoc development and will result in a quality facility that meets contemporary standards.

RECOMMENDATION:

That the Draft Deerubbin Park Masterplan attached as Attachment 1 to this report be placed on public exhibition for 42 days.

ATTACHMENTS:

AT - 1 Deerubbin Park Masterplan Supporting Document (*Distributed under separate cover*)

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

SUPPORT SERVICES

Item: 136 **SS - Monthly Investments Report - June 2019 - (95496, 96332)**

Previous Item: 150, Ordinary (26 June 2018)

Division: 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 \$64.1 million in investments at 30 June 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 June 2019 be received and noted.

REPORT:

Context and Background

The following table indicates that Council held \$64.1 million in investments as at 30 June 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-			1.05%	9,000,000	14.04%	
Tcorp*					1.96%	2,102,924	3.28%	
Total On-call Investments								11,102,924
Term Investments								
ANZ	A1+	AA-	22-May-19	15-Jan-20	2.20%	2,000,000	3.12%	
ANZ	A1+	AA-	17-Apr-19	17-Apr-20	2.35%	1,500,000	2.34%	
ANZ	A1+	AA-	24-Apr-19	06-May-20	2.35%	1,000,000	1.56%	
ANZ	A1+	AA-	03-May-19	06-May-20	2.25%	2,000,000	3.12%	
ANZ	A1+	AA-	15-May-19	25-May-20	2.25%	1,000,000	1.56%	
ANZ	A1+	AA-	19-Jun-19	18-Jun-20	1.90%	1,000,000	1.56%	
Bankwest	A1+	AA-	08-May-19	10-Jul-19	2.20%	500,000	0.78%	
Bankwest	A1+	AA-	08-May-19	10-Jul-19	2.20%	1,500,000	2.34%	
Bankwest	A1+	AA-	18-Jul-18	17-Jul-19	2.80%	1,000,000	1.56%	

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
Bankwest	A1+	AA-	26-Jun-19	18-Dec-19	1.90%	1,000,000	1.56%	
CBA	A1+	AA-	24-Aug-17	23-Aug-19	2.72%	3,000,000	4.68%	
CBA	A1+	AA-	15-May-19	18-Sep-19	2.30%	1,000,000	1.56%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.56%	
CBA	A1+	AA-	04-Apr-18	03-Apr-20	2.85%	1,000,000	1.56%	
NAB	A1+	AA-	13-Dec-18	17-Jul-19	2.72%	3,000,000	4.68%	
NAB	A1+	AA-	13-Dec-18	10-Sep-19	2.73%	3,000,000	4.68%	
NAB	A1+	AA-	09-Oct-18	09-Oct-19	2.74%	1,500,000	2.34%	
NAB	A1+	AA-	19-Oct-18	16-Oct-19	2.75%	1,000,000	1.56%	
NAB	A1+	AA-	24-Oct-18	30-Oct-19	2.75%	1,000,000	1.56%	
NAB	A1+	AA-	08-Nov-18	06-Nov-19	2.73%	1,500,000	2.34%	
NAB	A1+	AA-	21-Nov-18	20-Nov-19	2.75%	1,500,000	2.34%	
NAB	A1+	AA-	19-Jun-19	21-Nov-19	2.07%	2,500,000	3.90%	
NAB	A1+	AA-	21-Dec-18	18-Dec-19	2.80%	2,000,000	3.12%	
NAB	A1+	AA-	16-Jan-19	15-Jan-20	2.75%	2,500,000	3.90%	
NAB	A1+	AA-	07-Feb-19	07-Feb-20	2.75%	1,000,000	1.56%	
NAB	A1+	AA-	19-Jun-19	19-Feb-20	2.04%	2,000,000	3.12%	
NAB	A1+	AA-	06-Mar-19	05-Mar-20	2.65%	1,000,000	1.56%	
NAB	A1+	AA-	26-Jun-19	25-Mar-20	1.97%	1,000,000	1.56%	
NAB	A1+	AA-	31-May-19	29-Apr-20	2.20%	1,000,000	1.56%	
Westpac	A1+	AA-	07-Feb-19	07-Feb-20	2.68%	1,000,000	1.56%	
Westpac	A1+	AA-	22-Feb-19	20-Feb-20	2.62%	1,000,000	1.56%	
Westpac	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.78%	
Westpac	A1+	AA-	04-Apr-19	03-Apr-20	2.41%	2,500,000	3.90%	
Westpac	A1+	AA-	18-Apr-18	17-Apr-20	2.93%	500,000	0.78%	
Westpac	A1+	AA-	31-May-19	03-Jun-20	2.07%	1,000,000	1.56%	
Westpac	A1+	AA-	19-Jun-19	18-Jun-20	1.90%	1,500,000	2.34%	
Westpac	A1+	AA-	26-Jun-19	24-Jun-20	1.83%	1,000,000	1.56%	
Total Term Investments								53,000,000
TOTAL INVESTMENT AS AT 30 June 2019								64,102,924

*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	11,102,924	1.22%	Reserve Bank Cash Reference Rate	1.25%	-0.03%
Term Deposit	53,500,000	2.46%	UBS 90 Day Bank Bill Rate	1.27%	1.17%
Total	64,102,924	2.25%			

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions –S7.11 and S7.12	12,950,757
External Restrictions - Other	15,508,985
Internal Restrictions	15,191,679
Unrestricted	20,451,503
Total	64,102,924

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.

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.

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.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

- 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 \$4.5 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 30 June 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 on a regular basis by Council's investment advisor.

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 organisational sustainability and achieve Fit for the Future financial benchmarks.

Conclusion

Council has investments totalling \$64.1 million as at 30 June 2019, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Item: 137 **SS - Pecuniary Interest Returns - Designated Persons - (95496, 96333)**

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to table two Disclosure of Pecuniary Interests and Other Matters Returns, which have been recently lodged by Designated Persons, as required by Clause 4.21(a) of Council's Code of Conduct.

EXECUTIVE SUMMARY:

Councillors and other members of Council staff identified as Designated Persons under Council's Code of Conduct are required to complete a Pecuniary Interest Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

Two Returns have recently been lodged with the General Manager, and are now tabled at the first Council meeting held after the required lodgement date.

RECOMMENDATION SUMMARY:

It is recommended that the information be received and noted.

REPORT:

Context and Background

Councillors and other members of Council staff who hold a position involving the exercise of functions that, in their exercise, could give rise to a conflict between the person's duty as a member of staff and the person's private interest, are identified by Council as a "Designated Person", as defined by Clause 4.8 of Council's Code of Conduct (the Code).

Designated Persons are required by Clause 4.21(a) of the Code to complete a Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

The Return form must be lodged with the General Manager within three months of the Designated Person's date of commencement with Council, and must be tabled at the first Council meeting held after the required lodgement date.

Policy considerations

Section 440AAB of the Local Government Act, 1993, relates to the register of Pecuniary Interest Returns made by Councillors and Designated Persons, and the tabling of these Returns:

"440AAB Register and tabling of returns

- (1) The general manager must keep a register of returns disclosing interests that are required to be lodged with the general manager under a code of conduct.*
- (2) Returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by*

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

the code of lodgement, or if the code does not specify a day, as soon as practicable after the return is lodged."

In accordance with Section 440AAB(1) of the Act and Clause 4.24 of the Code, a register of all Returns lodged by Councillors and Designated Persons, in accordance with Clause 4.21 of the Code, is currently kept by Council, as required by this part of the Act and the Code.

In accordance with Section 440AAB(2) of the Act and Clause 4.25 of the Code, all Returns lodged by Councillors and Designated Persons under Clause 4.21(a) of the Code, must be tabled at the first Council meeting held after the required lodgement date.

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 Strategy within the CSP.

Our Leadership

1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.

1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

Discussion

With regard to Section 440AAB(2) of the Act and Clause 25 of the Code, the following Clause 4.21(a) Returns have been lodged:

Position	Return Date	Date Lodged
Coordinator Compliance	15 April 2019	8 July 2019
Coordinator Development Engineering	15 April 2019	8 July 2019

The above Designated Persons have lodged their Clause 4.21(a) Returns prior to the due dates (being three months after the Return Dates), as required by the Act and the Code for the receipt of the Returns.

The above details are now tabled in accordance with Section 440AAB(2) of the Act and Clause 4.25 of the Code, and the abovementioned Returns are available for inspection, if requested.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's Adopted 2019/2020 Operational Plan, which will adversely impact on Council's financial sustainability.

Financial Implications

There are no financial implications applicable to this report.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 30 July 2019

Conclusion

Two Designated Persons have lodged their Clause 4.21(a) Returns with the General Manager prior to the required due date.

The Returns have now been tabled at a Council meeting as required by Section 440AAB(2) of the Act and Clause 4.25 of the Code, and are available for inspection if required.

RECOMMENDATION:

That the Clause 4.21(a) Pecuniary Interest Returns be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

ordinary

section 4

reports
of committees

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

SECTION 4 – Reports of Committees

Item: 138 **ROC - Audit Committee - 19 June 2019 - (95496, 91369, 79351)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Audit Committee, held on 19 June 2019.

RECOMMENDATION SUMMARY:

Items 4 and 5 contained within the minutes of the Audit Committee may be of interest to Council and are therefore discussed in this report.

Items 1, 2, 3, 6, 7 and General Business contained within the minutes of the Audit Committee have no policy or financial implications to Council and therefore, are presented to Council to receive and note.

REPORT:

Discussion

The Audit Committee met on 19 June 2019 and considered reports on the following matters, as shown in the attached minutes (Attachment 1):

Report

- | | |
|---------|--|
| Item: 1 | Distribution of Code of Conduct to Committee Members |
| Item: 2 | 2017/2018 and 2018/2019 Internal Audit Programs Update |
| Item: 3 | Update on Management Actions Identified by NSW Audit Office |
| Item: 4 | Internal Audit Action List and Associated Reports - May 2019 |
| Item: 5 | Proposed 2019/2020 Internal Audit Program |
| Item: 6 | Discounting of Land under Roads |
| Item: 7 | Finance Reports |

General Business

Internal Audit Coordinator Services

Items 4 and 5 may be of interest to Council and are discussed below:

Item 4 - Internal Audit Action List and Associated Reports - May 2019

The report to the Audit Committee provided information on the status (as at 24 May 2019) of outstanding management actions to Internal Audit findings.

As at 24 May 2019, there was a total of 100 outstanding management actions arising from internal audits conducted within the 2017/2018 and 2018/2019 Internal Audit programs. Thirteen of these actions have recently been completed, seventy are on track to be completed by the specified due dates, seven are at risk of being overdue and ten are overdue for completion.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

Of the actions overdue for completion, only two are high risk action items.

The Audit Committee, at its meeting on 19 June 2019, considered this matter and resolved as follows:

"That:

- 1. The Internal Audit Action List as attached in Attachment 1 to this report be received and noted.*
- 2. The Internal Audit Action Summary Report as attached in Attachment 2 to this report be received and noted.*
- 3. The Overdue Extreme/High Risk Actions Report as attached in Attachment 3 to this report be received and noted.*
- 4. The disparity in the reporting of the Commercial Leases and Property Management Audit in Attachment 2 in Item 4 and Attachment 1 in Item 2 be clarified.*
- 5. An update be provided to the next Audit Committee on the development of a Compliance Register and the status of the review of the Governance Section Structure."*

In regard to part 4 of the above resolution, the disparity in the reporting is currently being investigated and will be reported back to the next Audit Committee meeting.

In regard to part 5 of the above resolution, Council, in the near future, will be subscribing to Kell Moore Lawyers who will provide Council with bi-annual updates on changes to legislation that impact on local government and on staff delegations. This will ensure that Council is aware of any changes to legislation and Council can then advise relevant staff and update any delegations.

Item 5 - Proposed 2019/2020 Internal Audit Program

The report to the Audit Committee sought endorsement from the Committee of the proposed 2019/2020 Internal Audit Program.

The first Internal Audit Program for the current Audit Committee was the 2017/2018 Internal Audit Program. This Program contained a total of eleven projects. All eleven projects have been finalised and reported to MANEX (Executive Management Team) and the Audit Committee.

The 2018/2019 Internal Audit Program contained four projects. One of the projects, being the Provision of Information to the Public, has been finalised and reported to MANEX (Executive Management Team) and the Audit Committee. The three remaining projects, being Project and Contract Management, RMS Drives Compliance, and Procurement, are at advanced stages of completion and will be all reported to the Audit Committee on 11 September 2019.

Due to the workload on the organisation in regard to management actions arising from the large number of projects (15 Audits) undertaken during the last two years, a smaller Internal Audit Program for 2019/2020 has been developed. The Program of three projects has been developed based on the highest risks for Council with particular emphasis on development services processes.

It is proposed that the 2019/2020 Internal Audit Program contain the following projects:

1. Development Services Processes - Applications and Certificates - to review the processes associated with various development services applications and certificates such as development applications, building certificates and occupation certificates.
2. Complaints Management - to review the processes associated with the management of complaints made to Council.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

3. RMS Drives Compliance - to review Council's annual compliance with the RMS Drives Licence Agreement.

The Audit Committee at its meeting on 19 June 2019, considered this matter and resolved as follows:

"That:

1. *The Audit Committee approve the following 2019/2020 Internal Audit Program:*
 - a) *Development Services Processes - Applications and Certificates*
 - b) *Complaints Management*
 - c) *RMS Drives Compliance*
2. *The Centium Group outline to the Audit Committee at the next meeting how the terms of reference for the three audits in the 2019/2020 Internal Audit Program are developed."*

In regard to part 2 of the above resolution, The Centium Group who will be conducting the three internal audits, will at the next Audit Committee meeting on 11 September 2019, outline how the terms of reference for these three audits are developed.

RECOMMENDATION:

That the minutes of the Audit Committee Meeting held on 19 June 2019 be received and noted.

ATTACHMENTS:

AT - 1 Minutes - Audit Committee - 19 June 2019

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT - 1 Minutes - Audit Committee - 19 June 2019

Minutes of the Meeting of the Audit Committee held in Council Committee Rooms, Windsor, on 19 June 2019, commencing at 4:15pm.

ATTENDANCE:

Present: Councillor John Ross, Hawkesbury City Council
Mr Craig Bennett, Community Representative
Ms Ellen Hegarty, Community Representative
Ms Nisha Maheshwari, (Chair) Community Representative

Apologies: Councillor Paul Rasmussen, Hawkesbury City Council
Mr Peter Conroy, Hawkesbury City Council
Ms Somaiya Ahmed - Audit Office NSW

In Attendance: Mr Laurie Mifsud, Hawkesbury City Council
Ms Emma Galea, Hawkesbury City Council
Ms Linda Perrine, Hawkesbury City Council
Mr Michael Wearne, Hawkesbury City Council
Ms Yas Wickramasekera, The Centium Group
Mr Mario Robles, The Centium Group
Ms Cathy Wu, Grant Thornton
Mr James Winter, Grant Thornton
Ms Amanda Carroll, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Mr Craig Bennett and seconded by Ms Ellen Hegarty that the apologies be accepted.

