



Hawkesbury City Council

ordinary  
meeting  
business  
paper

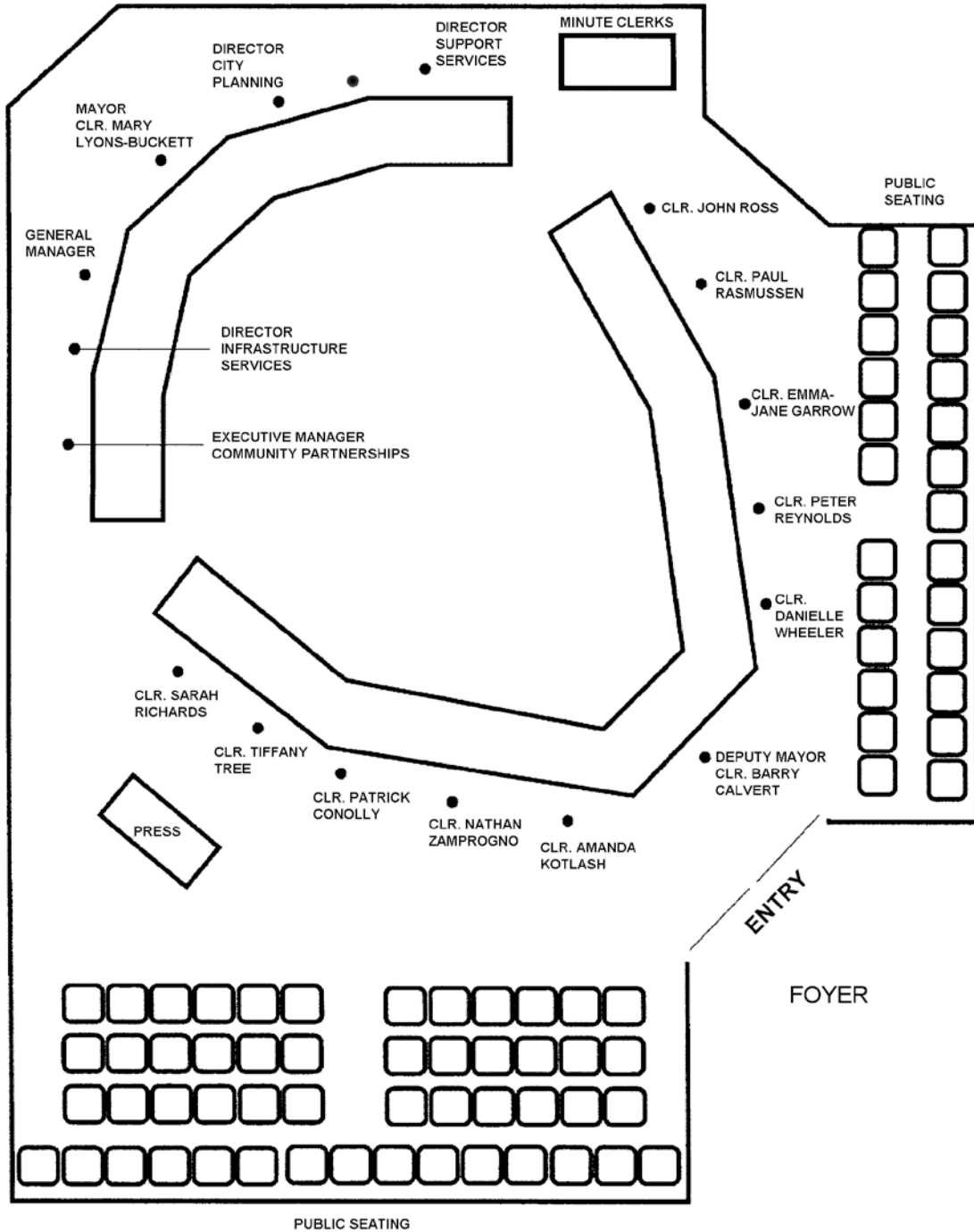
date of meeting: 11 September 2018  
location: council chambers  
time: 6:30 p.m.



mission  
statement

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

# Hawkesbury City Council





**ORDINARY MEETING****Table of Contents**

Meeting Date: 11 September 2018

**TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE</b>
	<b>PROCEDURAL MATTERS</b>	<b>2</b>
	<b>SECTION 1 - Confirmation of Minutes</b>	<b>4</b>
	<b>SECTION 2 – Mayoral Minutes</b>	<b>6</b>
	<b>SECTION 3 – Reports for Determination</b>	<b>9</b>
	<b>PLANNING DECISIONS</b>	<b>9</b>
Item: 221	SS - Classification of Land - Industry Road Reserve, Industry and Windsor Roads, Vineyard - (95496)	9
	<b>GENERAL MANAGER</b>	<b>14</b>
Item: 222	GM - Request for Sponsorship - Kurrajong - Jazz in the Park - (79351, 90311)	14
Item: 223	GM - Drought Assistance - (79351)	21
	<b>INFRASTRUCTURE SERVICES</b>	<b>26</b>
Item: 224	IS - Hawkesbury Traffic Study - Request for Additional Funding - (95495, 79346)	26
	<b>SECTION 4 – Reports of Committees</b>	<b>33</b>
Item: 225	ROC - Audit Committee - 20 June 2018 - (95496, 91369)	33
Item: 226	ROC - Infrastructure Committee - 18 July 2018 - (95495, 143704)	42
	<b>SECTION 5 – Notices of Motion</b>	<b>49</b>
Item: 227	NM1 - Historic Windsor Bridge - (79351, 138885)	49
Item: 228	NM2 - Pedestrian Crossing at Ebenezer Public School - (79351, 138883)	50
	<b>QUESTIONS FOR NEXT MEETING</b>	<b>51</b>
Item: 229	Councillor Questions and Responses from Previous Meetings - 28 August 2018 - (79351)	51
	<b>CONFIDENTIAL REPORTS</b>	<b>56</b>
Item: 230	SS - Lease and Compulsory Acquisition by Roads and Maritime Service - Part of 1 Terrace Road, North Richmond - (100920, 95496, 112106)	56
Item: 231	SS - Lease to The Hills Family Trust, trading as Pitt Town Pizza Pty Ltd - Shop 8, Wilberforce Shopping Centre - (125631, 95496, 112106)	57

**ORDINARY MEETING**  
**Procedural Matters**  
**Meeting Date: 11 September 2018**

**PROCEDURAL MATTERS**

**Welcome**

The General Manager will address the Council meeting, mentioning:

- Acknowledgement of Indigenous Heritage
- Emergency Procedures
- Recording of the Council Meeting
- Statement regarding people addressing the Meeting
- Mobile phones.

**Attendance**

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

**Apologies and Leave of Absence**

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

**Declaration of Interest**

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

**Acknowledgement of Official Visitors to the Council**

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

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 11 September 2018

ordinary

section 1

confirmation of minutes

**ORDINARY MEETING**

**SECTION 1 - Confirmation of Minutes**

**Meeting Date:** 11 September 2018

**SECTION 1 - Confirmation of Minutes**



ORDINARY MEETING

SECTION 2 – Mayoral Minute

Meeting Date: 11 September 2018

ordinary

section 2

mayoral minutes

**ORDINARY MEETING**

**SECTION 2 – Mayoral Minute**

**Meeting Date:** 11 September 2018

**SECTION 2 – Mayoral Minutes**

No Mayoral Minutes.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 11 September 2018

ordinary

section

3

reports  
for determination

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 11 September 2018

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 11 September 2018**

**SECTION 3 – Reports for Determination**

**PLANNING DECISIONS**

**Item: 221**                    **SS - Classification of Land - Industry Road Reserve, Industry and Windsor Roads, Vineyard - (95496)**

**Directorate:**                Support Services

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to seek Council's endorsement to lodge a Planning Proposal to reclassify three parcels of land located in Industry and Windsor Roads, Vineyard from 'Community' land to 'Operational' land under the Local Government Act, 1993.

**EXECUTIVE SUMMARY:**

Council owns land known as Industry Road Reserve, which comprises of four parcels of land which are located between Industry and Windsor Roads, Vineyard. Three of these parcels of land are classified as 'Community' and one is classified as 'Operational' under the Local Government Act, 1993.

To change the classification of the three parcels of land to 'Operational', Council is required to lodge a Planning Proposal. Changing the classification to 'Operational' will allow Council to lease the parcels for purposes such as advertising.

**RECOMMENDATION SUMMARY:**

That a Planning Proposal be prepared and lodged regarding the reclassification of Council owned properties located between Industry and Windsor Roads, Vineyard.

---

**REPORT:**

**Context and Background**

Between the years of 2003 and 2010, Council undertook the construction of Industry Road, Vineyard. As part of the Deed with the adjoining landowners Council would take ownership of a strip of land 45 metres wide, 20 metres for road and 25 metres for public recreation across the frontage of their land.

By 2010 Council had completed all the construction works, including the creation of Industry Road, Industry Road Reserve, and the creation and registration of the properties along Industry Road. On 22 December 2010, Industry Road Reserve was dedicated as 'Community' land under the Local Government Act, 1993. A plan of Industry Road Reserve is attached as Attachment 1 to this report.

The four parcels owned by Council are:

- Lot 8 in Deposited Plan 804460 – classified as 'Operational'
- Lot 9 in Deposited Plan 1149340 – classified as 'Community'
- Lot 13 in Deposited Plan 815849 – classified as 'Community'
- Lot 6 in Deposited Plan 777933 – classified as 'Community'

## ORDINARY MEETING

### SECTION 3 – Reports for Determination

Meeting Date: 11 September 2018

As part of Council's conversion of the Hawkesbury Local Environmental Plan 1989 to the NSW Government Standard Local Environmental Plan, one of the Industry Road Reserve parcels, being Lot 8 in DP 804460, was reclassified as 'Operational'. This was due to 'Sewer Pumping Station R' being located on this lot.

