

DRAFT MINUTES EXTRAORDINARY MEETING OF THE EDWARD RIVER COUNCIL HELD IN DENILQUIN RSL BOARDROOM, MARCH 2, 2017 AT 11AM

PRESENT

Administrator Mr Ashley Hall

COUNCIL STAFF PRESENT:

Mr Barry Barlow, Interim General Manager, Mr Mark Dalzell, Director Technical Services, Mr John Harvie, Director Economic and Business Development, Mrs Belinda Perrett, Executive Assistant.

GALLERY MEMBERS: 0

GUESTS: Nil

CHAIRMANSHIP OF MEETING:

The Administrator, Mr Ashley Hall, chaired the meeting.

INTERPRETATION:

In these Minutes "the Council" means the Edward River Council

DECLARATION OF MEETING OPEN AND WELCOME TO GUEST AND VISITORS:

The Administrator, Mr Ashley Hall, formally declared the meeting open at 11am and welcomed guests and visitors to the meeting.

LEAVE OF ABSENCE:

Nil

DECLARATIONS OF INTEREST:

Nil

29/17 SUBJECT: WORK HEALTH AND SAFETY (WHS) POLICY

FROM: INTERIM GENERAL MANAGER

RESOLUTION

That Council: Adopt the Work Health and Safety (WHS) Policy.

On the motion of the administrator

30/17 SUBJECT: DEVELOPMENT APPLICATION 7/17 – TEMPORARY USE BEING THE ‘CRUISING NATIONALS’ EVENT

**FROM: ACTING DIRECTOR ECONOMIC DEVELOPMENT AND BUSINESS
John Harvie**

RESOLUTION

That Development Application 7/17 for the use being a recreation facility (outdoor) known as the ‘Cruising Nationals’ event on Lot 52 DP1189132, Cemetery Road, Deniliquin dated 3 February 2017 as shown on plan numbered DA7/17#1 to 8 inclusive and described in details accompanying the Development Application be **APPROVED** in accordance with section 80(1) of the Environmental Planning and Assessment Act 1979 and subject to the following conditions:

CONDITIONS OF CONSENT:

1. General

1.1 The development is to be carried out in accordance with the plans and documentation submitted with the application except as modified by the conditions of this development consent or as noted in red by Council on the approved plans referenced in Schedule 1 - List of approved plans attached to DA No. 7/17.

Reason: To clarify the terms of the approval.

1.2 This development consent is issued for a period of one (1) year and one (1) event only scheduled for Saturday 1st April 2017.

Reason: To clarify the terms of the approval.

1.3 The sealed runway 06/24 at Deniliquin Airport is to be closed to air traffic on 1st April 2017 from 6am till 6pm inclusive.

Reason: To clarify the terms of the approval.

1.4 The grassed runway 12/30 at Deniliquin Airport is to remain open to air traffic on 1st April 2017. A displaced threshold shall be in operation for the 12/30 runway during this period.

Reason: To clarify the terms of the approval.

1.5 A Method of Works Plan is to be submitted to CASA for the closing of runway 06/24 and the installation of displaced threshold on runway 12/30 during the

event **prior to the commencement of the event** and all associated costs including the installation and removal of the displaced threshold are to be paid by the Applicant.

Reason: To clarify the terms of the approval.

- 1.5 Existing tenants of the airport or any other person accessing the airport for airport or aircraft related matters shall not be charged entry, or prohibited entry, to the airport during this event. Access to all existing buildings, including the terminal building and hangars, is to be maintained at all times.

Reason: To clarify the terms of the approval.

- 1.6 Overnight accommodation is not permitted on the site, including camping in tents, cars or otherwise.

Reason: To clarify the terms of the approval.

- 1.7 The Applicant is to provide Council with a copy of the license issued under the Motor Vehicle Sports (Public Safety) Act 1985 for the proposed event **no later than seven (7) days prior to the event**.

Reason: To clarify the terms of the approval.

- 1.8 The Applicant is to meet all the requirements and conditions as specified in the license issued by NSW Office of Sport and Recreation under the Motor Vehicle Sports (Public safety) Act 1985.

Reason: To clarify the terms of the approval.

- 1.9 No advertising sign and/or structure other than that which is permissible without consent is to be erected as part of the approved development unless a formal application has been submitted to Council and a development consent has been issued.

Reason: To advise that unless shown as part of the development proposal separate development consent is required for any advertising sign and/or structures.

- 1.10 The Applicant is to contact Council to organise an inspection of the site **prior to the commencement of the event**.

Reason: To clarify the terms of the approval.

