



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 29 March 2005

location: council chambers

time: 5:00 p.m.



mission statement

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

How Council Operates

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

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

Ordinary Meetings of Council are held on the second Tuesday of each month, except January, and the last Tuesday of each month, except December. The meetings start at 5:00pm with a break from 7:00pm to 7:30pm and are scheduled to conclude by 11:00pm. These meetings are open to the public.

Meeting Procedure

The Mayor is Chairperson of the meeting.

The business paper contains the agenda and information on the issues to be dealt with at the meeting. Matters before the Council will be dealt with by an exception process. This involves Councillors advising the General Manager at least two hours before the meeting of those matters they wish to discuss. A list will then be prepared of all matters to be discussed and this will be publicly displayed in the Chambers. At the appropriate stage of the meeting, the Chairperson will move for all those matters not listed for discussion to be adopted. The meeting then will proceed to deal with each item listed for discussion and decision.

Public Participation

Members of the public can request to speak about a matter raised in the business paper for the Council meeting. You must register to speak prior to 3:00pm on the day of the meeting by contacting Council. You will need to complete an application form and lodge it with the General Manager by this time, where possible. The application form is available on the Council's website, from reception, at the meeting, by contacting the Manager Administration and Governance on 4560 4426 or by email at pjackson@hawkesbury.nsw.gov.au.

The Mayor will invite interested persons to address the Council when the matter is being considered. Speakers have a maximum of five minutes to present their views. If there are a large number of responses in a matter, they may be asked to organise for three representatives to address the Council.

A Point of Interest

Voting on matters for consideration is operated electronically. Councillors have in front of them both a "Yes" and a "No" button with which they cast their vote. The results of the vote are displayed on the electronic voting board above the Minute Clerk. This was an innovation in Australian Local Government pioneered by Hawkesbury City Council.

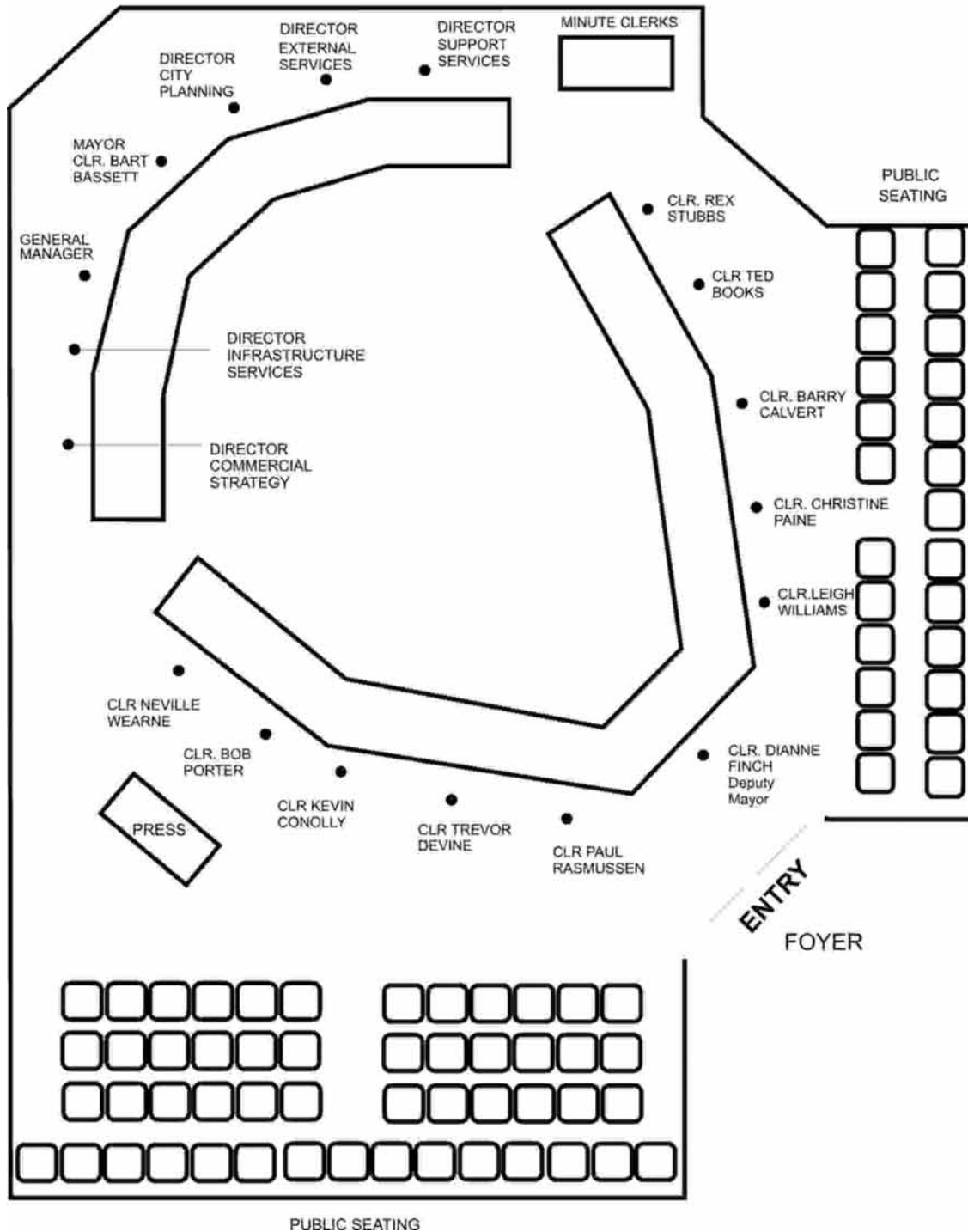
Website

Business Papers can be viewed on Council's website from noon on the Friday before each meeting. The website address is www.hawkesbury.nsw.gov.au.

Further Information

A guide to Council Meetings is available on the Council's website. If you require further information about meetings of Council, please contact the Manager, Administration and Governance on, telephone 02 4560 4426.

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SECTION 3 - Notices of Motion

1 NM - Entry and Lane Hire Fees at Oasis Swimming Pool - (80104, 107, 93487)

REPORT:

Submitted by: Councillor Paine

RECOMMENDATION:

That the Hawkesbury City Council ensure that the entry and lane hire fee at the Oasis Swimming Pool be charged and administered fairly, equitably and without discrimination.

NOTE BY MANAGEMENT:

Comments in relation to this matter are being prepared and will be distributed to Councillors as soon as available.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

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NM - Damming of South Creek to Reduce Pollution in River - (80104, 107)

REPORT:

Submitted by: Councillor Paine

RECOMMENDATION:

That the Hawkesbury City Council investigate the damming of South Creek at the entrance to the Hawkesbury Local Government area to prevent the continued pollution to the Hawkesbury River from the grossly polluted South Creek.

NOTE BY MANAGEMENT:

There has been insufficient time to consider the issue and, therefore, it is recommended that the matter be deferred and referred to the next meeting.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

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SECTION 4 - Reports for Determination

GENERAL MANAGER

Item: 68 **GM B - Community Donations Program Round 3 2004/2005 - (79356, 85273, 82545, 79984)**

REPORT:

Background

As part of the Donations Policy that came into effect on 1 July 2001, the Community Donations Program has 3 (three) funding rounds annually. Residents are reminded of closing dates for donation applications through the Council's website. Application forms are available from libraries, Council offices and on the website. No advertising of this round was undertaken in the local newspaper as reduced funding was available due to Council resolutions for funding towards the Women's Cottage and the Tsunami Concert.

The total Community Donations budget for the financial year is \$35,591.00 (thirty five thousand, five hundred and ninety one dollars).

Funds have been allocated to schools using the Windsor Function Centre for their school presentation ceremonies, Round 1 and 2 of this financial year and another \$7,750.00 (seven thousand, seven hundred and fifty dollars) was allocated by Council decision for the cost of the Women's Cottage rent. A separate report details the \$4,500.00 (four thousand, five hundred dollars) spent on the Tsunami Concert.

Therefore, the total amount committed for the financial year from this program is just over \$36,300 (thirty six thousand, three hundred dollars). The Community Donations Budget has been exceeded due to commitments made by Council resolution for the Women's Cottage and the Tsunami Concert. The deficit will be factored into a reduction of the funding available from the Minor Donations program.

A total of 3 (three) applications were received in Round 3 of the 2004/2005 Program requesting a total of \$19,669.00 (nineteen thousand, six hundred and sixty nine dollars).

A staff committee assessed the applications according to the criteria defined in the Policy. Recommendations are provided below, along with comments.

Applications

Jesus Cares Refuge Inc. - Hawkesbury applied for \$1,169.00 (one thousand one hundred and sixty nine dollars) to purchase a Fianna 3.6 x 2.5m pull-out awning to be attached to their food van. The awning will provide shelter from the rain and extreme heat for the disadvantaged, poor and homeless when being served food, drinks, clothing and blankets, etc.

The aim of the organisation is to provide food, clothing and blankets for the poor, homeless and marginally disadvantaged people, servicing the Hawkesbury area on Saturday nights. The Hawkesbury branch has only been registered as a sub-branch of the main charity since June 2003.

The projected cost of the awning is \$1,169.00 (one thousand, one hundred and sixty nine dollars) supplied by Sydney Caravan and Camping completely fitted to the existing food van.

The Ferry Artists Inc. applied for \$500.00 (five hundred dollars) to run a 2 (two) day Workshop based on the Great North Road, a historic landmark in Wisemans Ferry.

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The Ferry Artists is a community based, non-profit arts centre. It is a gallery facility for the local community providing a number of activities and programs, including the display of local works, workshops in a number of different mediums and musical and dramatic performances.

The aim of the Workshop is to provide Hawkesbury residents the opportunity to participate in a creative learning experience with local artists as well as having their completed works exposed to tourists and others through the month long exhibition. The first day of the Workshop will be out in the field and the second day spent working within the different mediums at The Retreat, Wisemans Ferry. The field Workshop will include a walk up The Great North Road and sketching.

The projected cost of the Workshop is \$2,900.00 (two thousand, nine hundred dollars). This cost is made up of artist salaries \$1,350.00 (one thousand, three hundred and fifty dollars), production costs \$700.00 (seven hundred dollars), promotions costs \$650.00 (six hundred and fifty dollars) and overhead/administration costs \$200.00 (two hundred dollars).

This group has received financial assistance from Council's Cultural Grants fund in the past.

The Bligh Park Public School applied for \$18,000.00 (eighteen thousand dollars) for the installation of 2 (two) air conditioners to the school hall and the installation of stage curtains.

The school hall is a facility that is utilised by many groups within the local community and beyond. As a facility within a public school, there are limited funds to fully refurbish the hall with its ongoing use and wear.

The school would like to complete the refurbishment by providing air-conditioning and stage curtains to the school hall. This would provide a more versatile venue for evening gatherings (already highly utilised by local church groups, sporting groups and cultural groups) and make for a more comfortable venue to cope with the oppressive heat and humidity of summer. Fans currently move hot and humid air making physical activity difficult and uncomfortable. The many parents and toddlers who participate in weekly assemblies, together with more than 520 (five hundred and twenty) students find this a difficult and uncomfortable task.

Bligh Park Public School is a central part of the Bligh Park Community, the school provides many resources to support access to local groups in providing services, sporting activities, cultural and spiritual growth. Bligh Park Public School Parents and Citizens Association directly supports the acquisition of resources for the use of children and their families attending Bligh Park Public School and the wider community. It also aims to provide the best possible opportunities for young children to achieve their potential and be positive contributors to tomorrow's Hawkesbury community.

The projected cost of the installation of air-conditioning and stage curtains is \$18,000.00 (eighteen thousand dollars).

As previously noted, the Community Donations budget is now overcommitted and therefore, no donations from this fund have been recommended in this report.

Summary of Donation Requests Recommendations

Applicant	Activity/Project	Donation Requested	Donation Recommended	Comments
Jesus Care Refuge Inc. - Hawkesbury	Purchase and Attachment of Awning to Food Van	\$1,169.00	\$250 from Minor Donations as Community Donations are fully committed.	Part funding towards the project
The Ferry Artists Incl	Two Day Workshop on the Great North Road, Wisemans Ferry	\$500.00	Nil	This group has been successful in receiving funds through the Cultural Grants Program this financial year. This

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Applicant	Activity/Project	Donation Requested	Donation Recommended	Comments
				event would normally fit under Cultural Grants, which has been fully expended until 30 June 2005.
Bligh Park Public School	Installation of two air-conditioners and stage curtains to the school hall	\$18,000	Nil	State Government responsibility. Encourage the Parents and Citizens Association of the school to apply through this State's Castlereagh Community Fund.

RECOMMENDATION:

That as part of Round 3 (three) of Community Donations 2004/2005:

1. A \$250.00 (two hundred and fifty dollar) contribution towards the food van awning be given to the Jesus Cares Inc from Minor Donations.
2. The Bligh Park Public School Parents and Citizens Association be encouraged to apply through the Castlereagh Community Fund for air conditioning and curtains for their hall.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 69**GM B - Development Application Process - (79351, 79347)**

REPORT:**Introduction**

The purpose of this report is to advise Council of a recent meeting with some local members of the development industry. The report summarises the issues raised and makes some recommendations in relation to process review.

Report

On 22 March 2005 a meeting was chaired by the Mayor and attended by Councillor Books, the General Manager, key planning staff and the following people, who are involved at various levels in the local development industry: Mr. B McKinlay, Mr G Zerk, Mr L O'Mara, Mr C Crowther, Ms B Tenowski, Mr D Shaddick, Mr S Pascoe, Mr R Calvert.

A number of criticisms were made of the Council's development application process from the perspective of individual experiences. These are summarised as follows:

- DAs take too long to process;
- Applications delayed by Rural Fire Service;
- Referral to government agencies protracted;
- Applicants need more direction in early stages prior to DA lodgement;
- Inconsistency in decisions/direction;
- Requests for additional information take too long;
- Applications for modification often take as long as DAs;
- Not enough staff; and
- Council is negative towards development.

Observations

It is accepted that the External Services Division is understaffed in terms of town planners. As Council is aware, there is a national shortage of town planners and all Councils are having difficulty attracting qualified and experienced planners. Over the last few years this situation has impacted significantly on Hawkesbury and this has led to delays in processing DAs.

Notwithstanding the above, the specific criticisms are not accepted by Council staff. It was apparent from the meeting that some of those present may have an unrealistic expectation that staff should process applications quickly even though they have unresolved issues which should have been resolved prior to lodgement or which should be justified by objective reasoning. Often consultants are driven by clients with unrealistic expectations of development and are therefore "pushing the envelope" with their application.

When one looks at physical constraints such as flooding, bushfire, native vegetation and rural qualities and the relatively limited development opportunities within the City it is not surprising that many development applications require very complex assessment. The process is not assisted when applications are incomplete, silent on issues of non-compliance or driven by unrealistic client expectations.

It is difficult to understand the criticism that Council is negative towards development, particularly given recent major decisions in the life of the current council.

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Conclusion

Although some of those who attended the meeting represent a number of clients and are regular applicants, the group is not representative of the development industry. Their criticisms are largely rejected, however there are some areas, which could benefit from additional focus when we are fully staffed.

RECOMMENDATION:

That:

1. An independent planning consultant be appointed to review the quality of applications received by Council
2. Additional focus be placed on pre-lodgement and lodgement process when the vacant town planner positions are filled.
3. The ongoing internal review of the DA process continue.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

COMMERCIAL STRATEGY - (CORPORATE RESPONSE UNIT)

Item: 70 RES B - External Payments - Hawkesbury City Chamber of Commerce Inc. -
(73824)

REPORT:

Council has received a second and final Quarterly Activity Report from Hawkesbury City Chamber of Commerce Inc (Chamber) for the period ending 31 December 2004. Council's total funding allocation to the Chamber for the coordination of the Mainstreet Program was **\$60,000** (sixty thousand dollars) The Mainstreet Program was wound up as from 1 January 2005, being replaced by Council's newly established Commercial Development Enterprise Panel who, in conjunction with the former Mainstreet Committees being reconstituted as Commercial Development Units (CDUs), will implement performance-based projects on merit.

An extract from the Activity Report is provided hereunder.

Hawkesbury City Chamber of Commerce Inc
- Submitted by Barry Crockford, Chamber President

Executive Summary

Extensive Hawkesbury Wide projects were initiated with Christmas appeal through a Christmas Windows Dressing Competition, and a Christmas Shopping Competition to encourage local residents to shop locally this Christmas. Through the advertisements (no charge to businesses), residents of the Hawkesbury were able to see that there were plenty of Christmas gifts to be found for every member and friend they needed to buy for.

Richmond CDU have worked on their "Friend of Richmond" keyring discount promotion, with distribution off and running, as well as interest by TAFE and UWS to do a discount keyring promotion for them in early 2005, which the committee agreed to, and did another print run of the keyrings and discount card.

Richmond CDU were the instigators of the Christmas Window Competition and the Christmas Shopping Competition, which was taken up by the rest of the Hawkesbury CDUs. For further information, please see Richmond progress report (see attached).

North Richmond CDU are working on specific centre issues and expansion. For further information, please see North Richmond progress report (see attached).

South Windsor CDU are working on the promotion of the suburb as the place to "start businesses", and will be working on this promotion with newspapers surrounding the area in the New Year. Funds have been committed for this project. More information is available in South Windsor progress report (see attached).

Windsor CDU was formed and meet [sic] to discuss what tact to take with the construction of the new shopping centre, and how to continue to draw people to the area during its construction. Many of ideas [sic] were discussed, and with limited funding, as a result of a requested return of Windsor funds to Council, they agreed to proceed with the commitment of special promotional events through local papers in the very beginning of 2005. More information is available in Windsor progress report (see attached).

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Comments on Activity Report

The following observations are noted from the Activity Report submitted:

- **General advertising -** an amount of \$15,300 (fifteen thousand and three hundred dollars) was committed to general advertising and promotional expenses on behalf of all Committees.
- **Christmas Window Competition -** an amount of \$3,933 (three thousand, nine hundred and thirty three dollars) was committed to the Hawkesbury Wide Christmas Window Dressing Competition for advertising and promotional expenses on behalf of all Committees.
- **Christmas Shopping Competition -** an amount of \$7,525.20 (seven thousand, five hundred and twenty five dollars and twenty cents) was committed to the Hawkesbury Wide Christmas Shopping Competition for advertising and promotional expenses on behalf of all Committees.
- **Mainstreet allocation -** a total amount of \$3,241.80 (three thousand, two hundred and forty one dollars and eighty cents) was directly distributed to equally between the Mainstreet Committees of North Richmond, Richmond, and South Windsor for the period. An amount of \$3,787.43 (three thousand, seven hundred and eighty seven dollars and forty three cents) was returned to Council and subsequently allocated to the Windsor Business Group.
- **Profitability -** financial statements show that the Chamber posted an operating deficit of approximately [\$1,505] (one thousand, five hundred and five dollars) for the period.

Current status

The second and final Quarterly Activity Report indicates the full acquittal of funds under the former Mainstreet Program. Council officers have requested further information from the Chamber for validation purposes.

Accordingly, it is proposed that Council receive the final report as submitted by the Chamber.

Council has also received a request from the Chamber for certain in-kind support from the Council for the hosting of the Hawkesbury Business Recognition Awards (25+ Years), for 2005. Council did provide some promotional support in-kind for this event last year and it proposed that Council offer qualified support again this year.

RECOMMENDATION:

That:

1. The second and final Quarterly Activity Report from Hawkesbury City Chamber of Commerce Inc (Chamber) for the period ending 31 December 2004 be received.
2. The request for by the Chamber for assistance with the promotion of the Hawkesbury Business Recognition Awards (25+ Years) for 2005, be supported in-kind by Council through the following means:
 - (a) mentioning of the event in Council's regular public notices;

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- (b) issue of a media release encouraging the support and involvement of the business community;
- (c) inclusion on Council's website Events Calendar, and;
- (d) attendance of available Councillors at the awards ceremony.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 71 RES B - Strategic Planning Advisory Committee - Meeting of 3 March 2005 - (91368)

REPORT:

At its meeting of 3 March 2005, the Strategic Planning Advisory Committee (Committee) made the following recommendations to Council.

ITEM: 6 SPC A - Transferable Development Rights (Shared Land Equity) (91368)

Recommendation to Council:

That Council continue discussions with Baulkham Hills with the view to approach DIPNR to explore rural enterprise initiatives/protection (including Transferable Development Rights). The purpose to be the management of resource lands and to reduce flood risk.

Comments arising from discussion

The Committee generally acknowledged that Transferable Development Rights (TDR) might be a potential strategic tool that offers Council an alternative approach for managing land use issues as market pressures arise, along side Hawkesbury LEP. A TDR scheme would still need to be further investigated before Council made any commitment, but it could be suitable for correcting existing land uses that are on risky lands or in sub-optimal areas, like transferring existing development from flood liable land to flood free land.

To support the further investigation of a TDR scheme, the Committee was informed that Baulkham Hills Council is now entertaining the idea of its own TDR scheme to address impending rural-urban land use issues that will be accelerated by the State planned North-West Sector Urban Release Area. It is likely there will be significant pressures on the rural lands of Baulkham Hills, whether they are developed as part of the North-West Sector or not e.g. loss of rural setting, increasing land values and costs. These pressures are similar to the ones we have highlighted for The Hawkesbury and it would appear both councils perhaps see the value in being able to better respond to market issues with the latest land management tools.

Baulkham Hills Council has recently raised the need for a comprehensive environmental study on a TDR scheme with the Department of Infrastructure, Planning and Natural Resources (DIPNR), as a broader issue and in response to the impacts of the North-West Sector. It would be appropriate for Council to join with Baulkham Hills Council as a regional force to progress a broader study on a TDR scheme with DIPNR, as put forward by the Committee.

It is proposed that Council adopt the Committee's recommendation as set out at the end of this report.

Item: 7 SPC A - Bells Line of Road - Super Highway

Recommendation to Council:

[In part] That Council reaffirm its previous resolution to oppose the Bells Line of Road Super Highway but continue to be involved in discussions to support upgrading and improvements along the corridor for safety reasons.

Comments arising from discussion

A general discussion took place about Council's past resolutions and the merits and impacts of the proposed Super Highway (including staged works) that may approximate the route of Bells Line of Road. The Committee noted the advice of the Tri-Government Blue Mountains Access Lobby Group that it had

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recently received a detailed report from the RTA (and its consultant) on the proposed Super Highway and that the Lobby Group's Chairperson would be lobbying governments to progress the matter. It was also noted that the detailed report would not be released to the general public for 6-8 weeks and that perhaps the Committee should be briefed about it at that time. However, in the mean time the Committee put forward that Council should re-affirm its position on the Super Highway.

It is proposed that Council adopt the Committee's recommendation as set out at the end of this report.

RECOMMENDATION:

That:

1. Discussions continue with Baulkham Hills Council concerning the possibility of seeking support from DIPNR to explore rural enterprise initiatives and land protection issues (including the use of Transferable Development Rights); the purpose of which being the better management of resource lands and to reduce risk arising from flooding issues.
2. The previous resolution to oppose the Bells Line of Road Super Highway but continue to be involved in discussions to support upgrading and improvements along the corridor for safety reasons be reaffirmed.

ATTACHMENTS:

Refer to Minutes of the Strategic Planning Committee in the Reports of Committees section of this Business Paper.

oooO END OF REPORT Oooo

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ENVIRONMENT AND DEVELOPMENT

Item: 72 **ENV A - Freestanding Advertising Structure, Part Lot 180 DP 752061, 272 Windsor - (DA0828/04, 79347, 89952)**

Development Information

Applicant: ICA Construction Services Pty Ltd
Applicants Rep: Not Applicable
Owner: ICA Property Develop Fund No 2 Spv T'ee P/L
Stat. Provisions: State Environmental Planning Policy 64 - Advertising and Signage
Hawkesbury Local Environmental Plan 1989
Hawkesbury Development Control Plan
Area: 3.409 Hectares
Zone: 4(b) (INDUSTRY LIGHT) under Hawkesbury Local Environmental Plan 1989
Advertising: 4 November 2004 to 19 November 2004
Date Received: 12 August 2004

Key Issues: ♦ Non compliance with numerical standards established under Hawkesbury Development Control Plan

Action: Approval subject to conditions.

REPORT:

Introduction

Council has received a development application for the construction of a freestanding advertising sign on the subject site. The sign is associated with the recently constructed Bunnings and Home Central bulky goods retail complex.

The application is being reported to Council as the proposal seeks a variation to the height controls established by the Signs chapter of the Hawkesbury Development Control Plan.

This report provides an assessment of the key issues associated with the proposed development. A complete assessment is contained on file.

Background

Approval was initially sought for the proposed advertising structure as part of the Bunnings and Home Central bulky goods development proposal. During the course of assessment of this application, several concerns were raised by Council officers relating to the proposed freestanding advertisement. The applicant consequently chose to withdraw this component of the development application, with the intention of lodging a separate application for the advertising structure. The subject application now seeks this approval.

The Proposal

It is proposed to construct a 13.95 metre high advertising structure on the subject site. The sign is to be located adjacent to the vehicular entry associated with the Bunnings and Home Central bulky goods complex and will be setback approximately 55 (fifty five) metres from Windsor Road.

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The proposed sign is to be a 3 (three) sided structure, which will face both directions of Windsor Road as well as west into the bulky goods complex. Each of these facades will have a width of 3.5 (three point five) metres. The sign also incorporates a 1.95 (one point nine five) metre high decorative pitch roof cover; an architectural design feature shared by the Home Central building.

It is intended that the structure will display a number of panel signs, each representing a business operating within the Home Central complex.

Internal illumination is proposed.

Statutory Planning Assessment

State Environmental Planning Policy 64 - Advertising and Signage

This Policy aims to ensure that signage (including advertising) is compatible with the desired amenity and visual character of an area, provides effective communication in suitable locations, and is of high quality design and finish. It also aims to regulate signage (but not content) under Part 4 of the Act and to provide time-limited consents for the display of certain advertisements.

SEPP 64 defines that proposed structure as a "freestanding advertisement" and precludes Council from approving the proposed structure unless:

- a) Council is of the opinion that the advertisement is consistent with the objectives of the SEPP 64;
- b) the advertisement has been assessed in accordance with the assessment criteria provided by SEPP 64 and is considered to be acceptable in terms of impact;
- c) the application has been advertised in accordance with Section 79A of the Environmental Planning and Assessment Act 1979;
- d) the application has been referred to the Director-General of the Department of Infrastructure, Planning and Natural Resources (DIPNR);
- e) the application has been referred to and approved by the Roads and Traffic Authority (RTA); and
- f) the structure does not protrude above the dominant skyline, including any buildings, structures or tree canopies, when viewed from ground level within a visual catchment of one (1) kilometre.

The proposed signage is considered to be consistent with the objectives and assessment criteria provided by SEPP 64 and it is considered to be acceptable in terms of impact.

The application was publicly exhibited as required by SEPP 64 was also referred to the DIPNR and the RTA. No submissions were received as a result of the exhibition. The response letters from both DIPNR and RTA have been received by Council and raise no objection to the proposed sign.

An assessment of the site and plans submitted with the application reveals that the proposed structure will generally not protrude above the dominant skyline established by adjacent buildings and tree canopies. In particular, it is be noted that the height of the sign is less the height of the adjacent Bunnings building and the tower features associated with the Home Central Building.

Hawkesbury Local Environmental Plan 1989

The proposed development constitutes an "advertising structure" under the Hawkesbury Local Environmental Plan 1989 and is permissible with development consent on the subject site.

The proposed development is considered to be consistent with the objectives of the 4(a) Light Industry zone.

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Hawkesbury Development Control Plan

The proposed development is considered to be consistent with the aims and objectives provided by the Signs chapter of the Hawkesbury Development Control Plan (DCP). Notwithstanding this, the proposal does not comply with the maximum height requirements established for Pylon Signs under the DCP.

The "Rules" of the DCP stipulate that freestanding signs, which have a height of 6 (six) metres or less are acceptable, whereas such signs having a height in excess of 6 (six) metres are unacceptable.

The applicant has justified the proposed variation on the grounds that the height is a design necessity to secure all tenant signage rights on one sign. The applicant further contends that approval of the proposed sign would prevent the proliferation of individual freestanding tenant signs along Industry Road.