When Council took ownership of Lot 9 in DP 1149340 there was a billboard advertising sign located on the site, which had been approved under DA0289/95. The billboard advertising sign was originally constructed by APN Outdoor and they had an agreement with the previous owner of Lot 9 in DP 1149340 to lease the area where the sign is located. In late 2017, it was discovered that when Council took ownership of the subject land, no agreement between Council and APN Outdoor was ever entered into.

Council sought legal advice to rectify this matter and to pursue appropriate compensation for use of the sign on Council property. Council's Solicitors advised that whilst existing use rights remain for the sign, the Local Government Act 1993 prohibits Council from entering into a lease or licence agreement because the land is classified as 'Community' under the Local Government Act 1993.

Section 46 of the Local Government Act 1993, deals with the leasing of 'Community' land, and states that Council is not authorised to use public reserves for an advertising structure regardless of the Plan of Management for the property. To remedy this abnormality, Council is required to reclassify the land via the Local Environmental Planning amendment process.

For Council to be able to legally lease the site for advertising purposes, the three parcels would need to be reclassified to 'Operational'. The reclassification of these parcels requires an amendment to the Hawkesbury Local Environmental Plan and a Planning Proposal is required to be prepared and submitted. Once assessed, the Planning Proposal would proceed through the State Government Gateway process, seek appropriate approval by the Minister for Planning, and gazetted accordingly.

Council has been approached by APN Outdoor and also neighbouring retailers to continue to utilise the space for advertising purposes. If Council were to reclassify the parcels of land it would create an opportunity to look at new advertising models such as electronic signage, updated billboard signage or another advertising structure for multiple businesses.

It is recommended that Council prepare and submit the Planning Proposal Application to commence the process and necessitate the immediate assessment of the proposal.

The associated fees total approximately \$16,975, which includes application fees, advertising and notification fees, as well as the fee for the required public hearing to be held. The fees for this Planning Proposal would be paid out of the Property Development Reserve. Once reclassified, the income generated from any potential agreement entered into for advertising signage will be used to repay the cost of the fees back to the Property Development Reserve.

Under Section 57 of the Environmental Planning and Assessment Act 1979, Council will need to undertake community consultation in the form of public exhibition of the LEP Amendment and a public hearing.

#### **Detailed History, including previous Council decisions**

No previous Council decisions applicable to this report.

#### **Consultation**

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. The community engagement required for this matter will be undertaken as part of the public exhibition process for the planning proposal.

#### **Conformance to the Hawkesbury Community Strategic Plan 2017-2036**

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

## ORDINARY MEETING

### SECTION 3 – Reports for Determination

Meeting Date: 11 September 2018

#### Our Leadership

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

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

#### **Financial Implications**

The matters raised in this report have direct financial implications. The expenditure applicable of approximately \$16,975 for the planning proposal fees, is not provided for in the 2018/2019 Adopted Operational Plan. The funds for the planning proposal fees will be paid out of the Property Development Reserve.

Once reclassified, the income generated from any potential agreement entered into for advertising signage will be used to repay the cost of the fees back to the Property Development Reserve. This adjustment will need to be addressed as part of the next Quarterly Budget Review.

#### **Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will enable Council to continue to provide and maintain service levels to meet established community expectations as budgeted for in the Long-Term Financial Plan.

#### **Planning Decision**

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

#### **Conclusion**

Industry Road Reserve is located, between Industry and Windsor Roads, Vineyard. The Reserve comprises of four parcels of land, three of these parcels of land are classified as 'Community' and one is classified as 'Operational' under the Local Government Act, 1993.

It is recommended that Council proceed with the lodgement of a Planning Proposal to have the three parcels listed in the report reclassified from 'Community' to 'Operational' land. The reclassification will enable Council to generate income by leasing the site for advertising purposes and accordingly, the matter is submitted for the consideration of Council.

#### **RECOMMENDATION:**

That:

1. Council lodge a Planning Proposal to reclassify for the following properties from 'Community' land to 'Operational' land, in accordance with the Local Government Act, 1993:
  - a) Lot 9 in Deposited Plan 1149340
  - b) Lot 13 in Deposited Plan 815849
  - c) Lot 6 in Deposited Plan 777933

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 11 September 2018

2. The Planning Proposal be prepared in accordance with the Environmental Planning and Assessment Act 1979 and the Department of Planning and Environment guidelines.

**ATTACHMENTS:**

**AT - 1** Map of the Subject Properties



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 11 September 2018**

**AT - 1 Map of the Subject Properties**



oooO END OF REPORT Oooo

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 11 September 2018**

**GENERAL MANAGER**

**Item: 222**                      **GM - Request for Sponsorship - Kurrajong - Jazz in the Park - (79351, 90311)**

**Directorate:**                General Manager

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to advise Council of a sponsorship request from the Kurrajong Community Forum Inc. for sponsorship of Jazz in the Park. The event would be held in Kurrajong Memorial Park on Saturday, 10 November 2018.

**EXECUTIVE SUMMARY:**

Council is seeking to expand the number and diversity of events that are held within the Hawkesbury. The intention statement with the Hawkesbury Community Strategic Plan 2017 – 2036 is that the Hawkesbury will be a “place that is vibrant, attractive and welcoming and treasures and celebrates our shared history, environment, local economy and lifestyle”. The development of an expanded program of events for the area will assist Council in achieving this intention.

Council has received a sponsorship request from the Kurrajong Community Forum Inc. for Jazz in the Park, a free community outdoor event where musicians perform and people can enjoy the community atmosphere, enjoying a picnic or food available for sale from the local shops.

To this end, Council has also developed and adopted an Events Strategy. As part of the Strategy, an Assessment Criteria Matrix has been developed, which has been used to assess this application. After an assessment of this event against the Assessment Criteria Matrix, this report recommends that Council support be provided to Kurrajong Community Forum Inc. for Jazz in the Park by way of financial sponsorship and in-kind support.

**RECOMMENDATION SUMMARY:**

This report recommends Council approval of a one year sponsorship of the Kurrajong Community Forum Inc. for Jazz in the Park on Saturday, 10 November 2018.

---

**REPORT:**

**Context and Background**

The Kurrajong Community Forum Inc. has approached Council with a request for sponsorship of Jazz in the Park. The event will be held at the Kurrajong Memorial Park on Saturday, 10 November 2018. The event has been held on three separate occasions with more than 500 people attending each event. It is anticipated that a similar number of people will attend in 2018.

Jazz in the Park is being held to provide a venue for musical performers to play. This year the event will showcase three HSC music students performing their examination pieces, a local jazz group and a professional jazz group. The event will provide a cultural and social experience for locals and visitors to the area.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 11 September 2018**

Planning, preparation and execution of the event develops relationships and partnerships across the community including the local musicians, local shops and restaurants and the volunteers from the Kurrajong Community Forum Inc.

Jazz in the Park will be held in Kurrajong Memorial Park and the event activities will not require the closure of any streets. Parking will be in the designated parking spots in and around the Kurrajong Memorial Park and Village.

The Kurrajong Community Forum Inc. is requesting financial sponsorship support from Council of \$2,000 and in-kind assistance for the hire of garbage bins.

The event organisers have advised the following anticipated income and expenses for Jazz in the Park as shown in Table 1.

*Table 1 – Estimated Income and Expenses for Jazz in the Park*

Income	\$	Expenses	\$
Earned Income (from entry fees or sales etc.)	\$150	HSC Student performers	\$600
Estimated value of Donations/Corporate Sponsorship (Value of gifts or other sponsorship)	\$1,000	Local Band	\$700
Grants (from other government agencies)	Nil	Professional Band	\$1,000
Financial contribution from Kurrajong Community Forum	\$1,000	Sound engineer	\$800
Financial sponsorship request from Council	\$2,000	Printing	\$500
		Council park fee	\$106
		St Johns Ambulance fee	\$250
		Glow sticks to sell	\$100
		Food for bands	\$100
<b>Total Income</b>	<b>\$4,150</b>	<b>Total Expenses</b>	<b>\$4,156</b>

**Detailed History, including previous Council decisions**

Jazz in the Park has been held at Kurrajong Memorial Park three times. Council has previously provided in-kind support for the event through the Community Sponsorship Program.

**Policy considerations**

An Events Strategy has recently been adopted by Council. The Strategy recognises the importance of events for the Hawkesbury and that they create opportunities for us to build:

- Community – involvement and participation
- Capacity - the ability to self organise and develop resilience in the community
- Connections – social cohesion across communities and local businesses

An Assessment Criteria Matrix is used to assess all applications for sponsorship to determine whether the applications are eligible for Council sponsorship. A copy of the completed Assessment Criteria Matrix for Jazz in the Park is attached as Attachment 1 to this report.

Council has also adopted a Sponsorship Policy to manage arrangements whereby Council may consider granting a sponsorship to another party "in money or kind, to support and activity or event for the benefit of residents or visitors".

## ORDINARY MEETING

### SECTION 3 – Reports for Determination

Meeting Date: 11 September 2018

Council's Sponsorship Policy defines the following in respect of a sponsorship the Council may provide:

*"Sponsorship is not an unconditional grant. In providing sponsorship Council expects to receive an outcome for the benefit of the community which is consistent with the aims and objectives of its strategic, operational and community plans."*

It is considered that the event proposal meets the above definition in that Jazz in the Park provides economic benefits to local businesses and the tourism sector in the Hawkesbury.

It is also considered that the proposal achieves a number of the 'Sponsorship Principles' contained in the Council's Sponsorship Policy.

#### Consultation

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

#### Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

#### Our Future

- 5.5 Reinforcing our dynamic places - Support the revitalization of our town centres and growth of our business community:
  - 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
  - 5.5.3 Assist our town and village centres to become vibrant local hubs
- 5.6 Instigating Place Making Programs – Celebrate our creativity and cultural expression
  - 5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.

#### Discussion

The event is consistent with the Direction and Strategies in the Hawkesbury Community Strategic Plan and is also consistent with the recently adopted Events Strategy, which identifies events as an opportunity in the Hawkesbury to create:

- Community – involvement and participation.
- Capacity – the ability to self organise and develop resilience in the community.
- Connections – social cohesion across communities.