Member	20/03/2019	19/06/2019
Councillor Paul Rasmussen	✓	A
Councillor John Ross	✓	✓
Councillor Patrick Conolly (Alternate)	N/A	N/A
Mr Craig Bennett	✓	✓
Ms Ellen Hegarty	A	✓
Ms Nisha Maheshwari (Chair)	✓	✓

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Craig Bennett and seconded by Councillor John Ross that the Minutes of the Audit Committee held on the 20 March 2019, be confirmed.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

SECTION 3 - Reports for Determination

Item: 1 AC - Distribution of Code of Conduct to Committee Members (95496, 91369)

Division: Support Services

DISCUSSION:

The Manager Corporate Service and Governance was in attendance at the meeting and advised the Committee of the following:

- The Model Code of Conduct and associated Procedures for the Administration of the Code of Conduct were prescribed by the Office of Local Government in December 2018.
- In accordance with the requirements of the Local Government Act 1993, Council adopted a new Code of Conduct (the Code) and Procedures for the Administration of the Code of Conduct (the Procedures) on the 12 March 2019, based on the prescribed Model Code of Conduct and Procedures.
- The amendments to the Code and the Procedures are substantial and include:-
 - i. New standards relating to discrimination, harassment, bullying, work health and safety, behaviour at meetings, access to Council information, and maintenance of Council records;
 - ii. The incorporation of pecuniary interest provisions which were previously contained in the Local Government Act and Regulation;
 - iii. A new requirement for Councillors and designated persons to disclose a new interest in returns of interests within three months of becoming aware of the interest;
 - iv. New rules governing the acceptance of gifts and benefits;
 - v. New provisions relating to appropriate use of social media.
- Council's new Code of Conduct applies to all official representatives of Council, including Councillors, staff, and representatives on advisory committees.
- As outlined in the report to the Committee, the new Code of Conduct contains additional requirements for all committee representatives acting in their official Council capacity in the following areas:
 - i. Pecuniary interest and non-pecuniary conflict of interests
 - ii. Declaration of gifts and benefits
 - iii. Recordkeeping requirements.
- Council has also chosen to incorporate some new provisions relating to the use of social media which apply to all committee representatives.

The Audit Committee members enquired about the following matters relating to the Code of Conduct:-

- Designated Persons
- External Auditor requirements under the Code
- Council's Gifts and Benefits Register
- Social media provisions
- Method and frequency of training for staff

The Manager Corporate Services and Governance and Director Support Services provided responses to the above questions.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

The Audit Committee members signed for copies of Council's new Code of Conduct and associated Procedures.

OFFICER'S RECOMMENDATION:

That all Audit Committee members receive and sign for copies of Council's new Code of Conduct and associated Procedures.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Ellen Hegarty, seconded by Mr Craig Bennett.

That all Audit Committee members receive and sign for copies of Council's new Code of Conduct and associated Procedures.

Item: 2 AC - 2017/2018 and 2018/2019 Internal Audit Programs Update (94496, 79351, 91369)

Division: Support Services

DISCUSSION:

Ms Yas Wickramasekera provided the Committee on an update on the 2018/2019 Internal Audit Program.

- It was noted that the four projects in the Program are either completed or nearing completion. The Procurement including Tenders Audit has been completed and a draft report has been circulated. Actions are currently being developed.
- It is anticipated that the final three projects will be completed prior to the next Audit Committee meeting to be held on 11 September 2019 and reports should be tabled at that meeting.

OFFICER'S RECOMMENDATION:

That:

1. The progress against the 2017/2018 Internal Audit Program as attached in Attachment 1 to this report be received and noted.
2. The progress against the 2018/2019 Internal Audit Program as attached in Attachment 2 to this report be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That:

1. The progress against the 2017/2018 Internal Audit Program as attached in Attachment 1 to this report be received and noted.
2. The progress against the 2018/2019 Internal Audit Program as attached in Attachment 2 to this report be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

Item: 3 AC - Update on Management Actions Identified by NSW Audit Office (95496, 79351, 121470, 91369)

Division: Support Services

DISCUSSION:

- It was noted that following the 2017/2018 Financial Statements the NSW Audit Office had identified nine issues requiring actions. Issues identified were consistent with most other Councils across the State.
- The Committee reviewed the Progress Report of the nine issues arising this audit. The report identifies what Council is required to do and the current status.
- Council is working with Grant Thornton to complete the identified actions and are confident that these will be completed by the time the 2018/2019 audit is undertaken.

OFFICER'S RECOMMENDATION:

That the Audit Committee receive and note the information regarding the progress of Management Actions, arising from the 2017/2018 Audit contained within this report and attachment.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That the Audit Committee receive and note the information regarding the progress of Management Actions, arising from the 2017/2018 Audit contained within this report and attachment.

Item: 4 AC - Internal Audit Action List and Associated Reports - May 2019 (95496, 79351, 91369)

Division: Support Services

DISCUSSION:

The Committee members reviewed the Internal Audit Action List together with the Internal Audit Action Summary Report and the Overdue/Extreme/High Risk Actions Report.

- It was noted that 13 Management Actions have been completed in the past three months. There are 10 overdue Management Actions.
- It was agreed that, going forward, setting realistic timeframes for the completion of management actions together with consideration for sequential audits will be essential. It was further noted that Council has been reviewing policies and taking a more rigorous approach to business planning following the identification of non-compliances.
- Committee members requested that the Internal Audit Action List - Attachment 1 be reviewed and simplified to enhance the readability of the document by reducing the number of columns and increasing the font size.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- It was noted that the Governance Section Structure is still undergoing review and that Compliance Register is yet to be developed.
- A disparity was noted in the reporting of the Commercial Leases and Property Management Audit in Attachment 2 in Item 4 (12 Management Actions not completed) and Attachment 1 in Item 2 (11 Management Actions not completed). It would appear that this is a typographical error; however, this disparity will be clarified.

OFFICER'S RECOMMENDATION:

That:

1. The Internal Audit Action List as attached in Attachment 1 to this report be received and noted.
2. The Internal Audit Action Summary Report as attached in Attachment 2 to this report be received and noted.
3. The Overdue Extreme/High Risk Actions Report as attached in Attachment 3 to this report be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That:

1. The Internal Audit Action List as attached in Attachment 1 to this report be received and noted.
2. The Internal Audit Action Summary Report as attached in Attachment 2 to this report be received and noted.
3. The Overdue Extreme/High Risk Actions Report as attached in Attachment 3 to this report be received and noted.
4. The disparity in the reporting of the Commercial Leases and Property Management Audit in Attachment 2 in Item 4 and Attachment 1 in Item 2 be clarified.
5. An update be provided to the next Audit Committee on the development of a Compliance Register and the status of the review of the Governance Section Structure.

Item: 5 AC - Proposed 2019/2020 Internal Audit Program - (95496, 91369, 79351)

Division: Support Services

DISCUSSION:

- The proposed 2019/2020 Internal Audit Program contains three projects:
 - Development Services Processes - Applications and Certificates
 - Complaints Management
 - RMS Drives Compliance

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- These projects will be delivered by The Centium Group.
- Funding to carry out these audits has been allocated in the 2019/2020 Adopted Operational Plan
- Committee members requested that further information regarding the scope of audits, including how the Terms of Reference are developed be provided by The Centium Group at the next Audit Committee meeting.

OFFICER'S RECOMMENDATION:

That the Audit Committee approve the following 2019/2020 Internal Audit Program:

1. Development Services Processes - Applications and Certificates
2. Complaints Management
3. RMS Drives Compliance

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That:

1. The Audit Committee approve the following 2019/2020 Internal Audit Program:
 - a) Development Services Processes - Applications and Certificates
 - b) Complaints Management
 - c) RMS Drives Compliance
2. The Centium Group outline to the Audit Committee at the next meeting how the terms of reference for the three audits in the 2019/2020 Internal Audit Program are developed.

Item: 6 AC - Discounting of Land under Roads (91369, 95496)

Division: Support Services

DISCUSSION:

The report was tabled to provide the Audit Committee with an update on the current status of the NSW Audit Office requirement to discount Land under Roads. Major points include:

- The discounting resulted in a reduction of \$59.3M to the opening value of Council's net assets for 2016/2017. The Australian Accounting Standards Board (AASB) has reviewed the issue of the valuation of public assets and has recommended that Land under Roads is not discounted.
- The recommended changes are in draft form. Based on advice received from the NSW Audit Office, Council will continue the current practice of discounting Land under Roads until such time as advised otherwise.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- The NSW Audit Office advised Council that when changes are finalised, the necessary adjustments will need to be made by Council.

OFFICER'S RECOMMENDATION:

That the information regarding the latest developments in relation to valuation and reporting of Land under Roads is received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That the information regarding the latest developments in relation to valuation and reporting of Land under Roads is received and noted.

Item: 7 AC - Finance Reports - (95496, 79351, 91369)

Division: Support Services

DISCUSSION:

An update was provided to the Audit Committee regarding the current status of the March Quarterly Review as follows:

- There was an overall budget Surplus of \$60K which has been transferred to the Contingency Reserve.
- Performance against the required financial benchmarks remains on track.

An update was provided to the Committee regarding the April 2019 Investment Report as follows:

- Council had \$55.1 million invested as at 30 April 2019.
- All investments were made in accordance with the Act, the Regulations and Council's Investment Policy.

OFFICER'S RECOMMENDATION:

That the Audit Committee receive and note the report and attachments on the March 2019 Quarterly Budget Review Statement and the April 2019 Investment report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty.

That the Audit Committee receive and note the report and attachments on the March 2019 Quarterly Budget Review Statement and the April 2019 Investment report.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

SECTION 4 - General Business

- **Internal Audit Coordination Services**

The Director Support Services advised:

- The Audit Committee of the outcome of a review undertaken by management in regard to the resourcing model for Council's Internal Audit function
- Council's Internal Audit function has been mainly resourced through an external service provider, under two separate contracts:
 - A contract for the provision of Internal Audit services in regard to conducting audits.
 - A separate contract for the provision of administration of the Internal Audit function.
- In regard to the contract for the conduct of audits
 - Intention to call tenders for the conduct of audits reported to the Audit Committee at its meeting on 14 June 2017.
 - The contract for the provision of Internal Audit services in regard to conducting audits commenced in September 2017 and is for a period of three years plus two one year options at the discretion of Council.
 - The contract is a joint contract with Blue Mountains Council. The contract was awarded to The Centium Group, by Council at its Ordinary Meeting on 29 August 2017.
 - The conduct of audits by an external service provider, currently Centium, is proving to be an effective resourcing model and has resulted in superior outcomes than those experienced under an in-house Internal Auditor model.
 - At this stage it is envisaged that the same model will continue to be in place at least until the expiry of the current contract.
 - Accordingly, at this stage, no changes are proposed to this contract.
- In regard to the contract for the provision of the administration of the Internal Audit function
 - The delivery of the Audit Program is required to be supported by resources to undertake administrative functions.
 - Resourcing of monitoring and reporting on Management Actions arising out of Internal Audits is also required.
 - As reported to the Audit Committee at its meeting on 12 September 2018, Council engaged Centium to provide a resource to undertake these tasks. The contract for the administration of the Internal Audit function commenced in August 2018 and is due to conclude on 30 June 2019.
 - Prior to the conclusion of this period, management was to undertake a review into the effectiveness of the resourcing model fulfilled by this contract. The Audit Committee was advised at its meeting on 20 March 2019, that a review into the effectiveness of the current resourcing model would be undertaken. The review has now been completed.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- Under this contract a resource is provided by Centium to undertake administrative and other tasks supporting the conduct of the audits, as well as the monitoring of management actions. The resource also prepares some of the reports for the Audit Committee, and provides reports on the progress of management actions to the Executive Management Team on a regular basis. The resource mostly works remotely and is provided with ongoing support by a Council staff member. As the resource is often not on site, other internal staff are often involved in handling enquiries or attending to tasks unable to be addressed remotely.
- The review into the current total cost and outcomes indicated that cost effectiveness would be improved with a different resourcing arrangement in regard to tasks relevant to this contract.
- A resourcing model whereby an Internal Audit Coordination role is created as a position within Council's organisational structure is more cost effective. The role is proposed to be part-time at 21 hours a week.
- An in-house role provides Council with more control of this resources' time than the outsourced arrangement. This role would:
 - have a consistent physical presence at Council and, under the current organisation structure, would report directly to the Chief Audit Executive.
 - take on the administrative tasks including the coordination of audits and all administration of the audits, scheduling of meetings and distribution of relevant documentation.
 - also coordinate the Audit Committee meeting Agenda, including the preparation and coordination of relevant reports to the Audit Committee and MANEX, as well as coordinate and monitor Management Actions.
- Based on the outcome of the review, management determined to proceed with the process to establish an in-house part - time Internal Audit Coordination role to resource the Internal Audit oversight function.
- Recruitment process for an Internal Audit Coordinator will commence shortly.
- As the recruitment may not be completely finalised by 30 June 2019, the current contract with Centium will be continue to be extended on a month to month basis until an appointment to the position of Internal Audit Coordinator is made.

The meeting terminated at 6:10pm

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

Item: 139 **ROC - Floodplain Risk Management Advisory Committee - 27 June 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 27 June 2019.

RECOMMENDATION SUMMARY:

Item 3 and matters raised in General Business contained within the attached Minutes of the Floodplain Risk Management Advisory Committee held on 27 June 2019 have policy or financial implications to Council, and as such require specific consideration by Council.

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:

Discussion

The Floodplain Risk Management Advisory Committee met on 27 June 2019 and considered staff reports on a range of matters as shown in the attached Minutes (Attachment 1).

The following items require specific consideration by Council:

Item: 3 - Insights from 2019 Floodplain Management Australia National Conference – A National Call for Action: Making Australia Flood Safe

The Committee was provided with an overview of the Floodplain Management Australia National Conference held in Canberra on 14 to 17 May 2019, by the Chair and Council Officer who attended.

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

- “1. *The Committee receive advice that characterises in the first instance the issue of electricity supply west of the river during various sized floods (1:5, 1:20, 1:50, 1:100) and the duration of interruption to power supply.*
2. *Council request advice from the NSW State Government with respect to infrastructure and service resilience west of the river.”*

Section 5 – General Business

Floodplain Management Australia Meeting - May 2019

The Committee discussed the agenda for the Floodplain Management Australia National Meeting held in Canberra in May 2019.

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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

That:

- "1. Council considers liaising with Floodplain Management Australia regarding the possibility of the Hawkesbury hosting the 2021 Floodplain Management Australia National Conference.*
- 2. Council considers permitting one or two Community Members of the Floodplain Risk Management Advisory Committee to attend the 2020 Floodplain Management Australia National Conference."*

In respect of the 2021 Floodplain Management Australia National Conference, relevant enquiries can be made in terms of Floodplain Management Australia's requirements and expectations of hosting such a conference. Once these requirements and expectations are understood a further report can be prepared for consideration by Council.

Council understands the desire to support community members attending the 2020 Floodplain Management Australia National Conference, however this has a budgetary impact and in fairness would have to be open to members of all Council committees which would have an impact on the budget and this currently does not align with Council's Fit for the Future Strategy.

Evacuation Routes and Signage installed by Roads and Maritime Services

The Committee discussed the identified evacuation routes, and the signage recently installed by Roads and Maritime Services.

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

That:

- "1. Council call upon the Roads and Maritime Services to be responsible for all maintenance and operation of signage on evacuation routes to ensure effective use in an emergency event of major flooding."*

RECOMMENDATION:

That:

1. The Minutes of the Floodplain Risk Management Advisory Committee Meeting held on 27 June 2019 be received and noted.
2. In relation to Item 3 of the Minutes, Council endorse the recommendations of the Floodplain Risk Management Advisory Committee, namely that:
 - "a) The Committee receive advice that characterises in the first instance the issue of electricity supply west of the river during various sized floods (1:5, 1:20, 1:50, 1:100) and the duration of interruption to power supply.*
 - b) Council request advice from the NSW State Government with respect to infrastructure and service resilience west of the river."*
3. In relation to the matter in General Business Item - Floodplain Management Australia Meeting - May 2019, Council resolve that:
 - a) The requirements and expectations of Floodplain Management Australia for hosting of the 2021 Floodplain Management Australia National Conference be investigated and reported to Council.
 - b) Due to budget limitations, attendance at the 2020 Floodplain Management Australia National Conference be limited to Councillors and/or staff.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 30 July 2019

4. In relation to the matter in General Business Item - Evacuation Routes and Signage - Council endorse the recommendation of the Floodplain Risk Management Advisory Committee, namely that:

"a) *Council call upon the Roads and Maritime Services to be responsible for all maintenance and operation of signage on evacuation routes to ensure effective use in an emergency event of major flooding.*"

ATTACHMENTS:

AT - 1 Minutes – Floodplain Risk Management Advisory Committee – 27 June 2019

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT - 1 Minutes – Floodplain Risk Management Advisory Committee – 27 June 2019

Minutes of the meeting of the Floodplain Risk Management Advisory Committee held in Council Committee Rooms, Windsor, on 27 June 2019, commencing at 4:02pm.