Council has approved the display of a number of individual business identification signs within the bulky goods complex. These signs take the form of a flush wall advertisements, with each being located directly above the associated business activity within the complex.

Community Consultation

The application was publicly exhibited in accordance with Section 79A of the Environmental Planning and Assessment Act 1979. No submissions or objections were received by Council in response to this exhibition.

Visual Impact

The proposed development is considered to be consistent with the established pattern of development within the locality, which is generally characterised by a mix of industrial and commercial activities. The size of the proposed structure is considered to be appropriate having regard to the size of the site and the generous setback proposed from Windsor Road.

Conclusion

The proposed development is considered to be consistent with the objectives and requirements of the relevant state and local planning instruments. The proposed variation to the height control of Hawkesbury DCP is considered acceptable in this instance.

The proposed structure will promote business activity within the locality and will assist in business identification. The nature and scale of the development is considered appropriate for the site and will not impact on road safety or visibility.

RECOMMENDATION:

That the application for the construction of a freestanding advertising sign on the subject site be approved subject to the following conditions.

General

1. The development shall take place in accordance with the stamped plans, specifications and accompanying documentation submitted with the application except as modified by these further conditions.
2. No excavation, site works or building works shall be commenced prior to the issue of an appropriate Construction Certificate.
3. The development shall comply with the provisions of the Building Code of Australia at all times.

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4. The development shall comply with the Environmental Planning and Assessment Act, 1979 at all times.
5. The accredited certifier shall provide copies of all Part 4 certificates issued under the Environmental Planning and Assessment Act, 1979 relevant to this development to Hawkesbury City Council within 7 (seven) days of issuing the certificate. A registration fee applies.
6. It is necessary to obtain a Compliance Certificate upon completion of the works approved by this development consent.
7. This consent ceases to be in force on the expiration of 15 years after the date on which this consent becomes effective and operates in accordance with section 83 of the Environmental Planning and Assessment act 1979, as required by Clause 14 of State Environmental Planning Policy 64 - Advertising and Signage.
8. The approved freestanding advertisement shall not have or use any of the following:
 - a) Flashing lights
 - b) Electronically changeable messages
 - c) Animated display, moving parts or simulated movement
 - d) Complex displays that hold drivers attention beyond "glance appreciation"
 - e) Displays resembling traffic signs or signals
 - f) A method of illumination that distracts or dazzles

Prior to Commencement of Works

9. Erosion and sediment control devices are to be installed and maintained at all times during site works and construction. The enclosed warning sign shall be affixed to the sediment fence/erosion control device.
10. A copy of receipt of payment of Long Service Levy shall be provided to the Principal Certifying Authority prior to any works commencing on site. Payments can be made at Long Service Corporation offices or most Councils.
11. The applicant shall advise Council of the name, address and contact number of the principal certifier, in accordance with Section 81A 2(b) of the Environmental Planning and Assessment Act, 1979.
12. At least two days prior to commencement of works, notice is to be given to Hawkesbury City Council, in accordance with the Environmental Planning and Assessment Regulation.
13. A qualified Structural Engineer's design for all reinforced concrete and structural steel shall be provided to the Principal Certifying Authority prior to any works commencing on site.

During Construction

14. All necessary works being carried out to ensure that any natural water flow from adjoining properties is not impeded or diverted.
15. Site and building works (including the delivery of materials to and from the property) shall be carried out only on Monday to Friday between 7am – 6pm and on Saturdays between 8am – 4pm.
16. The site shall be kept clean and tidy during the construction period and all unused building materials and rubbish shall be removed from the site upon completion of the project. The following restrictions apply during construction:

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- (a) Stockpiles of topsoil, sand, aggregate, spoil or other material shall be stored clear of any drainage path or easement, natural watercourse, footpath, kerb or road surface and shall have measures in place to prevent the movement of such material off site.
 - (b) Building operations such as brick cutting, washing tools, concreting and bricklaying shall be undertaken only within the site.
 - (c) Builders waste must not be burnt or buried on site. All waste must be contained and removed to a Waste Disposal Depot.
17. Inspections shall be carried out and compliance certificates issued by Council or an accredited certifier for the footings and structural steel members:
18. The development shall be constructed of flood compatible materials in accordance with the NSW Government Flood Plain Manual. In this respect the following design precautions must be adhered to in all respects:
- (a) all electrical, heating and air conditioning service installations are to be located above the 2% (two percent) AEP flood level of 15.7 (fifteen point seven) metres AHD;
 - (b) the building is to be constructed of flood compatible materials such as galvanised steel frame, galvanised zinc alum cladding doors and door frames; and

Advisory

19. Non-compliance with any condition of this development consent may result in a penalty notice being issued by Council.
20. The applicant shall make themselves aware of any User Restriction, Easements and Covenants to this property and shall comply with the requirements of any Section 88B Instrument relevant to the property in order to prevent the possibility of legal proceedings against them.

ATTACHMENTS:

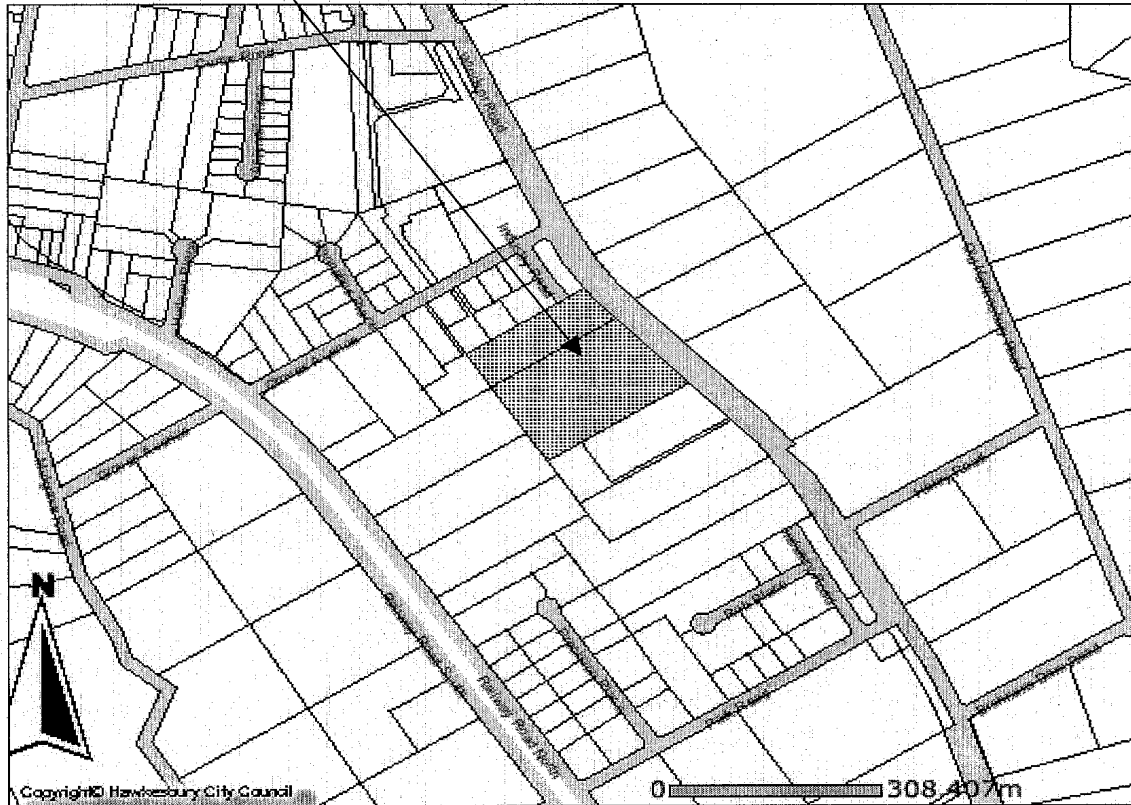
- AT - 1** Site Plan
- AT - 2** Elevation Plan
- AT - 3** Photomontage

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AT - 1 Site Plan

Subject Site



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[illegible]

Meeting Date: 29 March 2005

[illegible]

000O END OF REPORT 0000

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Item: 73

ENV B - Noxious Weeds Amendment Bill 2004 - (79347)

REPORT:

The Noxious Weeds Amendment Bill 2004 is currently before the Parliament and, although this Bill will make significant improvements to the Noxious Weeds Act, the provisions relating to aquatic weeds are of some concern. This concern was outlined recently in a presentation to the Local Government Advisory Group from the Wagga Wagga Agricultural Institute, which is part of the Department of Primary Industry.

Currently aquatic weeds are the responsibility of the adjacent landowner and, therefore, makes it quite difficult to control in a tidal river where the weeds migrate up and down past various landowners holdings. The Bill proposes that the weed control responsibilities are transferred away from the landowner to another authority and, in particular, that specific cases be transferred to the local control authority which, in this case, is the Hawkesbury River Country Council and therefore Hawkesbury City Council by implication.

It could be read, therefore, that currently the Noxious Weeds Act levels responsibility for the control of aquatic weeds with the landowners. The Amendment Bill will allow the State Government to direct responsibility to a local authority, such as a council or a county council. Whilst it is understood that this is the appropriate response to the recent *Salvinia* outbreak on the Hawkesbury River where the county council was somewhat hamstrung by the provisions of the Act, the Bill although solving this problem opens the way for a council to be directed to solve an aquatic weed problem without any additional funding being received from either State or Federal Government. This transfer of responsibility should, therefore, only take place with appropriate financial assistance to allow the county council or council to carry out this work.

It is considered that council should write to the Minister for Primary Industry to express their concern about the provisions of the Bill, and seek clarification that the circumstances will not arise where council will be directed to carry out work when it has no funds to do so, especially in the case of a large scale outbreak of an aquatic weed like *Salvinia*.

RECOMMENDATION:

That Council write to the Minister for Primary Industry, The Hon Ian MacDonald MLC outlining its concern with the Noxious Weeds Amendment Bill 2004, in that Council could be directed to take responsibility for an outbreak of aquatic weed without appropriate financial assistance.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 74 ENV B - Recreational Water Monitoring Program - (79347)

REPORT:

Council will recall that the Minister for Infrastructure, Planning and Natural Resources has withdrawn funding for the ongoing Recreational Water Monitoring Program known as "RWAMP". This matter was considered by the Local Government Advisory Group at its last meeting, when the group received a presentation from a sub-committee of technical staff which proposed a reworked program requiring Councils to contribute up to \$8,000 (eight thousand dollars) a year in funding.

It was revealed after the meeting that it was unlikely that State Government agencies would contribute a further share to this program, and it became clear that the program would then fall totally to Local Governments to fund and operate. The Local Government Advisory Group therefore, recommended that it should advise councils not to contribute to the continuation of the Recreational Water Monitoring Program, and that councils should not allocate any funds to its continuation of this program, with councils advising DIPNR that they have withdrawn funding.

RECOMMENDATION:

That:

1. Council not contribute to the Recreational Water Monitoring Program in this or the next financial year.
2. Council write to the Minister for Infrastructure, Planning and Natural Resources, The Hon Craig Knowles MP, expressing its concern and regret that the program has not been funded and inform the Minister that Council has also withdrawn its funding.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 75**ENV B - Long Wall Coal Mining and Nepean Catchment - (79347)**

REPORT:

At a recent meeting of the Local Government Advisory Group, a presentation was given by officers of the Department of Infrastructure Planning and Natural Resources concerning the impact of long wall mining on river flows in the southern coalfields near Appin, Campbelltown and Camden. Images presented at this presentation showed quite clearly that in some cases the rivers had completely ceased to flow due to cracking in the river bed, and extensive amounts of vegetation were dying from the fact that the water table had been removed.

The report concludes that the short-term changes were that the physical impacts of surface cracking can be observed within days of long wall mining, and appear to remain for months to years if no rehabilitation occurs. The long term response to this cracking may well be that they will be sealed, however, the amount of time it takes for this to occur could lead to permanent degradation of the ecology of the river and the river environment, and the increased amount of polluted water returning to the river downstream below the cracked areas.

Wollondilly Council is concerned that there is a proposal to mine under the Nepean River and if subsidence occurs and cracking takes place then the flow of the Nepean River may be completely compromised. The mining company so far has been denied access but is coming back to prepare a newer proposal to mine within 100 (one hundred) metres of the bed of the Nepean River. Wollondilly Council are concerned that even this would be too close and they would seek a much bigger buffer zone. Wollondilly Council is of the opinion that, although the mining companies are cooperative and informative for the community, they have not heeded the expert advice on the environmental dangers resulting from mining near the rivers. The presentation also showed areas where methane gas from these cracks has ignited and caused extensive damage to vegetation and started bushfires.

Mineral Resources New South Wales informed the Committee that a new subsidence management plan protocol has been put in place, and that the proposal to mine near the Nepean River will require an environmental impact statement to be prepared. However, Wollondilly Council is still concerned that, notwithstanding these issues, the threat to the environment is so great that a serious campaign informing the community of these impacts needs to be undertaken. The Committee resolved to request the Catchment and Management Authority inform the Minister of its concern, and also resolved to request member councils to consider the proposal and the request from Wollondilly Council.

RECOMMENDATION:

That:

1. Council write to the Minister for Energy and Utilities, The Hon Frank Sartor MP, and The Minister for Natural Resources, The Hon Craig Knowles MP, expressing Council's concern with the proposal for long wall mining in the catchment of the Nepean River, and that the current impacts of cracking on the beds of the river is having a severe, environmental impact which may have adverse consequences down stream.
2. That Council write to the Mayor of Wollondilly Council, expressing its support for action to be taken on this matter.
3. Council write to the Chairman of the Catchment and Management Authority, expressing its concern about the long wall mining proposals in the Wollondilly area, and request that he does everything within his power to ensure an adverse environmental effect does not occur.

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ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 76 ENV B - Extension of Current Sullage Collection Contract - (79348, 79991)

REPORT:

The current contract with B O & J L Staples P/L has a clause in the contract, which allows by mutual agreement between Council and the contractor, to extend the contract beyond the 31 August 2005 completion date, by a further period of 2 (two) years.

The contract requires that Council notify the contractor, at least 3 (three) months prior to the completion date, of its intention to invite an extension of the 2 (two) year period, and should the invitation for the extension be accepted by B O & J L Staples, then the extension would apply until 31 August 2007, without further extension opportunities.

B O & J L Staples have met all requirements of the current contract, and are a co-operative and reliable contractor.

In anticipation of the offer of an extension being made by Council, the contractor has submitted a letter stating that they would like to extend the contract by the 2 (two) year period, subject to all current conditions and the "rise and fall" provisions in the contract.

As the continuation of the contract is mutually agreeable by both parties to the contract, it is suggested that the contract be extended until 31 August 2007.

RECOMMENDATION:

That:

1. The contract for the provision of sullage collection services with B O & J L Staples be extended until 31 August 2007.
2. Documentation be forwarded to the contractor informing them of Council's decision.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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ASSET MANAGEMENT

Item: 77 **INF B - Lump Sum Tenders for Contract No. 013/FY05 - Supply, Installation and Commissioning of Floating Mixers - South Windsor STP, Fairey Road South Windsor - (79357, 107, 89041)**

REPORT:

Lump Sum Tenders for Contract No. 013/FY05 - Supply, installation and commissioning of Floating Mixers - South Windsor STP, Fairey Road South Windsor were advertised in the Hawkesbury Gazette and in the Sydney Morning Herald and closed on 11 March, 2005.

The work covered by this contract comprises of the supply of 6 (six) floating type mixers, all materials, plant and labour necessary for the complete and proper construction and installation of the mixers within the Stage II bioreactor of the South Windsor STP.

These mixers are to be located within the existing Stage II anaerobic and anoxic zones of the bioreactor of the South Windsor STP. The mixers will be replacing existing submersible mixers that are not achieving the required mixing within the tanks allowing sediment such as sludge and grit to settle to the bottom of the tanks reducing the efficiency of treatment within the bioreactor.

The tenders received are listed in ascending order of price (GST inclusive).

Liquitek Pty Ltd	\$132,000.00
Kruger Engineering (Original)	\$132,000.00
Revised	\$145,200.00

Alternative tender submitted is as follows:-

Engineering Product Group	\$91,000.80
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The alternate tenderer listed above does not meet the specifications required within the tender documents.

The tender documents issued to all tenderers were specific in their requirements for lodgement of tenders. Accordingly, tenders received without the required details of the tender and/or specifications were deemed not to comply with the requirements of the tender documents and they were not considered further in the tender process.

Assessment of Tenders

The tenders were assessed on the amount tendered and the capability of the tenderer to complete the works in a satisfactory manner. In this respect, items such as OH&S management based on Questionnaire submitted under Appendix C and any supplementary information, relevant experience and performance, based on standard of works on similar works undertaken in the past 5 (five) years were considered.

As part of the assessment process, the tender was assessed to gauge the contractor capability to undertake the works in a satisfactory manner. Details are as follows:

Liquitek Pty. Ltd.

This company submitted the lowest conforming tender for the works. From the submitted tender it is evident that the company could complete the works in a satisfactory manner within a period of 17

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(seventeen) weeks as per their submitted tender. The company has performed similar works for other private and Local Government bodies.

Kruger Engineering

This company also submitted a conforming tender, which did not include electrical plugs for the mixers. A revised cost has been provided including these plugs for a total tender price of \$145,200.00 (one hundred and forty five thousand two hundred dollars) (GST included) which is 10% (ten per cent) over Liquitek Pty Ltd tender price. Again from the submitted tender it is evident that the company could complete the works in a satisfactory manner within a period of 17 (seventeen) weeks as per their revised submitted tender. This company also has performed similar works for other private and local government bodies.

Based on the above information, it was considered that Kruger Engineering and Liquitek Pty Ltd would be equally capable of undertaking these works satisfactorily and accordingly, it is considered appropriate that the tender be awarded to the tenderer with the lowest tender price.

RECOMMENDATION:

That:

1. The tender submitted by Liquitek Pty Ltd in the amount of \$132,000.00 (one hundred and thirty two thousand dollars GST inclusive) for the supply of 6 (six) floating type mixers all materials, plant and labour necessary for the complete and proper construction and installation of the mixers within the Stage II bioreactor of the South Windsor STP be accepted.
2. The Common Seal of Council be affixed to the necessary documentation.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 78 INF B - Richmond Swimming Pool - (79354, 107)**REPORT:****Background**

Richmond swimming pool is located at 71 East Market Street, Richmond, this site being purchased in 1961 from Service Pastoral Company Pty Ltd for an amount of £2,465.12 (two thousand four hundred and sixty five pounds and twelve shillings). The pool site has a total area of 24,440 sqm (twenty four thousand, four hundred and forty square metres) and is community land zoned open space 6(a).

A perusal of the minutes of Windsor Municipal Council meetings held in the late 1950s and early 1960s, suggests that funding to assist the acquisition of the site and subsequent development of the swimming pool, was raised by a group called the Hawkesbury Community Association. Money raised was held in a trust fund established by the Council for this specific purpose, with the majority of funding for the project being raised by Council through loans. The pool was constructed in 1963. The facility includes a 55 yard (50.292 metre), 6 (six) lane swimming pool, with depths ranging between .975m to 1.65m. There is a small wading pool, a learn to swim pool, change rooms/toilets, shelters, kiosk, a half-size basketball court, a playground and BBQs.

Concerns relating to the age of the facility and Department of Health regulations led to a comprehensive report being commissioned in 1997 in relation to the structural soundness and integrity of the pool, the condition and anticipated life of the pool plant and pump system, and the likely cost of complying with new pollution and public health regulations.

One of the most significant factors in ensuring good water quality is the turnover rate of water through the filters and back into the pool. Currently all of the pools at the Richmond complex are outside the recommended maximum time for the turnover of water, with the 2 (two) small pools being especially poor. To attain the minimum time turnover rate in accordance with the guidelines for the *Safe Operation of Public Swimming Pools* as published by the NSW's Department Health, the 2 (two) smaller pools must be separated from the main pool. This would require a separate ballast tank, plant and pump system for the 2 (two) small pools, and while this will ensure adequate turnover for these pools it would still be necessary to increase the capacity of the existing plant to reach the recommended turnover rate for the main pool. This is due, in part, to the capacity of the scum gutters.

The scum gutters on all 3 (three) pools are an older style system, which uses a hollow tile. These tiles are no longer used, as once the tile becomes water logged, they become prone to breaking resulting in very sharp and jagged edges. The existing gutter system is also not capable of moving the volume of water necessary to achieve the recommended turnover rates required for adequate water quality.

In terms of the structural soundness and integrity of the pools, the consultant's report suggested that the pools are structurally sound, and that the pool floor and walls show no lateral or vertical cracking and the pool itself has not shifted and is level.

It does appear that the main pool may have water leaks emanating from 3 (three) locations, expansion joints, scum gutters and the filtered water flow line. There are also several interconnecting pipes between the plant room and the 3 (three) pools which could be the source of leakage, however, testing of these pipes individually would require significant demolition work and this would be undertaken during the course of any reconstruction works proposed. The report also notes that there is evidence that the ground under the concourse slabs may have subsided and should a new wet deck gutter system be installed the concourse will almost certainly require rebuilding.

The report identifies the plant as being in a well-maintained condition, however, suggested the realistic remaining life of the system is 5 (five) years (in 1997) due to unavoidable, long term deterioration of

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internal pipe work linings and the inability to meet current water quality standards due to pipe work sizing and existing filter area limitations.

As the main pool is 55 (fifty five) yards in length, rather than the standard 50 (fifty) metres, significant limitations on swimming clubs and school competitions are created in terms of timing of events. The report commissioned, recommended that it is feasible to reduce the length of the pool to 50 (fifty) metres while other construction work is being undertaken.

Operating Costs

There has been significant increase in the operating costs of the pool due to a number of factors including the number of attendees, maintenance expenditure, additional staff required for supervision and water replacement costs. The table below shows income and expenditure for the last 3 (three) swimming season and the current year to date.

Budget	2001/2002	2002/2003	2003/2004	Year to Date
Income				
- patrons	\$61,100	\$72,300	\$70,200	\$69,550
- kiosk	\$41,900	\$55,800	\$49,700	\$39,616
Expenditure	\$181,700	\$208,000	\$218,400	\$169,173
Operating Costs	\$78,700	\$79,900	\$98,500	\$60,007

Upgrade Requirements

The following table indicates works that are essential to comply with Department of Health Guidelines and reduce maintenance costs, and enhancement works which should provide for additional patronage in the long term.

Essential	Works	Cost
1	Separate pool filtration systems for the baby and learn to swim pools (including new filtration and gutter systems, building to house plant and balance tank)	\$150,000
2	New return water line and repair joints in the 50 metre pool	\$85,000
3	New gutter system for the 50 metre pool (wet deck)	\$130,000
4	Adjust pool length to 50 metres	\$25,000
5	New filtration plant for 50 metre pool (including demolition of existing plant)	\$350,000
6	Expansion/Construction joint replacement	\$10,000
7	Upgrade concourse, signage etc	\$85,000
	Total	\$835,000
Enhancement		
1	Heating (provision of solar plus gas heating in conjunction with blankets)	\$235,000
	Total	\$1,070,000

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Options

There are a number of options, which may be considered in terms of the future of the Richmond Swimming Pool. These options are listed below.

1. Upgrade facility utilising Council funding

It should be noted that it may be possible to obtain a grant of up to \$200,000 (two hundred thousand dollars) to carry out upgrading works.

a) utilising current funding

There is currently \$400,000 (four hundred thousand dollars) per annum allocated towards capital works projects within the Parks & Recreation area. To utilise this funding over the next 3 (three) years would result in no park improvement works being undertaken or playground equipment being replaced for that period, with the possibility of some playground equipment being removed if it were to become unsafe.

b) loan funds

To borrow \$1,100,000 (one million one hundred thousand dollars) over a 10 (ten) year period would require an annual payment of interest plus capital of around \$150,000 (one hundred and fifty thousand dollars). This would have an adverse impact on Council's current operating costs or a reduction in the capital works program of this amount over that period.

Obviously it may be possible to fund the works utilising a combination of both capital works funding and loan funds to achieve an outcome.

c) subdividing land to fund works

an area of 8,100 (eight thousand and one hundred) square metres to the south of the pool has previously been identified as being excess to the needs of the pool. Should this area be subdivided from the main pool area and sold for housing purposes (it is within the current medium density housing zone), the funds received could be utilised to undertake the upgrading of the pool to a standard which would meet essential requirements and future use. The land would need to be reclassified from community to operational and rezoned from its current zoning of Recreation 6(a) to an appropriate zoning.

2. Utilise the University of Western Sydney Facility

While the Richmond Pool has the only public 50 (fifty) metre (55 [fifty] yard) pool in the Richmond area patronage is affected to an extent through some residents using the University of Western Sydney and RAAF Base pools.

The University of Western Sydney Pool is a 50 (fifty) metre pool with an adjacent wading pool. It has to be maintained to a suitable standard and is currently under-utilised, thus the operation costs are high with limited income. There were some preliminary discussions with UWS management in relation to upgrading the facilities around that pool to enable full utilisation by the public with the subsequent closure of the Richmond Pool. This would obviously provide an income for UWS to offset the operating costs of their pool. Additional facilities would need to be provided in terms of turnstiles, kiosk, offices, a learn to swim pool, first aid room and the like. It would also be necessary to negotiate a very long-term agreement that would allow the general public to utilise the facility on an ongoing basis. Obviously the benefit to Council would be the ability to close Richmond Pool and realise the value of the land at that location with no ongoing operating costs for the facility. While the subject had not been broached it may have been appropriate should Council seek to take this course of action to provide some capital funding to the UWS facility as part of any agreement reached.

It would appear from the representations received following this information being publicised by the local press that the community would not be in favour of this proposal.

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In conclusion it would appear that the most feasible solution which would provide for the essential works and enhancement of the Richmond Pool to be undertaken in keeping what would appear to be the general wishes of the community would be to sub-divide the 8,100 (eight thousand and one hundred) square metres to the south of the existing pool, offer it for sale and utilise a major proportion of those funds for carrying out the essential and enhancement works.

It would be necessary to proceed through a reclassification and rezoning procedure for the area of land identified as part of this process. It should be noted that Council at its Ordinary meeting of 9 March 2004 in consideration of a report - Draft Local Environmental Plan 1/02-Amendment 138, Reclassification of Land from Community to Operational that Council resolved in relation to the Richmond Pool site that Council consider reclassifying only the land adjacent to the Richmond Pool. It is considered that the recommendation proposed is in accordance with that resolution.