This event will create opportunities for Council to work with the event partners and the community to continue to build these attributes. This community event will help to:

- Build strong connections and partnerships across the community as people of all ages come together to prepare for the event and then at the event to celebrate with their community at the local Park.
- The event will create a sense of place and ownership in the local community of the location and any funds raised will be used to fund similar events in this location.
- Celebrate the musical talent of the area, particularly the up and coming local music students.
- Increase the numbers of people in Kurrajong which will contribute to the local economy.
- Create an opportunity for people outside the area to visit and contribute to the local economy,

## ORDINARY MEETING

### SECTION 3 – Reports for Determination

Meeting Date: 11 September 2018

The Events Strategy also includes an Assessment Criteria Matrix which is used to assess all Sponsorship Applications for 2018/2019. The Events Strategy has recently been adopted by Council and Round 1 of Events Sponsorship is open until 30 September 2018. This event had been assessed before the closing of Sponsorship Round due to the timing of the event in early November 2018.

The Assessment Criteria Matrix has been used to assess this event sponsorship application and is included in Attachment 1. The highest score that an event can score on the Assessment Criteria Matrix is 70. The Kurrajong Community Forum scored 50 (see Assessment Criteria Matrix - Attachment 1). This event scored well on the Matrix and is therefore eligible to receive Council sponsorship. Accordingly, it is recommended that the event be sponsored by Council.

An assessment has been made of the request by the event organisers and in an effort to support the event it is suggested that Council provide a financial contribution of \$2,000 for the event in 2018.

As part of Council's sponsorship of the event Council will also provide in-kind social media promotion on the Hawkesbury Events page, promotion of the event through the Council Events Calendar, a media release and in the Mayoral Column to the value of \$1,000.

Council will also provide in-kind assistance by waiving the cost of waste bin hire. Council proposes to provide up to 25 waste bins at a cost of \$742.

In return for the above provisions, Council would require the following general commitments from the event organisers:

- Council Logo and name recognition to be included on all the marketing and promotional material, including but not limited to:
  - Flyers
  - Media Release
  - Posters
  - Banners
  - Social Media Pages
  - Website
  - Invitations
  - Entry Forms

Council will need to approve any marketing material that displays the Council Logo prior to print.

- Onsite Activation:
  - Opportunity for the Mayor to speak at all events
  - Official invitations to Mayor and Councillors
  - Opportunity for Council tear drop/pull up banners/Council marquee to be displayed at the event

#### Financial Implications

Funding of \$2,000 has been provided for in the 2018/2019 Operational Plan to support events such as Jazz in the Park. Council has allocated \$30,000 within its budget for community event sponsorship. The table below indicates commitments already made and the effect of the proposed allocation of funding. Should Council approve this sponsorship request there will be funding of \$19,391 remaining.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 11 September 2018**

Organisation	Date Received	Value (\$)
<b>Budget Allocation</b>		<b>30,000</b>
Koala Fest @ Kurrajong	May 2018	3,625
Richmond Rotary Carols	March 2018	2,984
Bowen Mountain Arts Festival	July 2018	2,000
<b>Total Existing Commitments</b>		<b>8,609</b>
Proposed Funding for Jazz in the Park	July 2018	2,000
<b>Total Allocation</b>		<b>10,609</b>
<b>Remaining Sponsorship Funding Available</b>		<b>19,391</b>

In addition, an in-kind contribution totalling \$1,000 will be provided for marketing and \$742 for waste management.

**Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications outside of Council's adopted 2018/2019 Operational Plan, which will adversely impact on Council's financial sustainability.

**Conclusion**

It is recommended that Council approve the sponsorship funding for Jazz in the Park to provide economic benefits, place making opportunities, community connections and resilience, participation and increased social cohesion in the village of Kurrajong and right across the Hawkesbury.

**RECOMMENDATION:**

That Council:

1. Approve sponsorship funding to the Kurrajong Community Forum Inc. in regard to the holding of Jazz in the Park on Saturday, 10 November 2018 to the value of a \$2,000 financial contribution and in-kind contribution of \$1,000 for marketing promotion services and \$742 for waste management.
2. Enter into the standard Sponsorship Agreement with the Kurrajong Community Forum Inc. for Jazz in the Park.

**ATTACHMENTS:**

**AT - 1** Assessment Criteria Matrix – Jazz in the Park

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 11 September 2018**

**AT - 1 Assessment Criteria Matrix – Jazz in the Park**

## Assessment Criteria Matrix

Event Name: Jazz In The Park  
 Event Location: Kurrajong Memorial Park  
 Event Date: 10 November 2018

Objective	Criteria	Score Options	Score	Event Score
Community connections and resilience	Create community partnerships	No	0	3
		Yes	1	
		More than 3 Partnerships	2	
	Opportunities for local community group involvement	No	0	1
More than 2 Groups	1			
More than 3 Groups	2			
More than 4 Groups	3			
Training and skills to be provided to local volunteers	No	0	2	
	Yes	2		
Not for profit organisation	No	1	2	
	Yes	2		
Economic Benefit	Opportunities for local business involvement	No	0	2
		Yes	1	
		More than 3	2	
	Origin of attendees anticipated	Hawkesbury	1	1
Outside LGA	2			
Anticipated number of people staying overnight	< 100 People	1	1	
	100 to 200 People	2		
	> 200 People	3		
Estimated \$ impact (anticipated revenue generated)	< \$100,000	1	1	
	\$100,000 to \$500,000	2		
Community Strategic Plan	Support revitalisation of town centres	No	0	2
		Yes	2	
	Develop vibrant town centres with business growth and community connection	No	0	2
		Yes	2	
	Assist town centres and villages to become vibrant local hubs	No	0	2
		Yes	2	
Events which create Hawkesbury community connections and resilience	No	0	2	
	Yes	2		
Events that celebrate our Rivers or riverside locations	No	0	0	
	Yes	2		
Venue has disability access	No	0	2	
	Yes	2		
Image and Profile	Ability to link or coordinate with other events held at the same time of the year	No	0	2
		Yes	2	
Culture and Heritage	Use of Hawkesbury heritage site	No	0	0
		Yes	2	
	Involvement of local artists	No	0	0
Yes		2		
Involvement of local musicians	No	0	2	
	Yes	2		

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 11 September 2018**

Objective	Criteria	Score Options	Score	Event Score
Promotional Brand Exposure	Local/District promotion	No	0	2
		Local	1	
		Regional	2	
	Attract State/National promotion	No	0	0
		State	1	
National		2		
International exposure		No	0	0
		Some	1	
		Good	2	
		High	3	
Consistent with the Hawkesbury brand		Not consistent	0	3
		Somewhat consistent	1	
		Consistent	2	
		Highly consistent	3	
Provision of marketing strategy		No	0	0
		Yes	2	
Attendee Appeal	Appeal to wide demographic	Specialised interest	0	2
		Age or interest group	1	
		Universal appeal	2	
Number of attendees		< 500 Attendees	1	2
		500 - 1000 Attendees	2	
		> 1000 Attendees	3	
Open to the general public		No	0	1
		Yes	1	
Legacy	Opportunity to grow the event	No	0	2
		Yes	2	
Proven track record		No	0	2
		Yes	2	
Viability	Adequacy of budget proposal	No	0	2
		Yes	2	
	Multiple funding sources	No	1	2
		Yes	2	
	State/other Government funding secured	No	1	1
		Yes	2	
	Strong business model	No	1	2
		Yes	2	
	Governance model in place	No	0	2
		Yes	2	

Total Score

50

oooO END OF REPORT Oooo



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 11 September 2018**

**Item: 223**                    **GM - Drought Assistance - (79351)**

**Previous Item:**            125, Ordinary (31 July 2018)

**Directorate:**                General Manager

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to seek Council's endorsement to provide assistance to drought affected farmers in the Hawkesbury. Council proposes to offer both financial assistance and silage from it's McGraths Hill Treatment Plant to support farmers suffering the effects of the drought.

**EXECUTIVE SUMMARY:**

Council is committed to assisting drought affected farmers, with priority given to farmers in the Hawkesbury, followed by those in rural areas across NSW.

According to the State Government's Combined Drought Indicator, all of NSW is in drought, and almost a quarter of the State is classified as being in 'intense drought', including Hawkesbury City council.

Council has developed a range of ways that it can support farmers who are suffering the effects of the drought including encouraging financial donations at Hawkesbury events and making a financial donation to Rural Aid's charity Buy a Bale for local Hawkesbury farmers. Council will also be selling all silage rolls from the McGraths Hill Treatment Plant (estimated at 895 rolls) to local Hawkesbury farmers through an Expression of Interest and ballot process. Any excess silage rolls will be sold to Buy a Bale for rural areas across the State.

**RECOMMENDATION SUMMARY:**

It is recommended that Council support Hawkesbury farmers who are suffering the effects of the drought by selling silage rolls to local farmers, make a financial contribution to Buy a Bale for local farmers and take donations for local farmers at Council events.

---

**REPORT:**

**Context and Background**

The NSW Government has identified that every part of NSW is affected by dry conditions, with almost one quarter of the State classified as being in 'intense drought'.

Council at its meeting on 31 July 2018, resolved to investigate ways that the Council could assist drought affected farmers and implement appropriate options. On 28 August 2018, Council also requested that consideration be given to sending fodder to Council's Country-City Alliance partner Councils in Western NSW.

Council has long established Country-City Alliance partnerships with the Shires of Cabonne and Weddin. Both of these Councils are located in drought affected regional NSW, with Cabonne classified as 'in drought' and Weddin in 'drought onset'.

Much of the Greater Sydney region is in 'intense' drought with many farmland properties here in the Hawkesbury are experiencing the effects of drought, farm dams are drying up and fodder is becoming

## ORDINARY MEETING

### SECTION 3 – Reports for Determination

Meeting Date: 11 September 2018

increasingly limited. There are 601 registered Farmland properties in Council's rating system in the Hawkesbury including turf farms, market gardens, vineyards, hobby, mushroom, chicken and cattle farms.