Present: Councillor Mary Lyons-Buckett, Chairperson
Councillor Paul Rasmussen, Deputy Chairperson
Councillor Amanda Kotlash, Hawkesbury City Council
Councillor Danielle Wheeler, Hawkesbury City Council
Councillor Peter Reynolds, Hawkesbury City Council
Ms Carol Edds, Community Representative
Ms Margaret Mackisack, Community Representative
Mr Harry Terry, Community Representative
Mr Sadeq Zaman, Office of Environment and Heritage*

Apologies: Mr Kevin Jones, SES
Mr Kim Ford, Community Representative
Mr Maurice Smith, Community Representative
Ms Sue Ribbons, iNSW
Ms Linda Perrine, Hawkesbury City Council*

In Attendance: Mr Mark Rusev, Representative of Member for Hawkesbury
Mr Andrew Kearns, Hawkesbury City Council
Mr Chris Amit, Hawkesbury City Council
Ms Sunehla Bala, Hawkesbury City Council
Ms Megan Berrell, Hawkesbury City Council*

REPORT:

Councillor Wheeler arrived at 4:11pm.

RESOLVED on the motion of Councillor Reynolds and seconded by Ms Edds that the apologies be accepted.

CONFIRMATION OF MINUTES

It was noted that Mr Terry attended the meeting held on 14 February 2019 and was an apology at the meeting held on 18 April 2019 and that this will be amended in the Attendance Register.

RESOLVED on the motion of Councillor Reynolds and seconded by Ms Edds that the Minutes of the Floodplain Risk Management Advisory Committee held on the 18 April 2019, be confirmed with the noted amendment.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

Attendance Register of Floodplain Risk Management Advisory Committee

Member	14/2/2019	18/04/2019	27/06/2019
Councillor Mary Lyons-Buckett	✓	✓	✓
Councillor Amanda Kotlash	✓	A	✓
Councillor Paul Rasmussen	✓	A	✓
Councillor Danielle Wheeler	✓	✓	✓
Councillor Peter Reynolds	A	✓	✓
Ms Carol Edds	✓	✓	✓
Mr Harry Terry	✓	A	✓
Ms Margaret Mackisack	✓	✓	✓
Mr Kim Ford	✓	A	A
Mr Maurice Smith	✓	A	A
Snr Inspector Robert Bowman - (Dept. Primary Industries)	X	X	X
Mr Kevin Jones - (SES Headquarters)	A	✓	A
Mr Peter Cinque OAM - (SES Sydney Western Division)	X	X	X
Ms Robyn Preston, Member for Hawkesbury (or Representative)		✓	✓
Mr Sadeq Zaman - (Office of Environment & Heritage)	✓	✓	✓

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

SECTION 3 - Reports for Determination

ITEM: 1 Distribution of Code of Conduct to Committee Members (95496, 91369)

DISCUSSION:

Officers advised the Committee of the following:-

- The Model Code of Conduct and associated Procedures for the Administration of the Code of Conduct were prescribed by the Office of Local Government in December 2018.
- In accordance with the requirements of the Local Government Act 1993, Council adopted a new Code of Conduct (the Code) and Procedures for the Administration of the Code of Conduct (the Procedures) on the 12 March 2019, based on the prescribed Model Code of Conduct and Procedures.
- The amendments to the Code and the Procedures are substantial and include:-
 - i. New standards relating to discrimination, harassment, bullying, work health and safety, behaviour at meetings, access to Council information, and maintenance of Council records;
 - ii. The incorporation of pecuniary interest provisions which were previously contained in the Local Government Act and Regulation;
 - iii. A new requirement for Councillors and designated persons to disclose a new interest in returns of interests within three months of becoming aware of the interest;
 - iv. New rules governing the acceptance of gifts and benefits;
 - v. New provisions relating to appropriate use of social media.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- Council's new Code of Conduct applies to all official representatives of Council, including Councillors, staff, and representatives on advisory committees.
- As outlined in the report to the Committee, the new Code of Conduct contains additional requirements for all committee representatives acting in their official Council capacity in the following areas:
 - i. Pecuniary interest and non-pecuniary conflict of interests
 - ii. Declaration of gifts and benefits
 - iii. Recordkeeping requirements.
- Council has also chosen to incorporate some new provisions relating to the use of social media which apply to all committee representatives.

OFFICER'S RECOMMENDATION:

That all Floodplain Risk Management Advisory Committee members receive and sign for copies of Council's new Code of Conduct and associated Procedures.

COMMITTEE RECOMMENDATION:

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

That all Floodplain Risk Management Advisory Committee members receive and sign for copies of Council's new Code of Conduct and associated Procedures.

ITEM: 2 FRMAC - Declarations of Interest - (86589, 124414)

DISCUSSION:

- It was noted that there were no changes to any Committee Members circumstances and no declaration of interests were made.

OFFICER'S RECOMMENDATION:

That:

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

COMMITTEE RECOMMENDATION:

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

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: 30 July 2019

SECTION 4 - Reports for Information

**ITEM: 3 Insights from 2019 Floodplain Management Australia National Conference - A
National Call for Action: Making Australia Flood Safe - (86589, 124414)**

DISCUSSION:

- The Committee was provided with an overview of the Floodplain Management Australia (FMA) National Conference held in Canberra on 14 to 17 May 2019, by the Chair and Council Officer who attended.
- It was noted that the Chair will be providing a written report of learnings, which are from a different perspective to the Council Officer's report.
- It was highlighted that there was a big focus on cultural and social aspects of flooding at the conference, including posters associated with driving into floodwaters, and statistics of flood-related deaths and a wide array of various other topics.
- The Chair highlighted the focus provided by each state, including:
 - ACT - Flash flooding and going door to door with evacuation information.
 - NSW - Office of Environment and Heritage (OEH) are no longer a stand-alone department and there is a concern that effective floodplain management could be lost in the wider department.
 - NT - Climate change impacts including no rain.
 - QLD - Nine rivers flooded during the year, and high volume of cattle and sheep lost along with extensive damage to fencing. Reconstruction Authority costs of \$14.4 billion since being established in 2011.
 - SA - Drought and urban heat effects.
 - WA - Diverse climatic conditions.
 - VIC - Completed 27 flood studies in the last 2 years.
 - TAS - Longer, drier periods have led to increased bush fires and urban flash flooding in Hobart.
- The Committee discussed the importance of localising data such as local rainfall, topography etc. as regional statistics are not efficient. It was noted that a plan for drainage on a local level is important.
- A suggestion was made to consider liaising with Penrith Council to set up a joint session as the Hawkesbury share many of the same flooding issues and concerns, and it is important to develop and maintain consistency with neighbouring Local Government Areas.
- Discussion arose regarding the importance of considering issues associated with sheltering in place, particularly west of the river. This will need to be analysed and an area determined based on the ability to absorb the shock of flooding.
- It was determined that there are varying figures and information available concerning electricity supply west of the river and that this needs to be clarified.
- The Committee considered it was necessary to characterise our issues and assess what happens at various flood levels, understand what the NSW State Government are doing about it (Transgrid or Endeavour) and lobby knowing the situation.

OFFICER'S RECOMMENDATION:

That the information be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Kotlash, seconded by Ms Edds.

That:

1. The Committee receive advice that characterises in the first instance the issue of electricity supply west of the river during various sized floods (1:5, 1:20, 1:50, 1:100) and the duration of interruption to power supply.
2. Council request advice from the NSW State Government with respect to infrastructure and service resilience west of the river.

SECTION 5 - General Business

Floodplain Management Australia Meeting Minutes - May 2019

A discussion commenced regarding the agenda for the Floodplain Management Australia National Meeting held in Canberra in May 2019.

A suggestion was made as to whether Council would consider hosting the National Conference in 2021, in order to raise awareness of the current and potential flood risks in the Hawkesbury.

It was also noted that it would be beneficial for one or two Community Members to attend the next Floodplain Conference, in order to draw different perspectives and interpretation of information provided.

COMMITTEE RECOMMENDATION:

That:

1. Council considers liaising with Floodplain Management Australia regarding the possibility of the Hawkesbury hosting the 2021 Floodplain Management Australia National Conference.

MOVED by Ms Edds and seconded by Ms Mackisack.

2. Council considers permitting one or two Community Members of the Floodplain Risk Management Advisory Committee to attend the 2020 Floodplain Management Australia National Conference.

MOVED by Councillor Rasmussen and seconded by Councillor Reynolds.

Local Government Climate Change Response Grant

The Committee was updated on the NSW Government's Increasing Resilience to Climate Change Grants and discussed consideration of projects that could be applied for as part of the grants program.

It was noted that there are no current projects ready to submit as an application, but Council can investigate this further.

Table 5-1 in the Council adopted 2016 Planning for Climate and Natural Hazards – Risk Assessment Report, was highlighted which includes addressing the issue of no *safe refuge area* on the Western side of the Hawkesbury.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

COMMITTEE RECOMMENDATION:

That:

- "1. Officers consider lodging an application for funding under the NSW Government's Increasing Resilience to Climate Change Grants, based on the priorities outlined in Hawkesbury City Council's Planning for Climate and Natural Hazards – Risk Assessment Report 2016."*

MOVED by Ms Edds and seconded by Councillor Reynolds.

Office of Emergency Management

The Committee was provided with an overview of the pilot project for the development of a Local Recovery Plan and a Community Resilience Network in addressing emergency management. It was suggested that a representative from the Office of Emergency Management attends the next Floodplain Risk Management Advisory Committee meeting to elaborate on these projects.

The Committee was advised that the Working Group for the Foundation for Rural and Regional Renewal Project (*FRRR Project*) has developed a plan and will be working in conjunction with local schools, and will be commencing delivery in early July 2019.

The Committee was advised that a Community Development Worker has been employed to assist with implementing the StreetConnect Project.

The aim of the StreetConnect Project is to raise resilience and connectivity between community members. It is currently untried and untested, but there are intentions to apply for a second round of funding which would enable this project to be rolled out to other areas of the Hawkesbury.

Roads and Maritime Services – Richmond Bridge Stakeholder Engagement – State Emergency Service & Infrastructure NSW Meeting – Flood Evacuation Requirements

The Committee was updated in terms of the Roads and Maritime Services engagement with stakeholders associated with the Richmond Bridge Project.

An overview of the key items discussed at the meeting between Roads and Maritime Services, the NSW State Emergency Service and Infrastructure NSW was presented to the Committee.

The Committee was advised that the attachment provided during discussion on this matter was not a public document.

Evacuation Routes and Signage

The Committee discussed the identified evacuation routes, and whether the signs posted have been tested by trial runs.

Council Officers advised that recent advice had been received from Roads and Maritime Services stating that the system had been verified and that additional evacuation signs have been manufactured and installed in June 2019. A map will be provided by Roads and Maritime Services in July 2019 showing evacuation routes and signage locations.

The Committee were dissatisfied that the Roads and Maritime Services have advised that they are only responsible for the maintenance and operation of the signs on main roads, and that Council is to be responsible for the remainder of signs on local streets.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

COMMITTEE RECOMMENDATION:

That:

1. Council call upon the Roads and Maritime Services to be responsible for all maintenance and operation of signage on evacuation routes to ensure effective use in an emergency event of major flooding.

MOVED by Councillor Rasmussen and seconded by Mr Terry.

Bridge Flood Levels

The Committee emphasised the importance of clearly determining what levels and heights of flood water would cause the bridges located in the Hawkesbury to be closed during flood events.

The current information provided regarding this topic is not considered to be accurate and different sources contain different figures.

COMMITTEE RECOMMENDATION:

That:

1. The Committee be presented with accurate flood water levels and heights which would result in the bridges located in the Hawkesbury to be closed during flood events.

MOVED by Mr Terry and seconded by Councillor Kotlash.

The meeting terminated at 5:42pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

Item: 140 **ROC - Local Traffic Committee - 8 July 2019 - (95495, 80245)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 8 July 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 8 July 2019 and discussed the following items:

- Special Event Traffic - 2019 Bridge to Bridge Water Ski Classic
- Special Event Traffic - Light Up Windsor Event 2019
- Special Event Traffic - St Albans RFS Pioneer Trail Run 2019
- Traffic Matter - Illegal Motor Vehicle Activity in Residential Areas
- General Business Matter - Council Program to Improve Safety Around School Zones "Safety First" Campaign
- General Business Matter - Dinner by the River Event at Macquarie Park

RECOMMENDATION:

That the minutes of the Local Traffic Committee held on 8 July 2019 be received and the recommendations therein be adopted and noted.

ATTACHMENTS:

AT - 1 Minutes - Local Traffic Committee - 8 July 2019

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT - 1 Minutes - Local Traffic Committee - 8 July 2019

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Monday, 8 July 2019, commencing at 3pm.

ATTENDANCE

Present: Councillor Peter Reynolds, Hawkesbury City Council
Inspector Peter Jenkins, NSW Police Force
Senior Constable Damien Mitchell, NSW Police Force
Mr David Osborne, Roads and Maritime Services
Mr Steve Grady, Busways

Apologies: Ms Robyn Preston, MP (Hawkesbury)
Inspector Stuart Davis

In Attendance: Mr Christopher Amit, Hawkesbury City Council, (Chair)
Ms Judy Wong, Hawkesbury City Council
Ms Kaysie Cordi, Hawkesbury City Council
Ms Adriana Bellomo, Hawkesbury City Council
Ms Suzanne Stuart, 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.

The Chairman tendered an apology on behalf of Ms Robyn Preston, MP (Hawkesbury), advising that Ms Robyn Preston, MP (Hawkesbury), concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on her behalf.

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

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Councillor Peter Reynolds, seconded by Mr David Osborne, that the minutes from the previous meeting held on Monday, 17 June 2019 be confirmed.

Item 1.2 Business Arising

There was no Business Arising from the previous minutes.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

SECTION 2 - Reports for Determination

Item: 2.1 LTC - 2019 Bridge to Bridge Water Ski Classic - (Hawkesbury) - (80245, 74204)

REPORT:

Introduction

An application has been received from the NSW Water Ski Federation Ltd, seeking approval (in traffic management terms) to conduct the 2019 Bridge to Bridge Water Ski Classic on Saturday, 23 and Sunday, 24 November 2019.