RECOMMENDATION:

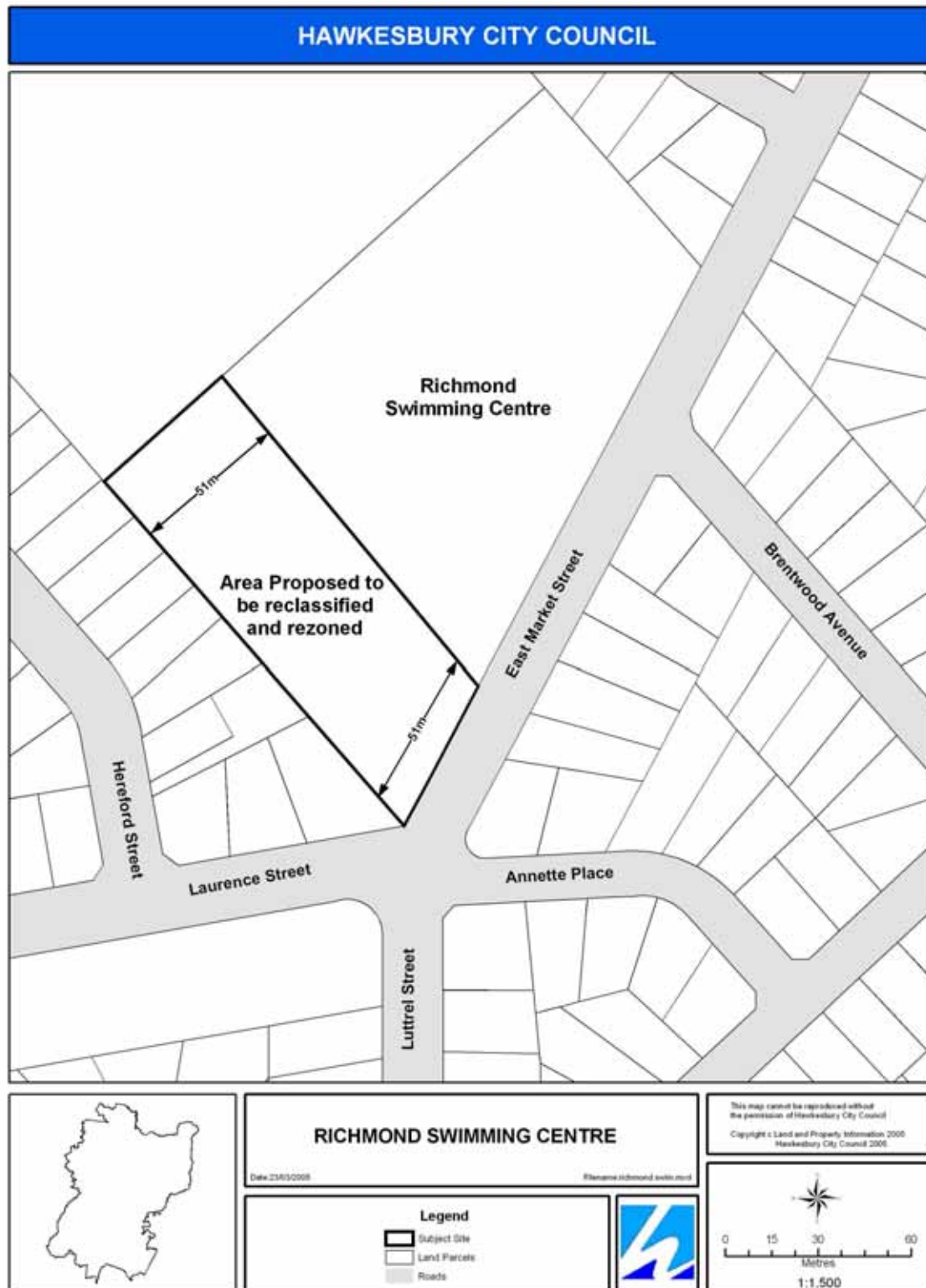
That:

1. A draft Local Environmental Plan be prepared in accordance with the Department of Infrastructure, Planning and Natural Resources Best Practice Guidelines to reclassify approximately 8,100 (eight thousand and one hundred) square metres of land on the southern end of Lot 2 in Deposited Plan 202288 at 71 East Market Street, Richmond being part of the Richmond Pool site, from Community to Operational and to rezone the land from Open Space 6(a) to Multi Unit Housing.
2. Council is of the opinion that a Local Environmental Study is not required to be prepared.
3. Council exercise its delegation in respect of Sections 65 and 69 of the Environmental Planning and Assessment Act 1979.
4. A public hearing under Section 68 of the Environmental Planning and Assessment Act 1979 in respect of the proposed reclassification and the Draft Local Environmental Plan be advertised and arranged.
5. All necessary documents be executed under the Common Seal of Council.

ATTACHMENTS:

AT - 1 Location Map

AT - 1 Location Map



oooO END OF REPORT Oooo

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Item: 79 **INF B - Draft Street Tree Policy - (79354, 107)**

Previous Item: Notice of Motion, Ordinary (22 February 2005)

REPORT:

Council resolved on 22 February 2005 that:

'A draft Tree Management Policy in respect of Council's street trees be presented to Council for consideration within 1 (one) month.'

Council Staff developed a *Draft Vegetation Management Policy - Roadsides* in 1998, which was not finalised. This policy touches on all aspects of vegetation on nature strips and road verges. It is felt that this draft policy can be expanded upon to include specifics on planting and removing of trees on Councils road reserves.

To ensure that a well structured policy was developed, investigation has been made into what adjoining Councils have in place. The investigation has shown that few have a policy in relation to trees other than the Tree Preservation Orders. A general e-mail has since been sent to all Local Government areas asking if they have such a policy and if so requesting that they share any relevant information.

Both the Roads and Traffic Authority and Integral Australia have also been contacted for information on any guidelines they may have on Tree Planting and Maintenance on roadsides and under powerlines.

Whilst the Draft policy is being developed, information from these key groups is still being sought. Without taking their information into consideration it is felt that any Draft Tree Management Policy would be limited. An additional month extension is requested to further develop this draft plan.

RECOMMENDATION:

That an additional month be granted to further develop the Draft Tree Management Policy.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 80 **INF B - Upper Colo Reserve - Options for Future Management - (79354)**

Previous Item: 11, Ordinary (10 January 2004)

REPORT:

Introduction

Upper Colo Reserve (UCR) is an extremely popular Crown Reserve, which has been managed by Hawkesbury City Council for many years. Over recent years a contractor has been living on and managing the site. The contract expired in early 2004 and expression of interests were sought. In February 2004, Council resolved that:

1. *The expressions of interest for the management of Upper Colo Reserve, Low Level Bridge Reserve (Upper Colo Bridge) and Ward Park in the Colo area not be accepted.*
2. *The offer to manage and maintain the Upper Colo Reserve, Low Level Bridge Reserve (Upper Colo Bridge), Ward Park, and the locking and unlocking of the gates at Colo Park by Mr Kevin Cox for a 12 (twelve) month period at a cost of \$50,193 (fifty thousand, one hundred and ninety three dollars) plus 20% (twenty per cent) of the income generated by camping fees be accepted.*
3. *The future use of Upper Colo Reserve be investigated and further reported to Council.*

Background

UCR is located on the Colo River and covers an area of 13.8 (thirteen point eight) hectares. More than two thirds of this is native bushland with a large cleared area that is perfect for camping. UCR is quite isolated but easily accessible by private vehicle. It has very basic camping facilities including toilets and cold showers, but is popular due to its natural beauty, peaceful isolation and low cost.

The management of the reserve was gazetted to Colo Shire Council in 1962. When updating the parks data recently, information found showed that this reserve had been revoked in 1979. Discussions with the Department of Lands has identified that only part of the original reserve was revoked and handed over to National Parks. With the section of the reserve being revoked Council's Trust Manager Status of the Reserve was also cancelled as part of this process. Written advice from the Department of Lands has indicated the UCR still exists, albeit of a smaller size, and under section 48 of the Local Government Act 1993, the reserve does fall under Council care and control. Being a Trust Manager would give Council better control over the land and thus it is recommended that this be applied for.

UCR is patronised by both local residents and tourists alike. It is 1 (one) of only 3 (three) non-private camping areas in the entire Hawkesbury district, with the National Parks and Wildlife Service operating the other 2 (two) areas at Wheeny Creek and Colo-Merroo. Both areas are operated as unsupervised camping areas. The Wheeny Creek site is isolated but accessible and attracts a very high level of vandalism and inappropriate behaviour. Colo-Merroo is less accessible, with no direct vehicle access requiring a higher level of forward planning and preparation. Consequently it has a much lower patronage and importantly, it attracts almost exclusively users that are dedicated campers and hikers who are less likely to damage the site. It is suggested that successful unsupervised camping can only occur in sites that are not accessible by vehicles and require patrons to hike to their destination.

In the past, several different methods of day-to-day management have been trialled for UCR with varying levels of success. The following is a summary of each and the problems experienced:

1. Unsupervised and Uncontrolled Camping

Initially, unsupervised camping was permitted with no mechanism for booking of sites, no control of vehicles in the reserve and no control of numbers or the activities of campers. Ongoing problems were experienced with anti-social behaviour including alcohol related physical and verbal abuse of other campers and adjoining property owners, destruction of vegetation, vandalism of the amenities building and rubbish bins, lighting of fires, vandalism of private property, constant destruction of grassed areas from vehicles doing 'burnouts', damage to beach and riverbank areas by four wheel drive vehicles, excessive noise, firearm offences and more.

2. No Camping

Due to the problems being experienced, camping was then completely prohibited. Signage was displayed and nearby residents assisted by opening and closing the gate to allow day entry to the site, but no other actions were taken and this trial was not successful at all. Many problems were experienced by residents in their attempts to advise people that camping was not permitted.

3. Unsupervised Camping by Booking Only

In an effort to allow controlled camping, the signs prohibiting camping were removed and unsupervised camping by booking only was trialled. Groups were required to book a site and then to pick up and return a key to Council offices. Significant problems were experienced with this system including people leaving the gate open which again allowed anyone to enter the reserve, retrieving keys was extremely difficult with a low level of key return, and constant vandalism of the gates and adjoining private property fences by people breaking into the reserve.

4. Supervised Camping

Most recently, UCR has been managed using an onsite caretaker who is responsible for opening and closing the gates, collecting camping fees, cleaning and maintaining the reserve, monitoring behaviour of users and enforcing penalties for inappropriate behaviour where possible. There is no doubt that to date this has been the best option and has resulted in a considerable rise in the popularity and patronage of the reserve as well as the protection and preservation of the site.

The current contractor/caretaker is living out of caravans located in the adjoining National Park. Advice from National Parks has indicated that this is not appropriate and that they would not allow a permanent residence to be built on this site.

Other options have been investigated and it was found that part of the reserve is above the 1 in 100 flood height. Should Council determine to continue to have a full time contractor on site it is suggested that a house be built that can be hired out to any future contractor. The cost to build a modest 3 (three) bedroom kit type home on the site is estimated at \$100,000-\$160,000 (one hundred thousand dollars to one hundred and sixty thousand dollars).

The benefits of having a caretaker on site is that he/she can deal with issues as they arise. This person also undertakes the cleaning and mowing of the site as part of the contract. The current contract expires at the end of March 2005 and it is proposed to advertise for expressions of interest for an onsite manager who would provide temporary accommodation, to manage the site.

Other Options Include:

Currently, there is no car park in UCR and vehicles can drive throughout the entire reserve and onto the beach area. A common contributing factor to most instances of anti-social behaviour is unimpeded vehicle access to the site. It is likely that this could be reduced if a car park was constructed which limits access to the reserve but still allows campers to walk in and camp.

It is possible that if cars can be contained within a parking area at the entrance to the reserve that an onsite caretaker would not be required. Due to the isolation of the site it is suggested that some form of observation and money collection would still be required. An option for this would be to use the funding

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being paid to the caretaker to hire an additional ranger to be part of Council Staff. This person's position would be to start and finish at the reserve, collect the fees and to attend to any issues that arise. This person then could carry out other ranger duties with the remaining time.

Problems that could arise from this situation is that there would be no person on site during the night which might encourage unsavoury behaviour to return to the reserve, especially in the summer months. People could turn up late at night and leave before the ranger arrives in the morning, campers would not have the convenience of driving to their camp site making it difficult for people with a disability or small children and for the carrying of equipment. It is felt that these issues makes a permanent care taker the best option currently available for the site. During the winter months, May to August, the numbers visiting the reserve are low with the exception of when the Q60 horse ride is held. This is normally in June. Due to the small number of people attending the reserve the four months, it is felt that the reserve could be managed without an onsite person during these times.

RECOMMENDATION:

That:

1. Application be made to the Department of Lands to formalise the Trust Management of Upper Colo Reserve.
2. Between April and September 2005 a car park be established and fenced off, no unauthorised cars/vehicles be allowed into the reserve and fees to be collected on weekends only. Rangers to patrol the site on a regular basis.
3. Expressions of interest be called for an onsite manager, who would provide temporary accommodation, to manage the park.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 March 2005

Item: 81 **INF B - Lower Portland Ferry Service - Tender for Operation - (107, 79338)**

Previous Item: 9, Ordinary (25 January 2005)
 134, Ordinary (12 October 2004)

REPORT:

Council at its meeting held on 25 January 2005 resolved that:

1. *The current contract with Hawkesbury Ferry Services be extended for a 3 (three) month period.*
2. *A further report be provided to Council in relation to the history and future operation of the service in consultation with Baulkham Hills Shire Council seeking their support to continue the service beyond 2009.*
3. *The forthcoming tender for the operation of the Lower Portland Ferry Service be for a period not exceeding 4 (four) years.*

Pursuant to the resolution tenders were called for the operation of the service for the period 10 April 2005 - 31 March 2008, with hours of operation being 5:00am - midnight daily.

At the close of the tender period, 2 (two) tenders were received, as follows:

Tenderer	Amount
Hawkesbury Ferry Services Pty Ltd	\$589,597.00
Macca's Ferry Services Pty Ltd	\$692,705.20

Both tenders are conforming tenders within tender requirements.

The lowest tender in the amount of \$589,597.00 (five hundred and eighty nine thousand, five hundred and ninety seven dollars) is from Hawkesbury Ferry Services Pty Ltd.

Hawkesbury Ferry Services Pty Ltd has operated the service for the last 3 (three) and a half years in a satisfactory manner and its tender is therefore recommended for acceptance.

Due to critical timings associated with the contract itself and respective Councils, the recommendation below has been forwarded to Baulkham Hills Shire Council for consideration and acceptance.

RECOMMENDATION:

That:

1. The tender of Hawkesbury Ferry Service Pty Ltd in the amount of \$589,597.00 (five hundred and eighty nine thousand, five hundred and ninety seven dollars) for operation of the Lower Portland Ferry Service for the period 10 April 2005 - 31 March 2008 be accepted, subject to the concurrence of Baulkham Hills Shire Council.
2. The Seal of Council be affixed to all contract documents.

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ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 March 2005

Item: 82 **INF B - Bicycle Committee - (107, 79338, 79346, 80226)**

Previous Item: 126, Special (27 September 2004)

REPORT:

Council at its Special meeting of 27 September 2004 resolved:

"That a further report be submitted to Council with regard to the Bicycle Steering Committee being expanded to include mobility and other related issues such as non-registered vehicles."

In relation to the continuation of the Bicycle Committee but with a focus which covered mobility holistically.

Funding has been available through application to the Roads & Traffic Authority as part of their cycleway program and in accordance with the requirements of their Memorandum of Understanding. Generally this funding has been on a 1:1 ratio. Given that the focus was primarily on bicycles, this has not assisted other users such as those with disabilities and the like.

The future sustainability of the Bicycle Committee would be better served by the creation of an Access Mobility Committee, which will focus on the needs of the greater proportion of users as well as open up the potential to source other funding options.

The Committee can direct its focus on:

- Disability access;
- General pedestrian access
- Aged people motorised access;
- Bicycle access

This can result in Hawkesbury Council formulating its own Disability Action Plan in keeping with the Discrimination Act 1992. Council currently has a Bike Plan in place. The Access Committee can focus on a strategic approach leading to broad-based outcomes, however, this may fall short of achieving operational outcomes, eg wheelchair ramps at pedestrian crossings or wheelchair usage on shared cycleways/paths. Thus the Committee would need to have a mixed focus of strategic and operational lines.

The objectives of the Access Mobility Committee can include:

- effective strategies to educate staff and the general public on disability related issues, which includes access, communication, EEO etc;
- investigate access issues on Council's assets such as pedestrian crossings, kerbs, buildings, parks etc;
- ensuring people with all forms of mobility are not restricted from accessing Council's assets/infrastructure

The makeup of the Committee should consist of

- 1 (one) - 2 (two) Councillors
- Director of External Services or Manager Community Services

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- Appropriate Council Officers as required.
- Various representatives from public nomination such as previous members from the Bicycle Committee;
- NSW Police Service.

RECOMMENDATION:

That:

1. Council create a new Committee known as the Hawkesbury Access Mobility Committee in accordance with the Constitutions for Committees;
2. The Committee members consist of but not be limited to:
 - 1 (one) - 2 (two) Councillors
 - Director of External Services or Manager Community Services
 - Appropriate Council Officers as required.
 - Various representatives from public nomination such as previous members from the Bicycle Committee;
 - NSW Police Service.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 March 2005

Item: 83 **INF B - Hawkesbury Overland Flow Study - Further funding required - (79346, 107)**

Previous Item: 172, Ordinary (14 December 2004)

REPORT:

Council at its meeting held on 14 December 2004 following a recommendation from the Flood Risk Management Committee resolved:

"That:

- 1 The offer of \$20,000 (twenty thousand dollars) Commonwealth and State funding assistance to fund two thirds of the proposed Hawkesbury Overland Flow Study for Hobartville and Bligh Park be accepted.*
- 2 The remaining one third of funding was approved by Council in the 2004/2005 Budget."*

Background

A program of regional road improvements was developed to construct a series of effective evacuation routes across the Hawkesbury-Nepean Valley by the Department of Land & Water Conservation in a report entitled "Interim Regional Road Evacuation Route Upgrade Plan", 2000. The works included improved drainage, road raisings and more traffic lanes to allow evacuation to be completed before roads were cut by flood waters. New routes are also being constructed to avoid difficulties with upgrading existing roads.

The plan identified improvements to evacuation routes for 5 (five) key population centres including Richmond (Hobartville) and Bligh Park.

- Richmond (Hobartville) - Londonderry Road and Castlereagh Road
- Bligh Park - a new road linking Alexander Street to Richmond Road via Thorley Street.

In order to ensure the effectiveness of the regional evacuation routes, Council in consultation with the SES is to examine local evacuation route constraints as part of Council's floodplain risk management responsibilities.

The Hawkesbury Overland Flow Study is to focus on the residential areas of Richmond (ie Hobartville) and Bligh Park and be undertaken in 2 (two) stages.

Stage 1: Identify the nature and extent of flood problems/constraints

Stage 2: Evaluate management (upgrade) options to address problems/constraints identified as part of Stage 1 (one) and prepare a plan of management.

Current Situation

In accordance with guidelines set by funding partners Department Infrastructure, Planning & Natural Resources (DIPNR), 3 (three) consultants were invited to submit proposals based on the Study Brief provided.

Evaluation of the submissions followed guidelines as set down by the Association of Consulting Engineers Australia (ACEA), the terms of reference within the Brief and the consultant's proposal. Price alone was not a determining factor. Parameters used include: relevant experience, track record, technical skills, management skills, methodology, time and price

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The 3 (three) submissions were (price ex GST)

- Webb, McKeown & Associates Pty Ltd \$30,085.00 (thirty thousand & eighty five)
- Brown Consulting (NSW) Pty Ltd \$41,600.00 (forty one thousand six hundred)
- Bewsher Consulting Pty Ltd \$53,400.00 (fifty three thousand four hundred)

Based on the evaluation process undertaken by DIPNR and Council staff, the submission provided by Bewsher Consulting Pty Ltd to the value of \$53,400 (fifty three thousand four hundred dollars) was considered to be fully compliant with the conditions of the Brief. As part of these works, a further cost of \$20,000 (twenty thousand dollars) is expected for the necessary ground survey.

The total expected cost for the project is in the order of \$75,000 (seventy five thousand dollars). Current available funding is \$30,000 (thirty thousand dollars).

		DIPNR	Council
Required	\$75,000	\$50,000	\$25,000
Available	\$30,000	\$20,000	\$10,000

DIPNR has provided an in-principle approval to fund the remaining \$30,000 (thirty thousand dollars) of their proportion in the 2004/2005 budget year. This leaves a shortfall of Council funding of \$15,000 (fifteen thousand dollars).

It is proposed to fund the remaining \$15,000 (fifteen thousand dollars) from deferring the commencement of the MacDonald River Floodplain Management Study (\$10,000 [ten thousand dollars]), the remaining \$5,000 (five thousand dollars) be provided from Sundry Survey & Design (current budget).

RECOMMENDATION:

That:

1. Funding allocation of \$10,000 (ten thousand dollars) from the MacDonald River Floodplain Management Study be reallocated to the Hawkesbury Overland Flow project.
2. The deferred 2004/05 funding allocation of \$20,000 (twenty thousand dollars) by DIPNR be supported by providing \$10,000 (ten thousand dollars) in the 2005/06 budget for the MacDonald River Floodplain Management Study.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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CORPORATE AND COMMUNITY

Item: 84 **ORG A - Monthly Investments Report - February 2005 - (79349)**

Previous Item: 49, Ordinary (22 February 2005)

REPORT:

The Local Government (Financial Management) Regulation requires that each month, details of all money that has been invested under section 625 of the Local Government Act, 1993 be reported to a meeting of Council.

The following tables outline the investment portfolio held by Council as at the end of January 2005. All investments have been made in accordance with the Act, Regulations and Council's Investment Policy.

February 2005

Investment Type	Balance Brought Forward	Deposits	Withdrawals	Accrued Interest	Balance End of Month
Managed Funds	\$15,446,459.64			\$75,425.70	\$15,521,885.34
On Call Funds	\$1,520,000.00	\$3,130,000.00	-\$1,950,000.00		\$2,700,000.00
Term Investments	\$820,000.00				\$820,000.00
Rolling Investments	\$3,500,000.00				\$3,500,000.00
TOTAL	\$21,286,459.64	\$3,130,000.00	-\$1,950,000.00	\$75,425.70	\$22,541,885.34

Investment Commentary

The investment portfolio increased by \$1,255,000.00 (one million, two hundred and fifty five thousand dollars) during February 2005. With the third instalment of 2004/2005 rates and charges being due by 28 February, cash inflows (receipts) for the month exceeded cash outflows (expenditure).

Managed Fund performance exceeded the benchmark index in January 2005 with an average return after fees of 6.68% (six point six eight percent). The managed funds portfolio has achieved a return after fees for the past 12 (twelve) months of 6.01% (six point zero one percent). The index for the corresponding period has been 5.57% (five point five seven percent).

Rolling investments, comprising of Floating Rate Notes (FRN's) and Collateralised Debt Obligations (CDO's) pay a margin over and above the Bank Bill Index and are reset every 90 (ninety) days. The average return achieved for February 2005 on the rolling investments component of the portfolio was 6.62% (six point six two percent).

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Official cash interest rates remained unchanged for February 2005 at 5.25% (five point two five percent). Interest rates did however rise by 25 (twenty five) basis points to 5.50% (five point five zero percent) in early March 2005.

The investment portfolio is diversified across a number of investment types. This includes a number of managed funds, term deposits, rolling rate investments, floating rate notes and on-call accounts.

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Comparisons are made between existing investments with available products that are not part of Council's portfolio. Independent advice is sought on new investment opportunities.

Greg Byrne
Responsible Accounting Officer

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

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Item: 85 **ORG B - Review of Code of Meeting Practice - (79337)**

Previous Item: 62, Ordinary (9 November 2004)

REPORT:

The Council's current Code of Meeting Practice was adopted by Council at its meeting on 9 November 2004 on the basis of the revised provisions coming into effect from January 2005.

The provisions of the new Code have therefore been utilised for 4 (four) meetings and, at the meeting of Council held on 8 March 2005, it was requested that a report be submitted to Council concerning possible amendments to the Code to facilitate the following:

- Items, the subject of public address, being discussed and determined following addresses by the public.
- Questions from the gallery being reintroduced.

In conjunction with Council's consideration of these 2 (two) issues, it is also suggested that the opportunity be taken to amend the Code in respect of the following matters, which will be commented upon later in this report.

- Tabling of documents.
- Consequential amendments resulting from review of Council's organisational structure.

Dealing with Individual Items Following Public Address

Since the introduction of the current Code of Meeting Practice, Council has been hearing all members of the public who wish to address items on the agenda for the Council Meeting and then considers each item later in the meeting in the order in which it appears in the business paper. Council has now indicated that it wishes to discuss and determine each item after members of the public have addressed that item.

To facilitate this occurring it is suggested that the following clause be added after point 4 (four) within clause 3.3.8 of the Code of Meeting Practice:

"At the conclusion of an address by a member or members of the public on an item on the agenda, the Council will then proceed to discuss and determine that item and this procedure shall be repeated for each of these items that are subject to an address by a member of members of the public, unless determined otherwise by Council."

In addition, for this purpose, a minor amendment to the order of business referred to in the Code of Meeting Practice is also proposed, however, this will be dealt with in the consequential amendments, as a result of the redetermination of the organisation restructure referred to later in this report.

Questions from the Gallery

Whilst some members have indicated a preference for reintroducing a segment of the meeting where questions from the gallery can be directed to Council, members will be aware that this section was omitted from the Code of Meeting Practice on the basis of legal advice received by Council. This advice indicated that in the event of a member of the public making a defamatory statement or statements as part of the question, that the Council could be joined in any action, which may be taken by an aggrieved party for providing the avenue and facilitating the airing of the defamatory comments.

The legal advice was obtained as a result of similar situations in the past. Although it may be suggested that advising members of the public that they should not make such statements may prevent this, it does

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not protect the Council in the event of defamatory statements being made. In addition, given that no matter how well controlled a meeting may be it would be extremely difficult for the Chairman to determine when a person may be about to make a defamatory statement, and once such a statement was made any comments made by the Chairman in attempting to mitigate the situation would not reduce the Council's potential liability.

In view of the above it is suggested that Council should not reintroduce questions from the gallery. Should any members of the public have question they wish to raise with Council, they are welcome to place such question in writing to enable an appropriate response to be forwarded by management.

Tabling of Documents

Members will be aware that the current Code of Meeting Practice does not provide for the tabling of documents by members of the public, and that with respect to Councillors it provides that:

"If a Councillor wishes to table a document during a meeting, the document must be given to the General Manager where possible 2 (two) hours prior to the commencement of the meeting".

In association with another matter recently before Council in relation to the "Review of Administrative Conduct" of a member of the public, advice was sought from the NSW Ombudsman in relation to issues raised as a result of that matter. In submitting his advice the NSW Ombudsman also addressed the question of the tabling of documents at a meeting of Council, in part, in the following terms:

"As I advised at our meeting, in a recent investigation we recommended that the council in question revise its policy on late correspondence to provide that councillors not distribute or accept correspondence or other documents from development applicants or objectors at committee or council meetings except in exceptional circumstances and then only with the leave of the chairperson. This recommendation was prompted by the concern that the development assessment and approval process was being undermined by the council's reliance on material that had not been the subject of proper assessment by council staff. The council's code of meeting practice now requires councillors to give notice of their intention to table documents and the content of such documents prior to 4pm on the day on which the meeting is to occur. The code of meeting practice also provides that any correspondence or new information not provided to the general manager by 12pm of the day preceding the meeting cannot be circulated to councillors."

In view of the comments made by the NSW Ombudsman in relation to this matter it is suggested that clause 2.3.4 in relation to "tabled documents" should be amended to read as follows:

- "1) Documents are not to be tabled during a meeting, either by a Councillor or a member of the public, in relation to a matter before that meeting except in exceptional circumstances and then only with the leave of the Chairperson whose decision will be final on the matter;*
- 2) In the event that a Councillor wishes to table a document not covered by 1) above, the document must be given to the General Manager where possible 2 (two) hours prior to the commencement of the meeting;*
- 3) Any correspondence or new information in relation to an item on the agenda for a meeting not received by the General Manager by 12.00 noon on the day preceding the meeting shall not be circulated to Councillors;*
- 4) Any other documents that a Councillor or a member of the public wishes to submit to Council should be forwarded to the General Manager in the normal manner."*

Consequential Amendments as a Result of Review of Organisational Structure

As a result of the Council's recent review of an adoption of a new organisational structure the following consequential amendments are required within Council's Code of Meeting Practice.

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The affected areas are clause 2.3.5 - Agendas, and clause 2.3.6 - Order of Business, and it is proposed that these clauses be amended to read as follows:

"2.3.5 Agendas

Business is dealt with in six general sections being:

- *General Manager*
- *City Planning*
- *Commercial Strategy*
- *External Services*
- *Infrastructure Services*
- *Support Services*

Business papers for each meeting shall be conveyed to Councillors at least 3 (three) working days prior to the Meeting. Business papers will also be available for the public in the reception of the Council offices from the Monday or as soon as practical prior to the meeting and in the Gallery of the Council Chambers just prior to the meeting commencing. Copies of the individual reports will be available from the Enquiries Counter from the Friday prior to the meeting or as soon as practical.

2.3.6. Order of Business

The order of business for Ordinary Meetings shall be as follows:

- 1) *Welcome*
 - a) *Prayer*
 - b) *Acknowledgement of Indigenous Heritage*
- 2) *Apologies*
- 3) *Declaration of Interests*
- 4) *Confirmation of Minutes*
- 5) *Agenda Items subject to public address (see also clause 3.3.8 of this Code).*
- 6) *Mayoral Minutes*
- 7) *Questions with Notice*
- 8) *Notice of Motion*
- 9) *Exception Report - Identification of Items for Discussion and Decision*
- 10) *Reports for Determination*
 - *General Manager*
 - *City Planning*
 - *Commercial Strategy*
 - *External Services*
 - *Infrastructure Services*
 - *Support Services*
- 11) *Receipt of Minutes of Other Committees*
- 12) *Questions without Notice"*

In the event that a Council decides to amend its Code of Meeting Practice it is required under the provisions of section 363 of the Local Government Act to place the document on public exhibition for a period not less than 28 (twenty eight) days with submissions being received up to 42 (forty two) days after the date on which the document is placed on public exhibition.