#### **Detailed History, including previous Council decisions**

At the Council meeting on 31 July 2018 Council considered ways that it could assist drought affected farmers and implement appropriate options and resolved as follows:

*"That Council:*

1. *Acknowledge that the community donated \$349.15 to Buy a Bale at Hawkesbury Fest and continues to donate via various groups and venues.*

2. *Staff:*

- a) *Investigate sending produce from Council's STP to drought stricken areas to supplement feed stocks;*
- b) *Investigate other ways Council can assist, including liaising with the WSU Hawkesbury Agricultural Students group formed to do the same, and implement any appropriate options.*

In addition, Council at its meeting of 28 August 2018 requested that consideration be given to sending fodder to our Country-City Alliance partner Councils in Western NSW.

#### **Consultation**

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

#### **Conformance to the Hawkesbury Community Strategic Plan 2017-2036**

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

#### Our Community

##### 2.4 Community wellbeing and local services

- 2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantaged and vulnerable groups, and to build stronger and more cohesive communities.
- 2.4.2 Provide flexible services that can adapt to changing community needs and service demands.

#### **Discussion**

For many weeks Council has been considering how it can support drought-affected communities in the Hawkesbury and across NSW. According to the State Government's Combined Drought Indicator, all of NSW is in drought, and almost a quarter of the State is classified as being in 'intense drought', including Hawkesbury City Council.

Council is therefore proposing to support local drought-affected communities in two broad ways:

- Selling silage rolls from the McGraths Hill Treatment Plant to local farmers
- Making a financial donation to Rural Aid's drought program Buy a Bale which provides assistance to farmers across NSW.

Council has been in contact with Buy a Bale and they have guaranteed that they can allocate the funding from the sale of the bales to farmers in the Hawkesbury that have registered with Buy a Bale.

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 11 September 2018

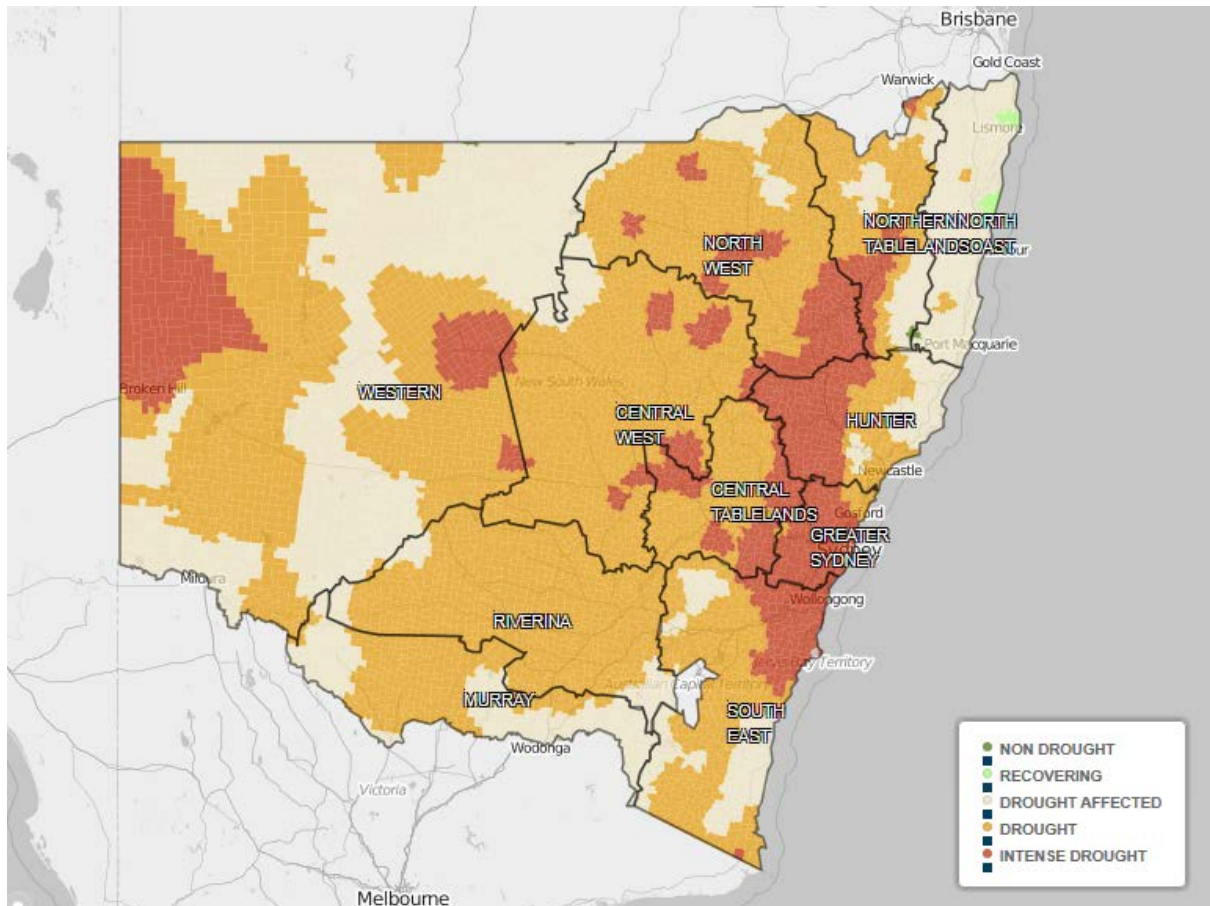
Lucerne is grown on the paddocks adjacent to Council’s McGraths Hill Treatment Plant. The lucerne is harvested between September and April each year and rolled into silage rolls. In 2018/2019 it is anticipated there will be approximately 895 rolls. Over the six month production period the silage rolls could be sold at cost to local farmers of \$48 per roll which will cover the production costs of \$42,960.

The bales have a market value of approximately \$78 per roll including a \$30 profit. If the bales are sold at cost the \$26,850 profit will be forgone.

Council has previously discussed the possibility of making a donation of \$30,000 to support farmers. In order to satisfy this target, a financial contribution of \$3,150 could be made to Buy a Bale which is the difference between the foregone profit of \$26,850 from the sale of the bales on the open market and the previously agreed contribution of \$30,000.

Local Hawkesbury farmers would be encouraged to apply to purchase silage rolls through an Expression of Interest and ballot process. The bales would be shared between local farmers who enter the ballot. Local farmers would be notified that they are eligible to purchase the bales and that they would be responsible for pickup of the bales from the Treatment Plant.

NSW Drought Indicator



As can be seen from the Combined Drought Indicator map conditions vary across the State from ‘non drought’ to ‘intense drought’.

Once the Buy a Bale campaign is promoted locally across the Hawkesbury and local farmers can see that they could benefit from the support of the program it is hoped that local farmers will be encouraged to register with Buy a Bale. Once registered farmers will be eligible to receive the assistance provided by the charity giving them access to financial and practical support including drought and clothing vouchers, feed for stock and water to fill depleted tanks.

## ORDINARY MEETING

### SECTION 3 – Reports for Determination

Meeting Date: 11 September 2018

If the bales are not all sold to local farmers the remainder will be sold to Buy a Bale for \$48.00 per roll for distribution across the state based on relative need.

Council has also identified other methods of support that they will provide:

- Working with local groups including the Richmond Good Food Markets, Western Sydney University Hawkesbury Agricultural students and the Hawkesbury District Agricultural Association and the Hawkesbury Harvest Farm Gate Trail to promote any events held to raise money for farmers. The events will be an opportunity to collect money with Buy a Bale Buckets.
- Promotion of Council events where there will be an opportunity to make donations to Buy a Bale to support local Hawkesbury farmers. Council staff will be supporting the cause during multi-days by making bucket donations.
- Collecting donations at Council's Customer Service Counter at the Administration Building.

Council recognises that many community members have been financially contributing to the drought relief already and Council will continue to encourage our community to continue to maintain this level of support.

#### Financial Implications

The matters raised in this report have direct financial implications. To produce a silage bale the cost is \$48. The costs of producing the estimated 895 bales is \$42,960. Bales are usually sold locally for \$78 per roll including a \$30 profit. If the bales are sold at cost the \$26,850 profit will be forgone.

Council has previously discussed donating up to \$30,000 to support farmers. A financial contribution of \$3,150 will be made to Buy a Bale which is the difference between the anticipated profit of \$26,850 from the sale of the bales on the market and the agreed contribution of \$30,000.

Funding up to the amount of \$30,000 as Council's contribution has not been provided in the Adopted 2018/2019 Operational Plan and therefore an appropriate adjustment will need to be made at the next Quarterly Review.

#### Fit For The Future Strategy Considerations

The proposal is not aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will be a one off variation that will be funded through a budget variation at the next Quarterly Review.

#### Conclusion

Council is committed to assisting drought affected farmers, particularly in the Hawkesbury. Council proposes to offer financial assistance, raise money at Council events and sell silage at reduced costs to local farmers as a way to provide ongoing support to drought affected farmers.

#### RECOMMENDATION:

That:

1. Council recognises and supports its local farmers, who are suffering the devastating effects of the drought.
2. Council arrange for community donations to be received at local Council run events.
3. Any community donations received from Council events be distributed to local Hawkesbury farmers, through Buy a Bale.

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 11 September 2018

4. Council sell this seasons production of silage rolls – estimated at 895 bales, from the McGraths Hill Treatment Plant to local farmers for \$48 a roll.
5. Council sell any remaining silage rolls, in excess of those required by local farmers to Buy a Bale for Country-City Alliance partners and rural farmers for \$48 a roll.
6. Council make a financial contribution of \$3,150 to buy a Bale for local farmers.
7. Funding for up to the amount of \$30,000 as Council's contribution be allocated in the next Quarterly Review.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 11 September 2018**

**INFRASTRUCTURE SERVICES**

**Item: 224**                    **IS - Hawkesbury Traffic Study - Request for Additional Funding - (95495, 79346)**

**Previous Item:**        NM7, Ordinary (11 October 2016)  
                              NM6, Ordinary (25 October 2016)  
                              NM4, Ordinary (13 December 2016)  
                              274, Ordinary (13 December 2016)  
                              9, Ordinary (31 January 2017)

**Directorate:**            Infrastructure Services

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to advise Council of the progress of the Hawkesbury Traffic Study and outline additional survey work required.