The event organiser has advised;

- The Bridge to Bridge Water Ski Classic is an annual water ski racing event along the Hawkesbury River extending from Dangar Island, Brooklyn to Governor Phillip Park, Windsor.
- This annual event has been held for over 50 years and is a regular feature of the local community calendar in the Hawkesbury area.
- Event Schedule:
 - Saturday, 23 November 2019: 7am – 5pm.
 - Starting at Sackville Ski Gardens and finishing at Governor Phillip Park, Windsor.
 - Sunday, 24 November 2019: 7am – 5pm.
 - Starting at Danger Island Brooklyn and finishing at Governor Phillip Park, Windsor.
- The suspension of ferry services, controlled by the Roads and Maritime Services - RMS (formerly RTA) and Council, is required on Sunday, 24 November 2019:
 - Wisemans Ferry (RMS): 8:30am to 1pm
 - Webbs Creek Ferry (RMS): 8:30am to 1pm
 - Lower Portland Ferry (HCC): 8:30am to 3pm
 - Sackville Ferry (RMS): 8:30am to 3pm
- The suspension of the ferry services is required for safety reasons. Emergency vehicles will be allowed access at all times. The ferries will operate in the event of an emergency and competitors will be stopped to ensure the safety of all.
- Safety Vessels with crew will be placed downstream from each ferry with suitable equipment to indicate to competitors that a ferry may be operating and with communication between the boat and ferry vessel. Such procedures will be implemented to the satisfaction of the Roads and Maritime Services and Hawkesbury City Council.
- The RMS and Hawkesbury City Council will be delegated authority to alter ferry suspension times if necessary.
- The number of participants expected is approximately 500 for the event, which includes 150 to 200 boats as in previous years.
- There will be approximately 2,000 spectators for the event at the finish venue in Windsor.
- Parking will be at Governor Phillip Park with additional parking available off street utilising vacant land adjacent to Governor Phillip Park.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- There will be a rise in pedestrian and vehicle numbers at Governor Phillip Park.
- There will be an increase to traffic flow on roads surrounding Governor Phillip Park; however the effect on traffic is not expected to be significant.
- It is expected that the event will impact only marginally on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road, but historically there have been no issues with traffic in these areas.
- Road closures are not required other than the closure of the approach roads to the four ferries along the Hawkesbury River.
- Advance warning with VMS will be located at;
 - Windsor Road, north of McGraths Road,
 - Macquarie Street between Christie Street and Suffolk Street,
 - Wilberforce Road at Freemans Reach Road.

Discussion

The event organiser is seeking Council and Roads and Maritime Services - RMS (formerly RTA) approval for the suspension of the following Ferry Services on Sunday, 24 November 2019:

- | | |
|-------------------------------|---------------|
| • Wisemans Ferry (RMS): | 8:30am to 1pm |
| • Webbs Creek Ferry (RMS): | 8:30am to 1pm |
| • Lower Portland Ferry (HCC): | 8:30am to 3pm |
| • Sackville Ferry (RMS): | 8:30am to 3pm |

The total suspension of the ferries will enable a free flow of competitors across the ferry crossings. The four ferries will be suspended generally between 8:30am to 1pm with the Lower Portland Ferry and Sackville Ferry closure times extending to 3pm as these two ferries are further along the course route.

Ferry operations are not affected on Saturday, 23 November 2019, as Wiseman Ferry, Webbs Creek Ferry, Sackville Ferry and Lower Portland Ferry are all located downstream of the Sackville Ski Gardens.

Emergency vehicles will be allowed access onto the ferries. Safety vessels with crew will be placed downstream from each ferry with suitable equipment to indicate to competitors that a ferry may be operating and with communication between the boat and the ferry vessel.

Lower Portland Ferry Service is under the care and control of Hawkesbury City Council. The Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry services are the under the care and control of the Roads and Maritime Services - RMS (formerly RTA).

The event will be held principally along the Hawkesbury River with the event organiser requesting exclusive use of the River from the Roads and Maritime Services - RMS (formerly NSW Maritime). The spectators travelling to the event, and in particular to Governor Phillip Park, may impact heavily on the state road network along Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street as well as the local roads such as George Street and Court Street. Furthermore the suspension of the Ferry services and subsequent road closures leading to the ferries (three RMS Ferries and one HCC Ferry) will have an impact on the adjacent road network in the vicinity of the ferries. The suspension of the RMS ferries is affectively closing three State roads. It would be appropriate to classify the event as a "Class 1" special event under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).

As the event is classified as a "Class 1" event, approval is to be sought directly by the event organiser for any alterations to the operation of the Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry services from the Transport Management Centre (TMC).

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCP) are to be submitted to the Transport Management Centre (TMC) for authorisation due to the road closures resulting from the suspension of the HCC and RMS ferries.

The event organiser has submitted the following items in relation to the event: Attachment 1 (ECM Document Set ID No: 6608225):

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. Risk Assessment
5. Traffic Guidance Plan to access Governor Phillip Park and Traffic Control Plans (TCPs) which refers to previous years,
6. Site Plan and VMS Location Plan.

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 2019 Bridge to Bridge Water Ski Classic event planned for Saturday, 23 and Sunday, 24 November 2019 by the NSW Water Ski Federation Ltd, be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

(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 obtain approval from the Transport Management Centre – TMC as this is a "Class 1" event and the road closures resulting from the suspension of the HCC and RMS ferries; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) for the entire route which need to include details such as the specific position of barriers, signs etc, required for the proposed ferry/road closures and traffic diversions to Council for acknowledgement and the Transport Management Centre (TMC) 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;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council, the Transport Management Centre (TMC) and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury 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 written approval from Council's Parks and Recreation Section for the use of Governor Phillip Park. The event organiser is to note that the Light Up Windsor 2019 event is being held on 23 November 2019 and is utilising parking within Governor Phillip Park and should inform themselves of the traffic control measures utilised for this event by contacting Council's Event Coordinator for further details.
- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- 4m. 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;
- 4n. 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, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4o. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4p. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

Ferry Services

- 5. The applicant is to seek approval relating to the RMS ferries from the Transport Management Centre (TMC), for the suspension of the Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry services, due to the event being classified as a Class 1 event. There is no objection to the suspension of the Lower Portland Ferry Service.

Suspension of the ferry services on Sunday, 24 November 2019 as listed below:

- Wisemans Ferry (RMS): 8:30am to 1pm
- Webbs Creek Ferry (RMS): 8:30am to 1pm
- Lower Portland Ferry (HCC): 8:30am to 3pm
- Sackville Ferry (RMS): 8:30am to 3pm

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

is subject to the applicant complying with the following conditions, as well as any conditions imposed by the Transport Management Centre (TMC):

- 5a. the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the suspension of the Lower Portland Ferry service maintained by Hawkesbury City Council;
- 5b. advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to:
 - traffic impact and delays,
 - exclusive use of Governor Phillip Park,
 - timings of suspension/operation of ferry services,such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;
- 5c. signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;
- 5d. safety precautions outlined in the TMP are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of the Transport Management Centre (TMC), Roads and Maritime Services - RMS (formerly RTA and NSW Maritime) and Hawkesbury City Council; and,
- 5e. the Transport Management Centre (TMC), Roads and Maritime Services - RMS (formerly RTA) and Council be authorised to alter ferry suspension/operation times if necessary.

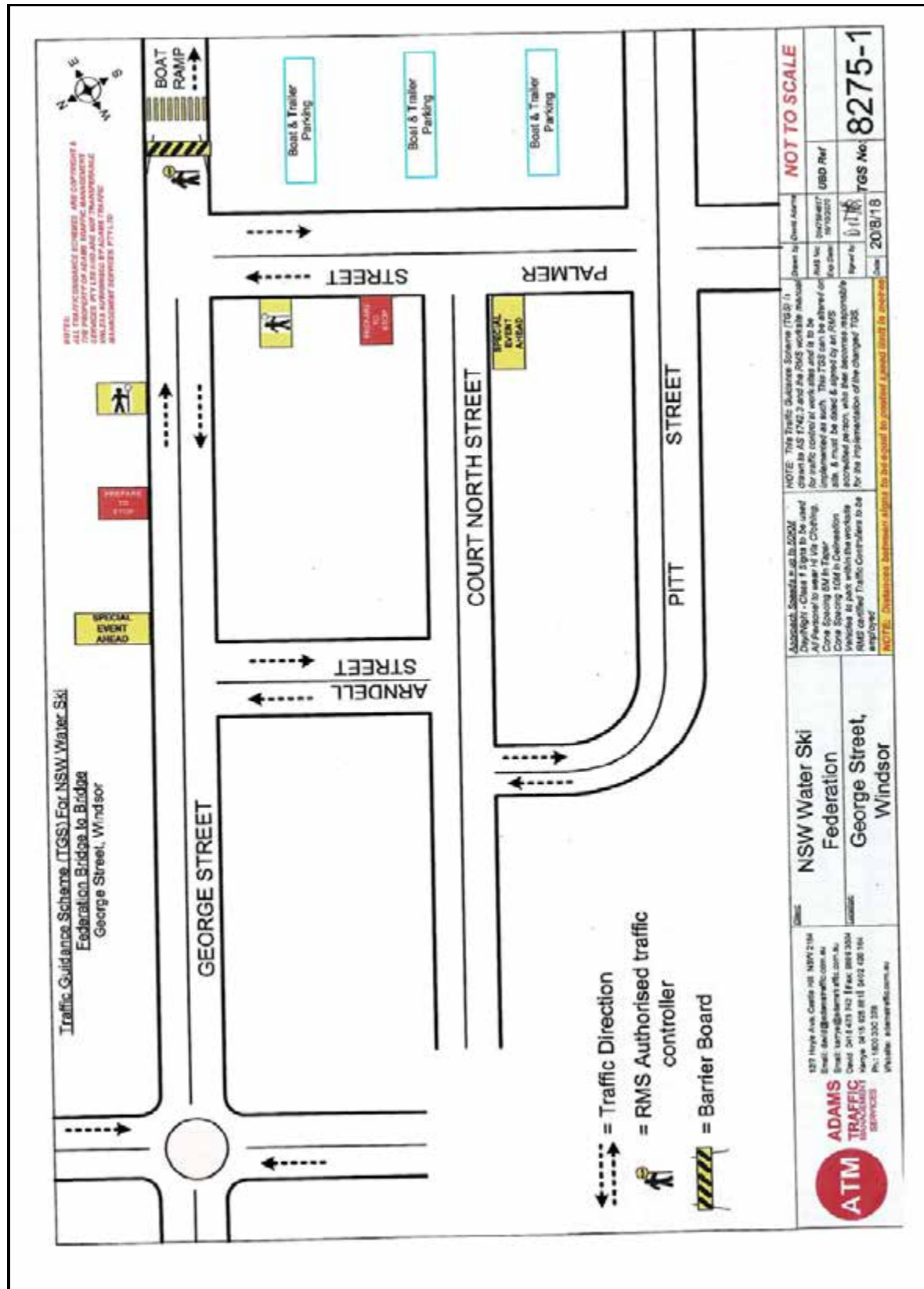
APPENDICES:

AT - 1 Traffic Guidance Plan to Access Governor Phillip Park, Windsor

AT - 2 Special Event Application - (ECM Document Set ID No. 6608225) - *see attached*

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT - 1 Traffic Guidance Plan to Access Governor Phillip Park, Windsor



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

COMMITTEE RECOMMENDATION:

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

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 2019 Bridge to Bridge Water Ski Classic event planned for Saturday 23 and Sunday, 24 November 2019 by the NSW Water Ski Federation Ltd, be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to the event;
- 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 obtain approval from the Transport Management Centre – TMC as this is a "Class 1" event and the road closures resulting from the suspension of the HCC and RMS ferries; a copy of the Transport Management Centre – TMC approval to be submitted to Council;

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) for the entire route which need to include details such as the specific position of barriers, signs etc, required for the proposed ferry/road closures and traffic diversions to Council for acknowledgement and the Transport Management Centre (TMC) 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;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council, the Transport Management Centre (TMC) and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury 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 written approval from Councils' Parks and Recreation Section for the use of Governor Phillip Park. The event organiser is to note that the Light Up Windsor 2019 event is being held on 23 November 2019 and is utilising parking within Governor Phillip Park and should inform themselves of the traffic control measures utilised for this event by contacting Council's Event Coordinator for further details;
- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services 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);
- 4m. 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;
- 4n. 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, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4o. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services 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;

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

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

During the event:

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

Ferry Services

5. The applicant is to seek approval relating to the RMS ferries from the Transport Management Centre (TMC), for the suspension of the Wisemans Ferry, Webbs Creek Ferry and Sackville Ferry services, due to the event being classified as a Class 1 event. There is no objection to the suspension of the Lower Portland Ferry Service.

Suspension of the ferry services on Sunday, 24 November 2019 as listed below:

- | | | |
|---|-----------------------------|---------------|
| – | Wisemans Ferry (RMS): | 8:30am to 1pm |
| – | Webbs Creek Ferry (RMS): | 8:30am to 1pm |
| – | Lower Portland Ferry (HCC): | 8:30am to 3pm |
| – | Sackville Ferry (RMS): | 8:30am to 3pm |

is subject to the applicant complying with the following conditions, as well as any conditions imposed by the Transport Management Centre (TMC):

- 5a. the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the suspension of the Lower Portland Ferry service maintained by Hawkesbury City Council;
- 5b. advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to:
- traffic impact and delays,
 - exclusive use of Governor Phillip Park,
 - timings of suspension/operation of ferry services,

such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;

- 5c. signs are to be erected at the expense of the event organiser in locations indicated in the

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 30 July 2019

approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;

- 5d. safety precautions outlined in the TMP are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of the Transport Management Centre (TMC), Roads and Maritime Services - RMS (formerly RTA and NSW Maritime) and Hawkesbury City Council; and,
- 5e. the Transport Management Centre (TMC), Roads and Maritime Services - RMS (formerly RTA) and Council be authorised to alter ferry suspension/operation times if necessary.

Item: 2.2 LTC - Light Up Windsor Event 2019 - (Hawkesbury) - (80245, 79356, 94012)

REPORT:

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Light Up Windsor Event 2019, on Saturday, 23 November 2019.

The event organiser has advised;

- The event will be undertaken along George Street, Windsor in the vicinity of Thompson Square between Bridge Street and Baker Street, connecting with Windsor Mall between Baker Street and Fitzgerald Street.
- This is a Christmas event with markets, roving entertainment, live music and lighting of the Christmas Tree.
- This is the second year the event is being undertaken by Hawkesbury City Council. In previous years the Windsor Business Group Inc. have undertaken the event in the vicinity of Windsor Mall between Baker Street and Kable Street as well as the Thompson Square park area.
- Approximately 100 participants and 5,000 spectators are expected for the event.
- The event will be conducted between 4pm and 9pm with setup commencing at 10am.
- All shops within the precinct have been notified and a majority of them will be open on the evening. This includes their support in relation to the temporary road closures proposed.
- Parking areas are available within Council car parks and on-street parking, all within walking distance to the Event.
- Additional parking will be available at Governor Phillip Park. Pedestrians will be directed up to Bridge Street along George Street. Bridge Street, near the roundabout at George Street will be fenced off to divert pedestrians down to the traffic lights at Macquarie Street to cross the road. Signage will be installed to direct pedestrians.
- Following on from the 2018 event, it is proposed to implement a few changes to improve traffic management and reduce the impact on the road network. This is the result of feedback from the various stakeholders involved with the 2018 event. The feedback has also been received as part of the consultation undertaken with the proposed traffic management arrangements for the 2019 event.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- The following road closures are proposed to accommodate the overall extent of the event:
 - George Street closed between Bridge Street and Baker Street. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Thompson Square road closed between George Street and The Terrace.
 - Baker Street closed between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Windsor Mall (George Street) closed between Baker Street and Fitzgerald Street.
 - The road closures are required from 12 noon to 12 midnight on Saturday, 23 November 2019.
 - The road closures will be implemented from 12 noon to ensure parked vehicles are removed from the site prior to the event commencing.
- Traffic in George Street will be detoured via Bridge Street and Macquarie Street.
- Traffic in Baker Street will be turned around in the car park at No. 8 Baker Street.
- To ensure that parked cars are not parked in the closed sections, parking patrol will close the parking lanes from 10am with traffic cones and inform motorists of the closure for the event.
- Traffic controllers will be deployed in Bridge Street and Thompson Square to ensure pedestrian safety for patrons.
- Traffic controllers will be used to manage pedestrians at the pedestrian crossing in Kable Street at Windsor Mall (George Street).
- Buses may be affected along Kable Street, Fitzgerald Street and The Terrace. The Bus operators will be advised of the proposed traffic arrangements.
- The proposed road closures will improve the overall safety at the event.
- Businesses have been advised, due to the road closures, to arrange for deliveries before 12noon and to let their customers know of the access changes.
- Traffic will be monitored at all times with any build ups cleared immediately. Traffic control will be on site to implement any changes required.
- Emergency vehicles will be given priority at all times.