Accordingly, in view of the comments contained within this report the following recommendation is submitted for Council's consideration:

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RECOMMENDATION:

That:

The following amendments be incorporated into the Council's Code of Meeting Practice and the amended document be placed on public exhibition for a period of 28 (twenty eight) days with submissions to be received up to 42 (forty two) days from the date of public exhibition.

1. Clause 2.3.4 be amended to read as follows:

- "1) Documents are not to be tabled during a meeting, either by a Councillor or a member of the public, in relation to a matter before that meeting except in exceptional circumstances and then only with the leave of the Chairperson whose decision will be final on the matter;
- 2) In the event that a Councillor wishes to table a document not covered by 1) above, the document must be given to the General Manager where possible 2 (two) hours prior to the commencement of the meeting;
- 3) Any correspondence or new information in relation to an item on the agenda for a meeting not received by the General Manager by 12.00 noon on the day preceding the meeting shall not be circulated to Councillors;
- 4) Any other documents that a Councillor or a member of the public wishes to submit to Council should be forwarded to the General Manager in the normal manner."

2. Clause 2.3.5 be amended to read as follows:

"Business is dealt with in six general sections being:

- General Manager
- City Planning
- Commercial Strategy
- External Services
- Infrastructure Services
- Support Services

Business papers for each meeting shall be conveyed to Councillors at least 3 (three) working days prior to the Meeting. Business papers will also be available for the public in the reception of the Council offices from the Monday or as soon as practical prior to the meeting and in the Gallery of the Council Chambers just prior to the meeting commencing. Copies of the individual reports will be available from the Enquiries Counter from the Friday prior to the meeting or as soon as practical."

3. Clause 2.3.6 be amended to read as follows:

"The order of business for Ordinary Meetings shall be as follows:

- 1) Welcome
 - a) Prayer
 - b) Acknowledgement of Indigenous Heritage
- 2) Apologies
- 3) Declaration of Interests
- 4) Confirmation of Minutes
- 5) Agenda Items subject to public address (see also clause 3.3.8 of this Code).
- 6) Mayoral Minutes
- 7) Questions with Notice
- 8) Notice of Motion
- 9) Exception Report - Identification of Items for Discussion and Decision
- 10) Reports for Determination
 - General Manager

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- City Planning
 - Commercial Strategy
 - External Services
 - Infrastructure Services
 - Support Services
- 11) Receipt of Minutes of Other Committees
- 12) Questions without Notice"

4. That the following paragraph be inserted following point four of clause 3.3.8:

"At the conclusion of an address by a member or members of the public on an item on the agenda, the Council will then proceed to discuss and determine that item and this procedure shall be repeated for each of these items that are subject to an address by a member of members of the public, unless determined otherwise by Council ."

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 March 2005

Item: 86 **ORG B - Establishment of a Conduct Committee Under Council's Code of Conduct - (79337)**

Previous Item: 17, Ordinary (25 January 2005)

REPORT:

At the meeting of Council held on 25 January 2005, Council was advised of the recent passing of the *Local Government Amendment (Discipline) Act 2004*, which provided for enhanced standards of behaviour by Council officials, and introduced a Model Code of Conduct into the Local Government industry.

At that meeting Council adopted, in the form as prescribed, the Model Code of Conduct as the Council's Code of Conduct. In adopting the Model Code it was noted that it was now the legislated minimum standard and may be enhanced by councils only on the basis of its provisions being strengthened, and any amendments not being contrary to the intentions of the Model Code.

It is intended that the Model Code will be reviewed and enhanced over time to suit the Council's particular requirements. However, one particular aspect of the matter, which must be addressed by Council relates to the establishment of a Conduct Committee under the Code.

In connection with dealing with complaints concerning the conduct of Councillors and the General Manager, the Model Code of Conduct now provides as follows:

- "10.8 Council will establish a conduct committee that will consist of the Mayor, the general manager and at least one person independent of council. The independent representative/s should comprise council's nominated legal adviser or other independent person/s of appropriate standing. In the instance of a complaint being made by or against the Mayor or the general manager, the Deputy Mayor, or another councillor who has been designated by council, will take the place of the Mayor or general manager on the committee.*
- 10.9 Councillors should report suspected breaches of the code to the general manager, preferably in writing, in the first instance and refrain from making allegations at council meetings. Where appropriate, the general manager will report the matter to the conduct committee.*
- 10.10 Where the general manager has determined not to report the matter to the conduct committee, the general manager will give the complainant the reason/s in writing.*
- 10.11 Council's conduct committee is responsible for making enquiries into allegations of breaches of the code of conduct by councillors and must either:*
- Determine not to make enquiries into the allegation and give the reason/s in writing*
 - Make enquiries into the alleged breach to determine the particular factual matters, or*
 - Engage an independent person to make enquiries into the allegation to determine the particular factual matters.*
- 10.12 Enquiries made by the general manager, an independent person or the conduct committee will follow the rules of procedural fairness. The enquirer must:*
- Inform the person/s against whose interests a decision may be made of any allegations against them and the substance of any adverse comment in respect of them*

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- *Provide the person/s with a reasonable opportunity to put their case*
- *Hear all parties to a matter and consider submissions*
- *Make reasonable enquiries before making a recommendation*
- *Ensure that no person is involved in enquiries in which they have a direct interest*
- *Act fairly and without bias, and*
- *Conduct the enquiries without undue delay.*

10.13 Council's conduct committee must decide whether a matter reported to it discloses a prima facie breach of this code. The conduct committee will report its findings, and the reasons for these findings, in writing to the council, the complainant and the person subject of the complaint.

10.14 The conduct committee may recommend that council take any actions provided for in this code of conduct that the committee considers reasonable in the circumstances."

In view of the above requirements, which stipulate that Council's Conduct Committee will consist of the Mayor, the General Manager and at least one person independent of Council, it is now necessary for Council to nominate that independent person so that the Conduct Committee may effectively commence operation.

In this regard it will be noted that the Model Code of Conduct also suggests that the independent representative should be Council's nominated legal adviser or other independent person of appropriate standing.

Whilst it would obviously be possible for Council to appoint a representative to this Committee from its nominated legal representatives, namely Pike Pike & Fenwick and AR Walmsley & Co, it is suggested that there is a possibility of some difficulty arising in these representatives performing a role on the Conduct Committee whilst at the same time undertaking a range of legal work for Council, including matters that may be directly before Council when a conduct complaint against a Councillor may also be under consideration.

As it is considered that it would also be highly desirable for the independent representative on the Conduct Committee to have a legal background, in view of the above comments it is felt that a person should be nominated from a source other than Council's two permanent legal advisers.

Council would be aware that, on an irregular basis for specialist tasks, Dr L Taylor of Lindsey Taylor Lawyers has provided advice and assists Council on a range of matters. Given Dr Taylor's association with Council, whilst not being directly one of its permanent legal advisers, it is considered that he would be an appropriate person to act as an independent representative on the Council's Conduct Committee.

In addition, it would also be possible for Council to nominate other independent persons for this Committee, however, in view of the nature of the activities of this Committee it is suggested that at the moment it may operate more effectively with minimum numbers.

Accordingly, in view of the content of this report the following recommendation is submitted for Council's consideration:

RECOMMENDATION:

That:

1. The requirements for the establishment of a Conduct Committee under the Council's Code of Conduct be noted and that such a committee be formed forthwith with representation on that Committee comprising of the Mayor and General Manager as required, and with Dr L Taylor of Lindsey Taylor Lawyers being nominated as the independent representative on the Committee.

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2. Council nominate another Councillor to act on the Conduct Committee in the event of a complaint being made by or against the Mayor or General Manager and the Deputy Mayor is unable to participate on the Committee in this event.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

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Item: 87 **ORG B - Cultural Precinct Advisory Committee - Confirmation of Membership - (79342)**

Previous Item: 47, GPC - Organisation and Resources (24 August 2004)

REPORT:

This report has been prepared to advise Councillors of progress in implementing the *Memorandum of Understanding: Hawkesbury Cultural Precinct* and to seek Council's ratification of the proposed membership of the Hawkesbury Cultural Precinct Advisory Committee.

In August 2004, Council resolved to ratify the Memorandum of Understanding (MoU) for the Hawkesbury Cultural Precinct and to adopt the draft constitution for a proposed Committee of Council (established under Section 377 of the Local Government Act) to be named the Hawkesbury Cultural Precinct Advisory Committee. The role of the Committee is to provide advice and recommendations to Council on matters pertaining to the operation of the Hawkesbury Cultural Precinct.

Councillors will be aware that on 18 November 2004, Council and 11 (eleven) other organisations became signatories to the MoU. Following the formal endorsement of the MoU, Council sought nominations from interested persons to fill positions on the Cultural Precinct Advisory Committee (CPAC). The membership of the CPAC (as defined by its constitution) includes:

- 1 (one) Councillor of the Hawkesbury City Council;
- 1 (one) Council staff member appointed by the General Manager of Hawkesbury City Council.
- 1 (one) Representative from Hawkesbury Tourism Inc.
- 1 (one) Representative from the Hawkesbury Chamber of Commerce
- 1 (one) Representative from the education sector
- 2 (two) Representatives from the Hawkesbury Historical Society Inc.
- 2 (two) Representatives from the Friends of the Hawkesbury Art Collection and Regional Gallery Inc.
- 4 (four) community appointments, with expertise in the operation and/or management of cultural programs, facilities or collections, appointed by Council following the calling of applications as detailed in clause 6(b) of the Constitution;
- 1 (one) Representative of the Darug Custodian Aboriginal Corporation

Appointed Delegates.

The following persons have been nominated by their respective organisations to sit on the CPAC;

- Cr Dianne Finch, Deputy Mayor - Councillor appointed delegate.
- Ingrid Hoffmann, Gallery and Museum Manager - Council staff representative.
- Michael Georgeson - Tourism Hawkesbury Inc. representative.
- Alan Leek - Chamber of Commerce representative.
- Marg Formanek, Art Teacher Bede Polding – education sector representative
- Professor Ian Jack & Alan Aldrich (or Judy Newland) - Hawkesbury Historical Society Inc. representatives
- Michael Ginnings & Graham Edds – Friends of the Hawkesbury Art Collection and Regional Gallery Inc. representatives
- Leanne Tobin – Darug Custodian Aboriginal Corporation representative.

In addition to these 10 (ten) appointed delegates, a request has been received from the Library Manager to sit on the CPAC. This request has been made in view of the desirability of including a Council staff representative with day-to-day responsibility for the Hawkesbury City Council Library Service to provide

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advice on matters pertaining to the operation of the Library. This additional position will assist the CPAC to better achieve the objective of encouraging the development of an integrated Cultural Precinct and will ensure that the needs of the Library Service - which is a key cultural facility within the Hawkesbury attracting over 300,000 (three hundred thousand) visitations per year – are considered by the Committee. It is recommended that Council support the inclusion of the Library Manager (Robyn Gosper) as an additional staff representative on the CPAC. Council will need to seek the concurrence of the CPAC to this amendment.

COMMUNITY REPRESENTATIVES

The membership of the CPAC includes provision for 4 (four) community representatives. Nine (9) nominations were received for the following persons:

- Deidre Morrison member of Macquarie Towns Art Society Inc.
- Simon French published author of young adult fiction (Mr. French has been the recipient of a Children's Book of the Year Award)
- Judy Newland secretary, Hawkesbury Historical Society Inc
- Glenda Ewin independent photographer with significant experience in a contemporary art environment
- Johneen Hibbert former member of the Hawkesbury Cultural Committee, Commercial Lease Manager of UWS, Hawkesbury Campus
- Caroline Kelly art collector and experienced fundraiser
- Vivienne Pearson member of Hawkesbury Creative Arts Centre Inc.
- Alan Leek Breewood Galleries
- Ellen Manning Member of FOHACaRAG and Secretary Macquarie Towns Music Club.

The nominations were assessed by Council's professional cultural services staff who have provided the following recommendations for Council's consideration.

In considering these applications, Council staff were mindful of the need to ensure that the CPAC had access to a broad range of skills and experience which would complement the knowledge and skills of appointed delegates. A number of deficits were identified which would need to be filled to achieve the objectives of the CPAC; these included the need to strengthen representation from the literary and publishing sector; the need for additional expertise in the practice of contemporary art (particularly photography); additional practical expertise in fundraising; additional expertise in exploring commercial opportunities for the leasing of the gallery and other spaces within the Cultural Precinct, and the desirability of establishing a relationship with UWS to foster greater understanding of the academic environment.

A number of the nominees were ruled ineligible as a consequence of their membership or association with FOHACaRAG or the Historical Society (given that these organisations each have 2 (two) positions on the Committee) or because they had already been nominated to sit on the Committee as a delegate of an eligible organisation (as is the case with Mr. Leek).

In relation to the nominations from the Macquarie Towns Arts Society Inc. (MTAS) and the Hawkesbury Creative Arts Centre Inc. (HCAC), there was some discussion as to whether a perceived conflict of interest might arise in view of the fact that these two groups will potentially be major users of the gallery and community studio and therefore may be perceived to have an unfair advantage in relation to access to these facilities. Council staff were of the view that the interests of the Cultural Precinct would best be preserved by the appointment of independent community representatives who are not affiliated to any existing cultural organisation which may be a potential user of the Cultural Precinct. The interests of MTAS and HCAC can be met through other means – including their participation in Council's cultural planning process; their involvement in a proposed annual community exhibition to display the works of local artists and artisans; their inclusion on the database for the distribution of cultural information; and their access to dedicated times for use of cultural precinct facilities to enable them to continue with their activities and programs.

On this basis, and given the limit set by CPAC constitution for four (4) community appointments, the following community representatives have been recommended for appointment to the CPAC -

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- Simon French
- Glenda Ewin
- Johneen Hibbert
- Caroline Kelly

Council may receive representations from the MTAS and HCAC for their inclusion on the CPAC. Council may wish to consider expanding the number of community appointments to 6 (six) to facilitate this request. Once again, Council would need to seek the concurrence of the CPAC to such an amendment. In doing so Council may set a precedent and could well receive representations from other cultural organisations seeking to be included on the CPAC. The inclusion of representatives from MTAS and HCAC would see the size of the Committee expanded to 17 (seventeen) members.

Update on the implementation of the provision of the MoU.

Councillors may be aware that Council staff have been working with cultural groups to implement the provision of the MoU. To date the following tasks have been undertaken:

- A consultant has been engaged to work with members of FOHACaRAG, the Historical Society and Council staff to develop a draft Deed of Agreement. A number of workshops have been held to arrive at a common understanding of issues to do with the transfer, conservation and management of the respective collections owned by FOHACaRAG and the Historical Society.
- Council was successful in securing a grant for a Volunteer Program. Interested members of the signatories to the MoU have been invited to attend an information session to discuss the setting up of a volunteer program to recruit and train volunteers to act as cultural guides within the Cultural Precinct.
- Council has engaged consultants (Australia Street Company) to begin the drafting of the Hawkesbury Cultural Plan. The first phase of this process will involve extensive consultation with stakeholders to ensure that their needs and requirements can be considered during the cultural planning process.

RECOMMENDATION:

That:

1. The appointment of the following nominated delegates to sit on the Hawkesbury Cultural Precinct Advisory Committee be ratified:
 - Cr Dianne Finch, Deputy Mayor - Councillor appointed delegate.
 - Ingrid Hoffmann - Council staff representative.
 - Michael Georgeson - Tourism Hawkesbury Inc. representative.
 - Alan Leek - Chamber of Commerce representative.
 - Marg Formanek, Art Teacher Bede Polding – education sector representative
 - Professor Ian Jack & Alan Aldrich (or Judy Newland) - Hawkesbury Historical Society Inc. representatives.
 - Michael Ginnings & Graham Edds – Friends of the Hawkesbury Art Collection and Regional Gallery Inc. representatives
 - Leanne Tobin – Darug Custodian Aboriginal Corporation representative.
2. The inclusion of the Library Manager (Robyn Gosper) as an additional staff representative to sit on the Hawkesbury Cultural Precinct Advisory Committee be approved. The concurrence of the Hawkesbury Cultural Precinct Advisory Committee to this proposed amendment be sought.

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3. The following community appointments to sit on the Hawkesbury Cultural Precinct Advisory Committee be approved:

- Mr Simon French
- Ms Glenda Ewin
- Ms Johnenne Hibbert
- Ms Caroline Kelly

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 March 2005

Item: 88 **ORG B - Documents for Execution Under the Common Seal of Council - (17510, 92715, P-21308, 73943, P-19568)**

REPORT:

Lease An application to lease 139 March Street, Richmond has been received from CT Architects. CT Architects are a long established, Hawkesbury-based business looking to relocate from their existing premises at North Richmond. The term of the lease shall be 1 (one) year with an option of 2 (two) years. Commencing annual rent shall be \$10,400 (ten thousand four hundred dollars) plus GST reviewable, by market valuation, at the commencement of the option.

Lease Shop 5, Wilberforce Shopping Centre is currently occupied by R & L
GC283/020 Ferguson Pty Limited, trading as Wilberforce Newsagency. The current lease has expired and the tenants have confirmed their intention to enter into a new lease of 5 (five) year with a 5 (five) year option. A valuation has been obtained. Commencing annual rent shall be \$17,600 (seventeen thousand, six hundred dollars), reviewed annually in accordance with the CPI for Sydney, and by market valuation at the commencement of the option. The tenants will continue to be responsible for 6.7% (six point seven percent) of the Council Rates and 8.3% (eight point three percent) of all other outgoings, as well as the costs associated with the registration fees and stamp duty pertaining to the leases.

RECOMMENDATION:

That the seal of Council be affixed to the following documents:

1. Lease agreement for 139 March Street, Richmond with CT Architects for a lease of 1 (one) year with an option of 2 (two) years with a commencing annual rent of \$10,400 (ten thousand four hundred dollars) plus GST reviewable, by market valuation, at the commencement of the option.
2. Lease agreement for Shop 5, Wilberforce Shopping Centre with R & L Ferguson Pty Limited, trading as Wilberforce Newsagency for a lease of 5 (five) years with a 5 (five) year option with a commencing annual rent of \$17,600 (seventeen thousand, six hundred dollars), reviewed annually in accordance with the CPI for Sydney, and by market valuation at the commencement of the option. The tenants will continue to be responsible for 6.7% (six point seven percent) of the Council Rates and 8.3% (eight point three percent) of all other outgoings, as well as the costs associated with the registration fees and stamp duty pertaining to the leases.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

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CONFIDENTIAL REPORTS

Item: 89 ORG B - Request for Access to Information - (79337) CONFIDENTIAL

Reason for Confidentiality

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(b) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:-*

- (b) the personal hardship of any resident or ratepayer*

ordinary

section 5

reports
of committees

ORDINARY MEETING
Reports of Committees

SECTION 5 - Reports of Committees

ROC - Floodplain Risk Management Committee - 15 November 2004 - (86589)

The meeting commenced at 4.00pm

Present: Councillor Kevin Conolly, Hawkesbury City Council
Mr David Scott, Department of Defence
Mr Kevin Jones, SES Headquarters
Mr Peter Cinque, SES, Sydney Western Division
Mr David Avery, DIPNR

Apologies: Councillor Ted Books, Hawkesbury City Council
Councillor Trevor Devine, Hawkesbury City Council
Mr Les Sheather, DAMIT
Mr Chris Amit, Hawkesbury City Council

In Attendance: Mr Malcolm Ryan, Hawkesbury City Council

REPORT:

1. Minutes of Previous Meeting

The minutes of the meeting of 13 September 2004 moved by Kevin Jones, seconded by David Scott.

2. Contour Maps

David Avery is to provide some minor changes in relation to the maps, to Malcolm Ryan direct. He also advised that the planned presentation by Miss Janice Green of the Department of Infrastructure, Planning & Natural Resources would need to be rescheduled to a later date, possibly the first meeting of 2005. Moved David Scott, seconded by Kevin Jones.

3. Lower MacDonald River Flood Study

Malcolm Ryan presented to the Committee 'Peak Flood Height' diagrams within the Hawkesbury area and advised that this is current information. Councillor Conolly asked the question, "what's the impact on any current or future DCPs in light on this new information?" In response, the Committee resolved that all future DAs be subject to this new information.

Councillor Conolly advised the Committee that as there is no quorum at today's meeting, that the new data relating to the MacDonald River Study be reported to Council.

David Avery suggested that it would be quite valuable to all Committee Members if all future flood studies not only provide data relating to flood height, but also incorporate the depth and velocity of the water. This is due to the fact that once the flood water is past the embankment level, it tends to level out quickly over the Floodplain area, and this further information will no doubt assist greatly in the event of a flood.

Councillor Conolly inquired as to whether there are any pockets within the Valley, where individuals/communities would be isolated? Kevin Jones stated that access to the area is cut-off in the

very early stages of flooding. All members agreed that the MacDonald & Hawkesbury River's need to be addressed individually.

The Committee resolved on the motion of David Scott, seconded by Kevin Jones that the following recommendations be reported to Council:

- a) Council adopt the Lower MacDonald River Flood Study - August 2004 that was prepared by Webb, McKeown & Associates Pty Ltd.
- b) The offer of \$20,000.00 (twenty thousand dollars), Commonwealth & State funding assistance to fund two-thirds of the proposed Floodplain Management Study for the Lower MacDonald River is accepted.

4. Hawkesbury Overland Flow Study - 2004

Malcolm Ryan presented the Hawkesbury Overland Flow Study - 2004 to Committee members. David Avery advised that should the Committee request additional funding from the Commonwealth and State Government, after accepting \$20,000.00 funding assistance, they would need to provide 'proof' of progress.

The Committee resolved on the motion of Councillor Conolly, seconded by David Avery that the following recommendation be reported to Council:

- a) The offer of \$20,000.00 (twenty thousand dollars) Commonwealth and State funding assistance to fund two-thirds of the proposed Hawkesbury Overland Flow Study for Hobartville and Bligh Park is accepted.

5. '2005 Directions/Issues'

Malcolm Ryan provided the Committee a brief PowerPoint presentation, outlining issues/questions that the Committee need to address, going into 2005, as outlined below:

Planning

- Zoned land that "allows" subdivision below flood standard - *Does the Committee want to have land re-zoned?*
- Do we need a 'flood' zone or overlay? - *The Committee does not currently have any 'flood' zones or overlay's in place. Does the Committee want to now provide/organise a 'flood' zone?*
- Does the Committee want to know about new data for Section 149 Certificates?
- How to preserve the 'high' bits, e.g. zonings, Plans of Management - *Does the Committee want to look at maintaining 'high' points (e.g. don't plant lots of vegetation in an area that can be used as a 'high' point for helicopter landings.)*
- 'High' Hazard Policy - DCP or no DCP (Floor height standards, building materials) - *If the Committee decides to go ahead with the 'flood' zone, then a DCP would need to go hand-in-hand with this to explain reasons.*
- DTM Funding - *To date, the Committee has not been successful with this project. The main area to be affected is Sackville. Malcolm advised that \$50,000 (fifty thousand dollars) would be required. David Avery stated that there is no funding forthcoming at this stage, but noted that the Hawkesbury/Nepean Flood Strategy has had funds allocated, in which case the Digital Terrain Model would receive some funding from DIPNR and he would investigate this further and report back to the Committee.*

Once David Avery reports back to members, Councillor Conolly suggested that the Committee approach both Local and Federal Members requesting a one-off grant.

ORDINARY MEETING
Reports of Committees

The Committee resolved that Members would like to be informed of any new data relating to Section 149 Certificates. In relation to the first two (2) issues, it was decided that more information was required and would need to be reported back to the Committee.

Works Program

- Local drainage issues
- Road improvements
- Budget issues

The Committee resolved that all Works are required to be put before the Committee prior to the end of the Financial Year, in order for it to be submitted to Council.

External

- FER - *Peter Cinque is to provide members with a spreadsheet relating to 'signage'.*
- Regional Planning Issues - *It was agreed by all that this issue needs to be a regular item on the Committee's Agenda due to the importance & lack of public knowledge on flooding restrictions for planning.*
- SES Flood Plan - *SES is also to appear as a regular item on the Agenda to address issues & provide advice.*
- Regional 'works' - *DIPNR to appear as a regular item on the Agenda.*

Councillor Conolly also expressed interest in mitigation becoming a regular item on the Agenda for roundtable discussion at each meeting. All members agreed.

Advice

- Dam Operation - *David Avery advised that to date, he has been unsuccessful in getting Ms Green to present advice to the Committee on precipitation, but was hopeful that Ms Green would be available to attend the February meeting of the Committee.*
- Maximum Rainfall Calculations - *Malcolm Ryan expressed concern in relation to the development of a Flood Plan for the Hawkesbury area, as to avoid the possibility of any discrepancies or doubling up. David Avery advised that Penrith has not formed a Committee as yet, but stressed the importance of keeping the plans as uniformed as possible.*
- PMF Calculations

Councillor Conolly suggested that early in 2005, the Committee make contact with Penrith City Council as our 'neighbour Council' in relation to the production of a Flood Plan.

6. FMA Quarterly Meeting

It was noted that the next Quarterly Meeting of the FMA is scheduled as follows:

11am on Thursday, 25th November 2004
McKell House
Rawson Place - Sydney

Malcolm Ryan advised that Chris Amit is to provide Councillor Conolly & Councillor Devine with the necessary documentation prior to them attending the Annual FMA Conference in Narooma.

7. 2005 Meeting Dates

Committee members were provided with a schedule of Meeting dates for 2005.

ORDINARY MEETING
Reports of Committees

- Monday, 14th February 2005
- Monday, 18th April 2005
- Monday, 20th June 2005
- Monday, 15th August 2005
- Monday, 17th October 2005
- Monday, 21st November 2005

It was noted that the 6th and final meeting of the Committee for 2005 would be held on Monday, 21st November 2005.

8. Questions/Other Business

- Mr Miller addressed the Committee advising that he felt it would be a good networking opportunity between the Hawkesbury, Blacktown and Penrith City Council's in relation to developing a flood plan, as Eastern Creek is an area where large amounts of water gather on level ground. He also advised that he has previously met with the Mayor of Penrith, Councillor Bradbury to discuss his concerns, which arise from matters relating to local flooding, and feels that co-ordination between Councils is the only way to go.
- A resident from McGraths Hill expressed concerns over the low level of funding in the area, and further concerns relating to residents being marooned without necessary requirements/needs, e.g. Pharmacy. Peter Cinque responded that if flood levels at McGraths Hill reach 13.5m residents would need to be evacuated, but that this was not an issue as the residents would be informed/advised to evacuate by the time the flood has reached a level of 9m-10m.
- It was noted that roads/drains & sewers is a budget matter for Council.

9. Next Meeting

The next meeting is to be held Monday, 14 February 2005, at 4:00pm in the Council's Small Committee Room.

Meeting concluded at 5.10pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Local Traffic Committee Meeting - 16 February 2005 - 80245)

The meeting commenced at 3.00pm.

Present:	Councillor B Bassett, Chairman Mr D Chui, Roads & Traffic Authority Mr J Christie, Office of Mr A Shearan, MP Mr T O'Brien, Office of Mr S Pringle, MP Senior Constable S Sherry, NSW Police Service Sgt J Condon, NSW Police Service
Apologies:	Mr R Elson, Department of Transport
In Attendance:	Mr C Amit, Manager Design & Mapping Services Mr T Shepherd, Administrative Officer, Asset Services & Recreation

REPORT:

1 MINUTES

- 1.1 The Minutes of the meeting held on 12 January 2005 were confirmed.

2 BUSINESS ARISING OUT OF PREVIOUS MINUTES

- 2.1 Question Without Notice 4.1, Local Traffic Committee meeting 12 January 2005, Councillor B Bassett - in response to representations received from Mr S Pringle, MP regarding the impact of the bus zone on the southern side of Bells Line of Road, North Richmond, east of Grose Vale Road being within the designated left turn lane from Bells Line of Road into Grose Vale Road, that the Roads & Traffic Authority be requested to investigate this matter.