**EXECUTIVE SUMMARY:**

Council is currently undertaking the second stage of the Hawkesbury Traffic Study. The Study, being undertaken by SMEC, incorporates the development of a Local Government Area wide traffic model. This model will enable assessment and planning for traffic growth and any individual development impacts.

The model is being developed to be compatible with State agency modelling and utilises significant traffic data available from RMS.

However, as RMS have not undertaken this level of detailed modelling within all of the Hawkesbury, there are a number of traffic data gaps on main roads which require additional counts.

It was anticipated that this data would be available from RMS, however in the absence of this it will be necessary for Council to undertake this work as a variation of \$33,000 to the original budget of \$186,000 (for Stages 1 and 2).

Given the recent announcement of State funding for RMS to commence the planning for a bridge crossing of the river, the development of the model becomes more critical as it will inform Council's input into the RMS project.

**RECOMMENDATION SUMMARY:**

That additional funding be provided for the Hawkesbury Traffic Study to the value of \$33,000 to undertake essential traffic counts to develop the traffic model.

**REPORT:**

**Context and Background**

Council is currently undertaking a Traffic Study for the Hawkesbury LGA to assist in planning for the transport and traffic needs of the Hawkesbury community as well as cross regional requirements. The overall objective is to have a traffic study undertaken, that would, in general, identify current and future road network operations, and identify short, medium and long term road network improvements.

Additionally this study would enable the impacts of proposed development and growth to be assessed at a strategic network level and any required improvements or capacity needs to be determined. The model will enable assessment of impacts at both a macro (area wide) and micro (individual intersection) level and could be made available at commercial cost to developers or other bodies.

The Study and modelling is to be undertaken in a manner that is consistent with RMS modelling standards to ensure that it can be integrated into, and aligned with, RMS and other agency planning activities.

The Study is structured into two stages:

- Stage 1: Desk top review of existing data including existing reports and studies, current and future development, future road infrastructure improvements, in particular by RMS. Assess the current and future performance of the existing Bridge crossings of the Hawkesbury River in the HCC LGA including the proposed upgrade at Windsor Bridge and Navua Reserve (cost \$57,000).
- Stage 2: Based on the findings and outcomes of Stage 1, prepare a traffic model for the Hawkesbury LGA to include State, Regional and Local roads that could potentially carry through road traffic. Assess network performance at critical points and potential development scenarios. The final report will outline modelling results and identify critical network elements that may require upgrade to support growth (cost \$129,000).

Stage 1 has been completed with Stage 2 in progress.

**Summary of Results and Issues from Stage 1**

The Hawkesbury LGA is divided by the Hawkesbury River, which currently only has two principal bridge crossings to service the Hawkesbury Local Government Area; one at Windsor and one at North Richmond. The limited number and capacity of these river crossings and the supporting road network results in significant delays and queuing at key intersections.

Intersection performance assessment was undertaken for 2017 and 2027 with three scenarios for bridges, including current Richmond and Windsor Bridges only (2017), current Richmond and Windsor Bridges with proposed RMS intersection layout upgrades (2027), as well as current Richmond and Windsor Bridges with proposed RMS intersection layout upgrades with the addition of a new bridge in the vicinity of Navua Reserve.

An obvious major issue for the study area in Windsor and Richmond is high levels of traffic congestion in peak periods and the ability of the road network to accommodate existing traffic levels. A number of key roads and intersections already operate at capacity during peak periods, such as the Bridge Street/ George Street intersection in Windsor, the Bells Line of Road/ Grose Vale Road and March Street/ Bosworth Street intersections in Richmond/ North Richmond and the Kurrajong Road/Old Kurrajong Road intersection, whereby capacity at this intersection is compromised by downstream issues in North Richmond.

The following outcomes were derived upon analysis of the future assessment year of 2027 for the RMS proposed upgrades at the following intersections:

## ORDINARY MEETING

### SECTION 3 – Reports for Determination

Meeting Date: 11 September 2018

- Bridge Street/ George Street intersection in Windsor (based on the Windsor Bridge upgrade and traffic signals at this intersection) would experience a high degree of saturation for northbound through traffic in the PM peak, which adversely affects the operation of the nearby Bridge Street/ Macquarie Street signalised intersection, which consequently would operate with Level of Service (LoS) F (unsatisfactory with excessive queuing).
- Bells Line of Road/ Grose Vale Road signalised intersection would operate with no reserve capacity and LoS F in both the AM and PM peak periods with significant queuing and delays.
- March Street/ Bosworth Street signalised intersection would operate with no reserve capacity and LoS F in both the AM and PM peak periods with significant queuing and delays.
- Kurrajong Road/Old Kurrajong Road intersection would also experience delays.
- Whilst these intersections are able to accommodate future background traffic growth, they are not able to accommodate the addition of significant future traffic associated with the Redbank development, without the additional improvements proposed by that development.

In order to estimate future traffic flows with the addition of a new bridge over the Grose River proposed as part of the Redbank development, the RMS strategic model was coded to include a new bridge. This showed that a new bridge generally from Grose River Road to Springwood Road would result in a redistribution of traffic, which would result in a reduction in traffic at the Bells Line of Road/ Grose Vale Road signalised intersection, at the Kurrajong Road/ Old Kurrajong Road intersection, as well as at Richmond Bridge.

The operating function of these intersections will go from unsatisfactory to operating at "near" capacity.

The Stage 1 assessment has provided a sound basis for identifying issues and capacity that will be assessed in further detail as part of Stage 2 of this study, and informs the approach to Stage 2.

#### **Current Situation:**

Stage 2 of the Study has commenced with scoping of the required traffic routes to be assessed completed. The traffic study involves developing a mesoscopic traffic model for the LGA for which a range of traffic data is required. The study consultants, SMEC, have undertaken a thorough review of all traffic survey data available from Council and RMS. The review has identified gaps in information required to develop the traffic model and, as a consequence, additional traffic surveys are required at 33 locations which include 23 intersections and 10 mid-block locations. In developing the proposal for the modelling it was assumed that RMS would hold the necessary traffic data/volumes for the main road network, however RMS have been found to not hold this detailed network data, which is considered an essential tool for road planning and management.

This traffic survey information is the minimum additional data that is required to develop the traffic model, which will supplement existing traffic data available, and is critical for calibration and validation purposes. The estimated cost to undertake the additional surveys is \$33,000.

#### **Consultation**

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

#### **Conformance to the Hawkesbury Community Strategic Plan 2017-2036**

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

#### **Our Assets**

- 4.1 Transport infrastructure and connections - Creating an integrated and well maintained transport system is an important local priority



**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 11 September 2018

- 4.1.1 Our roads and other transport infrastructure will be planned and provided to ensure connected, efficient and safe movement for all modes of transport.
- 4.1.2 Establish and maintain relationships with transport providers and other levels of government to improve and extend public transport services.
- 4.1.3 Have a comprehensive transport system of well maintained local and regional linkages that are financially and environmentally sustainable and respond to community safety, priorities and expectations.

**Discussion**

As previously outlined a key objective and outcome of the project is to ensure that the modelling conforms with RMS standards for traffic modelling and is accepted as valid and compatible with their own modelling. In this regard it is important to note that RMS are currently preparing to commence the planning work for additional traffic capacity and/or bridge crossing of the Hawkesbury River.

Council officers are seeking a meeting with RMS to discuss the structure and extent of their investigations.

Whilst RMS modelling is likely to be undertaken as part of their project, it is desirable for Council to be able to contribute to and influence that investigation.

Ideally a single traffic model or compatible models would ensure transparent and reproducible planning outcomes.

Accordingly, it is recommended that Council undertake the additional traffic surveys. It should be noted that Council undertakes an extensive program of traffic survey for its own pavement asset modelling. Funding for this specific project should be allocated from the relevant budgets to account for the cost of the traffic study and model.

**Financial Implications**

The variation to the current contract is estimated at \$33,000 and funding can be made available through reallocation of funds from Council's Operational Traffic budgets.

**Fit For The Future Strategy Considerations**

Although the proposal is not currently aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The development of project will enhance Council's ability to lobby and influence strategic transport initiatives.

**RECOMMENDATION:**

That Council:

- 1. Note the report on the progress of the Hawkesbury Traffic Study
- 2. Endorse the reallocation of funds from the relevant Operational Traffic budgets to enable additional traffic data collection necessary for the traffic model.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 11 September 2018

ordinary

section 4

reports  
of committees

**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

**Meeting Date:** 11 September 2018

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 11 September 2018**

**SECTION 4 – Reports of Committees**

**Item: 225**                      **ROC - Audit Committee - 20 June 2018 - (95496, 91369)**

**Directorate:**                Support Services

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Audit Committee, held on 20 June 2018.

**RECOMMENDATION SUMMARY:**

The matters contained within the Minutes attached of the Audit Committee have no policy or financial implications to Council, and as such do not require special consideration by Council. It is recommended that the Minutes be received and noted.

---

**REPORT:**

**Discussion**

The Audit Committee met on 20 June 2018. The Minutes of this meeting are attached as Attachment 1 to this report.

The following matters were discussed at the Audit Committee meeting held on 20 June 2018:

- Status Report on Management Responses to Internal Audit Recommendations - June 2018
- Regulatory Inspectorate Review
- RMS Drives 24 Database 2017/2018 Annual Audit
- Update on the 2017/2018 Internal Audit Program
- Adoption of the 2018/2019 Internal Audit Program
- Report on the March 2018 Quarterly Budget Review Statement and the April 2018 Investment Report
- Report on the Notifiable Data Breaches Scheme

There were no matters contained with the attached minutes that have policy or financial implications to Council and therefore, the minutes are presented for information only.

**RECOMMENDATION:**

That the Minutes of the Audit Committee held on 20 June 2018 be received and noted.