Refer to Attachment 1 - Proposed Road Closure Details.

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 due to the proposed road closures and there may be a low scale disruption to the non-event community.

The event road closures are supported. The road closures will allow for the free flow of pedestrians in and around the event site. Details of the road closures include:

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- George Street is to be closed between Bridge Street and Baker Street and extending across Thompson Square road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street. There may be an impact to traffic along Bridge Street wishing to turn into George Street which will require approval from the TMC. The State road traffic will need to be detoured accordingly.
- Thompson Square road closed between George Street and The Terrace.
- Baker Street closed between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street. There may be an impact to traffic along Macquarie Street which will require approval from TMC. The State road traffic will need to be detoured accordingly. The Baker Street car park will be utilised as a turnaround point to assist patrons from the Macquarie Arms Hotel and those wishing to utilise the Macquarie Arms Hotel drive through bottle shop, due to the exit onto George Street being closed.
- Windsor Mall (George Street) closed between Baker Street and Fitzgerald Street.
- Road closures are required from 12 noon until 12 midnight on Saturday, 23 November 2019.
- The road closures will be implemented from 12 noon to ensure parked vehicles are removed from the site prior to the event commencing. There are other private car parks which will be controlled by traffic controllers after 12 noon until the event commences.

The regulatory speed limit in the vicinity of the event is 50kph.

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) is to be submitted to the Transport Management Centre (TMC) for authorisation due to the proposed road closures. The road closure of George Street at Bridge Street and Baker Street at Macquarie Street is subject to approval from the TMC.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document No: 6618131):

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. Special Event Traffic Management Plan (TMP),
5. Proposed Road Closure Plan,
6. Copy of the application to the NSW Police Force.

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: 30 July 2019

2. The Light Up Windsor 2019 Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Fitzgerald Street, planned for Saturday, 23 November 2019 between 12 noon and 12 midnight 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, the following road closures and traffic control measures;
 - Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Road Closure; Thompson Square road, Windsor closed between George Street and The Terrace.
 - Road Closure; Baker Street, Windsor between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Road Closure; Windsor Mall (George Street, Windsor) between Baker Street and Fitzgerald Street.
 - Road Closure only permitted for Saturday, 23 November 2019, between 12 noon and 12 midnight
 - No other road closures are permitted

and the following conditions:

Prior to the event:

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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as road closures are proposed and in particular the road closure of George Street at Bridge Street and Baker Street at Macquarie Street; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) 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;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and occupation of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Governor Phillip Park. The event organiser is to note that the 2019 Bridge to Bridge Water Ski Classic event is being held on 23 and 24 November 2019 and is utilising parking within Governor Phillip Park and should inform themselves of the traffic control measures utilised for this event by contacting the NSW Water Ski Federation Ltd for further details
- 4i. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4j. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

During the event:

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4p. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the event and detour route (including the road closure points and detour routes), 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 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.

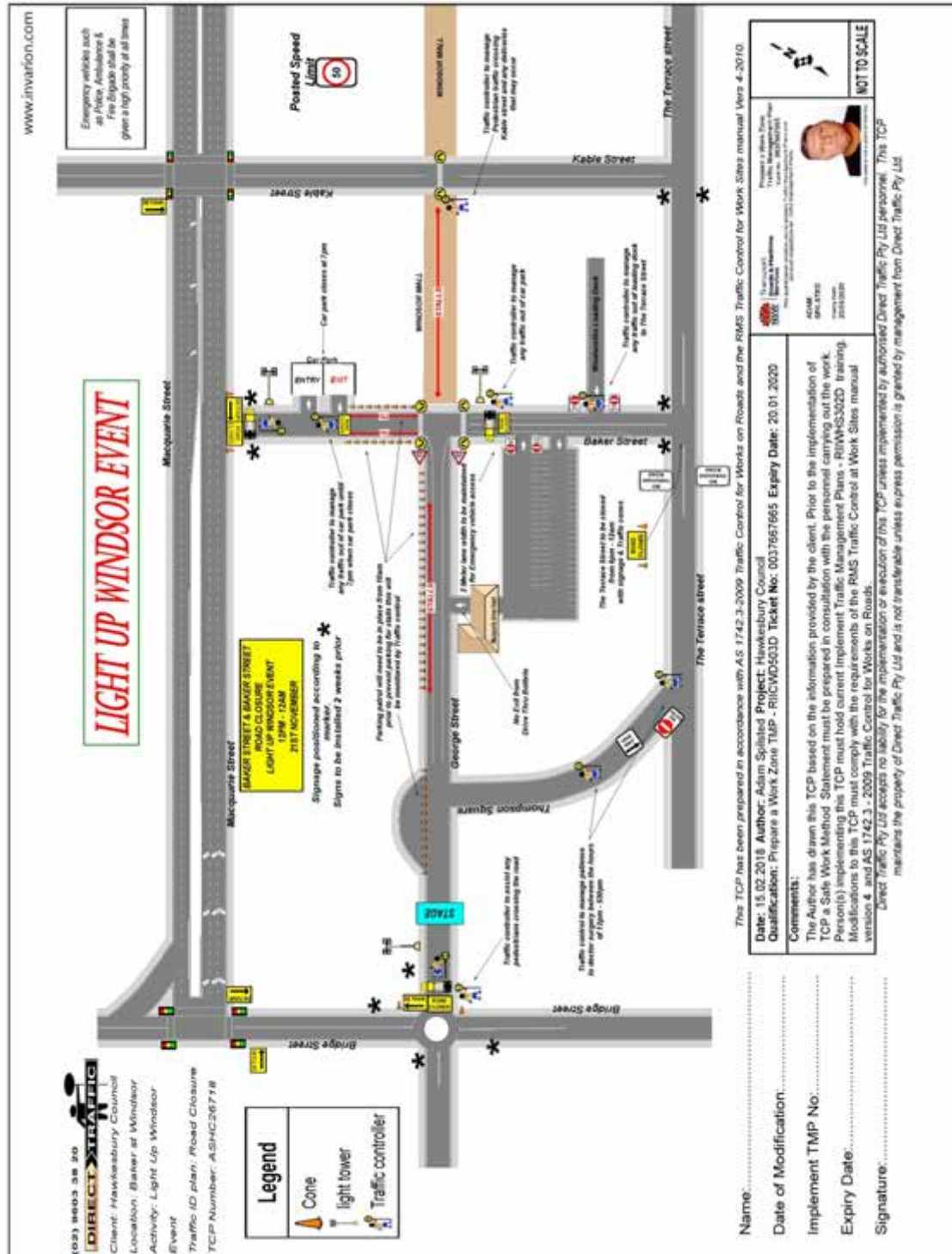
APPENDICES:

AT – 1 Light Up Windsor Festival 2019 – Proposed Road Closure Plan

AT – 2 Special Event Application - (ECM Document Set ID No: 6618131) - *see attached*

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT – 1 Light Up Windsor Festival 2019 – Proposed Road Closure Plan



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Mr Davis Osborne.

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 Light Up Windsor 2019 Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Fitzgerald Street, planned for Saturday, 23 November 2019 between 12 noon and 12 midnight 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, the following road closures and traffic control measures;
 - Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
 - Road Closure; Thompson Square road, Windsor closed between George Street and The Terrace.
 - Road Closure; Baker Street, Windsor between Macquarie Street and the entrance to the Baker Street car park located at No. 8 Baker Street.
 - Road Closure; Windsor Mall (George Street, Windsor) between Baker Street and Fitzgerald Street.
 - Road Closure only permitted for Saturday, 23 November 2019, between 12 noon and 12 midnight
 - No other road closures are permitted

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 30 July 2019

control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);

- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as road closures are proposed and in particular the road closure of George Street at Bridge Street and Baker Street at Macquarie Street; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) 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;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and occupation of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Governor Phillip Park. The event organiser is to note that the 2019 Bridge to Bridge Water Ski Classic event is being held on 23 and 24 November 2019 and is utilising parking within Governor Phillip Park and should inform themselves of the traffic control measures utilised for this event by contacting the NSW Water Ski Federation Ltd for further details
- 4i. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4j. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4p. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the event and detour route (including the road closure points and detour routes), 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 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: 2.3 LTC - St Albans RFS Pioneer Trail Run 2019 - (Hawkesbury) - (80245, 126721)

REPORT:

An application has been received on behalf of the St Albans Volunteer Bush Fire Brigade seeking approval (in traffic management terms) to conduct the St Albans RFS Pioneer Trail Run, in and around the St Albans and Macdonald Valley areas on Sunday, 27 July 2019.

The event organiser has advised:

- This is the first year the event is being held.
- There are three separate runs consisting of
 - Pioneer Trail Run = 25.38 kilometres
 - K9 Trail Run = 11.07 kilometres

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- Wee-Woofa Trail Run = 2.739 kilometres.
- The anticipated run times for each event based on an average speed of 9km/h are:
 - Pioneer Trail Run = 169 minutes: (on-road =106 and off-road = 63)
 - K9 Trail Run = 74 minutes (on-road = 58 and off-road = 16)
 - Wee-Woofa Trail Run = 18 minutes (on-road = 9 and off-road = 9)
- The event is a time trial.
- The event will be undertaken between 8am and 1pm.
- There will be approximately 150 to 300 participating.
- There will be approximately 40 to 60 spectators.
- Start and end point for the event will be at the St Albans RFS Shed located within the St Albans village as No. 5 Wollombi Road, St Albans.
- Route/Course for the three Runs:
 - Pioneer Trail Run = 25.38 kilometres
 - Commence at the St Albans Fire Shed and enter the course by turning right onto Wollombi Road to Upper Macdonald Road, crossing the Bridge over the Macdonald River.
 - Turn right onto Upper Macdonald Road and travel along Upper Macdonald Road entering and leaving properties along the route at Nos. 37, 93, 273, 313, 476, 555 and 629 Upper Macdonald Road.
 - On exiting No 629 Upper Macdonald Road, travel along Upper Macdonald Road crossing the Macdonald River and turn right onto Kandeer Road.
 - Travel along Kandeer Road entering No 170 Kandeer Road, travel through this property into No. 529 Wollombi Road and exit this property at Wollombi Road,
 - Travel along Wollombi Road entering and leaving properties along the route at Nos. 249, 135A and 118 Wollombi Road,
 - On exiting No. 118 Wollombi Road, travel back along Wollombi Road and turn left onto Bulga Street.
 - Follow Bulga Street onto Settlers Road and travel along Settlers Road entering and leaving properties along the route at Nos. 1834, 1706, 1644, 1638, 1636, 1630, 1598 and 1461 Settlers Road.
 - On entering No. 1461 Settlers Road, travel through this property crossing the Macdonald River into No. 1703 St Albans Road and exit this property at St Albans Road.
 - Travel along St Albans Road entering and leaving the property at No. 1884 St Albans Road.
 - Travel back along St Albans Road to Upper Macdonald Road and crossing the Bridge over the Macdonald River onto Wollombi Road to the RFS Fire Shed.
 - Specific details on the on-road and off-road components of the run are contained in Attachment 3.
 - On Road = 15.91 kilometres and Off-Road = 9.47 kilometres.
 - K9 Trail Run = 11.07 kilometres
 - Commence at the St Albans Fire Shed and enter the course by turning right onto Wollombi Road to Upper Macdonald Road, crossing the Bridge over the Macdonald River.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 30 July 2019

- Turn right onto Upper Macdonald Road and travel along Upper Macdonald Road entering and leaving properties along the route at Nos. 37, 93, 273, 313 and 476 Upper Macdonald Road.
 - On entering No 426 Upper Macdonald Road, travel through this property crossing the Macdonald River into No. 529 Wollombi Road and exit this property at Wollombi Road.
 - Travel along Wollombi Road entering and leaving properties along the route at Nos. 135A and 118 Wollombi Road.
 - On exiting No. 118 Wollombi Road, travel back along Wollombi Road to the RFS Fire Shed.
 - Specific details on the on-road and off-road components of the run are contained in Attachment 6.
 - On Road = 8.67 kilometres and Off-Road = 2.40 kilometres.
- Wee-Woofa Trail Run = 2.739 kilometres
 - Commence at the St Albans Fire Shed and enter the course by turning left onto Wollombi Road and then right onto Wharf Street.
 - Travel along Wharf Street to Bulga Street and turn right onto Settlers Road.
 - Travel along Settlers Road and enter the gate to property No. 1834 Settlers Road.
 - On entering 1834 Settlers Road, travel through this property crossing the Macdonald River into No. 1884 St Albans Road and exit this property at St Albans Road.
 - Travel back along St Albans Road to Upper Macdonald Road and crossing the Bridge over the Macdonald River onto Wollombi Road to the RFS Fire Shed.
 - Specific details on the on-road and off-road components of the run are contained in Attachment 9.
 - On Road = 1.338 kilometres and Off-Road = 1.401 kilometres.
- Road Inventory

The route/course of the run is within private farmlands and on the following public roads;

 - Bulga Street – Sealed Road (0.4 kilometres)
 - Kandeer Road – Unsealed Road (2.1 kilometres)
 - Settlers Road – Sealed and Unsealed Road (4.5 kilometres)
 - St Albans Road - Sealed Road (3.2 kilometres)
 - Upper Macdonald Road – Sealed and Unsealed Road (7.7 kilometres)
 - Wharf Street – Sealed Road (0.1 kilometres)
 - Wollombi Road – Sealed and Unsealed Road (4.2 kilometres)
 - Crossing of the Macdonald River at the St Albans Bridge, between Kandeer Road and Wollombi Road, and between Settlers Road and St Albans Road.
- All roads listed above will be subject to temporary road closures whilst runners occupy the relevant section of road.
- All roads as part of the route will be operated under a speed limit of 40km/h and will be identified in the TCPs. All three trail runs will have speed signs placed prior to the trail route areas and throughout the trail runs.
- Parking of vehicles will be predominantly on private land.
- Traffic controllers will be positioned at various locations along the route. They will control both the traffic and runners as they leave and enter the road at various locations.
- Warning signage shall be in place on all approaches to inform traffic of runners ahead and will be stopped for various durations whilst runners are on the road. Barriers will be in place on the road requiring vehicles to stop before they are let through.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- as far as runners are concerned, there will be controllers in place on route to direct runners, should it be necessary to stop runners. The controllers will also have barriers they can use to stop the runners. In addition, any runner found to disobey controllers directives will be taken off routes immediately. These controls form part of the terms and conditions for all runners participating.
- Traffic controllers will communicate with each other along the course and monitor the progress of all runners as they follow the course. This communication is also used to convey an emergency on the course.
- Signs will be placed at all ferry points and at the intersection of Great Northern Road at Bucketty, advising the changed traffic conditions and the Special Event occurring on the 27 July 2019.
- Recent traffic counts have been undertaken on the following roads:
 - Settlers Road (9:30am to 11am) = 11 vehicles
 - St Albans Road (9:30am to 11am) = 15 vehicles
 - Upper Macdonald Road (8am to 10am) = 6 vehicles
 - Wollombi Road (8:30am to 10:30am) = 5 vehicles
- Course Maps, including details on the on-road and off-road components of the run including timelines have been provided.