2. Insurance Requirements

- 2.1 **Prior to the commencement of the event** evidence shall be provided to Council that public liability coverage for a minimum of \$20,000,000 for any one occurrence has been obtained. The following organisations must be noted on the policy as an insured or interested party for their respective rights and interests:

- The State of New South Wales;
- NSW Government, Office of Sport and Recreation;
- NSW Roads and Maritime Services;
- NSW Police; and

- Edward River Council.

Reason: To clarify the terms of the approval.

- 2.2 **Prior to the commencement of the event** evidence shall be provided to Council that liability insurance coverage for the burn-out event has been obtained. This level of coverage shall include public liability coverage of a minimum of \$20,000,000 for any one occurrence and shall be a separate policy to the general public liability policy.

Reason: To clarify the terms of the approval.

- 2.3 **Prior to the commencement of the event** evidence shall be provided to Council that a volunteer workers insurance policy has been obtained. The level of coverage shall include public liability coverage of a minimum of \$20,000,000 for any one occurrence and shall be a separate policy than the general public liability policy.

Reason: To clarify the terms of the approval.

3. Eligible Vehicles

- 3.1 Vehicles participating in any racing event or accessing the airport runway or burn-out arena for any reason must be C-Class vehicles or road registered by NSW Roads and Maritime Services (or equivalent from other states). This does not include the dirt drag event.

Reason: To clarify the terms of the approval.

- 3.2 Vehicles that are not C-Class or do not hold current RMS road registration (or equivalent from other states) are permitted on the site for the purpose of visual display (i.e. 'show and shine') events and dirt drags only.

Reason: To clarify the terms of the approval.

- 3.3 Vehicles, other than four wheeled vehicles complying with the conditions 3.1 and 3.2 for the respective events noted in these conditions, shall be prohibited from participating in any event.

Reason: To clarify the terms of the approval.

4. Plans of Management

- 4.1 A Plan of Management for the event is to be submitted to Council no later than **fourteen (14) days prior to the event** incorporating the following:

- Event Management Plan;
- Emergency Management Plan;
- Traffic Management Plan;
- Spectator Management Plan; and
- Waste Management Plan.

Reason: To ensure safe operation of the event.

4.2 The Plan of Management is to incorporate an Event Management Plan including the installation, operation and decommissioning of the event and providing for the following:

- Anticipated number of entrants, officials and spectators at the event;
- Measures to prevent potential conflict with aircraft and air traffic. In this regard, it is necessary to provide written advice from the Civil Aviation Safety Authority (CASA) regarding such matters;
- Details on managing alcohol and drug use by competitors and officials, including testing;
- Details regarding how the event shall be managed, including how the races are to be conducted and how it is proposed to protect the safety of competitors, officials and spectators;
- Details of volunteer management procedures including numbers of volunteers, roles and responsibilities, volunteer amenity including break times and provision of drinking water;
- Details of spectator management measures, including provision of adequate portable toilet facilities, security, traffic and parking control (with reference to the Traffic Management Plan) seating, first aid and emergency management (with reference to the Emergency Management Plan), management of lost children and other measures relating to spectator management and comfort;
- Details of vendor and stall management including exact numbers and locations as well as proof of compliance with the requirements of the 'Food Handling Guidelines for Temporary Events';
- Proof of all licenses and approvals from other agencies and organisations;
- Contingency plan in the event of heavy rain;
- Details indicating that access and facilities for persons with disabilities are in accordance with AS 1428.1 – Design for Access and Mobility and Part D3 of the Building Code of Australia;
- Details of means of separating spectators from other areas of the airport (may be incorporated into the Traffic Management Plan);
- Details on the keeping of a complaints register which shall be kept by the organiser and be available for viewing by an authorised officer of Council upon request. All complaints must be recorded in the register and include relevant details such as the nature of the complaint, time, date and person making the complaint and contact details of the person making the complaint; and
 - Details of the number and location of security staff.

Reason: To ensure the installation, operation and decommissioning of the event is consistent with the Event Management Plan.

4.3 The Plan of Management incorporating the Emergency Management Plan is to detail the emergency measures (including preventative and response) for all situations, including but not limited to:

- Injury (both minor and serious) to any person (including competitors, spectators, staff and volunteers) and first aid;
- Accidents/crashes of vehicles during events;
- Localised fire and explosion (i.e. car fires, oil and fuel fires, stall fires, garbage fires, etc and explosions whether or not resulting from such fires);
- Storage of fuel including design and installation of any fuel tanks in accordance with relevant Australian Standards and WorkCover requirements; and
- Notification of the intended event, including the Plan of Management, to each of the following no later than fourteen (14) days before the event:
 - The officer-in-charge of the nearest police station to the event site;
 - The officer-in-charge of the nearest ambulance station to the event site and
 - The officer-in-charge of the nearest Fire and Rescue NSW station to the event site.