Mr C Amit reported that the Authority had contacted Council and advised that following discussions with Westbus, the Authority proposed relocating the bus zone in an easterly direction to abut the "No Stopping" zone adjacent to the shops as well as install an additional bus zone on the eastern side of Grose Vale Road between Bells Line of Road and Riverview Street.

Mr T Shepherd advised that this proposal had been investigated and whilst no problems attached to the Bells Line of Road proposal, concern existed regarding sight distance to the north from Riverview Street in relation to the proposed bus zone on Grose Vale Road.

Recommendation:

That the information be received in relation to Bells Line of Road but that the Roads & Traffic Authority be requested to investigate sight distance problems and impact on adjoining businesses in relation to the proposed bus zone on Grose Vale Road.

- 2.2 Question Without Notice 4.3 Local Traffic Committee meeting 12 January 2005, Senior Constable C Hamilton - in advising that the median island on Groves Avenue, Mulgrave at Industry Road is too short with vehicles turning right from Industry Road onto the incorrect side of Groves Avenue and the left turn traffic performing U-turn over barrier line, in part, that investigation be undertaken as to whether installation of the median island was a Roads & Traffic Authority requirement in assessing the Development Application.

ORDINARY MEETING
Reports of Committees

Mr C Amit advised that installation of the median island was a requirement of the Roads & Traffic Authority in assessing the Development Application.

Recommendation:

That the information be received.

3 REPORTS

3.1 Barrier Line Marking – Grono Farm Rd, Wilberforce (Hawkesbury)

Introduction:

Representation has been received from Ms Rhonda Salmon of 4 Tallow Wood Close, Wilberforce raising concerns in relation to several narrowly missed car accidents with heavy vehicles at the curves on Grono Farm Road, Wilberforce. She has requested that consideration be given for the installation of Barrier Lines on all curves along the full length of this road.

The Local Traffic Committee, at its meeting held on 11 May 2004, resolved that the RTA be requested to give consideration to installing regulatory speed limit signs on Grono Farm Road. The RTA installed the regulatory speed limit signs in September 2004.

Discussion:

Grono Farm Road is a local road in Wilberforce extending from Sackville Road to Manns Road for an approximate length of 4.7 km. There are no centre line markings on the road. The horizontal alignment consists of a series of circular curves along the full length of the road. There is a very low density of residential properties and the properties on this road are zoned as "Environmental Protection (scenic)". There are adequate curve warning signs.

The RTA Accident Database indicates two injury accidents and five minor accidents during the period from July 1999 to June 2004. Traffic volumes of 385 (ADT) and an 85th percentile speed of 84 kph were recorded between Burdekin Road and Tallow Wood Close and Traffic volumes of 203 (ADT) and an 85th percentile speed of 65 kph were recorded between Tallow Wood Close and Manns Road on Grono Farm Road in 2005.

Ch 00 = Intersection of Grono Farm Road and Sackville Road
Ch 4700 = Intersection of Grono Farm Road and Manns Road

Road section	The average sealed carriageway width
Ch 0 to Ch 300	5.5 m
Ch 300 to 1800	5.2 m
Ch 1800 to Ch 1900	5.0 m
Ch 1900 to Ch 2000	5.5 m
Ch 2000 to Ch 4000	6.0 m
Ch 4000 to Ch 4700	5.5 m

The current regulatory speed limit is 70 kph from Ch 0 to Ch 2550 and 60 kph from Ch 2550 to Ch 4700.

An evaluation of this road based on Australian Standards indicated that Barrier Lines need to be marked from Ch 1900 to Ch 4700 to create no-overtaking zones where there is restricted sight distance due to horizontal curves. Also, this line marking will create the perception of a narrow travelling lane (3.0m/2.75m wide) for motorists, which will discourage speeding and improve traffic safety on the curves. The average sealed carriageway width of Grono Farm Road from Ch 300 to Ch 1900 is less than the minimum width required to mark Barrier Lines (5.5 m) and hence, it would be inappropriate to mark Barrier Lines on this section of the road.

Recommendation:

That barrier lines be marked along the centre of Grono Farm Road and associated RRPMS be installed at 12m intervals from Ch 1900 to Ch 4700. (Ch 00 = Intersection of Grono Farm Road and Sackville Road; Ch 4700 = Intersection of Grono Farm Road and Manns Road).

3.2 No Parking Zones – Warks Hill Road, Kurrajong Heights (Hawkesbury)

Introduction:

Representation has been received from Mr Terry Grace of 30 Warks Hill Road, Kurrajong Heights raising concerns in relation to traffic safety adjacent to No: 21, Warks Hill Road, Kurrajong Heights. He claims that when cars are parked parallel to the kerb in the vicinity of No: 21, Warks Hill Road, north west bound vehicles encroach the north eastern side travelling lane due to inadequate width between the parked vehicles and the road centre line. Furthermore, the visibility for north west bound vehicles of oncoming vehicles in the north eastern side travelling lane is restricted by the horizontal curve. He has requested that consideration be given for the installation of appropriate signage to restrict parking at this location.

Discussion:

Warks Hill Road is a local road in Kurrajong Heights. The average carriageway width between the kerbs is 11 metres and there are road centre line markings (broken separation lines) in the vicinity of No: 21, Warks Hill Road. The horizontal alignment consists of a series of straight sections and well-developed circular curves. The vertical alignment consists of steep vertical curves. There are rural residential properties on both sides of the road. The current regulatory speed limit is 50 kph. Traffic volumes of 833 ADT were recorded in 1998.

The change in the kerb alignment as shown on the attached Plan No: TR015/05, reduces the width of the south western side travelling lane from 5.5m to 3.7m. When there are vehicles parked on this narrow section, north west bound vehicles encroach the north eastern side travelling lane due to inadequate width between the parked vehicles and the road centre line. At this location, the visibility for north west bound vehicles of oncoming vehicles in the north eastern side travelling lane is restricted by the horizontal curve.

Therefore, it would be appropriate to install "No Parking" signs as shown on the attached Plan No: TR015/05 to establish two No Parking zones, 30 m and 50 m long, to improve traffic safety. There are ample on-street parking spaces available in the vicinity of this proposed No Parking zones. Also, it would be appropriate to convert the existing Broken Separation Line along the centre of the road as a Barrier Line from the end of the existing Barrier Line near Rain Ridge Road to the end of the existing Barrier Line near Bells Line of Road for a length of approximately 600 metres due to the following reasons:
There is restricted sight distance on horizontal and vertical curves; and
There are four local roads, which intersect with Warks Hill Road within this 600 metre long section.

Recommendation:

That public consultation be undertaken with property owners on both sides of Warks Hill Road between Max Street and No 19 Warks Hill Road (inclusive) regarding the proposed restricted parking and a further report be submitted to the committee.

3.3 Campbell Street, South Windsor - B-Double Route

Introduction:

An application has been received from Greenfreight Transport (Wodonga, Victoria) seeking approval to operate 25 metre long B-Doubles on Campbell Street from Macquarie Street to Polar Cup (Huhtamaki), which I located at the intersection of Campbell Street and Mileham Street, South Windsor.

Discussion:

Macquarie Street is an RTA road and Campbell Street is a local road. The intersection of Macquarie Street and Campbell Street is an unsignalised intersection. Macquarie Street is an approved B-Double route. The width of Campbell Street between the kerbs is 12.4 metres. The proposed route to operate 25 metre long B-Doubles is as follows:

Travelling north-east bound along Macquarie Street
Turning right from Macquarie Street into Campbell Street
Straight across Mileham Street into Polar Cup (located at the intersection of Mileham & Campbell Streets)
From Polar Cup straight across Mileham Street into Campbell Street
Turning left or right from Campbell Street into Macquarie Street

Field trials were undertaken on 10 February 2005. The RTA Regional Freight Co-ordinator, Mr Peter Shoemark was present at the site during the field trials. It was observed that there are safe clearance periods for right turning movements at the intersection of Macquarie Street/Campbell Street created by the signal phases of the traffic lights at the intersections of Macquarie/Argyle Streets and Macquarie/Drummond Streets. The B-Doubles, which replace the semi-trailers, will reduce the number of semi-trailers travelling the proposed route.

The stipulated routes has been assessed as complying with "Route Assessment Guidelines for Restricted Access Vehicles (May 2002)" issued by the Roads & Traffic Authority, with the following restrictions:

- i. B-Doubles should be restricted from making a left turn from Macquarie Street into Campbell Street to avoid encroaching into the path of opposing traffic; and,
- ii. B-Doubles should be restricted from making a left turn from Campbell Street into Macquarie Street to avoid encroaching into the path of opposing traffic.

However, the RTA be requested to assess the impact on the traffic travelling on Macquarie Street due to the proposed B-Double right turning movements.

Recommendation:

That:

1. the application to operate 25 metre long B-Doubles on Campbell Street between Macquarie Street and Mileham Street be supported with the following restrictions:
 - i. B-Doubles should be restricted from making a left turn from Macquarie Street into Campbell Street to avoid encroaching into the path of opposing traffic; and,
 - ii. B-Doubles should be restricted from making a left turn from Campbell Street into Macquarie Street to avoid encroaching into the path of opposing traffic.
2. the RTA be requested to assess the impact on the traffic travelling on Macquarie Street due to the proposed B-Double right turning movements at the intersection of Macquarie Street and Campbell Street, South Windsor.

B-DOUBLE ROUTE ASSESSMENT

Route: Campbell St between Macquarie St & Mileham St

Origin Address: Polar Cup (Huhtamaki) - Intersection of Campbell Street & Mileham St, South Windsor

Destination Address: Intersection of Campbell St & Macquarie St, South Windsor

A completed application form showing route details is attached.

This is to certify that the assessment criteria checklist has been ticked and comments provided as appropriate.

My assessment of the inspected route against the Guidelines is that the route is

suitable overall ☒

not suitable overall ☐

Regional Freight Route Co-ordinator Responsible for the Route Assessment:

Name: _____

Signature: _____

Date: _____

ORDINARY MEETING

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CLAUSE NO	ASSESSMENT CRITERIA	Y E S	N O	COMMENTS
A3.1	Assessor is personally familiar with B-Double operations and regulations	☒	☐	
A3.2	ENVIRONMENT AND COMMUNITY AMENITY			N/A
A3.2.1	Noise Considered views of local community in noise sensitive areas.			No additional noise due to B-doubles replacing semi-trailers
A3.2.2	Community Amenity Considered local community concerns			semi trailers currently use this road.
A3.3	DIMENSIONAL CAPACITY			
A3.3.1	Lane and Shoulder Widths Lane and shoulder widths meet desirable standards.	☒	☐	
A3.3.2	Vehicle Swept Path Requirements Geometry of corners, roundabouts, intersections, and other traffic management devices adequately accommodates B-Double swept path.	☒	☐	With turning restrictions application can be supported
A3.3.3	Railway Level Crossings and Adjacent Intersections Signal warning time allows clearance of B-Doubles, or, if passive control, sight distances adequate for B-Doubles.			N/A
	B-Double can clear the crossing/intersection before having to stop at adjacent intersection.	☐	☐	
A3.3.4	Terminals Applicant to ensure suitability of terminal. Entry and exit in the forward direction.	☒	☐	

ORDINARY MEETING Reports of Committees

CLAU NO	ASSESSMENT CRITERIA	Y E S	N O	COMMENTS
A3.4	ROAD SAFETY AND TRAFFIC MANAGEMENT			
A3.4.1	Overtaking Opportunities - Rural Areas Overtaking opportunities meet the requirements of the route.	☒	☐	
A3.4.2	Sight Distances Safe Intersection Sight Distances are met.	☒	☐	
A3.4.3	Traffic Signals Green time satisfactory.	☒	☐	N/A
A3.4	STRUCTURAL CAPACITY Bridges are structurally capable of carrying B-Doubles.	☐	☐	N/A

Other issues: Trial undertaken

Should a trial of the route be undertaken? yes _____
no _____

Work required to overcome obstacles to route approval: *N/A*

Assessment of low volume road not included in the checklist: N/A

road: _____ satisfactory _____ not satisfactory _____

3.4 Waratah Mud Hut Endurance Riders Club Inc

Requesting approval to conduct a training horse ride on 6 March 2005 traversing Settlers Road, Wollombi Road and Wrights Creek Road.

Recommendation:

That:

1. this event be classified as a "Class 2" special event under the "Traffic Management for Special Events" guidelines issued by the RTA;
2. the event organiser obtain a copy and become familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.3) which explains the responsibilities of the event organiser in detail. This publication is available on the RTA's website at http://www.rta.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html
3. the safety of all road users and personnel on or affected by the site/event is the responsibility of the event organiser;
4. no objection be held to this event subject to compliance with the following conditions:
 - a) the applicant obtaining approval to conduct this event, from the NSW Police Service;
 - b) the applicant submitting a Traffic Management Plan (TMP) for the entire route incorporating a Traffic Control Plan (TCP) to Council for acknowledgement. The TCP should be prepared by a person holding appropriate certification required by the RTA to satisfy the requirements of the relevant WorkCover legislation;
 - c) all traffic controllers/marshals operating within the public road network holding appropriate certification required by the RTA;
 - d) the event organiser assessing the risk and addressing the suitability of the entire route as part of the risk assessment considering the possible risks for all participants travelling on winding, narrow, uneven gravel roads with steep roadside embankments and sharp bends; this assessment should be carried out by visual inspection of the route/site by the event organisers prior to preparing the TMP and prior to the event;
 - e) the event organiser carrying out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and designing and implementing a risk elimination or reduction plan in accordance with the Occupational Health and Safety Regulation 2000; (information for event organisers about managing risk is available on the Department of Tourism, Sport and Recreation's website at <http://www.dsr.nsw.gov.au>);
 - f) the applicant submitting to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 with Council and the Roads & Traffic Authority's interest noted on the Policy;
 - g) all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately on completion of the activity;
 - h) the applicant notifying the details of the event to ambulance, fire brigades/Rural Fire Service and SES;
 - i) the applicant obtaining approval from the National Parks & Wildlife Service for the use of Parr State Recreational Area and Yengo National Park;

- j) the applicant advertising the event in the local press two weeks prior to the event; and,
 - k) the riders following all the general road user rules while riding on public roads.
5. appropriate advisory signs and traffic control devices be placed after all the required approvals are obtained from the relevant authorities, during the event along the route under the direction of a traffic controller holding appropriate certification required by the RTA in accordance with the submitted TMP and associated TCP.
6. the competitors and participants be advised of the traffic control arrangements in place prior to the commencement of the event.

4 QUESTIONS WITHOUT NOTICE

NSW Police Service

- 4.1 Advised that with the forthcoming Hawkesbury Show being held on the same date as a race meeting at the Hawkesbury Race Club given the impact of that event on the Main Road network, rail and bus systems that the Hawkesbury Agricultural Society Show Committee should prepare a Traffic Management Plan and a Traffic Control Plan.

Recommendation:

That the Hawkesbury Agricultural Society and the Hawkesbury Race Club be requested to prepare a joint Traffic Management Plan/Traffic Control Plan.

- 4.2 Advised of several missing/faded signs at the locations listed in the recommendation below.

Recommendation:

That:

- a) the following works be undertaken:
 - i install 60 kph speed restriction sign on Castlereagh Road to govern traffic turning left out of The Driftway;
 - ii replace faded parking restriction signage on Valder Avenue, Hobartville at Hobartville Public School; and,
 - b) the Roads & Traffic Authority be requested to install School Zone signage on Castlereagh Road, Richmond to govern traffic turning from Hereford Street.
- 4.3 Advising of confusing signage eastbound on Bells Line of Road, Kurrajong Heights approximately 200 metres west of Stone Terrace.

Recommendation:

That the matter be referred to the Roads & Traffic Authority.

- 4.4 Advising of insufficient warning to motorists to undertake eastbound merge manoeuvre on Bridge Street, Windsor between Court Street and South Creek Bridge and suggesting that merge signage be relocated in a westerly direction to direct motorists to commence merge manoeuvre at the intersection of Macquarie Street with Bridge Street.

Recommendation:

That the matter be referred to the Roads & Traffic Authority.

- 4.5 Advising of insufficient street lighting at the pedestrian crossing on Kurmond Road, Freemans Reach at Hawkesbury High School, given the numerous night activities at the school.

Recommendation:

That the matter be referred to Integral Energy for investigation with a view to installation of lighting.

Mr T O'Brien

- 4.6 Following construction of the cycleway on Windsor Road, concern has been expressed at pedestrian safety on the eastern side of South Creek Bridge and consideration should be given to some form of pedestrian/cyclist separation.

Recommendation:

That the matter be referred to the Roads & Traffic Authority for investigation and advice.

Mr J Christie

- 4.7 Advising of large tree/shrub encroaching into the carriageway of the access handle to Woodhills Car Park on entry from East Market Street, several low branches on street trees on Francis Street, Richmond interfering with parking of vehicles and low branches obscuring a 60 kph speed restriction sign on Old Kurrajong Road.

Recommendation:

That an audit be undertaken of the above locations and necessary works be undertaken.

Councillor B Bassett

- 4.8 Advised of motorists exiting Peel Parade, Merindah Way and Overton Road not being aware of entering a 60 kph speed restriction zone when entering Comleroy Road, and in reverse the default speed limit of 100 kph is too high for the previous mentioned roads.

Recommendation:

That this matter be referred to the Roads & Traffic Authority for investigation of reduction of speed limit on Peel Parade, Merindah Way and Overton Road and erection of 60 kph speed restriction signage on Comleroy Road to govern motorists existing those roads.

- 4.9 Enquired whether a reply had been received from the Roads & Traffic Authority regarding the Committee's previous decision regarding traffic conditions at the intersection of Old Kurrajong Road/Yarramundi Lane/Bells Line of Road.

Recommendation:

That this matter be followed up with the Roads & Traffic Authority.

- 4.10 Advised of representations received regarding inability of motorists to negotiate the roundabout situated at Arndell College, Wolseley Road, Oakville.

Recommendation:

That this matter be referred to the Building & Development Branch in relation to the following matters:

- i. advance warning signage be erected on Wolseley Road, Oakville east of the roundabout; and,
- ii. Integral Energy be requested to investigate street lighting adjacent to the roundabout.

ORDINARY MEETING
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5 NEXT MEETING

The next meeting of the Local Traffic Committee will be held at 3.00pm 16 March 2005.

Meeting terminated: 4.30pm

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Strategic Planning Committee - 3 March 2005 - (91368)

The meeting commenced at 7:12pm.

Present:	Clr Bart Bassett Clr Barry Calvert Clr Rex Stubbs Clr Neville Wearne Clr Trevor Devine Clr Kevin Conolly Clr Dianne Finch Ms Denise Handcock Mr Robert Woog Mr Graeme Faulkner Mr Stephen Phillips Mr Malcolm Ryan
Apologies:	Clr Barry Calvert Mr Brian Lindsay Mr Alan Eagle Wing Commander Tracey Simpson
In Attendance:	Ms Esther Perry Ms Fiona Mann

REPORT:

RESOLVED on the motion of Councillor Rex Stubbs and seconded by Mr Robert Woog that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Rex Stubbs and seconded by Councillor Kevin Conolly that the Minutes of the Strategic Planning Committee Meeting held on the 2 December 2004, be confirmed.

RESOLVED on the motion of Councillor Trevor Devine and seconded by Councillor Rex Stubbs that the Minutes of the Strategic Planning Committee Workshop held on the 13 December 2004, be confirmed.

RESOLVED on the motion of Councillor Rex Stubbs and seconded by Councillor Trevor Devine that the Minutes of the Strategic Planning Committee Briefing Session held on the 15 February 2005, be confirmed.

SECTION 2 - Presentations to the Committee

ITEM: 5 Metropolitan Strategy

Presentation to the Committee by Mr Malcolm Ryan, Director City Planning.

DISCUSSION:

- Two release areas:

120,000 homes	North-west sector - affects the Hawkesbury directly
60,000 homes	South-west sector - indirectly affects the Hawkesbury by sheer scale of proposal
- Resource non-urban land to be preserved ie. South Windsor, North Bligh Park and North Richmond. Strategy for management of resource land (ie. agricultural or mining land) is yet to be released.
- Funding is to be provided by the Government to Councils to prepare strategies on selected lands.
- A train line corridor for acquisition in the north-west sector is prepared for next year. Our opportunity in the Hawkesbury is to provide the rural environment to the neighbouring towns, with an ambient atmosphere for visitors to come to escape.
- Important to have the infrastructure in place to support employment and residential for those in the area.

MOTION:

RESOLVED on the motion of Councillor Dianne Finch, seconded by Councillor Rex Stubbs.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

SECTION 3 - Reports for Determination

ITEM: 6 Transferable Development Rights (Shared Land Equity) (91368)

Previous Item: 13, Strategic Planning Committee (16 September 2004)
 20, Strategic Planning Committee (2 December 2004)
 190, Ordinary (14 December 2004)

DISCUSSION:

- The Committee were advised that Baulkham Hills is currently exploring a similar concept for their Local Government Area, investigating the opportunity for funding for the study through DIPNR.
- The Committee acknowledged that TDRs may offer Council some improved options in managing land use and addressing certain development issues in risky or sub-optimal areas.

MOTION:

RESOLVED on the motion of Mr Graeme Faulkner, seconded by Ms Denise Hancock. Councillor Trevor Devine recorded his vote against the motion.

Refer to RECOMMENDATION TO COUNCIL

RECOMMENDATION TO COUNCIL:

That Council continue discussions with Baulkham Hills with the view to approach DIPNR to explore rural enterprise initiatives/protection (including Transferable Development Rights). The purpose to be the management of resource lands and to reduce flood risk.

SECTION 5 - General Business

ITEM: 7 Bells Line of Road - Super Highway

DISCUSSION:

- Discussions were held relating to the previous resolutions of Council about the Bells Line of Road "Super Highway" not being supported.
- Further discussions were about whether the Committee should reconsider the matter once the report on the Super Highway was available as it may contain aspects the Committee may wish to support.

MOTION:

RESOLVED on the motion of Councillor Rex Stubbs, seconded by Councillor Dianne Finch.

Refer to RECOMMENDATION TO COUNCIL

RECOMMENDATION TO COUNCIL:

That:

1. The information be received.
2. Council reaffirm its previous resolution to oppose the Bells Line of Road Super Highway but continue to be involved in discussions to support upgrading and improvements along the corridor for safety reasons.

ITEM: 8 Hawkesbury - Lithgow Tourism Cooperative Working Party

DISCUSSION:

Progress report presented by Ms Fiona Mann, Strategic Planning Executive.

- The Committee were advised that since the last Hawkesbury - Lithgow Tourism Cooperative Working Party meeting that the following actions were to be completed by the Working Party:

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- Tourism Hawkesbury & Tourism Lithgow to discuss and prepare tourism products based around the Bells Line of Road link for consideration by the Working Party at their next meeting (scheduled for the last week of March 2005);
- The Project Officers from HCC & Lithgow Council to discuss and prepare inventory of ancillary matters to support the tourism products ie. signage, brochures, destination activities (to meet Wednesday, 9 March 2005).

MOTION:

RESOLVED on the motion of Mr Graeme Faulkner seconded by Councillor Rex Stubbs.

Refer to RECOMMENDATION TO COUNCIL

RECOMMENDATION TO COUNCIL:

That the information be received.

The meeting terminated at 8:32pm.

Proposed Future Meeting Dates:

Strategic Planning Committee Meeting	Thursday, 19 May 2005
Strategic Planning Committee Meeting	Thursday, 18 August 2005
Strategic Planning Committee Meeting	Thursday, 17 November 2005

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Local Traffic Committee - 16 March 2005 - (80245)

The meeting commenced at 3.00pm

Present:	Councillor T Devine, Deputy Chairman Sen Constable C Hamilton, NSW Police Service Mr J Christie, Office of Mr A Shearan, MP Ms V Kruse, Office of Mr S Pringle, MP Mr D Chui, Roads & Traffic Authority
Apologies:	Mr R Elson, Department of Transport
In Attendance:	Mr C Amit, Manager Design & Mapping Services Mrs J Hogge, Road Safety Officer Mr A Ansareen, Design Engineer Mr T Shepherd, Administration Officer, Asset Services & Recreation

REPORT:

1 MINUTES

1.1 That the minutes of the meeting held on 16 February 2005 were confirmed.

2 REPORTS

2.1 Bus Stop - Bourke St, Richmond (Londonderry)

Introduction:

Representations have been received from the Richmond Golf Club regarding the feasibility of Council creating a pull-in Bus Bay along the frontage of the Richmond Golf Club in Bourke Street, Richmond. They are concerned about the queuing of traffic on Bourke Street due to stopping and waiting of buses along the frontage of the club. They claim that if a bus is stopped at this location and waiting for the train to arrive, the southbound traffic have to move into the path of northbound traffic on Bourke Street to overtake the bus due to inadequate lane width.

Discussion:

Bourke Street is a two way road and it is located in close proximity to the Richmond CBD area. There are parking lanes on both sides of the road. There are "No Parking Buses Excepted" signs on the section of Bourke Street between the East Richmond Railway Station and March Street along the frontage of the Richmond Golf Club effectively creating a "Bus Stop". The width of the carriageway between the kerbs outside the club is 11.0 metres. The current regulatory speed limit is 50 kph. Traffic volumes of 5160 ADT were recorded in 1998. The existing No Parking Zone limits and the Bus Stop location are shown on the attached Plan No: TR016/05.

Currently, three passenger bus services stop at this location in the morning hours waiting up to five (5) minutes until the train arrives and a school bus service stops at the same location. The width of the travelling and parking lanes are shown on the attached plan. It is stated in figure 7.7 of Austroads Design Guide "Parking" that a minimum 3 metre wide parking bay is required for a Bus Stop (the southbound travelling lane of Bourke Street is only 3 metres wide). When a bus is stopped at the current "Bus Stop" location and waiting for the train to arrive, the southbound traffic have to move into the path of northbound

traffic on Bourke Street crossing over the existing barrier lines to overtake the bus due to inadequate lane width; otherwise, vehicles may queue behind the bus. There is only a distance of 30 metres between the Bus Stop and the railway crossing. The Westbus Service do not support for the relocation of the "Bus Stop" mainly considering the walking distance for railway commuters.