**ATTACHMENTS:**

**AT - 1**    Minutes - Audit Committee - 20 June 2018

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 11 September 2018

**AT - 1 Minutes - Audit Committee - 20 June 2018**

Minutes of the Meeting of the Audit Committee held in Council Committee Rooms, Windsor, on 20 June 2018, commencing at 4.03pm.

**ATTENDANCE**

- Present:** Councillor John Ross, Hawkesbury City Council  
 Councillor Paul Rasmussen, Hawkesbury City Council  
 Ms Ellen Hegarty, Community Representative  
 Ms Nisha Maheshwari, Community Representative
- Apologies:** Mr Craig Bennett, Community Representative
- In Attendance:** Mr Peter Conroy, Hawkesbury City Council  
 Mr Laurie Mifsud, Hawkesbury City Council  
 Ms Emma Galea, Hawkesbury City Council  
 Ms Yas Wickramasekera, Internal Audit Program Manager (Regional Strategic Alliance)  
 Dr Stephen James, The Centium Group  
 Ms Jan Readford - Minute Secretary, Hawkesbury City Council

**RESOLVED** on the motion of Councillor Paul Rasmussen and seconded by Councillor John Ross that the apology be accepted.

**Attendance Register of Audit Committee**

Member	7/2/2018 Postponed from 6/12/2017	21/3/2018	20/6/2018
Councillor Paul Rasmussen	✓	A	✓
Councillor John Ross	✓	✓	✓
Councillor Patrick Conolly (Alternate)	N/A	N/A	N/A
Mr Craig Bennett	✓	✓	A
Ms Ellen Hegarty	✓	A	✓
Ms Nisha Maheshwari (Chair)	✓	✓	✓

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

**CONFIRMATION OF MINUTES**

- Ms Maheshwari referred to Item 2, and the questions raised, and requested that Question 2 be amended to state “Does Council run an expanded report that would show where employees are logging in while overseas, and is this being reported?”
  - Mr Mifsud advised that it was necessary for Council employees who are logging in from overseas to do so via Council’s software using Citrix and require approved access and passwords.
  - Dr James noted that it’s not only about being able to log in, but also about having a string of passwords, and access via the Council Firewall.
  - Mr Mifsud advised that one of the management actions was to improve the complexity of the passwords. MANEX has now adopted a new procedure to implement this action. Ms Hegarty

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 11 September 2018

enquired if the password is to be changed at a set number of days. Mr Mifsud advised it has been fixed at 90 days.

---

**REPORT:**

**RESOLVED** on the motion of Councillor Paul Rasmussen and seconded by Councillor John Ross that the Minutes of the Audit Committee held on the 21 March 2018, be confirmed with the following amendment:

- Question 2 in Item 2 be amended to:  
  
“Does Council run an expanded report that would show where employees are logging in while overseas, and is this being reported?”

**SECTION 3 - Reports for Determination**

**Item: 1            AC - HCC Internal Audit Action List 2018 - (95496, 79351, 91369, 121470)**

---

**DISCUSSION:**

- Ms Wickramasekera advised that there are 84 actions of which 30 are completed. A substantial amount of work has been undertaken. The due dates for management actions are realistic depending on the amount of work that is required. There are items that will take longer because of other priorities for the organisation.
- Councillor Rasmussen indicated he presumed that those of the highest risk would be accelerated. Mr Mifsud advised that this report is lengthy, however in future, only those management actions that are overdue will be reported. The completed ones will fall off the report.
- Ms Maheshwari enquired if the Committee will receive this as a report. Ms Wickramasekera advised that when we close off on the reports and the management actions, the Action List will be updated.
- Councillor Ross enquired if any of the work is retrospective and does it show the end of June or later. Ms Wickramasekera advised that this is as at 1 June 2018.
- Councillor Ross referred to actions relating to Accounts Payable in relation to automation and mandatory values. Ms Galea advised that any changes to an approved Purchase Order including amounts will go back to the original purchase order approver to approve the change.
- Councillor Rasmussen enquired if anyone else can change the amount. Ms Galea advised that the approval of the change is automated.
- Ms Hegarty referred to Action Nos. 22 – 32 regarding matching the purchase order and invoice, and enquired if this is automated. Ms Galea advised that, at the moment, the purchase order is mandatory. Accounts Payable will hold the invoice until the Purchase Order is provided. Suppliers are told that if they do not have a Purchase Order from Council, they are not start work. A process to ensure Purchase orders are raised in a timely manner to enable invoice matching, is being investigated.
- Dr James advised that this is an example of a good outcome. Council has identified a problem, and it has been rectified.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 11 September 2018

- Councillor Rasmussen enquired if there have been any breaches, and Ms Galea advised there have been none. Ms Wickramasekera agreed that the audit did not find any breaches of process.

**RECOMMENDATION TO COMMITTEE:**

That the attached Internal Audit Action List Status be noted.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Ms Ellen Hegarty.

That the attached Internal Audit Action List Status be noted.

**Item: 2            AC - Regulatory Inspectorate Review - (95496, 79351, 91369)**

---

**DISCUSSION:**

- Dr James advised the aim of the Regulatory Inspectorate Review was to look at the overall processes for Council's Regulatory Function. The Executive Summary outlines the reviewed functions. Two areas received a deeper examination i.e. the Compliance and Animal Shelter functions, including the framework. The group of controls to see if staff understand what needs to be done were reviewed, and areas for development were identified. How Council identifies changes under the EPA Act and updates the process were reviewed and it was found that people are doing it, but there is no formal process to list requirements. Changes have been agreed on and documents will be updated.
- Councillor Ross referred to a report from Port Macquarie Council regarding the use of cameras. Dr James referred to the report and noted that Ryde Council had a 98% reduction in physical assaults following the use of cameras.
- Councillor Ross enquired if it is mandatory to send two people out to a site where there is known grievances. Dr James advised that the problem comes down to risk.
- Mr Conroy advised that there is a lot of work to do before Council moves to a body-worn camera. If Council was to do this in the future, staff would require training, policies would need to be reviewed, etc. to give the staff the tools required. There is a potential problem with people having the right skills. If staff are sent out without the right skills, they are put at risk. Mr Conroy advised there is a lot in the report and Council needs to act on it.
- Ms Maheshwari referred to the list of management responses and enquired if there was one about the use of cameras. Mr Conroy advised that this was outside the scope of the audit. Councillor Rasmussen referred to the level of risk associated with the cameras.

**RECOMMENDATION TO COMMITTEE:**

That the Internal Audit Report prepared by Centium, on the Review of Regulatory Inspectorate Functions, attached as Attachment 1 to this report, be noted.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 11 September 2018

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor John Ross, seconded by Ms Ellen Hegarty.

That the Internal Audit Report prepared by Centium, on the Review of Regulatory Inspectorate Functions, attached as Attachment 1 to this report, be noted.

**Item: 3            AC - RMS Drives 24 Database 2017/2018 - Annual Audit - (95496, 79351, 91369)**

---

**DISCUSSION:**

- Ms Wickramasekera advised that the review of the RMS Drives 24 Database is a requirement under the terms of Access Agreement between the RMS and Council to review Council's compliance. Annually we have to conduct an independent assessment of our requirements. Non-conformances were identified. An authorised report and compliance certificate have been submitted to RMS.
- Dr James advised there are a number of rules that Council must ensure compliance with for the use of the RMS Drives 24 Database, as the Database holds personal information. Access is provided to State agencies including the Police and RMS itself. Centium did a check on access to the system with 100% covered. Every time that an officer accessed the system over the last 12 months, the audit needed to see the rationale for why it was accessed. Background checks were also conducted. The only one area of non-conformance found was where an officer accessed the database and there was no rationale. Centium investigated why this occurred and it was found that the officer looked up the record and forgot to write the reason.
- Councillor Ross enquired if Centium cover the training. Ms Wickramasekera advised there is a training guide that was implemented years ago and that there are experienced officers in Council who have been using the system for many years now – they use the Train the Trainer system.
- Dr James referred to the compliance check off and advised that it is signed by Council and then is forwarded to the RMS.
- Councillor Rasmussen enquired if there is a limit to the number of people who can access the system. Dr James advised there is a limit, and that RMS has a formal process for providing access.
- Ms Hegarty enquired if there is a recording of the training. Ms Wickramasekera advised that the personnel are being trained on the job. People can only be trained on the live system.
- Ms Maheshwari referred to the A Drives mentioned in Centium's report, and noted that it is a third party tool used to show access to the RMS Drives system, and enquired if there was a result discovered for the inconsistencies between the Council's contemporaneous log (A Drives) and the RMS Drives log. Dr James advised that Council's Compliance and Enforcement Coordinator will ask the RMS how this can occur.
- Ms Wickramasekera advised that this came up with Blue Mountains City Council as well, and speculated there may be a system glitch.
- Councillor Ross enquired, in terms of the personnel we have who are permitted to access the RMS Drives, is there a check done on these individuals. Ms Wickramasekera advised that Centium does conduct a check.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 11 September 2018

- Ms Maheshwari advised that Councillor Ross raises the important issue that RMS Drives includes place names and addresses. One of the discussions we have had is whether this report would be on the Council website. Mr Mifsud advised that only the minutes of the Audit Committee Meeting should be on the website.

**RECOMMENDATION TO COMMITTEE:**

That the Compliance Report and Compliance Certificate prepared by Centium in relation to the 2017/18 RMS DRIVES 24 Annual Audit, attached as Attachment 1 to this report, be noted.

**COMMITTEE RECOMMENDATION:**

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

That the Compliance Report and Compliance Certificate prepared by Centium in relation to the 2017/18 RMS DRIVES 24 Annual Audit, attached as Attachment 1 to this report, be noted.

**Item: 4            AC - 2017/2018 Internal Audit Program Update and Proposed 2018/2019 Internal Audit Program - (95496, 79351, 91369, 121470)**

---

**DISCUSSION:**

- Ms Wickramasekera indicated that whilst the report advised that of the eleven projects included on the 2017/2018 Audit Program, seven were finalised, she can now report that the other four are underway.
- Taking into account the intensive work this year, and the impact on the organisation, the organisation has rightly determined to have a smaller program for 2018/2109. It is proposed to conduct four audits in 2018/2019: RMS Drives Compliance; Contract and Project Management; Provision of Information to the Public; and Procurement, including tenders.
- Councillor Rasmussen referred to the audits and enquired if the cost of the work is included in the 2017/2018 Budget. Ms Galea advised these costs had been budgeted for in the 2017/2018 Budget.