Details of the Event Course Maps for the Run are contained in Attachments 1 to 9.

Discussion:

The application for this event was submitted to Council on 23 April 2019. The applicant was advised on 24 April 2019 that the application was late and with any event and in particular new events, a minimum of 6 months is required to assess the application. Further to this the applicant was advised that the application was to be forwarded to NSW Police and Roads and Maritime Services (RMS) to initially get concurrence for the event as it will be occupying the road (runners on the road).

Further to this, information in the initial application was not clear on the exact route for the event to which the event organiser provided updated information on 8 May 2019. The information on the event was forwarded to the Local Traffic Committee (LTC) members to discuss at the LTC meeting on 13 May 2019.

At the LTC meeting on 13 May 2019, the details of the event were discussed and there was concern of the event being undertaken in the format proposed along the road occupying runners.

Issues of concern were:

- Overall Safety of the participants.
- The majority of the event was on public roads and the roads would be open to traffic
- The length of public roads was considerable.
- Concern for runners on the roads which are not being closed to traffic
- Most of these roads could not be closed to traffic to isolate the runners as detours are not available. These roads are the only way in and out of the valley as well as providing through access to the north (towards Wisemans Ferry/Cessnock).
- The majority of the roads are gravel roads and there is the potential of dust issues not just for the health and wellbeing of the runners but the visibility of the runners for drivers.
- The speed limit for the gravel roads is 100km/h.
- Overall the route is considered to be unsuitable based on the way the event was to be undertaken.
- It was suggested to undertake the Run off-road similar to other events in the area such as the Shahzada horse ride and the Bilpin Bush Run.

Details of the discussion from the LTC meeting on 13 May 2019 was provided to the event organiser on 14 May 2019. The Event organiser on 20 May 2019 requested a meeting with all the LTC members. A

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

suitable date and time was agreed to with a meeting being undertaken on 7 June 2019. The issues discussed at the LTC meeting from 13 May 2019 were further explained by the LTC members to the event organiser. The options of undertaking the event on-road and off-road were discussed and in particular the level of detail required for each option.

Some of the main points discussed at the meeting included the issues raised from the 13 May 2019 LTC meeting as well as the following points:

- The level of detail on the plan needs to be enhanced and be specific with the on-road/off-road access points.
- There appears to be three separate distances for the run and each run needs to be clearly defined as to the expected time to be taken for each run and in particular the times the roads will be occupied.
- The timings along the route need to be defined for both the on-road and off-road components.
- Specific details on the property addresses for the properties where the run is off-road and in particular specific access points.
- The on-road/off-road segments on the plan to be defined clearly.
- The TMP to be updated to clearly define how the event is managed and in particular the road closure points, how the runners are transitioned on and off the road, how the vehicles are controlled at the closure points (ensuring that they do not go around the traffic controllers) and then moved on albeit escorted through the on-road sections.
- The TCPs to clearly reflect each entry/exit point for the Run and how traffic is to be contained along the route whilst runners occupy the road area.
- The reductions in speed limit from 100km/h to 40km/h and the transition zones and relevant signage.
- Contacting the Transport Management Centre (TMC) in relation to the proposed and required speed reductions and road closures and obtaining approval from TMC taking into consideration their minimum time requirements.

As a result of the meeting between the event organiser and the representatives on the LTC Committee on 7 June 2019, revised information was submitted on 16 June 2019 which was still considered inadequate to accept the event being undertaken occupying the road. Further information was sought from the event organiser which was provided between 25 June 2019 and 3 July 2019.

The revised information provided by the event organiser outlines that the event will be undertaken in a manner which addresses the concerns previously address with the on-road occupation of the runners supported by the implementation of road closures. Furthermore the overall route will be split into on-road and off-road components which allows for traffic build-ups to be minimised. As a result of the type of roads in the Valley, the temporary road closures will be in place ranging from approximately 1 to 15 minutes. Details of the specific segments of the route, and corresponding timings is contained in Attachments 1 to 9.

The temporary road closures will be implemented to ensure that when the runners occupy each section or part thereof a road, vehicle access along those roads will be prohibited. Once the runners are off that section of road, vehicles will be escorted by a lead vehicle between the control points.

The event will require temporary 'rolling' road closures along the following lengths of public road:

- Bulga Street, St Albans – Sealed Road between Wollombi Road and Settlers Road (0.4 kilometres)
- Kandeer Road, Upper Macdonald – Unsealed Road between Upper Macdonald Road and No. 170 Kandeer Road (2.1 kilometres)
- Settlers Road, St Albans – Sealed and Unsealed Road between Bulga Street and No. 1461 Settlers Road (4.5 kilometres)
- St Albans Road, St Albans - Sealed Road between No. 1703 St Albans Road and Upper Macdonald Road (3.2 kilometres)
- Upper Macdonald Road, St Albans –Sealed and Unsealed Road between St Albans Road and Kandeer Road (7.7 kilometres)
- Wharf Street, St Albans – Sealed Road between Bulga Street and Wollombi Road (0.1 kilometres)

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- Wollombi Road, St Albans – Sealed and Unsealed between No 529 Wollombi Road and Bulga Street (4.2 kilometres)

The event organiser is proposing to implement 40km/h speed limits along the full length of the route. The current speed limits on the roads proposed for the route range from 50km/h to 100km/h. The event organiser is to obtain approval from the Roads and Maritime Services - RMS (formerly RTA), as this is a "Class 2" event, for the proposed temporary speed reductions required on all the roads along the route.

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 this event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 10 (ECM Document Set ID No: 6572818):

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. Course Maps and details on the on-road and off-road components of the run including timelines,
5. Traffic Control Plans,
6. Copy of the application to the NSW Police Force,

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 St Albans RFS Pioneer Trail Run event, in and around the St Albans and Macdonald Valley areas, planned for Sunday, 27 July 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, the following road closures and traffic control measures:
 - Temporary Road Closure; Bulga Street, St Albans – Sealed Road between Wollombi Road and Settlers Road (0.4 kilometres)
 - Temporary Road Closure; Kandeer Road, Upper Macdonald – Unsealed Road between Upper Macdonald Road and No. 170 Kandeer Road (2.1 kilometres)

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- Temporary Road Closure; Settlers Road, St Albans – Sealed and Unsealed Road between Bulga Street and No. 1461 Settlers Road (4.5 kilometres).
- Temporary Road Closure; St Albans Road, St Albans - Sealed Road between No. 1703 St Albans Road and Upper Macdonald Road (3.2 kilometres).
- Temporary Road Closure; Upper Macdonald Road, St Albans –Sealed and Unsealed Road between St Albans Road and Kandeer Road (7.7 kilometres).
- Temporary Road Closure; Wharf Street, St Albans – Sealed Road between Bulga Street and Wollombi Road (0.1 kilometres).
- Temporary Road Closure; Wollombi Road, St Albans – Sealed and Unsealed between No 529 Wollombi Road and Bulga Street (4.2 kilometres).
- Temporary Road Closures are only permitted for Sunday, 27 July 2019, between 8am and 1pm
- No other road closures are permitted.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to the event;
- 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 obtain approval from the Roads and Maritime Services - RMS (formerly RTA) as the event will traverse across the St Albans Bridge; a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council;
- 4e. the event organiser is to obtain approval from the Transport Management Centre – TMC as road closures are proposed; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4f. the event organiser is to obtain approval from the Roads and Maritime Services - RMS (formerly RTA), as this is a "Class 2" event, for the proposed temporary speed reductions required on all the roads along the route; a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council
- 4g. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 30 July 2019

Council for acknowledgement and the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) 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;

- 4h. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and 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;
- 4i. 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.
- 4j. 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;
- 4k. the event organiser is to obtain the relevant approval to conduct the event from the Roads and Maritime Services - RMS (formerly NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4l. 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;
- 4m. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4n. 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;
- 4o. 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;
- 4p. 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);
- 4q. 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;
- 4r. 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;
- 4s. 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;

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

- 4t. 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:

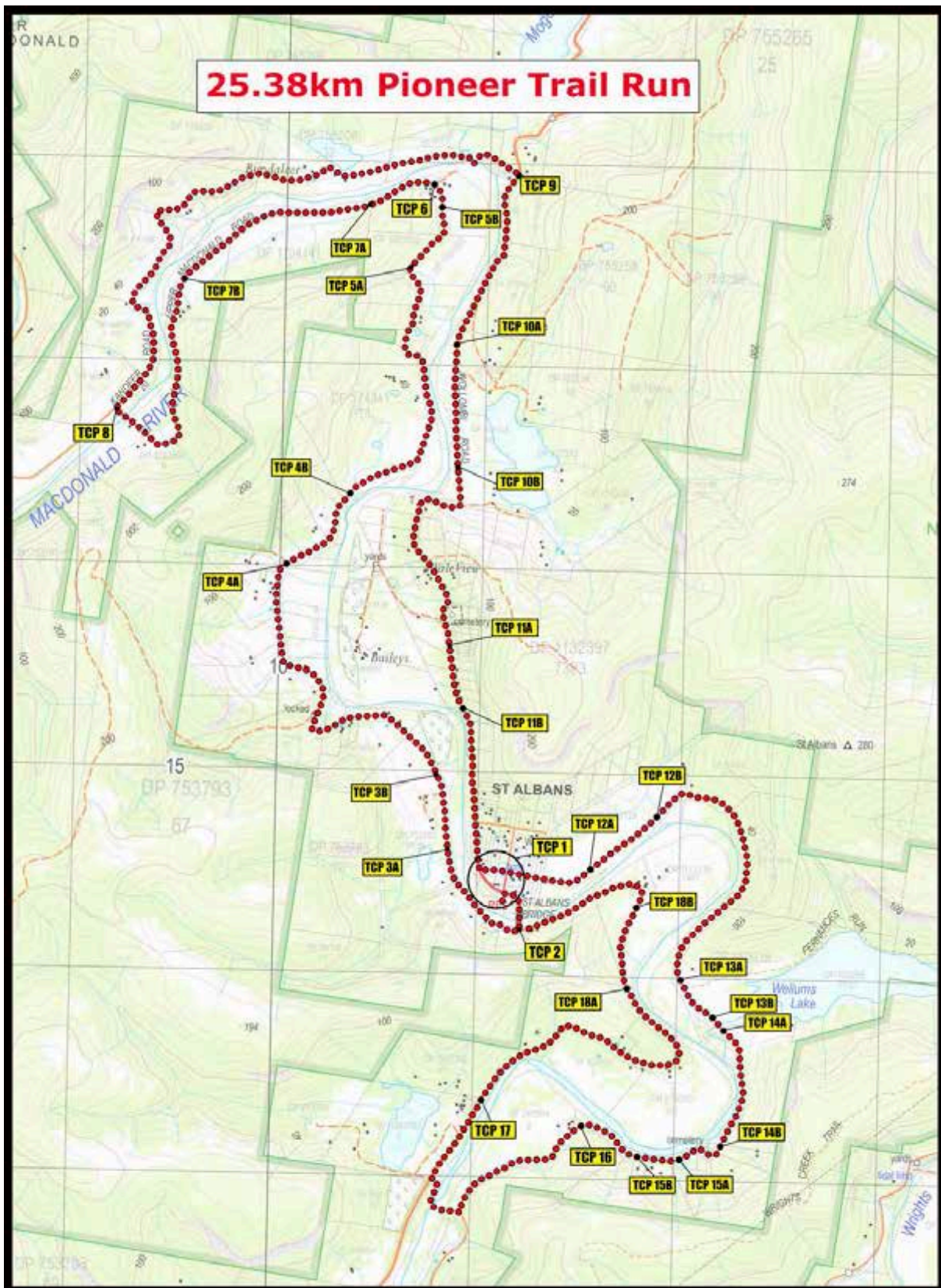
- 4u. access is to be maintained for businesses, residents and their visitors;
- 4v. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4w. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4x. the participants are to be made aware of and are to follow all the general road user rules whilst on public roads;
- 4y. 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);
- 4z. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4aa. 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,
- 4bb. 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 Maps – St Albans RFS Pioneer Trail Run Map
- AT – 2** Event Course Maps – St Albans - RFS - Pioneer Trail Run – Off Road Detail
- AT – 3** Event Course Details – St Albans - RFS - Pioneer Trail Run – On/Off Road Schedule
- AT – 4** Event Course Maps – St Albans RFS K9 Trail Run Map
- AT – 5** Event Course Maps – St Albans RFS - K9 Trail Run – Off Road Detail
- AT – 6** Event Course Details – St Albans - RFS – K9 Trail Run – On/Off Road Schedule
- AT – 7** Event Course Maps – St Albans RFS Wee-Woofa Trail Run Map
- AT – 8** Event Course Maps – St Albans RFS – Wee-Woofa Trail Run– Off Road Detail
- AT – 9** Event Course Details – St Albans - RFS – Wee-Woofa Trail Run – On/Off Road Schedule
- AT - 10** Special Event Application - (ECM Document Set ID No: 6572818) - *see attached*

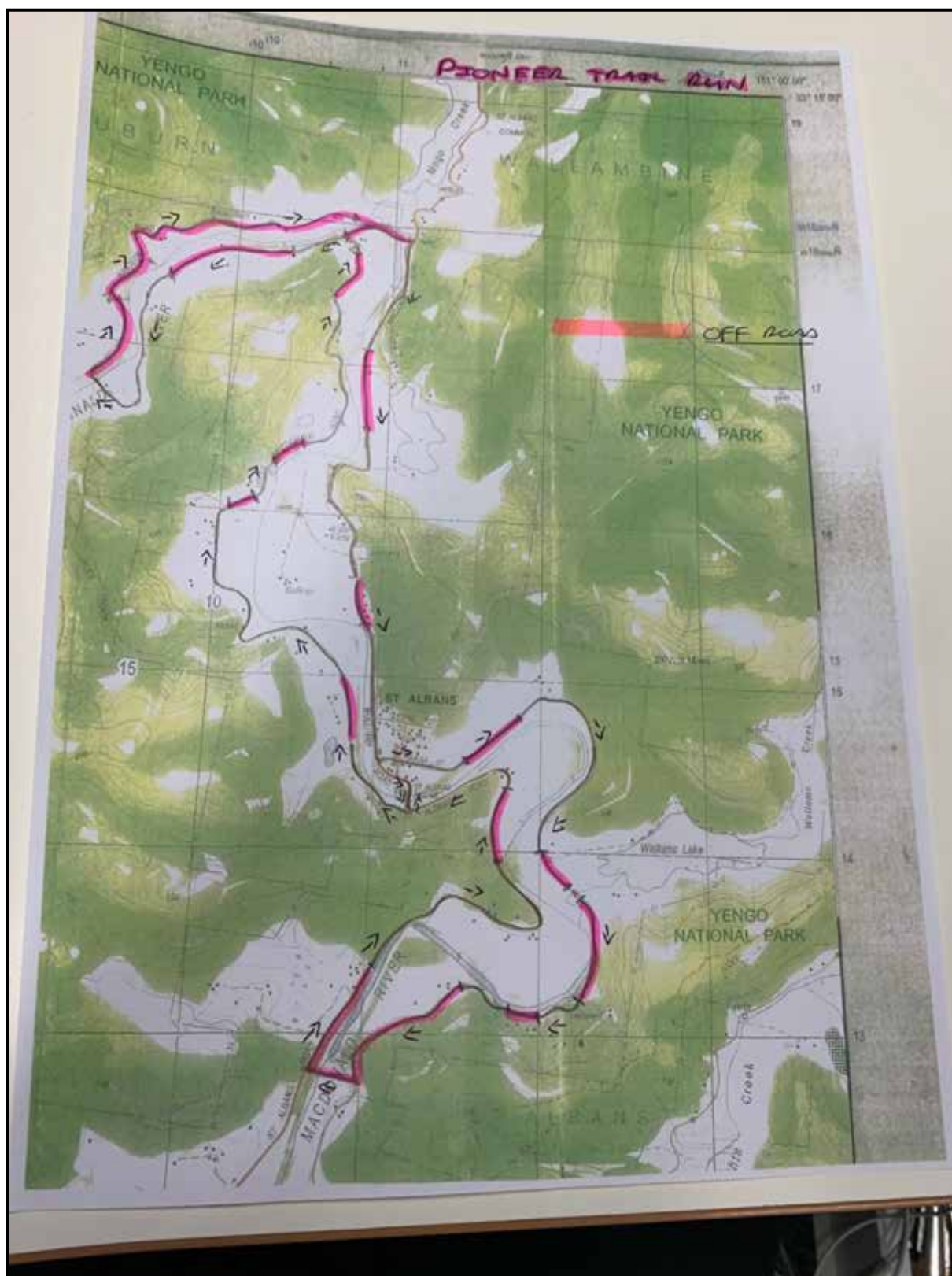
ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT – 1 Event Course Maps – St Albans RFS Pioneer Trail Run Map