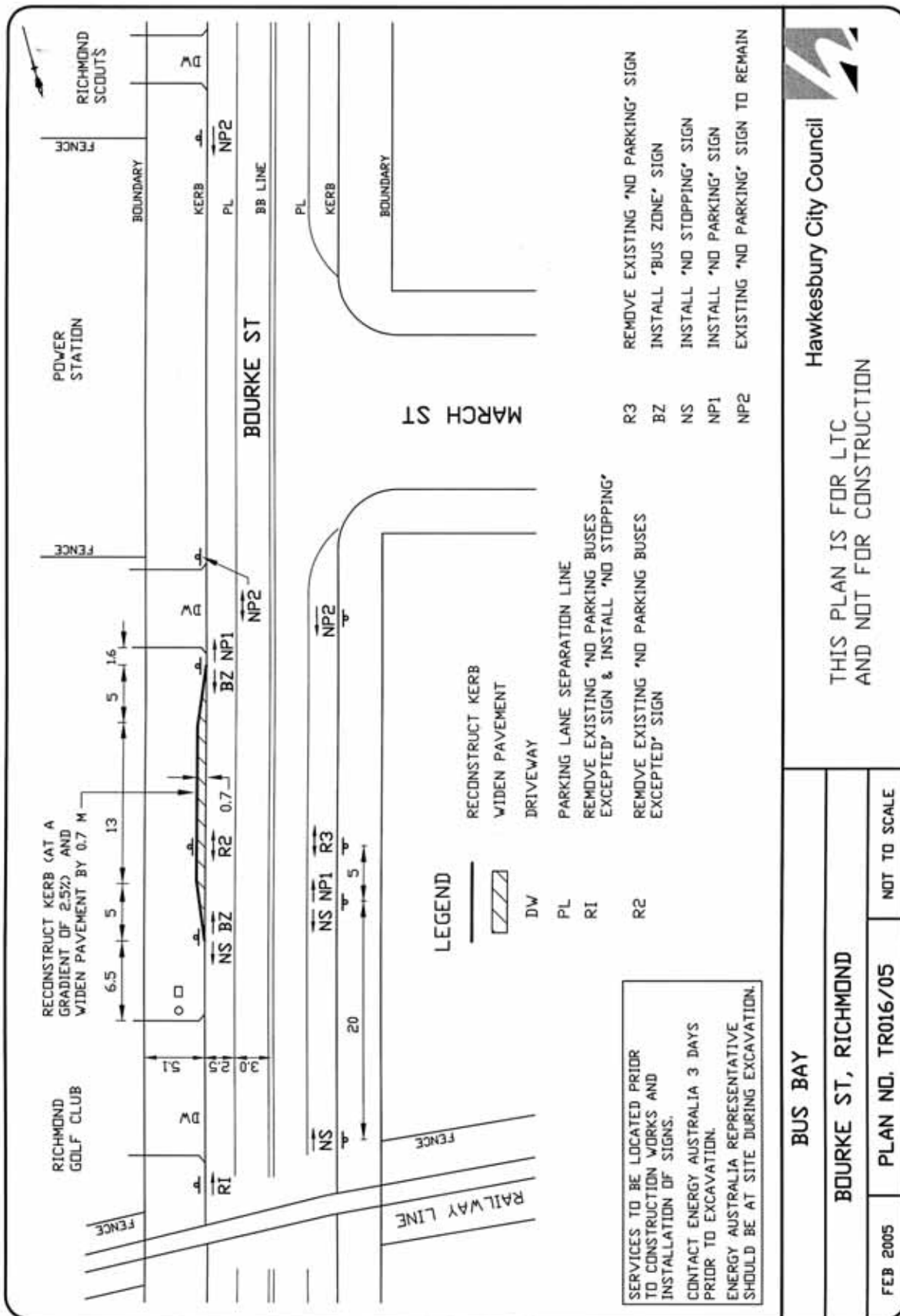
Considering the traffic safety, obstruction to other traffic and proximity to the railway crossing, it would be appropriate to widen a section of the parking lane by 0.7 metres as shown on the attached plan to create a bus bay in accordance with the requirements set out in the Austroads Guidelines. The estimated cost of this work is \$ 7,000. This work will be considered in the 2005/2006 Works Program.

It is stipulated in Australian Road Rules (Rule 175) that a driver must not stop on a road within 20 metres from a railway crossing. Hence, it would be appropriate to convert the existing "No Parking" signs to "No Stopping" signs at the locations shown on the attached plan.

Recommendation:

That:

1. A section of the parking lane on Bourke Street be widened by 0.7 metres and associated kerb reconstruction works be carried out as shown on the attached Plan No: TR016/05. These works at an estimated cost of \$ 7000 be listed for consideration in the 2005/2006 Works Program.
2. After the widening works, the following signs be installed at the locations shown on the attached plan:
 - a) two Bus Zone signs; and,
 - b) the existing "No Parking" signs be converted to "No Stopping" signs.



Hawkesbury City Council

THIS PLAN IS FOR LTC
AND NOT FOR CONSTRUCTION

BUS BAY

BOURKE ST, RICHMOND

FEB 2005 PLAN NO. TR016/05 NOT TO SCALE

2.2 Hot rod run – Hawkesbury District (Londonderry)

Introduction:

Council has received an application from the Macquarie Towns Hot Rod Club seeking approval to conduct a Hot Rod Run on 28 and 29 May 2005, at the Hawkesbury Showground in Clarendon and on public roads around the Hawkesbury District. The application is attached.

The club has advised the following in relation to the event on Saturday 28 May 2005:

The event is open to only an anticipated fifty to sixty entrants (cars with driver and family). There will be an **Observation Run** which entails entrants driving their cars on public roads around the Hawkesbury District (from Clarendon to Windsor, South Windsor, Richmond, Kurmond, Kurrajong, East Kurrajong and Wilberforce) following written directions already laid out and having to observe landmarks etc from clues provided. These cars will travel independently to each other. They will travel similar to other road users obeying the general road rules. The event will start at 1.30 pm on 28 May 2005 and may be extended to 2.00 pm on 29 May 2005 (during the day time only).

The club has advised the following in relation to the event on Sunday 29 May 2005:

This event will be held within the Showground premises. The event will be open to the public for a static car display from 11.00 am and a Rock and Roll band commencing at 1.00 pm. The number of entrant vehicles expected on this day is approximately 100. Public entry is anticipated to be in the order of 400–500 (approximately 200–300 vehicles). For a gold coin donation, off street parking will be provided in the Members carpark of the Showground adjacent to the MTHRC Club Rooms. All entrants and public access will be via Gate 3 of the Showground, which is located approximately 700 metres from the railway crossing. The gate will be opened at 10.30 am and closed at 5.00 pm.

Discussion:

The event organiser has advised the following in relation to the Observation Run traffic matters:

- ♦ No timing will be involved and no attempts will be made to find out who finishes the Observation Run first.
- ♦ Drivers will follow the general road rules and travel independently.
- ♦ No special traffic management arrangements will be in place.

All the events other than the Observation Run will be held within the Showground premises. There are parking spaces (90 degree angle parking) for approximately 400 vehicles on the 700 metre long section of Racecourse Road between the railway crossing and Gate 3 of the Showground, which is located at the 90 degree bend.

The RTA's Manager of Special Events has advised the following verbally:

Based on the information provided by the event organiser, this event may not disrupt traffic and transport systems and the non-event community. Therefore, this event does not fall under any categories of special events.

A Traffic Management Plan is not required for non-special events in accordance with the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority. However, the event organiser has to notify the details of the event to Windsor Police for their approval. The event organiser has submitted to Council a copy of its Public Liability Policy in an amount of \$10,000,000.

Recommendation:

That:

1. This event be classified as a non-special event based on the information provided by the event organiser in accordance with the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority if the following conditions are adhered to during the event:
 - a) Registered roadworthy cars are used in the Observation Run;
 - b) All participating vehicles in the Observation Run follow general road rules and travel independently to each other;
 - c) No timing is involved and no attempts are made to find out who finishes the Observation Run first;
 - d) The Observation Run does not impact the normal traffic flow on any public road within the Hawkesbury District.
 - e) All vehicles attending to the show are parked on-street or off-street without impacting on the traffic on Racecourse Road; and
 - f) No special traffic management arrangements are in place to control the traffic on Racecourse Road or any other public road.
2. The event organiser notifies the details of the event to Windsor Police for their approval.

2.3 Plant Sale - Bilpin (Hawkesbury)

Introduction:

Development Application under SEPP 11 for a Tourist Facility involving the running of an Annual Plant Fair at 3025 Bells Line of Road, Bilpin. The Local Traffic Committee, at its special meeting held on 28 October 2004 resolved the following recommendations and adopted by Council on 9 November 2004:

That:

1. this event is classified as a "Class 2" special event under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority due to access being relocated to the ingress/egress on Powells Road and not via the gate to No. 3025.
2. no objection be held to this event subject to compliance with the following conditions:
 - a) The event organiser to obtain a copy and become familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.3) which explains the responsibilities of the event organiser in detail. This publication is available on the RTA's web site at http://www.rta.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html
 - b) no objection be held to this event subject to compliance with the following conditions:
 - i. The applicant obtaining approval from the NSW Police Service to conduct this event;
 - ii. the applicant submitting a Traffic Management Plan for the entire route incorporating a Traffic Control Plan to the Transport Management Centre, Roads and Traffic Authority for review and authorisation. This Traffic Control Plan should be prepared by a person holding appropriate certification required by the Roads & Traffic Authority; Further details of TMP and TCP can be obtained from the Transport Management Centre of

RTA on 8396 1400;

- iii. all traffic controllers operating within the public road network holding appropriate certification required by the Roads & Traffic Authority;
 - iv. the event organiser carrying out an overall risk assessment for the whole event to identify and assess the potential risks to visitors and road users during the event and designing and implementing a risk elimination or reduction plan in accordance with the Occupational Health and Safety Regulation 2000; (Information for event organisers about managing risk is available on the Department of Tourism, Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>); as Bells Line of Road is under the care and control of the Roads and Traffic Authority, the applicant submitting to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 with Council and the RTA's interest noted on the Policy;
 - v. all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately on completion of the activity;
 - vi. the applicant notifying the details of the event to ambulance, fire brigades/Rural Fire Service and SES;
 - vii. the applicant advertising the event in the local press two weeks prior to the event; and,
 - viii. a clear passageway of at least 4 metres width being maintained at all times for emergency vehicles.
3. appropriate advisory signs and traffic control devices be placed, after all the required approvals are obtained from the relevant authorities, during the event along the route by traffic controllers holding appropriate certification required by the Roads & Traffic Authority in accordance with the authorised Traffic Management Plan and associated Traffic Control Plan.

Discussion:

The event organiser submitted the application with a Traffic Management Plan incorporating a Traffic Control Plan to the Roads and Traffic Authority for review and authorisation of the TMP and TCP. Council received the authorised application from the RTA. The RTA raised no objection to the proposed Special Event subject to Council to ensure all requirements are fulfilled and Council is satisfied that all procedures are adhered to and implemented.

Document No 1919169 Refers

Recommendation:

No objection be held to this event subject to compliance with the following conditions:

That:

1. The event organiser obtaining approval from the NSW Police Service to conduct this event;
2. all traffic controllers operating within the public road network holding appropriate certification required by the Roads & Traffic Authority;
3. the event organiser carrying out an overall risk assessment for the whole event to identify and assess the potential risks to visitors and road users during the event and designing and implementing a risk elimination or reduction plan in accordance with the Occupational Health and Safety Regulation 2000; (information for event organisers about managing risk is available on the Department of Tourism, Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>) all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately

on completion of the activity;

4. the applicant notifying the details of the event to ambulance, fire brigades/Rural Fire Service and SES;
5. the applicant advertising the event in the local press two weeks prior to the event;
6. a clear passageway of at least four (4) metres width being maintained at all times for emergency vehicles; and,
7. appropriate advisory signs and temporary speed limit signs being placed during the event along the route by traffic controllers holding appropriate certification required by the Roads & Traffic Authority in accordance with the authorised Traffic Management Plan and associated Traffic Control Plan.

ORDINARY MEETING
Reports of Committees

ROADS AND TRAFFIC AUTHORITY
Sydney Client Services
Traffic Management

**TRANSPORT MANAGEMENT PLAN CONCURRENCE
SPECIAL EVENT**

Trahar Enterprise Pty Ltd has submitted a Transport Management Plan (TMP) in accordance with the RTA's *Procedures for Use in the Preparation of a Traffic Management Plan and Guide to Traffic and Transport Management for Special Events on behalf of event organiser Trahar Enterprise Pty Ltd.*

The attached Traffic Management Plan is for approval to hold a Collectors' Plant Fair within the grounds of 27 Powells Road, Bilpin on 23 and 24 April 2005 between the hours of 10:00am and 4:00pm.

Powells Road is a local road under the care and control of Hawkesbury Council and the road is adjoined to Bells Line Of Road.

The proposed event has been assessed and is considered to have some traffic and safety impacts on Bells Line Of Road, a major State road in the Sydney region. There will be considerable traffic turning movements at the intersection of Bells Line Of Road and Powells Road. This section of Bells Line Of Road generally carries a relatively low volume of traffic and the existing speed restriction is 100kph. As such a Traffic Control Plan (TCP) is required for this event to improve driver awareness on Bells Line Of Road as vehicles approach near the vicinity of the event site.

The Authority has authorised to temporarily lower the existing speed restriction from 100kph to 80kph for the duration of the event (from 23 April 2005 to 25 April 2005) on this section of Bells Line Of Road and temporary sign postings are to be installed by the Event Organiser to accompany the changes and these are to incorporate as part of TCP.

The submission from Trahar Enterprise Pty Ltd has satisfactorily addressed the necessary requirements of the TMP. The RTA does not object to the event subject to the following:

- ❖ Authority accredited Traffic Controllers are used in controlling traffic movements;
- ❖ Council citing the Certificate of Currency that the event organiser has taken out in the form of public liability insurance (not attached in the submission for the special event);
- ❖ Police written approval obtained and fire brigades and ambulance notified;
- ❖ Barricades to be appropriately signposted and manned at all times and signs to be provided in accordance with Australian Standards;
- ❖ Access to emergency vehicles and residents to be allowed at all times;

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ORDINARY MEETING
Reports of Committees

- ❖ Public consultation is being carried out and all emergency authorities, including Police, fire brigades and ambulance, be advised of the event;
- ❖ Any additional conditions that Council may require;
- ❖ The event organiser being advised by Council of their obligations under the OH&S Act and the Road Transport and other legislation, and
- ❖ The event organiser being advised by Council that in line with current Guidelines for Special Events to address the requirements of the Occupational health and Safety Act 2000 the event organiser is responsible for conducting a Risk assessment for the whole event, develop risk management plans (eg. for traffic a Traffic Control Plan), and conduct the event in accordance with these plans. It is recommended the Traffic Control Plan (TCP) be prepared by a Certified Traffic Control Planner to satisfy the requirements of the relevant WorkCover legislation.



David Chui 22/2/05
Technical Engineering Officer

For CONCURRENCE



Ian Lovelock 23/2/05
Road Network Leader

Authorised by



Ken Lysaught 23/2/05.
Road Network Manager West

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ORDINARY MEETING
Reports of Committees

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Event Name: Collectable PLANT FAIR
Event Location: AS ABOVE
Event Date: 23/4/05 Event Start Time: 1000 Event Finish Time: 1600
Event Setup Start Time: 9000 Event Packdown Finish Time: 1700
Event is ☒ off-street ☐ on-street moving ☐ on-street non-moving
☐ held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * TRAHAR ENTERPRISES
Phone: 45672026 Fax: 45672118 Mobile: — E-mail: —
Event Management Company (if applicable) NA
Phone: — Fax: — Mobile: — E-mail: —
Police —
Phone: — Fax: — Mobile: — E-mail: —
Council —
Phone: — Fax: — Mobile: — E-mail: —
Roads & Traffic Authority (if Class 1) —
Phone: — Fax: — Mobile: — E-mail: —

**Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*

I.3 Brief description of the event (one paragraph)

SEE ATTACHED

ORDINARY MEETING

Reports of Committees

2 RISK MANAGEMENT - TRAFFIC

2.1 Occupational Health & Safety - Traffic Control

- ☒ Risk assessment plan (or plans) attached

2.2 Public Liability Insurance

- ☒ Public liability insurance arranged. Certificate of currency attached.

2.3 Police

- ☒ Police written approval obtained

2.4 Fire Brigades and Ambulance

- ☒ Fire brigades notified
☒ Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

3.1 The route or location

- ☒ Map attached

3.2 Parking

- ☒ Parking organised - details attached
☐ Parking not required

3.3 Construction, traffic calming and traffic generating developments

- ☒ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
☒ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

3.4 Trusts, authorities or Government enterprises

- ☒ This event uses a facility managed by a trust, authority or enterprise; written approval attached
☒ This event does not use a facility managed by a trust, authority or enterprise

3.5 Impact on/of Public transport

- ☒ Public transport plans created - details attached
☒ Public transport not impacted or will not impact event

3.6 Reopening roads after moving events

- ☒ This is a moving event - details attached.
☒ This is a non-moving event.

3.7 Traffic management requirements unique to this event

- ☒ Description of unique traffic management requirements attached
☒ There are no unique traffic requirements for this event

3.8 Contingency plans

- ☒ Contingency plans attached

ORDINARY MEETING

Reports of Committees

Class 2	CLASS 2	3.9 Heavy vehicle impacts ☐ Impacts heavy vehicles - RTA to manage ☒ Does not impact heavy vehicles 3.10 Special event clearways ☐ Special event clearways required - RTA to arrange ☒ Special event clearways not required
4		MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES 4.1 Access for local residents, businesses, hospitals and emergency vehicles ☒ Plans to minimise impact on non-event community attached ☐ This event does not impact the non-event community either on the main route (or location) or detour routes 4.2 Advertise traffic management arrangements ☐ Road closures or restrictions - advertising medium and copy of proposed advertisements attached ☐ No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached ☒ No road closures, restrictions or special event clearways - advertising not required 4.3 Special event warning signs ☐ Special event information signs are described in the Traffic Control Plan/s ☒ This event does not require special event warning signs 4.4 Permanent Variable Message Signs ☐ Messages, locations and times attached ☒ This event does not use permanent Variable Message Signs 4.5 Portable Variable Message Signs ☐ The proposed messages and locations for portable VMS are attached ☒ This event does not use portable VMS
5		PRIVACY NOTICE The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government. I declare that the details in this application are true and complete. I understand that: - The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document. - I must supply the information under the Road Transport Legislation (as defined in the <i>Road Transport (General) Act 1999</i>) and the <i>Roads Act 1993</i>. - Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding. - The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information". - The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event. - The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

ORDINARY MEETING
Reports of Committees

6 APPROVAL

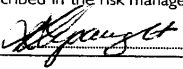
TMP Approved by:  Event Organiser 23/6/05 Date

7 AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

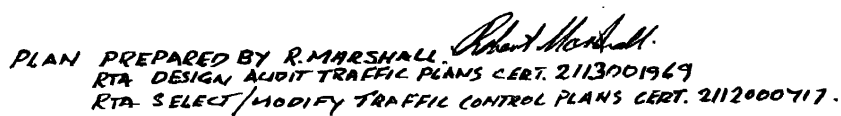
Regulation of traffic authorised by: _____ Council _____ Date

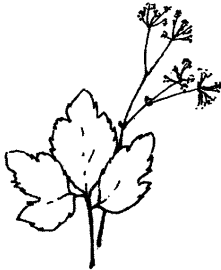
The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by:  RTA 23/6/05 Date

- * "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Reports of Committees





Collectors' Plant Fair Sydney ® at Bilpin

Sanicula

✉ Post Office Bilpin NSW 2758 ☎ 02 4567 2026 📠 02 4567 2118 📧 collectorsplantfair@bigpond.com

CATEGORY 2 SPECIAL EVENT TRAFFIC MANAGEMENT PLAN (TMP)

EVENT NAME

Collectors' Plant Fair Sydney ® at Bilpin

EVENT LOCATION

Within the grounds of 27 Powells Road Bilpin NSW 2758

EVENT DATE AND TIME

23 and 24 April 2005 between the hours of 1000hrs and 1600hrs

EVENT IS

Off street.

EVENT ORGANISER

Trahar Enterprise Pty Ltd ABN 52 002 732 032 trading as Collectors' Plant Fair Sydney.

DOCUMENT AUTHOR

Robert Marshall (Deputy Captain – Bilpin RFS)

(RTA Select/modify Traffic Control Plans Certificate No 2112000717.

RTA Design Audit Traffic Control Plans Certificate No. 2113001969 telephone 9839 6224 BH or 0405 181 054)

APPROVALS

This traffic Management Plan is approved by :

Event organiser Date ____ / ____ / ____

Police Date ____ / ____ / ____

Hawkesbury Council Date ____ / ____ / ____

Roads & Traffic Authority Date ____ / ____ / ____

Trahar Enterprise Pty Ltd ABN 52 002 732 032 trading as Collectors' Plant Fair Sydney

PURPOSE OF THIS TRAFFIC MANAGEMENT PLAN

The purpose of this TMP is to ensure that traffic is managed in a way that:

- provides maximum safety for stall holders, visitors and volunteers
- allows the event to proceed smoothly
- reduces as much as possible the traffic impact on the non-event community

CONTACT NAMES

Event Organiser's Representative:

Peter Trahar ☒ Post Office Bilpin NSW 2758 ☎ 02 4567 2026 ☎ 02 4567 2118 ✉ collectorsplantfair@bigpond.com

Police

Council

Roads & Traffic Authority

DESCRIPTION OF EVENT

The event is the Collectors' Plant Fair at Bilpin. It is scheduled for Anzac weekend 23-24 April 2005. We have expressions of interest from 38 exhibitors. The event is being widely welcomed by our target market, for example: the National Trust Garden Panel, many Garden Clubs including Bilpin, Kurrajong and the Cottage Garden Club (800 members). The Bilpin Bush Fire Brigade is providing members, under the supervision of an experienced traffic management and traffic controller who is also a deputy captain within the brigade, as traffic marshals etc.

Response to our initial publicity is very positive: *"Sydney needs this. The big garden shows at Homebush etc are being swamped with other interests - trade goods, garden designs etc. There is no event focusing on plants - rare and old fashioned."* Bilpin is seen as an ideal location: Autumn colour, a garden ambience, proximity to Mt Tomah Botanical Gardens and the soon to be opened World Heritage Centre. This event will build tourist traffic to this delightful part of the Hawkesbury. The exhibitors will be in the area for 3 days. Hawkesbury Harvest (Peta Trahar is a level 2 member) is very supportive. We have had good input from both Margaret Down and Alan Eagle.

The event is being organised by Mrs Peta Trahar, Dr Beth Stokes and Mr Peter Trahar. Peta Trahar is a qualified horticulturist, Dr Stokes is the publicist for the Friends of The Royal Botanic Gardens and Peter Trahar is principal of a financial modeling consultancy. The Fair will be held on the Trahar's Bilpin property, which consists of approximately 70 acres with approximately 80% accessible for store holders and parking as may be required on the day. The Trahar's are Bilpin residents. We are operating, under a registered business name, as a unit within a proprietary limited company. 25% of the event's proceeds will go to the Bilpin Bush Fire Brigade.

Off street parking is provided at on the Trahar's property at 27 Powell's Road Bilpin for more than 500 cars and marshals are provided to direct drivers to the various parking areas. St Johns Ambulance officers will attend during the two days of the event.

ACCESS TO "COLLECTORS' PLANT FAIR"

Visitors

The great bulk of visitors will travel west along Bell's Line of Road and turn left into Powells Road and proceed to number 27. All parking is off street. On leaving, they will turn right out of

Collectors' Plant Fair Sydney at Bilpin 23 & 24 April 2005

Powells road on to Bell's Line. A small number of visitors are expected from the west. They will turn right into Powells Road and on leaving turn left onto Bell's Line.

Emergency Vehicles

A dedicated access to the Fair will be provided from a gate at 3025 Bell's Line of Road. An "Emergency Only" sign will be placed at this gate. Rural fire Service personnel will be on site for the duration of the event and in the event of any emergency will be able to respond a crew under the leadership of an experienced and qualified Deputy Captain. Radio as well as telephone communication equipment is standard on all fire tankers one of which will be in attendance on site.

PUBLIC SAFETY – Event Organiser

Our traffic consultant has reviewed our plans and has concluded that :

"the proposed Collectors' Plant Fair to be held at 3025 Bells Line of Road, Bilpin on Saturday the 23rd and Sunday 24th April, 2005 will not have any traffic associated problems provided appropriate advance signposting is provided." See Attached Report from Mr Craig Hazell, Director Traffic Solutions Pty Ltd. Since that report we have, at the Hawkesbury Council Traffic Committee's request, restricted visitor entry to 27 Powells Road.

As a result a Traffic Control Plan is not deemed to be necessary. This traffic Management Plan is considered sufficient.

Once entering the property at 27 Powells Road, vehicle and pedestrian traffic will be separated and under the control of Traffic Marshalls provided by the Bilpin Rural Fire Brigade. Signs will be placed along the Bells Line of Road advising motorists to be aware of turning traffic at Powells Road (see also the section of this document under the heading of signposting).

PUBLIC SAFETY – Police.

A Schedule 1 form under the Summary Offences Act – Section 23 has been submitted to the police and a copy is attached for your information

LIABILITY INSURANCE

For the set up, running and pull down of our 2 day event we have arranged \$20,000,000 Public liability for:

- Ourselves as Event organisers
- Our Stall holders. The stall holder cover includes Product Liability.

ACCESS FOR LOCAL RESIDENTS

No restrictions on access for local residents, emergency vehicles, or the non event community occurs during the running of this event.

SIGNPOSTING

The posted speed limit along this section of Bells Line of Road is 100 km/h. Signs will be placed on Bell's Line of Road at 500m, 250m, and 100m intervals prior to the turn to Powells Road. Signs will meet requirements of AS 1742. All signs will be erected under the supervision of a person qualified to RTA standards (RTA Work Site Traffic Control certificate number 8950).

Trahar Enterprise Pty Ltd ABN 52 002 732 032 trading as Collectors' Plant Fair - Sydney

Collectors' Plant Fair Sydney at Bilpin 23 & 24 April 2005

PRIVACY NOTICE

The personal information contained in this completed Transport Management Plan may be collected and held by the NSW Police, The NSW Roads and Traffic Authority (RTA) or local Government.

I declare that the details in this application are true and complete. I understand that:

The personal information is being collected for submission of the Transport Management Plan for the event described in this document

I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) act 1999 and the Roads Act 1993.

Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.

The personal information being supplied is either my own or I have the approval of the person concerned to provide his/her personal information.

The personal information held by the police, RTA, or Local Government may be disclosed inside and outside of NSW to event managers or other person or organisation required to manage or provide resources required to conduct the event or to any other business, road user or resident who may be impacted by the event.

The person to whom the personal information relates has a right to access or correct it in accordance with the provisions of the relevant legislation.

END OF TRAFIC MANAGEMENT PLAN

Trahah Enterprise Pty Ltd ABN 52 002 732 032 trading as Collectors' Plant Fair - Sydney

2.4 Hawkesbury Show – Hawkesbury Showground

Messrs E Dunstan & P Close, representing the Hawkesbury District Agricultural Society joined the meeting at this stage.

Introduction:

An application has been received from the Hawkesbury District Agricultural Show Committee seeking approval to conduct the Hawkesbury Show on 8, 9 and 10 April 2005, within the Showground from 9.00 am to 10.00 pm. The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.

The event organiser has informed the following:

1. The event is expected to attract approximately 70,000 visitors over the three days it will operate.
2. It is anticipated that most visitors (an estimated 85%) will travel by car. They will park within the Hawkesbury Showground car parking area, the adjacent Hawkesbury Racecourse car parking area, or in the road reserve areas of Richmond Road and Racecourse Road and walk to one of the four pedestrian entry gates.
3. It is expected that approximately 24,000 vehicles travel to this area during the three days of the show.

Discussion:

Racecourse Road intersects with Richmond Road near the northern boundary of the showground site, and intersects with Blacktown Road approximately 3 km to the south. Racecourse Road is a minor rural road of approximately 3.5 km in length and a section of 1.5 km is unsealed. Based on the past experience, the majority of vehicular traffic is expected to enter and leave Racecourse Road from the intersection with Richmond Road. Both Richmond Road and Blacktown Road are main arterial roads.

The Traffic Management Plan submitted by Barker Ryan Consulting Pty Ltd on behalf of the event organiser contains the following information:

1. Traffic congestion is likely to be concentrated in Richmond Road, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. Delays are likely to occur when vehicles are leaving the site during peak times, as vehicles queue to enter Richmond Road from Racecourse Road. It is likely that increased traffic will have minor impacts on the intersection of Racecourse Road with Blacktown Road.
2. Peak traffic times are as follows:

Entering the event 10.00 am to 2.00 pm
Leaving the event 2.00 pm to 5.00 pm
3. The Hawkesbury Racing Club, across the road from the Hawkesbury Showground will be holding a race meeting on Saturday 9 April and expecting approximately 1000 vehicles. Hence, significant traffic impacts are expected on Saturday 9 April.
4. Considerable pedestrian movements are expected. It is intended to locate a pedestrian crossing point in Racecourse Road opposite Gate 1.
5. It is likely that visitors to the show need to park in the road reserve areas of Racecourse Road and Richmond Road.

Based on the information provided, this event is considered as a "Class 1" special event under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority (RTA) as it may impact on major traffic and transport systems and there may be significant disruption to the non-event community.

It will be necessary for the event organiser to lodge an application seeking approval to conduct the event with the NSW Police Service. The Traffic Management Plan (TMP) submitted by the event organiser is attached with this report and the associated Traffic Control Plan (TCP) needs to be submitted to Council for acknowledgement. The TMP and the associated TCP should be submitted to the RTA for authorisation due to the traffic impact on Richmond Road.