**RECOMMENDATION TO COMMITTEE:**

That:

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

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Ms Ellen Hegarty.  
That:

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

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 11 September 2018

**Item: 5            AC - Finance Reports - (95496, 79351, 91369)**

---

**DISCUSSION:**

- Ms Maheshwari noted that the Audit Committee has not previously reviewed Council's quarterly financial reports.
- Mr Mifsud advised that in future Council's quarterly financial reporting will be regularly reported to the Audit Committee.

**RECOMMENDATION TO COMMITTEE:**

That the information regarding the March 2018 Quarterly Budget Review Statement and the April 2018 Investment Report be received and noted.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Ms Ellen Hegarty.

That the information regarding the March 2018 Quarterly Budget Review Statement and the April 2018 Investment Report be received and noted.

**Item: 6            AC - Notifiable Data Breaches Scheme - (95496, 91369, 79351)**

**Division:**                    Support Services

---

**DISCUSSION:**

- Ms Maheshwari referred to the fact that there is a lot that does not relate to Council, and given that it is specifically regarding Tax File Numbers, this is restricted. This is not a high risk issue.
- Mr Mifsud indicated that the Data Breach Response Plan has been adopted by senior management.

**RECOMMENDATION TO COMMITTEE:**

That the information regarding the Data Breach Response Plan, be received and noted.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 11 September 2018**

**COMMITTEE RECOMMENDATION:**

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

That the information regarding the Data Breach Response Plan, be received and noted.

**Item: 7            AC - Draft Borrowings Policy - (95496, 79351, 91369, 121470)**

**Directorate:**            Support Services

---

**DISCUSSION:**

- Ms Galea advised that Council does not currently have a Borrowings Policy. In the next few years, Council will have significant borrowings of up to \$16.5 million and will need a framework in which to make borrowing decisions. The Borrowings Policy will deal with legislative requirements in relation to borrowings. It will apply to internal and external borrowing of funds and the use of an Overdraft facility.
- Ms Maheshwari enquired if it will generally be with TCorp. Ms Galea advised that Council will seek quotations and pick the best quotation. We will not necessarily borrow from TCorp. A quarterly report will be prepared for Council as all borrowings must be approved by Council.
- Ms Maheshwari thanked Ms Galea and advised that it was a good summary. Ms Maheshwari enquired if all approval is provided by Council, does this include the draw down, or is this approved by the General Manager. Ms Galea advised that the loan program will be put to Council over the next two years.
- Councillor Rasmussen referred to the purchasing that will occur as a result of having these funds and enquired if this will be based on a business case and will go to Council to obtain approval to borrow money for these types of items. Ms Galea agreed it will go to Council.
- Councillor Rasmussen noted that Ms Galea mentioned at the Councillor Briefing Session last night that the Policy had been checked by an Advisor. Ms Galea advised that Council's Investment Advisor had checked the Policy and had added one of the ratios, plus another regarding the derivatives. The Advisor was happy with it.
- Councillor Rasmussen acknowledged the excellent job done and advised that it provides comfort to the Committee to know that it has been checked by the Advisor.
- Councillor Ross enquired if there will be borrowings in 2018/2019. Ms Galea confirmed that Council expects to borrow \$3 million this year.
- Ms Maheshwari enquired if the Minister can say no to any of our borrowings and has there been experience of that. Ms Galea advised that this has not happened. Before we put this in our Plan, we spoke to the Office of Local Government and TCorp. We are ticking all the boxes. You can borrow for long term assets.

**RECOMMENDATION TO COMMITTEE:**

That the Draft Borrowings Policy, attached as Attachment 1 to this report, be received and noted.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 11 September 2018**

**COMMITTEE RECOMMENDATION:**

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

That the Draft Borrowings Policy, attached as Attachment 1 to this report, be received and noted.

**SECTION 4 - General Business**

**1. Resignation – Ms Yas Wickramasekera – Blue Mountains City Council**

Mr Mifsud advised that Ms Wickramasekera has resigned from Blue Mountains City Council.

Councillor Ross enquired if Blue Mountains City Council has made an alternate arrangement with Council regarding an auditor. Mr Conroy, Ms Galea and Mr Mifsud will meet with Blue Mountains City Council next week and discuss the future direction of the audit model.

The meeting terminated at 5.45pm.

Submitted to and confirmed at the meeting of the Audit Committee held on 12 September 2018.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 11 September 2018**

**Item: 226**                      **ROC - Infrastructure Committee - 18 July 2018 - (95495, 143704)**

**Directorate:**                      Infrastructure Services

---

**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Infrastructure Committee, held on 18 July 2018.

**RECOMMENDATION SUMMARY:**

The matters contained within the Minutes attached as attachment 1 to this report of the Infrastructure Committee have no policy or financial implications to Council. It is recommended that the Minutes be received and noted by Council.

---

**REPORT:**

**Discussion**

The Committee considered reports on the following matters as shown in the attached minutes (Attachment 1):

- Fire and Rescue NSW Presentation
- Review of Hawkesbury Traffic Study

**RECOMMENDATION:**

That the Minutes of the Infrastructure Committee meeting held on 18 July 2018 be received and noted.

**ATTACHMENTS:**

**AT - 1**    Minutes of the Infrastructure Committee held on 18 July 2018

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 11 September 2018

**AT - 1 Minutes - Infrastructure Committee - 18 July 2018**

Minutes of the Meeting of the Infrastructure Committee held in the Large Committee Room, Council Offices, Windsor, on Wednesday, 18 July 2018, commencing at 2:30pm.

**ATTENDANCE**

Present: Councillor Mary Lyons-Buckett, Mayor, Chairperson  
Councillor Paul Rasmussen  
Councillor Nathan Zamprogno  
Councillor Peter Reynolds

Apologies: Nil

In Attendance: Mr Peter Conroy, General Manager  
Mr Jeff Organ, Director Infrastructure Services  
Mrs Cathy Mills, Personal Assistant to Director Infrastructure Services

**Attendance Register of Infrastructure Committee**

Member	18/4/2018	18/7/2018
Councillor Mary Lyons-Buckett, Mayor (Chairperson)	✓	✓
Councillor Paul Rasmussen	✓	✓
Councillor Peter Reynolds	✓	✓
Councillor Nathan Zamprogno	✓	✓

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

**SECTION 1 - Confirmation of Minutes**

RESOLVED on the motion of Councillor Paul Rasmussen and seconded by Councillor Peter Reynolds that the minutes of the Infrastructure Committee held on 18 April 2018, be confirmed.

**SECTION 2 - Reports**

**Item:1 INFC - Fire and Rescue NSW Presentation - (95495, 143704, 129124)**

---

**RECOMMENDATION TO COMMITTEE:**

That the information presented by Superintendent Selwyn Mathias, Zone Commander, Metropolitan West be received and noted.

**DISCUSSION:**

- Superintendent Mathias presented to the Committee. A copy of the presentation will be provided to the Committee as soon as possible following the meeting.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 11 September 2018

- Fire and Rescue NSW should receive notification from Council's Corporate Communication Department regarding any upcoming events in the Hawkesbury Local Government Area so that relevant resource planning can be arranged.
- Information from Fire and Rescue NSW regarding response times and Automatic Vehicle Location (AVL) system would be useful for the Committee, if they are publically available.
- At a future Infrastructure Committee meeting, preferably with the Rural Fire Service, National Parks and Wildlife Service be invited to present their fire management planning and processes to the Committee.

**COMMITTEE RECOMMENDATION:**

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

That:

1. The information presented by Superintendent Mathias be received and noted.
2. Council's Corporate Communication Department notify Fire and Rescue NSW in advance of any upcoming events in the Hawkesbury Local Government Area.
3. If publically available, information regarding Fire and Rescue NSW response times and Automatic Vehicle Location (AVL) systems be provided to Council.
4. National Parks and Wildlife Service be invited to present to the Infrastructure Committee at a future meeting.

**Item:2 INFC - Review of Hawkesbury Traffic Study - (95495, 143704)**

---

**RECOMMENDATION TO COMMITTEE:**

1. That the information be received.
2. The Committee note that as funding has been approved, through Council's adoption of the 2018/2019 Operational Plan, Stage 2 of the Traffic Study will commence in July 2018.
3. On completion of Stage 2 of the Traffic Study, findings and recommendations be reported back to this Committee.

**DISCUSSION:**

- A proposal for Stage 2 of the Traffic Study has been received from SMEC. The Study is ready to commence, a brief is currently being prepared and should be completed in approximately October / November 2018.
- Should there be any delay in the Study, this will be reported back to Council.
- Stage budget funding for a third river crossing to be included into the SMEC study / model.
- RMS traffic data has been requested by Council and SMEC for use in the Traffic Study.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 11 September 2018**

**COMMITTEE RECOMMENDATION:**

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

That:

1. The information be received.
2. Stage 2 of the Traffic Study commences in October / November 2018 and any delays in the findings be reported to Council.
3. On completion of Stage 2 of the Traffic Study, findings and recommendations be reported back to the Committee.