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT – 2 Event Course Maps – St Albans - RFS - Pioneer Trail Run – Off Road Detail

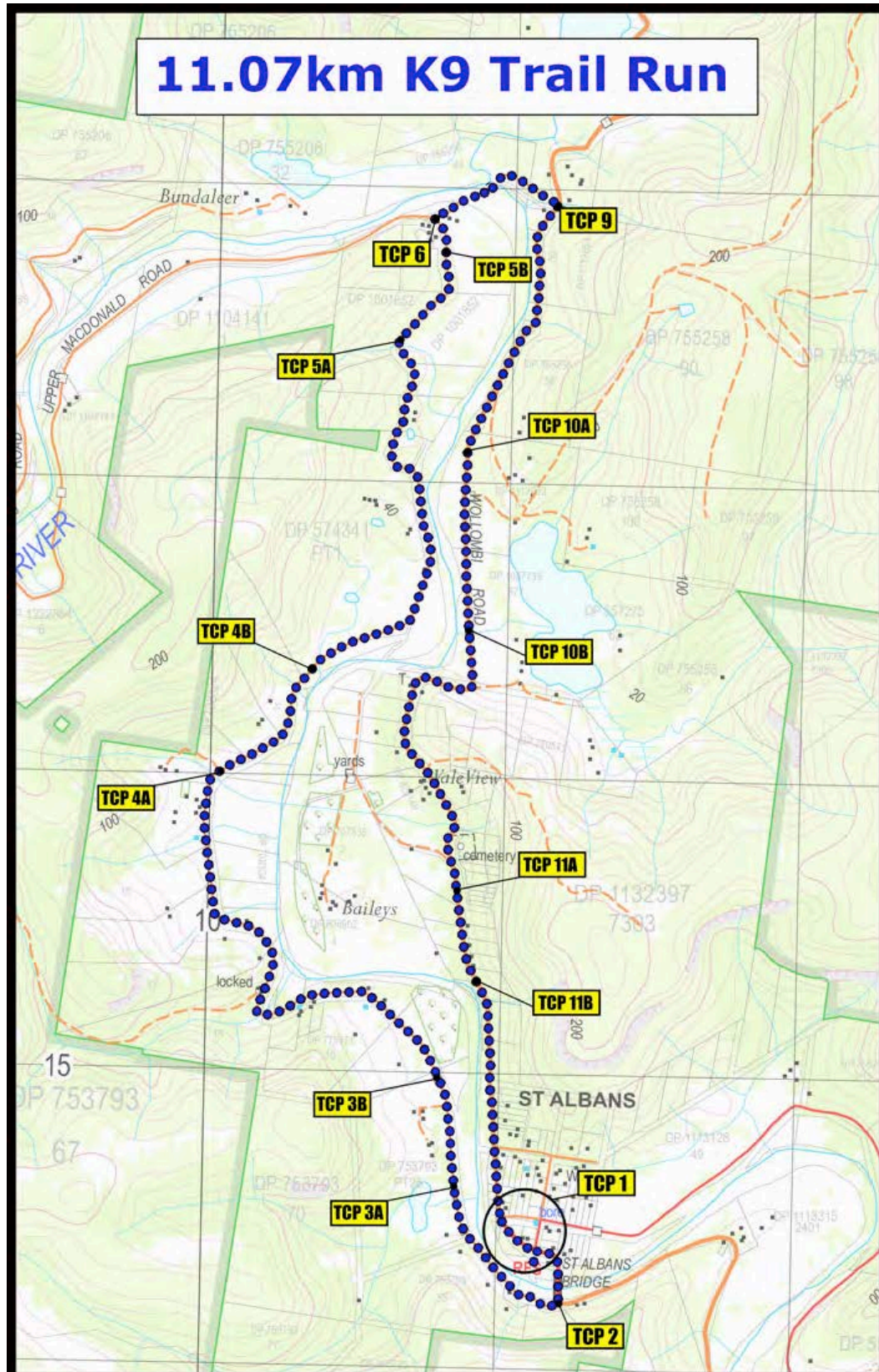


Meeting Date: 30 July 2019

Page 117

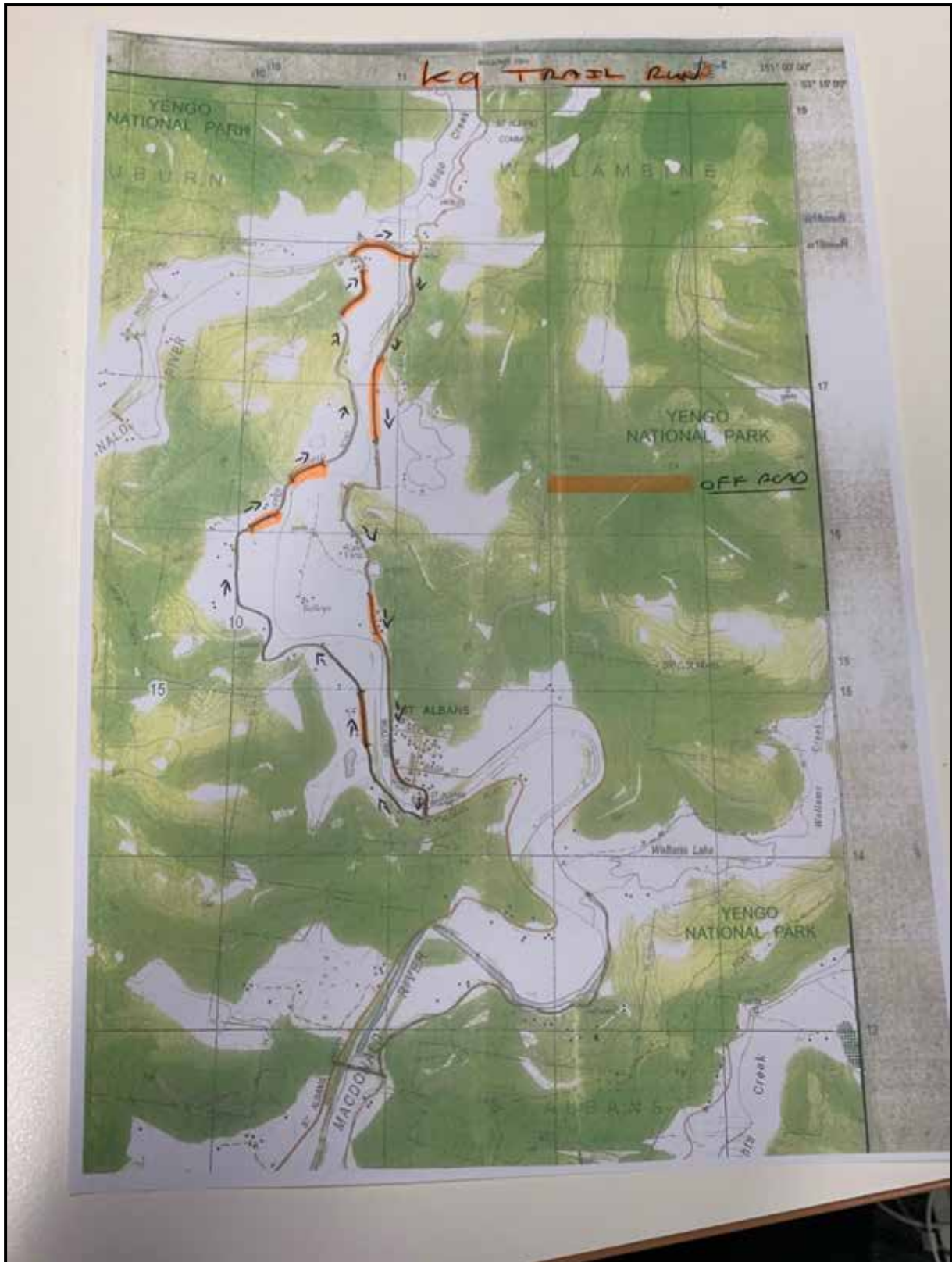
ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT – 4 Event Course Maps – St Albans RFS K9 Trail Run Map



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT – 5 Event Course Maps – St Albans RFS - K9 Trail Run – Off Road Detail



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT – 6 Event Course Maps – St Albans RFS - K9 Trail Run – On/Off Road Schedule

On Road Start Location	On Road ON			OFF Road			Drive		
	On Road Start Km	Distance Road finish	Run Time Seconds	Distance km	Off Road Finish km	Run Time Seconds	Off Road Finish km	Run Time Seconds	Run Time Seconds
Fire Shed	0	0.88	79	352.37	Upper Macdonald Rd	32	1.23	32	140
93 Upper Macdonald Rd	1.23	2.28	205	912.273	Upper Macdonald Rd	23	3.77	23	104
313 Upper Macdonald Rd	3.77	1.09	98	436.476	Upper Macdonald Rd	35	5.25	35	156
476 Upper Macdonald Rd	5.25	0.13	12	53	Jurids Ln River Cross	46	5.89	46	204
528 Woombi Rd	5.89	0.94	85	376.249	Woombi Rd	53	7.42	53	236
249 Woombi Rd	7.42	1.07	96	428.135a	Woombi Rd	27	8.79	27	120
118 Woombi Rd	8.79	2.26	205	912					

Total On Rd	8.67	Total Off Rd	2.4
Total Time in Seconds	780	3468	216
Total Time in Minutes	13.01	57.80	3.60
Percentage	75.84%	24.16%	

Notes:

On Road Start Location
 On Road Start Km
 On Road Distance Km
 On Road Finish
 Off Road Start Location
 Off Road Distance Km
 Off Road Finish
 Drive Time Seconds
 Run Time Seconds

This is the starting point in the race where the race is going on the road.
 This column indicates how far into the race we are when the race enters the road in kilometers.
 This column indicates the distance that the race will run on the road before it goes off road in kilometers.
 This column indicates how far into the race we are when the race finishes a road section and will be going off road, in kilometers.
 This is the starting point where the race leaves the road and goes off road. This column
 This column indicates the distance that the race will run off the road before it goes back on the road, in kilometers.

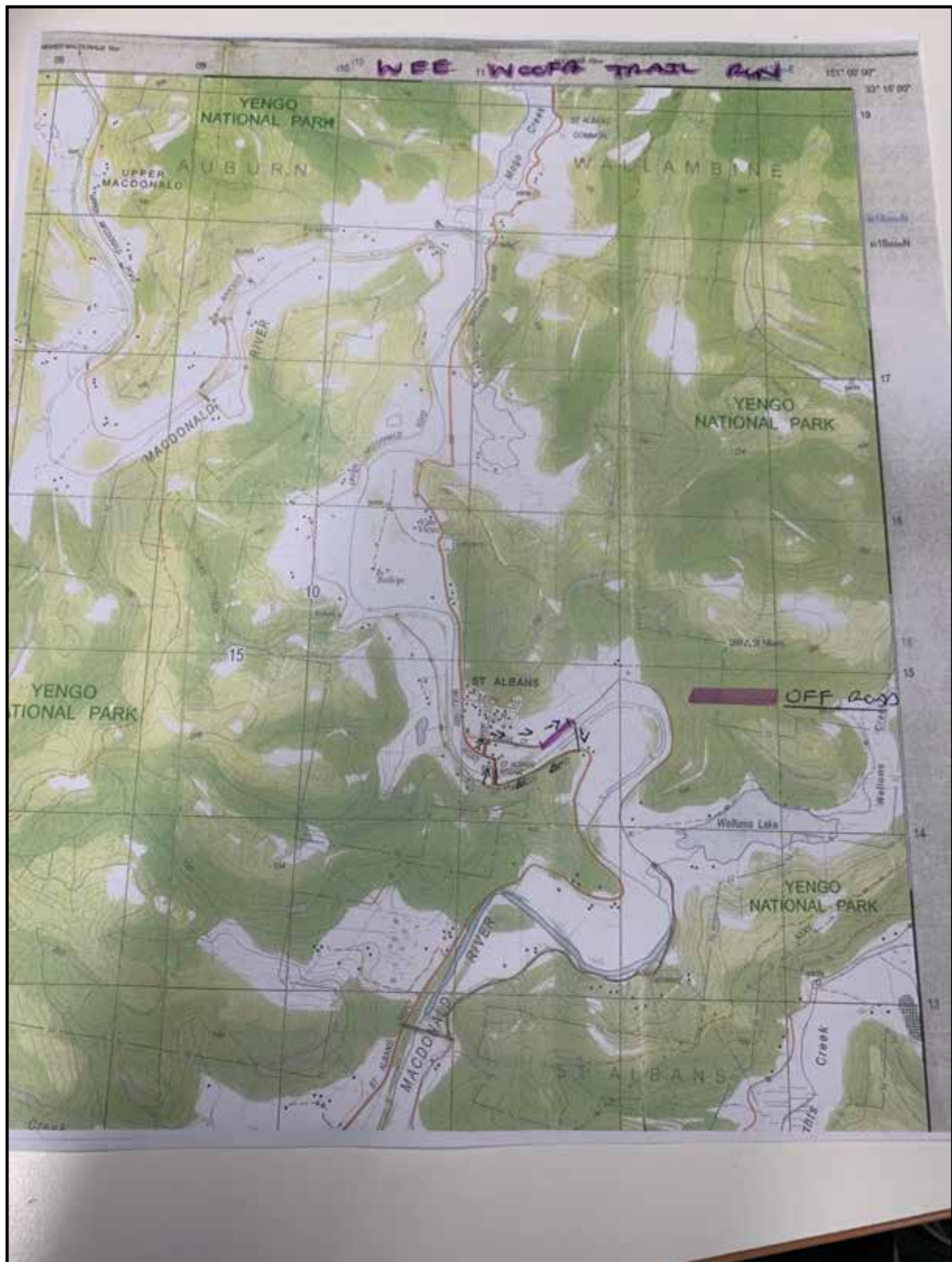
This column indicates how far into the race we are when the race finishes an off road section and will be going on road, in kilometers.
 These columns indicate the time, in seconds, that it would take to drive a car at 40kph for the particular section, be it on or off the road.
 These columns indicate the time, in seconds, that it would take a runner to run at an average speed of 9kph for the particular section, be it on or off the road.
 Some start and ending addresses will be the same as the race may enter and leave the road whilst still on the same property (eg. 476 Upper Macdonald Rd)

AT – 7 Event Course Maps – St Albans RFS Wee-Woofa Trail Run Map



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT – 8 Event Course Maps – St Albans RFS – Wee-Woofa Trail Run– Off Road Detail



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT – 9 Event Course Details – St Albans - RFS – Wee-Woofa Trail Run – On/Off Road Schedule