Reason: To ensure emergency measures are in place for the event.

4.4 The Plan of Management incorporating the Traffic Management Plan is to detail the proposed treatment of traffic, both vehicle and pedestrian, at the event site and along the public roads leading to the event site. The Traffic Management Plan must have consideration for the following:

- Vehicle access to and from the site;
- Access to and from spectator vehicle parking areas;
- Control of authorised and competitor traffic to and from the event sites;
- Signage within the site advising drivers and spectators where to move and what accreditation was required at the different event sites;
- Public access areas for spectators to view the event; and

- Provisions for direction by marshals on the day of the event.

Reason: To ensure the treatment of traffic is suitable for both vehicles and pedestrians in and around the event.

4.5 The Plan of Management incorporating the Waste Management Plan is to detail the proposed methods for management of waste generated by the event. The Waste Management Plan must have consideration for the following:

- Method for collection of waste containers from the site;
- Measures for ensuring that glass is not brought onto the site;
- Measures to address post-event waste management on the runway and apron areas to remove any foreign objects;
- Measures to address post-event waste management with the airport grounds; and
- Details of on-site garbage storage areas that are readily accessible and serviceable by the waste contractor.

Reason: To ensure that treatment of waste is suitable for the event.

4.6 The Event Management Plan is to detail the management of alcohol during the event, giving due consideration to the following matters:

- Drivers with a blood alcohol concentration greater than 0.00 shall be prohibited from participating in any vehicle events such as the drag races, dirt drags or burn-out activities; and.
- Method of ensuring that all drivers have a blood alcohol concentration of 0.00.

Reason: To ensure the safety of all participants, volunteers and spectators.

4.7 The Event Management Plan is to detail the operation of the drag races, giving due consideration to the following matters:

- The event is supervised and managed by people suitably experienced in undertaking this type of activity. Details of the people responsible for running the drag racing, including details of their experience, shall be incorporated into the Event Management Plan;
- All drag racing events shall be conducted in accordance with the requirements of ANDRA for such events. Evidence of this shall be included in the Event Management Plan, including any correspondence from ANDRA regarding the event;

- The maximum length of track shall be 1/8th mile (201.2m);
- All vehicles participating in the drag racing activities shall adhere to the eligible vehicle criteria for the event;
- After each run vehicles shall return the staging area in accordance with the Traffic Management Plan. The next race shall not commence until such time as the vehicles from the previous race have cleared the race area and have travelled past the starting line; and
- No material, other than water, shall be placed on the surface of the sealed runway to assist with the undertaking of the drag racing event.

Reason: To ensure the safety of all participants, volunteers and spectators.

4.8 The Event Management Plan is to detail the operation of the dirt drags, giving due consideration to the following matters:

- Maximum length of track shall be 120m;
- Competitors shall travel in one direction only along the track from the start to the finish;
- All vehicles participating in the dirt drag racing activities shall adhere to the eligible vehicle criteria for the event; and
- Competitors shall comply with marshal's instructions at all times. Failure to do so shall result in disqualification from the event.

Reason: To ensure the safety of all participants, volunteers and spectators.

5. Burn-out Area

5.1 The Event Management Plan is to detail the operation of the burn-out arena, giving due consideration to the following matters:

- Maximum area for the burn-out arena shall be 36m x 36m (1,296 m²);
- Concrete barriers and protective fencing shall be installed in accordance with ANDRA requirements and with the requirements of the insurance coverage for the event. Copies of these requirements shall be included in the Event Management Plan. Fencing shall be installed in accordance with the terms of the insurance coverage;
- Use of the burn-out arena shall be limited to 1 minute. The Event Management Plan shall detail how the marshals shall advise

drivers when this time period has expired to ensure that drivers do not extend their activities beyond 1 minute;

- Vehicles used for burn-out activities shall have alloy rims only. Steel rims shall be prohibited;
- Drivers shall not blow the tyres on the vehicles as part of the burn-out activities. Drivers doing so shall cease immediately and exit the burn-out arena under instruction from the marshals. Drivers blowing tyres shall be given a warning against such action. Upon a second incident drivers shall be disqualified from taking any further part in burn-out activities;
- Authorised officials and marshals located at the and at the entry to the burn-out arena to direct drivers to and from the burn-out arena. Marshals shall record the details of all drivers and vehicles that use the burn-out arena, including any warnings that have been given; and
- A sign placed at the entrance to the burn-out arena advised drivers of the rules for the use of the burn-out arena. Drivers not adhering to these rules shall be given an initial warning regarding such behaviour. A second incident shall result in the driver being disqualified from taking any further part in burn-out activities.