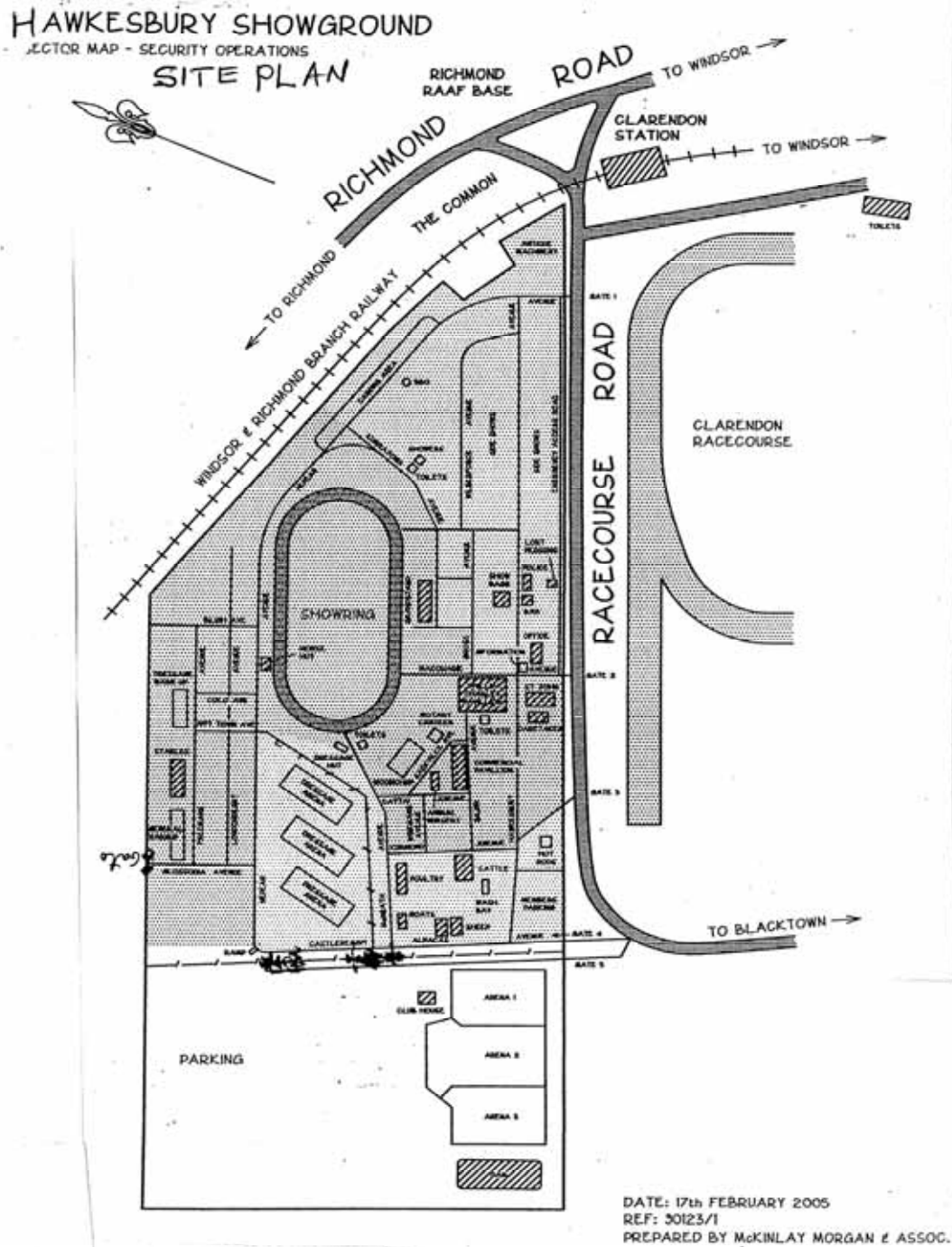
Recommendation:

That:

1. This event be classified as a "Class 1" special event under the "Traffic Management for Special Events" guidelines issued by the RTA.
2. The safety of all road users and personnel on or affected by the site/event is the responsibility of the event organiser.
3. No objection be held to this event subject to compliance with the following conditions:
 - a) the applicant obtaining approval to conduct this event, from the NSW Police Service;
 - b) the event organiser submitting the Traffic Control Plan to Council for acknowledgement;
 - c) the event organiser submitting the Traffic Management Plan and the associated Traffic Control Plan to the RTA for authorisation due to the traffic impact on Richmond Road.
 - d) all traffic controllers/marshals operating within the public road network holding appropriate certification required by the RTA;
 - e) the event organiser assessing the risk and addressing the suitability of the entire route as part of the risk assessment considering the possible risks for all participants and visitors for the event; this assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event;
 - f) the event organiser carrying out an overall risk assessment for the whole event to identify and assess the potential risks to visitors, participants and road users during the event and designing and implementing a risk elimination or reduction plan in accordance with the Occupational Health and Safety Regulation 2000; (information for event organisers about managing risk is available on the Department of Tourism, Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>);
 - g) the event organiser obtaining a copy and becoming familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.3) which explains the responsibilities of the event organiser in detail. This publication is available on the RTA's web site at http://www.rta.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html
 - h) the applicant submitting to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 with Council and the Roads & Traffic Authority's interest noted on the Policy;
 - i) all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately on completion of the activity;
 - j) the applicant notifying the details of the event to ambulance, fire brigades/Rural Fire Service and SES;
 - k) appropriate advisory signs and traffic control devices be placed after all the required approvals are obtained from the relevant authorities, during the event along the route under

the direction of a traffic controller holding appropriate certification required by the RTA in accordance with the submitted TMP and associated TCP;

- l) the applicant directly notifying the bus company, tourist bus operators, taxi company, City Rail and all the residences and businesses affected by the event;
- m) access being maintained for businesses, residents and their visitors;
- n) a clear passageway of at least four (4) metres width being maintained at all times for emergency vehicles within the showground; and,
- o) the event organiser advertising the event in the local and state newspapers stating the traffic impact/delays due to the show two weeks prior to the event.
- p) that temporary "No Stopping" signage be erected on the eastern side of the eastern access arm of Racecourse Road between Richmond Road and the railway line, with the Hawkesbury Show Committee to undertake all liaison with Clarendon Tavern;
- q) that temporary "No Stoppage" signage be erected on the north-western side of Racecourse Road from the railway line to 350 metres south of Gate 5, with the exception of existing parking restrictions adjacent to Gate 2; and,
- r) the applicant is to address the issue of 90 degree angle parking on the eastern side of Racecourse Road between the railway line and Gate 4 within its Traffic Management Plan/Traffic Control Plan and resolve this issue at its meeting to be held on 21 March 2005 with the Transport Management Centre, Roads & Traffic Authority.



ORDINARY MEETING
Reports of Committees

08 Mar 2005 15:17 Barker Ryan Consulting P/ 45879761

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Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

1 EVENT DETAILS

Event Name: THE HAWKESBURY SHOW
Event Location: RACECOURSE RD, CLARENDON
Event Date: 8/9/10 Event Start Time: 9AM F/S Event Finish Time: 10PM F/SAT
2005 5PM SUN
Event Setup Start Time: 7AM F/S Event Packdown Finish Time: 11PM F/SAT & 6PM SUN
Event is ☒ off-street ☐ on-street moving ☐ on-street non-moving
☐ held regularly throughout the year (calendar attached)

X
Event Organiser: HAWKESBURY DISTRICT AGRICULTURAL
SHOW COMMITTEE - PHIL CLOSE
Phone: 017 002746 Fax: 017 002746 Mobile: 0417 002746 E-mail:
Event Management Company (if applicable):
Phone: Fax: Mobile: E-mail:
Police: RICHMOND POLICE STATION - JOHN CONDON
Phone: 4578 Fax: 4243 Mobile: E-mail:
Council: THE DIRECTOR OF EXHIBITION SERVICES - CHRIS DALRY
Phone: 45604444 Fax: 45604400 Mobile: E-mail:
Roads & Traffic Authority (if Class 1): MANAGER OF SPECIAL EVENTS
BILL LAWSON
Phone: 83961403 Fax: 83961425 Mobile: E-mail:

*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

ORDINARY MEETING

Reports of Committees

08 Mar 2005 15:17 Barker Ryan Consulting P/ 45879761

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2 RISK MANAGEMENT - TRAFFIC

X
X
X

- ☒ Risk assessment plan (or plans) attached
- ☐ Public liability insurance arranged. Certificate of currency attached. (will be forwarded)
- ☐ Police written approval obtained (will be forwarded)
- ☐ Fire brigades notified (will be forwarded)
- ☒ Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

X

- ☒ Map attached
- ☒ Parking organised - details attached
- ☐ Parking not required
- ☒ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
- ☐ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
- ☐ This event uses a facility managed by a trust, authority or enterprise; written approval attached (COUNCIL OWNED PROPERTY)
- ☐ This event does not use a facility managed by a trust, authority or enterprise
- ☐ Public transport plans created - details attached
- ☒ Public transport not impacted or will not impact event
- ☐ This is a moving event - details attached.
- ☒ This is a non-moving event.
- ☒ Description of unique traffic management requirements attached
- ☐ There are no unique traffic requirements for this event
- ☐ Contingency plans attached (will be forwarded)

X

ORDINARY MEETING
Reports of Committees

08 Mar 2005 15:18

Barker Ryan Consulting P/ 45879761

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- ☐ Impacts heavy vehicles - RTA to manage
- ☒ Does not impact heavy vehicles

- ☐ Special event clearways required - RTA to arrange
- ☒ Special event clearways not required

4

MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

- ☒ Plans to minimise impact on non-event community attached
- ☐ This event does not impact the non-event community either on the main route (or location) or detour routes

- ☐ Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- ☐ No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- ☒ No road closures, restrictions or special event clearways - advertising not required

*HAZARD LIGHTS
WILL BE FURTHER ADVERTISED*

- ☒ Special event information signs are described in the Traffic Control Plan/s
- ☐ This event does not require special event warning signs

- ☐ Messages, locations and times attached
- ☒ This event does not use permanent Variable Message Signs

- ☐ The proposed messages and locations for portable VMS are attached
- ☒ This event does not use portable VMS

5

PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

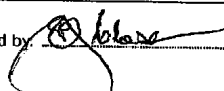
- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

ORDINARY MEETING
Reports of Committees

08 Mar 2005 15:19 Barker Ryan Consulting P/ 45879761

p.5

6 APPROVAL

TMP Approved by:  Event Organiser 8/3/05 Date

7 AUTHORISATION TO REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all **non-classified roads** described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ Council _____ Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all **classified roads** described in the risk management plans attached to this TMP.

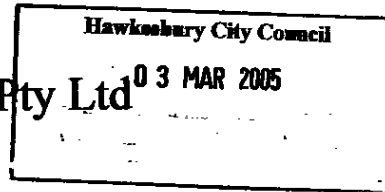
Regulation of traffic authorised by: _____ RTA _____ Date

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.



First Floor, 409B George Street
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ABN 47 112 621 539

**The 2005 Hawkesbury Show
Hawkesbury Showground
Preliminary Traffic Management Plan**

1 March 2005

Ref. No. 05033R01

Civil Engineers

Accredited Certifiers

Project Managers



SCANNED

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1 Event Details

1.1 Event Summary

The subject event is the "Hawkesbury Show" which, has been held annually for over 100 years at the Hawkesbury Showground located on Racecourse Road, Clarendon.

The event will be operate over a three day period, being Friday 8th, Saturday 9th and Sunday 10th of April 2005. The show will be open to the public between the hours of 9.00am to 10.00pm on Friday and Saturday, and 9.00am to 5.00pm on Sunday.

It is expected that exhibitors and workers will start to arrive at the site from 7.00am daily and will come and go until 11.00pm on Friday and Saturday nights. The final pack down of the show will occur after the Sunday closing time of 5.00pm, with vehicular movements expected to continue up to 8.00pm.

Contact Names for the event are;

Event Organiser – Hawkesbury District Agricultural Show Committee (HDASC), Phil Close 0417 002 746

Event Manager – Rotary International, Ernie

Police Contact – Richmond Police, John Condon 4578 4243

Council Contact – The Director of Engineering Services, Chris Daley 4560 4444

RTA Contact –

1.2 Event Description

The Hawkesbury Show is a major community event, featuring agricultural displays, rides, show bags, sideshows, business promotions and arts and craft shows. The show is managed with the assistance of Rotary International, for which it represents a major fundraiser. The local Rural Fire Service members also provide parking within the Hawkesbury Racecourse, across the road from the venue, providing an additional fundraising opportunity.

The event is expected to attract approximately 70,000 visitors over the three (3) days it will operate. The majority of the visitors to the show live within the Hawkesbury local government area, however it is anticipated that some visitors will come from further a field.

The layout of the site and the adjacent roads are detailed on the site plan shown in Attachment A.

2 Risk Assessment - Traffic

2.1 Traffic Control

2.1.1 Vehicular Traffic

General

The event is to be conducted entirely within the Hawkesbury Showground. The showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite. As previously noted, approximately 70,000 visitors are expected to attend the show.

It is anticipated that most visitors (an estimated 85%) will travel by car, park within the Hawkesbury Showground car parking area, the adjacent Hawkesbury Racecourse, or in Richmond Road and Racecourse Road and walk to one of the four (4) pedestrian entry gates (Gates 1, 2, 3 and 6).

The majority of the visitors will park with the Hawkesbury Showground in the dedicated car parking area to the south accessed through Gate 5, which can accommodate approximately 5,000 vehicles. To prevent queuing of vehicles in racecourse Road visitor's vehicles will be directed through Gate 5 to the vacant car parking spaces within the car parking area.

There is substantial vehicle parking available with the Racecourse which will be available to visitors of the show outside of the race meeting, which is held between 12pm and 5.30pm on Saturday.

Assuming 85% of visitors arrive by vehicle each carrying 2.5 people. Then 23,800 vehicles or a total of 47,600 vehicle movements are anticipated during the three (3) days of the show. Note this is a conservative estimate, which does not take into consideration the use of mini buses by clubs and social groups that visit the show.

Exhibitors and workers will start arriving at the site from 7.00am daily and it is anticipated they will come and go from the event throughout the day as events and shifts start and finish. Vehicular entry is available at Gate 2 for Caterers, Gate 3 for livestock vehicles. The drivers of vehicles for all exhibitors and works associated with the show will be formally directed to enter and exit the site via Racecourse Road from/to Blacktown Road.

Racecourse Road has a low traffic volume under normal conditions, and provides access to the Hawkesbury Tavern carpark, Clarendon Railway Station, the Hawkesbury Racecourse and the Hawkesbury Showground, together with some rural residential properties further to the south.

Racecourse Road intersects with Richmond Road close to the northern boundary of the Hawkesbury Showground site, and intersects with Blacktown Road approximately 2.5 km to the South. Racecourse Road is a minor rural road of approximately 3.5km in length and is unsealed from approximately 600m south of the Gate 5 to approximately 400m north of the intersection with Blacktown Road. Based on the vicinity of the major local residential centers in the locality, and past experience, the

majority of vehicular traffic is expected to enter and leave Racecourse Road from the intersection with Richmond Road. Both Richmond and Blacktown Roads are main arterial roads under the authority of the Roads and Traffic Authority and experience significant vehicular traffic.

It is expected that there will be some impact on traffic during the opening hours, and for 1 – 2 hours before and after closing times. This impact generally will be in the form of minor traffic delays in the vicinity of the site, as vehicles enter and leave the event, and negotiate the intersections with adjoining roads, with moderate delays expected during peak traffic times.

Traffic congestion is likely to be concentrated in Richmond Road, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. Delays are also likely to occur when vehicles are leaving the site during peak times, as vehicles queue to enter Richmond Road from Racecourse Road. It is also likely that increased traffic will have minor impacts on the intersection of Racecourse Road with Blacktown Road

Vehicles entering and leaving Racecourse Road from Richmond Road have to pass through a railway crossing. This will be closed for a limited time during train arrivals and departures (at approximately half hour intervals), and may result in further minor delays, especially during peak times.

According to John Condon of Richmond Police two (2) patrol cars will be allocated to each of the three (3) days the show will be held. They will be available to assist in directing traffic when and where necessary during the event. In addition to these patrols the HDASC have organized for four (4) police officers between 4.00pm – midnight on Friday and two (2) police officers between 1.00pm – midnight on Saturday and Sunday.

HDASC have a number of certified RTA Traffic Controllers to be utilized to direct and control traffic within Racecourse Road and Richmond Road. They also have a number of non-accredited Traffic (or Parking) Marshals that will direct and control traffic within the showground parking area.

The Rural Fire Service will also work as Traffic (or Parking) Marshals to direct and control traffic within the access and car parking areas within the Racecourse property.

Peak Traffic Times

As the event is open all day on Friday, Saturday and Sunday and into the evening, on Friday and Saturday, visitors will tend to arrive and depart randomly during the opening hours, although peak periods have been noted by the organisers and are outlined below;

Friday – Open between 9.00am – 10.00pm.
Generally quite until 12.00pm
Peak Traffic times are;
To the Event: 12.00pm – 3.30pm and 6.00pm – 8.00pm
Leaving the Event: 3.30pm – 6.00pm and 9.30pm – 10.00pm

Saturday – Open between 9.00am – 10.00pm.
This is the busiest day of the show.

Traffic is generally busy between 10.00am – 9.30pm.
The significant peak period will occur prior to and after the Grand Parade, which is held between 3.00pm and 5.00pm. The peak period is expected to extend from 12.00pm – 6.00pm.

Sunday – Open between 9.00am – 5.00pm.
Generally quite until 10.00am
Peak Traffic times are;
To the Event 10.00am – 2.00pm
Leaving the Event 2.00pm – 5.00pm (with a peak at 5.00pm closing)

It is also noted that the Hawkesbury Racing Club, across the road from the Hawkesbury Showground will be holding a race meeting on Saturday 9th April. Advice from the Club indicates that they expect approximately 3,000 people to attend. Assuming 85% of visitors arrive by vehicle each carrying 2.5 people. Then 1,020 vehicles or a total of 2,040 vehicle movements are anticipated. The race meeting commences at 12.00pm, with the last race scheduled for 5.30pm. It is anticipated that the majority spectators will arrive between 12.00pm and 1.00pm, and will commence to leave the venue from 5.00pm onwards.

The Race club will encourage people attending the event to travel by train. It is not within the scope of this report to provide a Traffic Management Plan for this event, however the impact of the additional traffic flows have been acknowledged and considered in the formation of this Traffic Management Plan.

It is estimated approximately 25% of the total number of visitors will attend the show on Friday, 42% will attend the show on Saturday and 32% will attend the show on Sunday. Given the 47,600 total estimated vehicle trips associated with the three (3) days of the show and 2,040 vehicle trips associated with the Race club. Then it can be concluded the number of vehicle trips for Friday, Saturday and Sunday are likely to be in the order of approximately 12,000, 22,040 and 15,600 respectively.

Note this is a conservative estimate not taking into consideration the likely cross over of the same visitor vehicular traffic to both the Hawkesbury Show and the Hawkesbury Race meeting.

In summary:
Minor traffic impact is expected Friday 9.00am - 12.00pm and Sunday 9.00am - 10.00am,
Moderate traffic impacts are expected for Friday 12.00pm – 10.00pm, Saturday 9am – 12pm and 6.00pm – 10pm and Sunday 10am - 5.00pm.
Significant traffic impacts are expected for Saturday 12.00pm – 6.00pm,

2.1.2 Pedestrian Movements

As noted above, it is anticipated that the majority of visitors to the show will come by car, and park within or close to the Hawkesbury Showground site. The most significant pedestrian movements will therefore be from parked vehicles within the Hawkesbury Showground parking area to Gate 6, which is located within the showground property.

Also a large portion of pedestrians from on street parked vehicles in Racecourse Road and Richmond Road, off street parked vehicles in the Hawkesbury Racecourse

and pedestrians traveling by train would use the Gate 1 access. Only a minor portion of the visitors would be expected to utilize Gates 2 and 3.

The estimated proportion of visitors (approximately 15% of the total or 10,500 people over the three (3) days) are expected to arrive by train, given the close proximity to Clarendon Station. These visitors will be directed, across the Hawkesbury Racecourse access crossing then along the southern side of Racecourse Road to a "pedestrian crossing point" across Racecourse Road directly opposite Gate 1. Visitors utilizing the parking area in the Hawkesbury Racecourse are also to be directed to cross Racecourse Road at the same access point and enter the venue via Gate 1. This is likely to be the location with the most significant potential for vehicular and pedestrian conflict.

Perpendicular (90 degree angle) on street parking will occur along both sides of Racecourse Road and parallel parking will occur along Richmond Road in the vicinity of the Hawkesbury Showground. Pedestrians from Richmond Road will be directed to a "pedestrian crossing point" across Racecourse Road on the eastern side of the railway crossing in order to pass over the railway crossing within the formed pedestrian refuge crossing on the southern side of Racecourse Road.

It is also intended to locate two designated 'pedestrian crossing points' in Racecourse Road opposite Gate 2 and Gate 3, although these would have more limited use than those listed above, they would still encourage pedestrians cross at limited locations, and improve visibility.

Gate 6 is to be controlled by a Traffic (or Parking) Marshall, and no additional traffic control measures are considered necessary at this location.

2.2 Public Liability Insurance

Public liability insurance is held by the organiser for the event, and a certificate of currency is shown in Attachment C.

2.3 Police

Police approval under Section 23 of the Summary Offences Act 1988 is to be obtained. The Schedule 1 form is shown in Attachment D.

2.4 Emergency Services

Formal notification will be provided to the NSW Fire Brigades and Ambulance Service at least one (1) month prior to the event.

Contact names for the emergency services are:
NSW Fire Brigades -
Ambulance -

As there are a number of possible entry points to the event, it is recommended that the emergency services be provided with the Traffic Control Plan at Attachment B

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Hawkesbury Show – Traffic Management Plan

Page 6

showing the entrances, so they are able to clearly identify these should the be called upon to attend an emergency.

Barker Ryan Consulting Pty Ltd

March 2005

3 Traffic & Transport Management

3.1 Alternative Routes

The majority of congestion is likely to occur in Richmond Road and Racecourse Road in the vicinity of the event.

Richmond Road is a main arterial road and represents the major traffic link between the villages of Windsor and Richmond.

It is possible for visitors to the event to avoid the worst of the congestion by moving south down Racecourse Road and exiting onto Blacktown Road. The organizers of the event have proposed that exhibitors use this route. Whilst this may not be of substantial benefit outside of the show opening hours, it may provide some assistance to reducing congestion during the hours the show is open to the public.

3.2 Parking

Off street carparking for approximately 5,000 vehicles is available in the Hawkesbury Showground parking area, with vehicle entry from Racecourse Road through Gate 5. The number of car parking spaces was determined on the basis of an area of 400m by 300m with a car parking layout in accordance with Hawkesbury City Council's DCP.

Additional off street parking is available in the Hawkesbury Racecourse for approximately 2,000 vehicles during the event opening hours on Friday and Sunday, and on Saturday from 6.00pm until 10.00pm. The Hawkesbury Racecourse parking area will be used for a race meeting prior to 6.00pm on Saturday.

There is some additional off street parking available behind the Clarendon Tavern and Service Station and adjacent to the "skate park".

Except for where restricted by the existing permanent and temporary "No Parking" zones on street parking will occur along both sides of Racecourse Road (90 degree parking) and along Richmond Road (parallel parking) in the vicinity of the showground.

The peak car parking demand is likely to occur between 12.00 noon – 6.00pm on Saturday 10th April. It is estimated that approximately 11,000 vehicles will require parking spaces on this day. Assuming a conservative maximum of 65% of the vehicles will be parked at any one time during the Saturday peak period between 12.00 noon and 6.00pm, then 7,150 vehicle parking spaces are required.

It is estimated that the Hawkesbury Racecourse and Hawkesbury Showground parking areas can accommodate a combined total of 7,000 spaces. However it is likely that visitors to the show will still need to park within the Racecourse Road and Richmond Road reserves.

3.3 Traffic Generators

As detailed above in section 2.1.2, the only other significant traffic generator apart from the Hawkesbury Show will be the Hawkesbury Racing Club's race meeting on the afternoon of Saturday 10th April.

3.4 Traffic Management measures

Vehicular Traffic

The following measures are recommended to minimise potential vehicle traffic conflicts and congestion and to maximise safety to the general public, exhibitors and workers associated with the show:

1. During the event the entry (Gate 5) and exit point (Gate 4) for vehicular parking within the Hawkesbury Showground are to be clearly signposted in Richmond Road and Racecourse Road.
2. "Traffic Hazard" and "Reduce Speed" signs in accordance with Australian Standards AS 1742 and AS 1743 shall be located on both sides of Richmond Road 750m and 350m respectively east and west of the intersection with Racecourse Road. They are also to be located on both sides of Racecourse Road 750m and 350m south of Gate 5.
3. Temporary "No Parking" signs are to be provided on both sides of Richmond Road to create a no parking zone east and west of the intersection with Racecourse Road for a distance of 100 metres and on the southern side of Racecourse Road from Richmond Road to 10 metres west of Gate 1. Also to ensure adequate sight distance is available to pedestrians "No Parking" zones are to be created 10 metres either side of "pedestrian crossing points" at Gates 2 and 3 and in the access to the Hawkesbury Racecourse.
4. Certified RTA Traffic Controllers or NSW Police Officer are to be on duty at the intersection of Richmond Road and Racecourse Road to direct and control traffic during the Saturday peak period between 12.00pm and 6.00pm.
5. Certified RTA Traffic Controllers and NSW Police Officers are to be made available as required to direct and control traffic in Richmond Road, Blacktown Road and Racecourse Road during the entire opening hours of the three (3) day event.
6. All exhibitors and workers vehicular traffic associated with the Hawkesbury Show are to be formally directed by the HDASC to enter and leave the showground via Racecourse Road from/to Blacktown Road.
7. Visitor vehicular traffic utilising the Hawkesbury Showground on site parking area are to be directed straight through Gate 5 and into vacant car parking spaces to prevent queuing along Racecourse Road. Traffic (or Parking) Marshals are to operate from within the Hawkesbury Showground carpark for the entire duration of the show.
8. Signage is to be placed on Racecourse Road at Gate 4 directing drivers of vehicles heading towards Blacktown, Penrith and Richmond to travel south down Racecourse Road to Blacktown Road.

9. Vehicular traffic control measures are detailed in the Traffic Control Plan Contained in Appendix B.

Pedestrian movements

The following measures are recommended to clearly define pedestrian access points, to separate pedestrian traffic from vehicular traffic and to minimise risk to pedestrians:

1. Four (4) dedicated "pedestrian crossing points" are to be established in Racecourse Road and one (1) across the vehicular access to the Racecourse. These would be approximately 5m wide and clearly identified with "No parking" areas 10m either side of the "pedestrian crossing points". They are to be located on the eastern side of the railway crossing and directly opposite Gates 1, 2 and 3. These will improve visibility and encourage pedestrians to cross at these locations. Although they are not formal pedestrian crossings, signs alerting motorists to the crossing points are to be used.
2. That a certified RTA Traffic Controller be located to patrol the "pedestrian crossing point" opposite Gate 1. Additional certified RTA Traffic Controllers are to be made available to patrol the other "pedestrian crossing points" as necessary.
3. A Traffic (or Parking) Marshall is to be located in the vicinity of Gate 6 to ensure a separation of pedestrian and vehicular traffic in this area.
4. Plastic Mesh Fencing is to be erected to direct and separate pedestrian traffic away from vehicular traffic and clearly define the "pedestrian crossing points".
5. Pedestrian Control measures are detailed in the traffic control plan contained in Appendix B.

3.5 Public Transport

As previously noted, Clarendon Railway Station is located close to the event site. Scheduled train services arrive and leave the station at half hour intervals on Friday and hourly on Saturday and Sunday. These are normal scheduled services, so it likely that the show will result in increased patronage.

It is also noted that the HDASC has managed to organize the use of an additional train to be stationed at Richmond which can be called into use by the Clarendon Station Master to provide an additional service during peak times as required.

Apart from the informal arrangements made by social clubs and groups, there are no scheduled bus services to cater for the show.

3.6 Contingency Plans

The HDASC are to provide an Emergency Procedures and Response and Disaster Management Plan for the event. This plan is to be forwarded to the NSW Fire Brigade, Ambulance Service and the NSW Police one (1) month prior to the event.