On Road Start Location	On Road ON			Drive Time			Off Road			Drive		
	Start Km	Distance Km	Road finish	Seconds	Run Time	Seconds	Distance km	Finish km	Run Time	Seconds	Run Time	Seconds
St Albans Fire Shed	0	0.42	0.42	38	168	1834 Settlers Rd	0.501	0.921	45	200.4		
1834 Settlers rd / Cross road only	0.921	0.01	0.931	1	4	1834 Settlers Rd	0.9	1.831	81	360		
1884 St Albans Rd	1.831	0.908	2.739	82	363.2							
Total On /												
Total Time in Seconds												
Total Time in Minutes												
Percentage												
Total Off Rd												
Total Off Rd												
Percentage												

Notes:

On Road Start Location
 On Road Start Km
 On Road Distance Km
 On Road Finish
 Off Road Start Location
 Off Road Distance Km
 Off Road Finish
 Drive Time Seconds
 Run Time Seconds
 Location Addresses

This is the starting point in the race where the race is going on the road.
 This column indicates how far into the race we are when the race enters the road in kilometers.
 This column indicates the distance that the race will run on the road before it goes off road in kilometers.
 This column indicates how far into the race we are when the race finishes a road section and will be going off road, in kilometers.
 This is the starting point where the race leaves the road and goes off road. This column
 This column indicates the distance that the race will run off the road before it goes back on the road, in kilometers.
 This column indicates how far into the race we are when the race finishes an off road section and will be going on road, in kilometers.
 These columns indicate the time, in seconds, that it would take to drive a car at 40kph for the particular section, be it on or off the road.
 These columns indicate the time, in seconds, that it would take a runner to run at an average speed of 9kph for the particular section, be it on or off the road.
 Some start and ending addresses will be the same as the race may enter and leave the road whilst still on the same property. (eg. 476 Upper Macdonald Rd)

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

COMMITTEE RECOMMENDATION:

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

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 St Albans RFS Pioneer Trail Run event, in and around the St Albans and Macdonald Valley areas, planned for Sunday, 27 July 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, the following road closures and traffic control measures:
 - Temporary Road Closure; Bulga Street, St Albans – Sealed Road between Wollombi Road and Settlers Road (0.4 kilometres)
 - Temporary Road Closure; Kandeer Road, Upper Macdonald – Unsealed Road between Upper Macdonald Road and No. 170 Kandeer Road (2.1 kilometres)
 - Temporary Road Closure; Settlers Road, St Albans – Sealed and Unsealed Road between Bulga Street and No. 1461 Settlers Road (4.5 kilometres).
 - Temporary Road Closure; St Albans Road, St Albans - Sealed Road between No. 1703 St Albans Road and Upper Macdonald Road (3.2 kilometres).
 - Temporary Road Closure; Upper Macdonald Road, St Albans –Sealed and Unsealed Road between St Albans Road and Kandeer Road (7.7 kilometres).
 - Temporary Road Closure; Wharf Street, St Albans – Sealed Road between Bulga Street and Wollombi Road (0.1 kilometres).
 - Temporary Road Closure; Wollombi Road, St Albans – Sealed and Unsealed between No 529 Wollombi Road and Bulga Street (4.2 kilometres).
 - Temporary Road Closures are only permitted for Sunday, 27 July 2019, between 8am and 1pm
 - No other road closures are permitted.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 30 July 2019

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 obtain approval from the Roads and Maritime Services - RMS (formerly RTA) as the event will traverse across the St Albans Bridge; a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council;
- 4e. the event organiser is to obtain approval from the Transport Management Centre – TMC as road closures are proposed; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4f. the event organiser is to obtain approval from the Roads and Maritime Services - RMS (formerly RTA), as this is a "Class 2" event, for the proposed temporary speed reductions required on all the roads along the route; a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council
- 4g. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) 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;
- 4h. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and 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;
- 4i. 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.
- 4j. 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;
- 4k. the event organiser is to obtain the relevant approval to conduct the event from the Roads and Maritime Services - RMS (formerly NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 30 July 2019

- 4l. 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;
- 4m. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4n. 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;
- 4o. 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;
- 4p. 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);
- 4q. 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;
- 4r. 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;
- 4s. 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;
- 4t. 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:

- 4u. access is to be maintained for businesses, residents and their visitors;
- 4v. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4w. 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);
- 4x. the participants are to be made aware of and are to follow all the general road user rules whilst on public roads;
- 4y. 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);
- 4z. the participants are to be advised of the traffic control arrangements in place, prior to the

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

commencement of the event;

- 4aa. 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,
- 4bb. 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.

SECTION 3 - Reports for Information

There are no Reports for Information.

SECTION 4 - General Business

Item: 4.1 LTC - Illegal Motor Vehicle Activity in Residential Areas - (Hawkesbury) - (80245)

REPORT:

Mr Christopher Amit advised the committee that a resident from Grand Flanuer Avenue, Richmond has raised concerns relating to public safety adjacent to their property.

The resident has reported that vehicles undertake “burnouts” within the cul-de-sac opposite No. 15 Grand Flanuer Avenue, which is not only endangering public safety, but is also creating a build-up of “burnout” marks on the roadway which is encouraging others to continue with the practice. In addition, these incidents generally occur late at night on Friday and Saturday nights at this and a number of other locations within the general vicinity and it appears to be well known to those who participate in this kind of activity.



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019



The resident has contacted Police after each of these events, however, due to the fact that they cannot always obtain details of the offending vehicles, the apprehension of these offenders remains problematic.

The resident has requested additional Police patrols in the area and the possible installation of a median island at the entry of the cul-de-sac area, which may restrict the area available for the burnouts. The resident has indicated that they are not seeking or supporting the installation of traffic calming devices within William Cox Drive and Grand Flanuer Avenue as they can have a negative impact on the wider community with noise and the loss of parking spaces.

The Committee discussed the issues raised. The provision of the traffic island was not supported on the basis of traffic safety in the vicinity of the culdesac to the main line of traffic flow. There is also the potential for traffic movements to be impeded which could restrict the movement of vehicles within the small culdesac area such as delivery vehicles and garbage trucks.

The NSW Police indicated that they required specific information in relation to days and times and to date their records indicated no complaints from this area. Once specific days and times are available, Police will be able to Task this site accordingly. This information will be forwarded to the relevant resident to contact Windsor Police with the relevant details.

RECOMMENDATION TO COMMITTEE:

That the information be received.

APPENDICES:

There are no supporting documents for this report.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That the information be received.

Item: 4.2 LTC - Council Program to Improve Safety Around School Zones "Safety First" Campaign - (80245, 96330, 96328)

REPORT:

Ms Wong advised the Committee that a new "Safety First" campaign will be operating from July 2019. This road safety campaign is a joint initiative by Regulatory Services and Community Services to improve the road safety for pedestrians in and around school zones.

Council informed Hawkesbury public and private schools of the "Safety First" campaign by emailing a letter with an attached school survey. Additional copies of the letter and survey were made available to the approximately 25 attendees at the Windsor Police Principal's Forum on 20 July 2019.

The information in the letter, in part, is listed below:

"...During the first two weeks of Term 3, Council's Community Enforcement officers will be attending schools to speak with parents and distribute brochures outlining common illegal parking behaviour within school zones and the associated penalties. The Officers will also give warning to parents/drivers who are parking illegally within the school zone (unless there is a blatant safety breach).

After the education period, a zero-tolerance approach will be applied. Where the driver of any vehicle is found to be illegally parked around the school will be issued with a penalty notice, which also includes 2 demerit points if within a school zone. Community Enforcement officers will provide extra patrols during the morning school drop-off and the afternoon pickup times to reinforce responsible driver behaviour.

Council will further support this important community initiative by developing targeted information and education for your school community. Council's Community Safety Coordinator will be working with you to develop and implement programs and strategies to address identified road safety issues around your school.

A short survey to identify key pedestrian safety and driver behaviour issues around your school is attached. Council's Community Safety Coordinator will use this information to commence planning for education campaigns to improve pedestrian safety and driver behaviour, especially in school zones.

It is anticipated these measures will improve pedestrian safety around your school. Should you require further assistance in this regard please contact Council's Community Safety Coordinator Judy Wong at safety@hawkesbury.nsw.gov.au or phone (02) 4560 4498..."

Updates regarding the progress of the "Safety First" campaign will be reported to the Local Traffic Committee at future meetings.

APPENDICES:

There are no supporting documents for this report.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That the information be received.

Item: 4.3 LTC - Dinner by the River event at Macquarie Park - (Hawkesbury) - (80245, 147051)

REPORT:

Ms Cordi advised the Committee that an application had been received from Utopian Touring to hold a 'Dinner by the River' event at Macquarie Park on Saturday, 28 September 2019.

The event proposed to have live music and dinner/food outlets for 500 people. The event organisers have confirmed the use of the amphitheatre area of Macquarie Park, and will section off this area using crowd control fencing. The amphitheatre area will be further cordoned off into two areas, one for VIPs and the other for general admission. The VIP area will have a marquee that will provide a sit down dinner for all VIP members. Both areas will have bars and the general admission area will also have food outlets. Appropriate toilet facilities will also be provided to both areas.

The organisers propose to use the shelter near the playground and the top floor of the Macquarie Park Boathouse Café to prepare the food for the event. A copy of the Event Layout Plan is attached as Appendix 1 to this report.

The organisers propose to start setting up for the event on Friday, 27 September 2019 and will take down equipment on Sunday, 29 September 2019. This will have an impact on general users of the reserve for this period of time as well as traffic entering and leaving the site along Wilberforce Road. The event organiser has not submitted a Special Event - Traffic Application to Council.

Discussion – Dinner on the River - Traffic Issues

A Special Event – Traffic Application is required where an event may have an impact on traffic. Based on the information provided to the LTC Committee members, it was deemed that this application should have been submitted to Council. Such an application is required six months prior to the event date.

Access in and out of Macquarie Park will have an impact on traffic along Wilberforce Road (State Road) and the safety of patrons accessing and leaving the Park (pedestrians and vehicles) needs to be considered as part of an overall Risk Assessment for the event. The Risk Assessment would consider both the on-road and off-road aspects of the event.

Due to the limited time available the following actions were required by the LTC Committee members.

Actions Required:

The Event Organiser to prepare the following documents:

- Transport Management Plan (TMP) – Risk assessment for the event (Also known as a Traffic Management Plan)
- Traffic Control Plans to support the TMP

These documents will need to be prepared by a professional company.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

Due to the limited time available, these documents need to be submitted directly to the Transport Management Centre (TMC). As part of the documents to be submitted to TMC, there will be a requirement based on the outcomes of the TMP/TCP to also submit a Road Occupancy License (ROL) to TMC to occupy the State Road with signs and traffic control.

Should there be a need to provide traffic control and signs on Freemans Reach Road (Council Road) a Road Occupancy Application (ROA) will be required to be made to Council (Contact Council's Customer Service Department).

The TMP needs to address, as a minimum, the following:

1. Pedestrian access: - how they will pedestrians access the site which is likely to be from Windsor and across the Windsor Bridge
2. Traffic controllers are required:
 - Wilberforce Road
 - Freemans Reach Road
 - Entry to Macquarie Park
 - Coming off the bridge before the Park
3. Potential traffic congestion within the site requiring the checkpoint to be moved to the GA area which will free up the toilets and car park access
4. How will the queue of traffic within the site impact traffic entering the park and the impact on the road network.
5. Signage that directs traffic into the site and within the site: eg to the parking areas for the GA or VIP parking – will this be under the control of a traffic controller
6. The need for traffic controllers onsite directing traffic during the event.
7. Speed reductions within the road network approaching the access point to the site – there is limited sight distance in this area relative to the access point to the site.
8. Speed control within the site which should be 10km/h not 25km/h or as determined in the TMP
9. The implementation of traffic control taking into consideration the current works for the Windsor Bridge project.

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That the information be received.

APPENDICES:

AT - 1 - Dinner by the River - Event Layout Plan

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 30 July 2019

AT - 1 - Dinner by the River - Event Layout Plan



oooO END OF REPORT Oooo

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 30 July 2019

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 30 July 2019

SECTION 5 – Notices of Motion

Item: 141 **NM - Median Strip on George Street, South Windsor before the Richmond Road Roundabout - (138879, 79351)**

Submitted by: Councillor Richards

NOTICE OF MOTION:

That Council:

1. Investigate the options for a median strip or barriers to prevent illegal right turn movements in the vicinity of McDonalds and KFC at George Street, South Windsor.
2. Subsequent to those investigations, write to Robyn Preston MP, Member for Hawkesbury, seeking representations to be made to the Hon Andrew Constance MP, Minister for Transport and Roads, seeking appropriate works to improve safety at this location.

BACKGROUND:

Since the opening of McDonalds and KFC at the end of George Street near Richmond Road, there have been 'no right-hand turn' signs for traffic travelling towards Richmond Road, prohibiting motorists from turning right across double lines into the fast food precinct.

This however does not deter motorists from doing so, with many preferring to ignore the road rules and create traffic hazards so as to avoid having to go around the roundabout to then turn left into the fast food precinct.

Representations have been made by local residents to insert a concrete median strip here to avoid motorists disobeying the 'no right-hand' turn signs and causing potential accidents.

It has also been suggested that vertical rubber spikes in the middle of the road may be enough of a deterrent to normal motorists, whilst still allowing the Fire Trucks from the Hawkesbury Headquarters Rural Fire Brigade to be able to make large turns in an emergency into the side street where their building is located, without causing damage to a concrete median strip.

Advice as to the best solution here is sought, and that representations be made to the local member and the Minister for Transport and Roads to undertake such work, noting that George Street is a State Road.

NOTE BY MANAGEMENT:

The Notice of Motion is appropriate for Council to consider. The motion does contemplate action by Council staff to undertake a technical investigation which is likely to involve staff time, only at an estimated cost of approximately \$900.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING**Questions with Notice****Meeting Date:** 30 July 2019**QUESTIONS WITH NOTICE****Item: 142 Councillor Questions with Notice****Questions – 30 July 2019**

#	Councillor	Question	Response
1	Wheeler	Enquired as to whether Council was approached for a comment by the Hawkesbury Gazette prior to or following it's 3rd July 2019 article on the Higgins family. If Council did comment, could those comments be made available to Council. What attempts have Council staff and/or the Mayor, as Council's spokesperson, made to correct the statements made in the article and the subsequent negative and incorrect comments about Council's actions.	<p>The General Manager advised that Council did not receive a request for a media comment from the Hawkesbury Gazette on the Higgins family article printed in the Hawkesbury Gazette on Wednesday 3 July.</p> <p>A decision was made not to respond to the issue for a number of reasons:</p> <ul style="list-style-type: none">• There were no follow up calls or media requests from any media outlets about the article• The article was not posted on the Hawkesbury Gazette's Facebook page limiting the community's engagement with the issue• After a review of the most commonly viewed Facebook pages by the wider community only one page was found to have shared the article. This Facebook page, at the time of review, had 39 comments which was considered to be limited engagement by the wider community.• Advice was sought from a media consultant who advised against pursuing the issue• The Editor of the Hawkesbury Gazette was contacted to discuss the publication of the article and it was agreed that their general practice would be to contact Council when preparing a story however the focus of this article was on the sale of the Higgin's properties and it was considered that the comments made by Peter Higgins were his own opinion and did not require verification by Council.

oooO END OF REPORT Oooo

ORDINARY MEETING
Confidential Reports
Meeting Date: 30 July 2019

CONFIDENTIAL REPORTS

Item: 143 **SS - Acquisition - 102 Settlers Road, Wisemans Ferry - (95496, 96333)**

Previous Item: 65, Ordinary 28 April 2015

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

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



ordinary
meeting

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.