**SECTION 3 - General Business**

**Agenda Topics for Future Committee Meetings**

**DISCUSSION:**

- Committee members identified the following topics to be discussed at future meetings to guide and support the work of the Committee in relation to its strategic planning and advocacy roles:
  - Emergency Services e.g. in times of fire and flood
  - City Deal proposals e.g. Roads such as Yarramundi Lane - as short to medium term actions
  - Medical / Health Infrastructure e.g. provision of GP Clinics and access at the Hospital 24 hours / 7 days per week
  - Education Issues e.g. new stem High School and ongoing role of Richmond High School (plans/ideas/opportunities for this land give its proximity to pool and RAAF.
  - Youth e.g. PCYC
  - Transport / Rail / Public Transport e.g. lobbying regarding lack of affordable transport, duplication of rail services from Schofields to Richmond/Penrith
  - Cycleways e.g. between Richmond to North Richmond and Kurmond to Kurrajong
  - Further development of Council's position regarding matters such as:
    - M9, Vineyard, Outer Sydney Orbital and Bells Line of Road
    - Third Hawkesbury River crossing
    - Transport and flood matters related to the level bridges
    - Sporting facilities
    - Hawkesbury River water levels and environmental flow
    - Power supply west of the Hawkesbury River during or after floods
    - Water supply west of the Hawkesbury River during or after floods
    - Sewer supply west of the Hawkesbury River during or after floods
  - Development of an Advocacy Model - criteria to be developed

**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

**Meeting Date:** 11 September 2018

- The Committee members agreed to revise and prioritise these agenda topics at the next meeting to be held on Wednesday, 7 November 2018.

The meeting closed at 5pm.

**oooO END OF REPORT Oooo**

ordinary

section 5

notices of motion

**ORDINARY MEETING**

**SECTION 5 – Notices of Motion**

**Meeting Date:** 11 September 2018

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 11 September 2018**

**SECTION 5 – Notices of Motion**

**Item: 227**                      **NM1 - Historic Windsor Bridge - (79351, 138885)**

---

**Submitted by:** Councillor Ross

**NOTICE OF MOTION:**

That:

1. In light of the recommendation of the NSW Parliament's Upper House Inquiry, Council advise the RMS it will take possession of historic Windsor Bridge for use by pedestrians, cyclists and possibly light traffic.
2. Council request the RMS renovate the bridge, as detailed in the DPE independent engineering report, before transferring ownership and supply of a 30 year maintenance program as is their standard practice.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 11 September 2018**

**Item: 228**                      **NM2 - Pedestrian Crossing at Ebenezer Public School - (79351, 138883)**

---

**Submitted by:** Councillor Garrow

**NOTICE OF MOTION:**

That Council contact the Member for Hawkesbury, The Honourable Dominic Perrottet, requesting that he urgently intervene with Roads and Maritime Services to request:

1.        The installation of a pedestrian crossing outside Ebenezer Public School, on Sackville Road to ensure the safety of children alighting from buses and parked cars.
2.        A bus turning bay located at Kolora Road and Ebenezer Park.
3.        A permanent speed camera particularly targeting the Sackville approach.
4.        Better signage and lighting on the Tizzana Road entry onto Sackville Road.

**FINANCIAL CONSIDERATIONS:**

There are no financial implications applicable to this report.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**

**Questions for Next Meeting**

**Meeting Date:** 11 September 2018

**QUESTIONS FOR NEXT MEETING**

**Item: 229**

**Councillor Questions and Responses from Previous Meetings - 28 August 2018 - (79351)**

**REPORT:**

**Questions: 28 August 2018**

#	Councillor	Question	Response
1	Richards	Enquired as to whether Council is still accepting hand drawn building plans or are digital plans only being accepted.	<p>The Director City Planning advised that hand drawn plans may be provided with the expectation that they contain accurate information required by the Act, for instance levels, setbacks, sections, heights, elevations, etc. enabling both:</p> <ul style="list-style-type: none"><li>• an informed assessment and decision.</li><li>• the enforcement of the plans in the event of a dispute.</li></ul>
2	Richards	Requested clarification as to whether development applications require a survey to be undertaken by the applicant.	<p>The Director City Planning advised that a survey is required for new dwellings, sheds, outbuildings. They are not required for change of use or internal redesigns.</p> <p>The level of detail can vary from application, to application but at a minimum need to show features such as boundaries, buildings, trees and relevant adjoining information.</p> <p>Please note that if a boundary survey is not undertaken by a registered surveyor, there may be legal and insurance issues.</p>

**ORDINARY MEETING**

**Questions for Next Meeting**

**Meeting Date:** 11 September 2018

#	Councillor	Question	Response
3	Kotlash	Requested clarification on the charging for mixed waste loads and the number of passes over the weigh bridge at Hawkesbury Waste Management Facility.	<p>The Director Infrastructure Services advised that each time a vehicle drives over the entry weigh bridge it is treated as a new transaction. When a vehicle first arrives at the Hawkesbury Waste Management Facility, it is assessed by the weigh bridge operator. The weigh bridge operator may suggest the customer enter multiple times to save them costs if they have:</p> <ul style="list-style-type: none"> <li>• A large amount of free recyclable materials in their load; or</li> <li>• Waste types that have different charges e.g. green waste and timber.</li> </ul> <p>As there are different rates for different materials, it is necessary for customers to have each part of the load weighted, necessitating separate weighbridge entries, and payment. This procedure confirms with EPA regulations, which requires the recording of differing waste types, as well as minimising costs to customers and maximising resource recovery.</p>
4	Wheeler	Requested if Council could approach the group that is feeding the pigeons in Howe Park, Windsor Mall and Thompson Square and inform them that there is a problem with the pigeon population in these areas.	The Director Infrastructure Services advised that attempts have and will continue to be made to contact this group and discuss the issues raised.
5	Wheeler	Enquired as to whether Council could investigate the roadside signage that local businesses are putting out (for example in Wilberforce), and enquired if they are in breach of Council's signage policy.	The Director City Planning advised that investigations are underway to identify and assess the signage in question to determine if they are in breach of Council policies.



**ORDINARY MEETING****Questions for Next Meeting****Meeting Date:** 11 September 2018

<b>#</b>	<b>Councillor</b>	<b>Question</b>	<b>Response</b>
6	Wheeler	Enquired as to whether Council has received notification/been informed regarding the reclassification of Comleroy State Forest being used for bow hunting 7 days a week and have local properties been informed of this.	The Director Infrastructure Services advised that Council has not received notification on this matter. As Council does not manage the Comleroy State Forest, notifications to local properties, if required would be distributed by the Department of Primary Industries. A request has been forwarded to the Department of Primary Industries for advice on both the correct status and the notification process that should be followed.
7	Reynolds	Requested if Council staff could look at the surface of the ramp connected to the pontoon at South Creek as when it is low tide it becomes very steep and slippery. Could a Council provide a non-slip surface for this ramp.	The Director Infrastructure Services advised that Council staff would investigate the matter and make arrangements regarding the surface as required.
8	Ross	Further to Question 4 (Councillor Questions from Previous Meeting - 14 August 2018), in liaising with the RMS, can Council staff raise the possibility of Council obtaining relics that have been properly documented and treated so that the relics, for instance the box drains, can be reassembled and placed on exhibition in the Council's Museum in Baker Street, Windsor.	<p>The Director Infrastructure Services advised that Council has sought advice and any attendant conditions associated with recovery and transfer of any recovered artefacts, including the drainage system elements.</p> <p>Councillors will be advised when a response is forthcoming.</p>

**ORDINARY MEETING**

**Questions for Next Meeting**

**Meeting Date:** 11 September 2018

#	Councillor	Question	Response
9	Ross	Enquired as to whether the community could be informed as to how the \$100,000 grant given to the Animal Shelter was used for this facility.	<p>The Director City Planning advised that a media comment was issued to the Hawkesbury Gazette on Thursday 30 August 2018 for publication on both on the Gazette's website and in the print version on Wednesday, 5 August 2018. The comment provides an update on the draft design and how the design has been considered via the Animal Shelter Working Group and experts in the field. Council, and subsequently the community, will be provided further information following a report to be provided to Council in mid-2019, when the associated work of the Hawkesbury Companion Animal Shelter Working Group has been completed.</p> <p>Please note that a media release about the donation and the upgrade of the Shelter was also issued on 5 January 2018. This media release was published in both print and online media. The media release and photo was also posted on Council's website and Facebook to similarly inform the community that the donation would be put towards Shelter upgrades.</p>
10	Ross	Enquired as to whether Council could investigate a report regarding a desexed and microchipped cat that was and impounded by the Animal Shelter, where the owners had to pay \$450 for its release in relation to services rendered that did not occur as the cat was already desexed and microchipped.	The Director City Planning advised that additional information is being sought to assist in identifying the cat in question. A response will then be provided.
11	Garrow	Enquired as to whether Council could investigate all the defects on Scheyville Road particularly at the intersection of Scheyville Road and Pitt Town Dural Road.	The Director Infrastructure Services advised that staff were investigating repairs that may be required and contact would be made with the Maraylya Progress Association which had made separate representations on this matter.

**ORDINARY MEETING**

**Questions for Next Meeting**

**Meeting Date:** 11 September 2018

#	Councillor	Question	Response
12	Zamprogno	Enquired as to what permissions are the owners of the land in Colo, that was recently the subject of Land and Environment Court orders, required to apply for in relation to land clearing and building permits. Will this come before Council or the Hawkesbury Local Planning Panel.	<p>The Director City Planning advised that no further development consent is required to comply with the Court Orders.</p> <p>For any proposed new development involving building works, earthworks or the use of the land (that is not exempt or complying development) a development application is required to be submitted to Council and must be accompanied by owner's consent. If 10 or more objections are received the application must be referred to the Hawkesbury Local Planning Panel for determination.</p>

**oooO END OF REPORT Ooo**

**ORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 11 September 2018

**CONFIDENTIAL REPORTS**

**Item: 230**                    **SS - Lease and Compulsory Acquisition by Roads and Maritime Service - Part of 1 Terrace Road, North Richmond - (100920, 95496, 112106)**

**Previous Item:**            184, Ordinary (26 September 2017)

**Directorate:**              Support Services

---

**REASON FOR CONFIDENTIALITY**

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

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

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

---

**ORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 11 September 2018

**Item: 231**                    **SS - Lease to The Hills Family Trust, trading as Pitt Town Pizza Pty Ltd - Shop 8, Wilberforce Shopping Centre - (125631, 95496, 112106)**

**Directorate:**                Support Services

---

**REASON FOR CONFIDENTIALITY**

*This report is **CONFIDENTIAL** in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.*

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

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

---



# ordinary meeting

# end of business paper

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