4 Impact on Non-Event Community & Emergency Services

4.1 Local Residents & Businesses

Traffic congestion is most likely to impact on the local community at Clarendon in the form of delays in moving along Richmond Road and having vehicles parked on the road outside their properties. Residents of Racecourse Road will also experience larger than normal traffic volumes.

Local businesses such as the Clarendon Hotel and service station are likely to benefit from the event with increased patronage. Either side of the access crossings to these businesses is to be kept clear of vehicles with the provision of temporary "No Parking" zones to complement the existing regulatory on street parking restrictions.

As previously noted, the Hawkesbury Show is an important local event that has been operating yearly for over 100 years, and it is expected that local residents will tolerate some inconvenience.

4.2 Emergency Services

As there will be no road closures as a consequence of the event, there will be no restriction of access to the local area for emergency services. In the event that an emergency services vehicle needs to access the local area at the time of peak traffic times, the services will be aware of the event and will be able to use an alternative route to access the area if necessary.

4.3 Advertise Traffic Management arrangements

Advertising in the Hawkesbury Gazette and signage is to be put in place on Blacktown Road and Richmond Road one month prior to the event to advise of the upcoming event, the car parking arrangements, the availability of scheduled train services and the likely hood of traffic congestion during the event.

5 Summary

The Hawkesbury Show is a major community event, featuring agricultural displays, rides, show bags, sideshows, business promotions and arts and craft shows that has been held at the showground for over 100 years. The show is expected to attract approximately 70,000 visitors over the three (3) days.

Based on the vicinity of the major local residential centers in the locality, and past experience, the majority of vehicular traffic is expected to enter and leave Racecourse Road from the intersection with Richmond Road.

Police approval under Section 23 of the Summary Offences Act 1988 is to be obtained. The Schedule 1 form is shown in Attachment D.

Formal notification will be provided to the NSW Fire Brigades and Ambulance Service at least one (1) month prior to the event.

Public liability insurance is held by the organiser for the event, and a certificate of currency is shown in Attachment C.

The recommended vehicular and pedestrian Traffic Management measures are outlined in Chapter 3.4 are to be implemented.

The recommended traffic management measures outlined in the Traffic Control Plan at Attachment B are to be implemented.

It is estimated that the Hawkesbury Racecourse and Hawkesbury Showground parking areas can accommodate the peak car parking demand for the three (3) day Hawkesbury Show. Although on street parking in Racecourse Road and Richmond Road is also likely to occur.

The HDASC are to provide an Emergency Procedures and Response and Disaster Management Plan for the event. This plan is to be forwarded to the NSW Fire Brigade, Ambulance Service and the NSW Police one (1) month prior to the event.

Advertising in the Hawkesbury Gazette and signage is to be put in place on Blacktown Road and Richmond Road one month prior to the event to advise of the upcoming event, the car parking arrangements, the availability of scheduled train services and the likely hood of traffic congestion during the event.

6 References

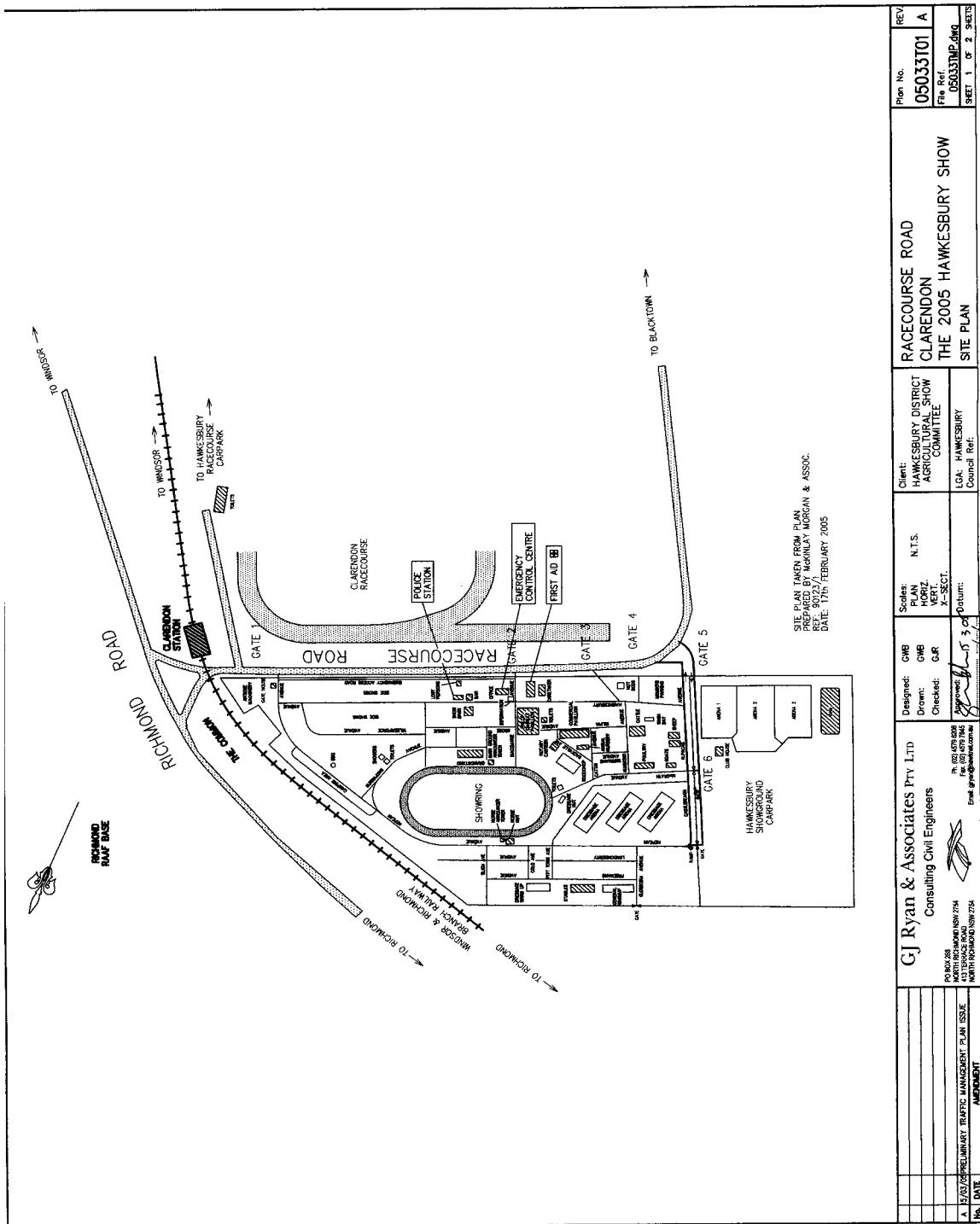
NSW Roads and Traffic Authority, "Guide to Traffic Generating Developments" Version 2.2 dated October 2002.

NSW Roads and Traffic Authority, "Guide to Traffic and Transport Management for Special Events" Version 3.3 dated August 19, 2004.

NSW Roads and Traffic Authority, "Traffic control at work sites" Version 3.0 dated September 2003.

Hawkesbury Development Control Plan, Part C, Chapter 2, "Car parking and access".

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2.5 ANZAC Day Dawn Service - George Street/Tebbutt Street, Windsor (Hawkesbury)

Introduction:

Council has received correspondence from the Windsor and District RSL Sub-Branch seeking approval to conduct its annual Anzac Day dawn service and parade on Monday 25 April 2005. They are proposing to

hold this service at the War Memorial site located at the intersection of George Street and Tebbutt Street, Windsor.

The event will involve participants assembling in George Street between Gillespie Place and Dight Street at 4.45am, then marching north east along George Street approximately 100 metres to the war memorial where the service will take place. The event will conclude at 5.15 am. It is anticipated that there will be approximately 500 participants in the parade and service with a further 500 spectators.

The Windsor RSL Sub-Branch has forwarded a Traffic Management Plan and an associated Traffic Control Plan (used last year), proposing to close the sections of the following roads for traffic during the period of this service and the parade:

- George Street between Gillespie Place and Christie Street
- Tebbutt Street between Little Church Street and George Street
- Dight Street entry will be blocked at George Street

The application and the Traffic Management Plan prepared by G J Ryan and Associates for the Windsor RSL Sub-Branch are attached.

Discussion:

The Traffic Management Plan submitted by G J Ryan and Associates on behalf of the event organiser contains the following information:

Bypass routes are available for vehicles as they can use either The Terrace or Macquarie Street. Heavy vehicles would be required to use Macquarie Street to bypass the event as parts of The Terrace have load limit restrictions.

1. The event is not expected to impact on traffic in adjoining streets due to the short duration of the event (half an hour) and the low traffic volumes due to the time of day of the event (4.45 am to 5.15 am).
2. The event will be conducted on George Street approximately 200 metres to the north of its intersection with Richmond Road. Despite the proximity of the event to the main road, it is expected that there will be no impact on Richmond Road, again due to duration and timing of the event.
3. This event is classified as a "Class 2" special event under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority as this event may disrupt local traffic and transport systems and there will be road closures involved. There will be more traffic than usual on George Street during this service period on that day due to the spectators' vehicles travelling to this site.

It will be necessary for the event organiser to lodge an application seeking approval to conduct the event with the NSW Police Service. The Traffic Management Plan (TMP) and the associated Traffic Control Plan (TCP) submitted by the event organiser are attached with this report. The TMP and the associated TCP should be submitted to the RTA for authorisation due to the road closures.

Recommendation:

That

1. This event is classified as a "Class 2" special event under the "Traffic Management for Special Events" guidelines issued by the Roads & Traffic Authority
2. The safety of all road users and personnel on or affected by the site/event is the responsibility of the event organiser.
3. No objection be held to this event subject to compliance with the following conditions:

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- a) the event organiser obtaining approval to conduct this event, from the NSW Police Service;
- b) the event organiser submitting the Traffic Management Plan and the associated Traffic Control Plan to the RTA for authorisation due to the road closures;
- c) all traffic controllers/marshals operating within the public road network holding appropriate certification required by the RTA;
- d) the event organiser carrying out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and designing and implementing a risk elimination or reduction plan in accordance with the Occupational Health and Safety Regulation 2000; (information for event organisers about managing risk is available on the Department of Tourism, Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>);
- e) the event organiser obtains a copy and becomes familiar with the contents of the RTA publication "Guide to Traffic and Transport Management for Special Events" (Version 3.3) which explains the responsibilities of the event organiser in detail. This publication is available on the RTA's web site at http://www.rta.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html
- f) the event organiser submitting to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 with Council and the Roads & Traffic Authority's interest noted on the Policy;
- g) all roads and marshalling points are to be kept clean and tidy, with all directional signs to be removed immediately on completion of the activity;
- h) the event organiser notifying the details of the event to ambulance, fire brigades/Rural Fire Service and SES;
- i) the event organiser advertising the event and corresponding road closures in the local press two weeks prior to the event;
- j) appropriate advisory signs and traffic control devices be placed after all the required approvals are obtained from the relevant authorities, during the event along the route under the direction of a traffic controller holding appropriate certification required by the RTA in accordance with the submitted TMP and associated TCP;
- k) the event organiser directly notifying the bus company, tourist bus operators, taxi company and all the residences and businesses affected by the proposed road closures/the event;
- l) access being maintained for businesses, residents and their visitors;
- m) a clear passageway of at least 4 metres width being maintained at all times for emergency vehicles; and,
- n) the event organiser obtaining approval from Council's Parks and Recreation section for the use of McQuade Park.

**Local Traffic Management Plan
ANZAC Day Dawn Service**

Windsor RSL Sub-Branch

April 2003

GJ Ryan & Associates PTY LTD
Consulting Civil Engineers



PO BOX 288
North Richmond NSW 2754

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Fax: (02) 4579 7645
Email: gjryan@hawknet.com.au

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1 Description of Event and Proposed Measures

1.1 Event Description

The Windsor RSL Sub-Branch is proposing to hold an ANZAC Day dawn service and parade at the memorial located at the intersection of George and Tebbutt Streets, Windsor.

The event will involve participants assembling in George Street between Gillespie Place and Dight Street at 4.45am, then marching north along George Street approximately 100m to the war memorial where the service will take place. The event will conclude at 5.15am

It is anticipated that approximately 500 people will participate in the march and service with a further 500 expected to watch the event.

1.2 Proposed Measures

To enable the event to proceed without interference from traffic it is proposed to close George Street to traffic between Gillespie Place and Christie Street. Tebbutt Street will also be closed between Little Church and George Streets with Dight Street blocked at George Streets.

The above measures will be achieved by the use of barricades and signage with the assistance of local police.

The proposed measures are shown on the attached traffic control plan no. 02025TCP.

The event is a Category 4 event, because it will take place adjacent to Richmond Road which is a main road.

2 Impact on Traffic

2.1 Bypass Routes

Bypass routes are available for vehicles using either The Terrace or Macquarie Street. Heavy vehicles would be required to use Macquarie Street to bypass the event as parts of The Terrace have load limit restrictions.

The proposed bypass routes would increase travel times by a negligible amount.

2.2 Impact on Adjoining Streets

The event is not expected to impact on traffic in adjoining streets due to the short duration of the event (less than half an hour) and the low traffic volumes due to the time of day of the event (4.45am – 5.15am).

2.3 Impact on Main Roads

The event will be conducted on George Street approximately 200m to the north of its intersection with Richmond Road (MR184). Despite the proximity of the event to the main road, it is expected that there will be no impact on Richmond Road, again due to duration and timing of the event.

2.4 Impact on other Council Areas

Traffic will not be impacted in more than one Council area.

3 Impact on Services

3.1 Public Transport

The proposed event will be conducted on George Street, which is a bus route. However, due to the time of day the event will be conducted, services will not have commenced and therefore will not be affected.

3.2 Emergency Vehicles

The impact of the event on emergency vehicles will be the same as that for all other vehicles. Where these vehicles need to access the area around the event, they will be required to use the bypass routes available through adjoining streets.

Prior to the event the Windsor RSL Sub-Branch will correspond with the local ambulance service and fire brigades, notifying them of the event and the temporary road closures.

3.3 Pedestrians

Pedestrian traffic in the area is expected to be almost non-existent at the time of the event, except for those watching the parade and service. These spectators will generally be in position prior to the event and will not be moving through the area during the progress of the event.

Where a pedestrian does need to traverse the area during the event, they will be able to negotiate the footpath on the southern side of George Street, behind the spectators.

3.4 Bicyclists

During the event, bicyclists will be able to use the bypass routes to negotiate around the area, or alternatively, dismount and walk their bicycles along the footpath past the event.

3.5 Businesses

There will be no businesses operating in the area at the time of the event.

4 Community Consultation and Advertising

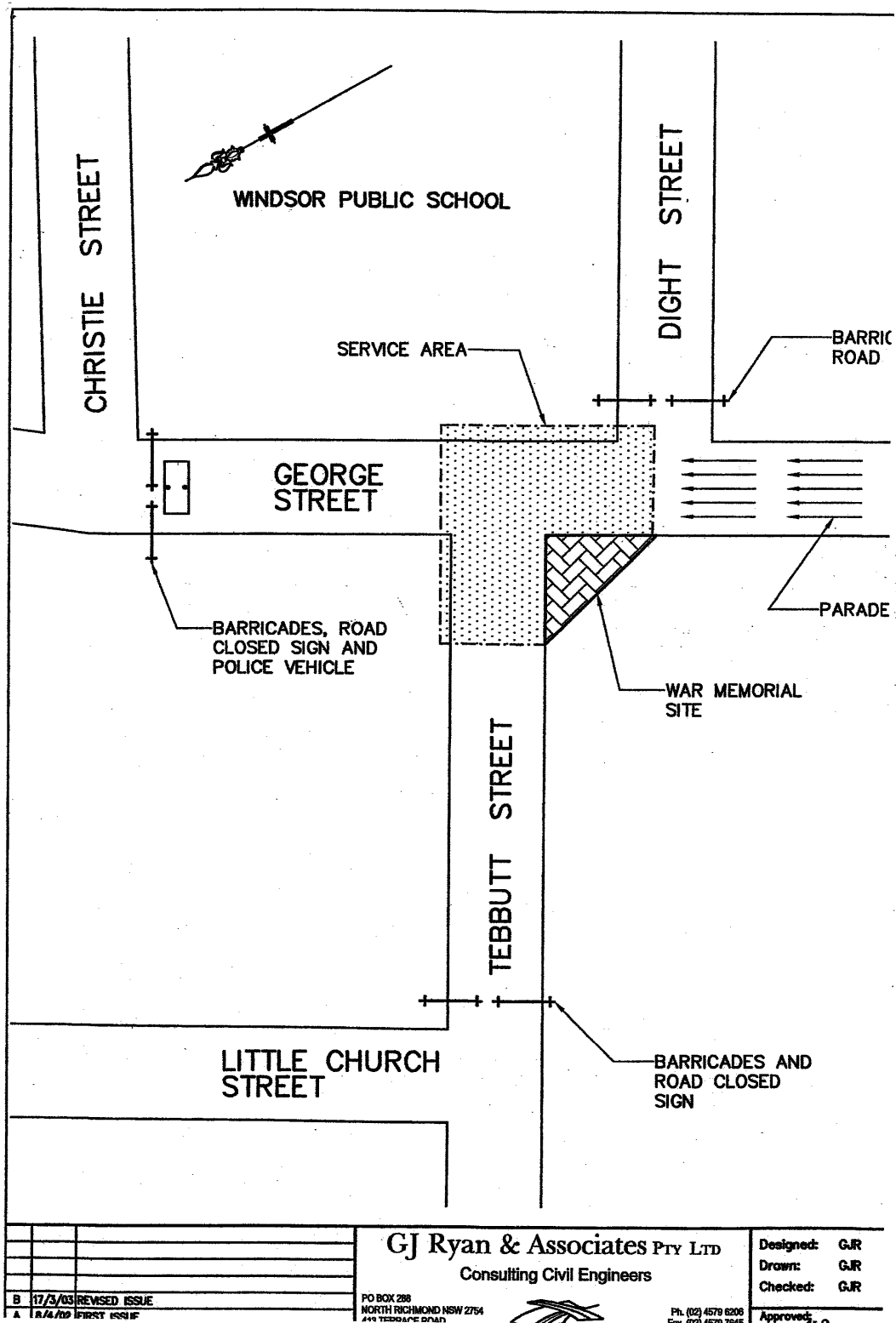
4.1 Consultation

As mentioned above, consultation will take place prior to the event with the local fire brigades and ambulance service regarding the road closures during the event. The local police command will also be aware of the event, as they will be assisting with traffic control.

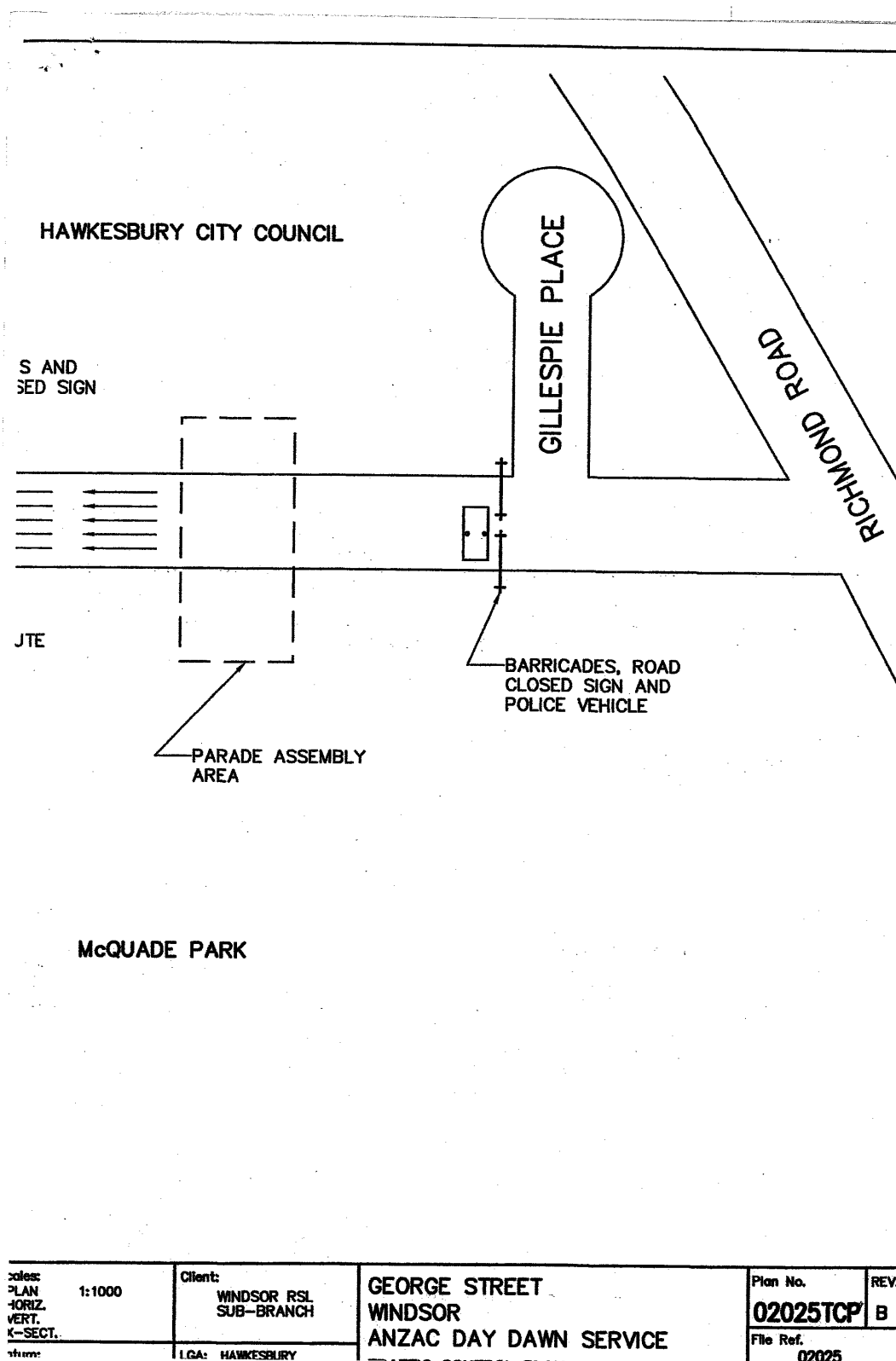
Hawkesbury City Council will be consulted regarding the event, and will review this traffic management plan. Similarly, the Roads and Traffic Authority will also review the traffic management and traffic control plans.

4.2 Advertising

The service and corresponding road closures will be advertised in the local newspapers in the two weeks leading up to the event



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CONTACT PERSON -
Graeme Thompson - President.
0418 164 245

APPENDICES

A1 Special Event Transport Management Plan Template

Refer to Chapter 6 for a complete description of the Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name: ANZAC DAY DAWN SERVICE
Event Location: CNR GEORGE ST + TEBBUT ST'S, WINDSOR
Event Date: 25.4.05 Event Start Time: 4.45 AM Event Finish Time: 5.15 AM
Event Setup Start Time: 4.30 AM Event Packdown Finish Time: 5.30 AM
Event is ☐ off-street ☒ on-street moving + ☒ on-street non-moving
☐ held regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser: WINDSOR RSL SUB BRANCH
45-77-2073
Phone: 45-77-2073 Fax: SAME Mobile: 0418-164-245 E-mail: windsrslsb2bigpond.net.au
Event Management Company (if applicable): N/A
Phone: Fax: Mobile: E-mail:
Police
Phone: Fax: Mobile: E-mail:
Council: Hawkesbury City Council
45-60-4533 45-60-4400
Phone: 45-60-4533 Fax: 45-60-4400 Mobile: E-mail:
Roads & Traffic Authority (if Class 1):
Phone: Fax: Mobile: E-mail:

*Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.

1.3 Brief description of the event (one paragraph)

Marching Contingent to form up in George St
of Council. March off 4.50am. 200m to CNR of
Tebbut St.
Ceremony commences 5am. Concludes 5.15am

2 RISK MANAGEMENT - TRAFFIC

- 2.1 Occupational Health & Safety - Traffic Control
 - ☒ Risk assessment plan (or plans) attached
- 2.2 Public Liability Insurance
 - ☒ Public liability insurance arranged. Certificate of currency attached.
- 2.3 Police
 - ☒ Police written approval obtained
- 2.4 Fire Brigades and Ambulance
 - ☒ Fire brigades notified
 - ☒ Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

- 3.1 The route or location
 - ☒ Map attached
- 3.2 Parking
 - ☐ Parking organised - details attached
 - ☒ Parking not required
- 3.3 Construction, traffic calming and traffic generating developments
 - ☐ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
 - ☒ There are no construction activities, traffic calming devices or traffic-generating developments at the location/routes or on the detour routes
- 3.4 Trusts, authorities or Government enterprises
 - ☒ This event uses a facility managed by a trust, authority or enterprise; written approval attached
 - ☐ This event does not use a facility managed by a trust, authority or enterprise
- 3.5 Impact on/of Public transport
 - ☐ Public transport plans created - details attached
 - ☒ Public transport not impacted or will not impact event
- 3.6 Reopening roads after moving events
 - ☒ This is a moving event - details attached.
 - ☐ This is a non-moving event.
- 3.7 Traffic management requirements unique to this event
 - ☐ Description of unique traffic management requirements attached
 - ☒ There are no unique traffic requirements for this event
- 3.8 Contingency plans
 - ☐ Contingency plans attached

- ☐ Impacts heavy vehicles - RTA to manage
☒ Does not impact heavy vehicles

- ☐ Special event clearways required - RTA to arrange
☒ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

- ☐ Plans to minimise impact on non-event community attached
☒ This event does not impact the non-event community either on the main route (or location) or detour routes

- ☒ Road closures or restrictions - advertising medium and copy of proposed advertisements attached **TO BE ADVERTISED HAWKESBURY GAZETTE 13/4 and 20/4**
☐ No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
☐ No road closures, restrictions or special event clearways - advertising not required

- ☐ Special event information signs are described in the Traffic Control Plans
☒ This event does not require special event warning signs

- ☐ Messages, locations and times attached
☒ This event does not use permanent Variable Message Signs

- ☐ The proposed messages and locations for portable VMS are attached
☒ This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

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6 APPROVAL

TMP Approved by: [Signature] Event Organiser 11.3.05 Date
G.B. Thompson - President.

7 AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ Council _____ Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: _____ RTA _____ Date

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

3 QUESTION WITHOUT NOTICE

Ms V Kruse

- 3.1 Advised of several representations received seeking sealing of the following roads:

St Albans Road
Chaseling Road South
Bicentenary Road
Portland Head Road
Old East Kurrajong Road

Recommendation:

That Mr S Pringle, MP be requested to make representations to the Roads & Traffic Authority for funding to seal those roads.

- 3.2 Advised of Telstra pit approximately 50mm proud of nature strip at the intersection of Grose Vale Road and Riverview Street.

Recommendation:

That appropriate maintenance works be undertaken.

- 3.3 Advised of representations received seeking extension of the 60 KPH speed restriction zone on Grose Vale Road to extend from Bells Line of Road to Kurrajong.

Mrs J Hogge advised that she had received the same representations and had referred them to the Roads & Traffic Authority for investigation and reply to the correspondent.

Recommendation:

That the information be received.

Sen Constable C Hamilton:

- 3.4 Advised of increased incidence vehicles undertaking U-turn manoeuvres at the northern end of Collith Avenue, South Windsor in close proximity to its intersection with Woods Road.

Recommendation:

That the barrier line on Collith Avenue, South Windsor be extended in a north-westerly direction and into Woods Road, South Windsor for a distance of thirty (30) metres.

- 3.5 Advised that following a recent court case any reduced construction zone speed restriction cannot rely solely on pavement marking, signage must also be present.

Recommendation:

That the information be received.

- 3.6 Advised that speed restriction signage northbound on Old Kurrajong Road in the vicinity of Kurrajong Road is obscured by vegetation and should be relocated closer to Kurrajong Road.

Recommendation:

That speed restriction signage on Old Kurrajong Road, north of Kurrajong Road be relocated forty (40) metres closer to Kurrajong Road, and be supplemented with pavement marking.

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5 NEXT MEETING

The next meeting of the Local Traffic Committee is scheduled for Wednesday 20 April 2005 at 3.00pm.

Meeting terminated at 4.45pm

oooO END OF REPORT Oooo



ordinary
meeting

end of
business
paper

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