Reason: To ensure the safety of all participants, volunteers and spectators.

5.2 The Event Management Plan is to detail the operation of the car show area, giving due consideration to the following matters:

- Speed limit for the event, not including the drag strips or burn-out arena, shall be 10 km/hr;
- Pedestrians and spectators shall have right of way at all times;
- Vehicles shall be parked the allocated areas only. All other areas shall be 'No Parking' for event vehicles;
- Engine tuning, warm-up and/or revving of vehicle engines will be strictly controlled and limited to that required for each upcoming race. Running or revving of engines for show or display purposes shall be prohibited; and
- No objects, including pegs or stakes, shall be hammered through the existing seal surface or cause any damage to the existing seal surface.

Reason: To clarify the terms of the approval.

5.3 A minimum of **fourteen (14) days prior to the event** being held the event organisers shall notify Council details of food businesses that will be trading at your event / market including the following details:

- Business name;
- Business contact details including phone numbers, postal address and e-mail address;
- Trading location ;
- Owners details including names, residential address and phone numbers; and
- The nature of the business. This shall include the type of stall (eg) mobile van/ marquee and a description of the nature / type of food to be sold).

Reason: This information is required to be provided in accordance with the provisions of the NSW Food Act & Regulation to provide information for investigation in the incidence of a foodborne illness outbreak.

5.4 All temporary food stalls and mobile food vans are to be constructed and located and have minimum facilities as outlined on the NSW Food Authority website under the headings of Markets and Temporary Events and Mobile Food Vendors.

Reason: To ensure all foods meet the minimum standards necessary for the safe handling of food in accordance with the Food Act & Regulation.

5.6 All food businesses operating mobile food vending vehicles, with the exception of volunteer organisations must appoint a NSW Food Safety Supervisor (FSS) if the food they prepare and serve is:

- ready-to-eat
- potentially hazardous (ie needs temperature control)
- not sold and served in the supplier's original package.

The business must ensure the FSS certificate is available in the temporary stall / mobile food vending vehicle before commencement of operation and upon request by an authorised officer under the Food Act.

Note: Information can be obtained from the Food Safety Supervisor section of the NSW Food Authority website for information on how to obtain a certificate.

Reason: To comply with the requirements of the NSW Food Act and Regulation.

5.7 Any temporary structure such as a tent, marquee, booth having a floor area of more than 300m² or a stage having a floor area of more than 50m² shall have separate consent from Council. Any temporary structure having a floor area less than that specified shall be located on the site and be designed and constructed in accordance with the development standards specified in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

Reason: To comply with the NSW SEPP's Code for Exempt and Complying Development.

6. Damage to the Airport

- 6.1 **Prior to the commencement of the event** a Pre-Event Dilapidation Report will be prepared by Council. The report shall provide detail regarding the pre-event condition of the airport, specifically the runway, taxiway and sealed apron areas. The applicant shall be responsible for all costs involved with this report and any subsequent actions as required.

Reason: To clarify the terms of the approval.

- 6.2 **Immediately following the event** an inspection by Council's Airport Reporting Officer shall be undertaken to ensure that the airport is in sufficient condition to be re-opened. The airport shall not be re-opened until such time as the Airport Reporting Officer determines that the airport is in suitable condition to be re-opened. The Applicant shall be responsible for all costs involved with this inspection and any subsequent actions as required.

Reason: To clarify the terms of the approval.

- 6.3 **Within seven (7) days of the event** a Post Event Dilapidation Report will be prepared by Council. The report shall provide details regarding the post event condition of the airport, specifically the runway, taxiway and sealed apron areas and make reference to any issues found during the pre-event inspection. The Applicant shall be responsible for all costs involved with this report and any subsequent actions as required.

Reason: To clarify the terms of the approval.

- 6.4 The Applicant shall be responsible for the repair of any damage to the airport due to the event or activities associated with the event. This shall include the runway, taxiways, apron areas as well as the area utilised for the dirt drags.

Reason: To clarify the terms of the approval.

Consent is given, however if council does not receive documentation pertaining to Section 4 fourteen days prior to the event, council will revoke approval and the event will not proceed.

On the motion of the Administrator.

Meeting closed 11.17am

