



Hawkesbury City Council

ordinary  
meeting  
business  
paper

date of meeting: 15 June 2021

location: council chambers

and by audio-visual link

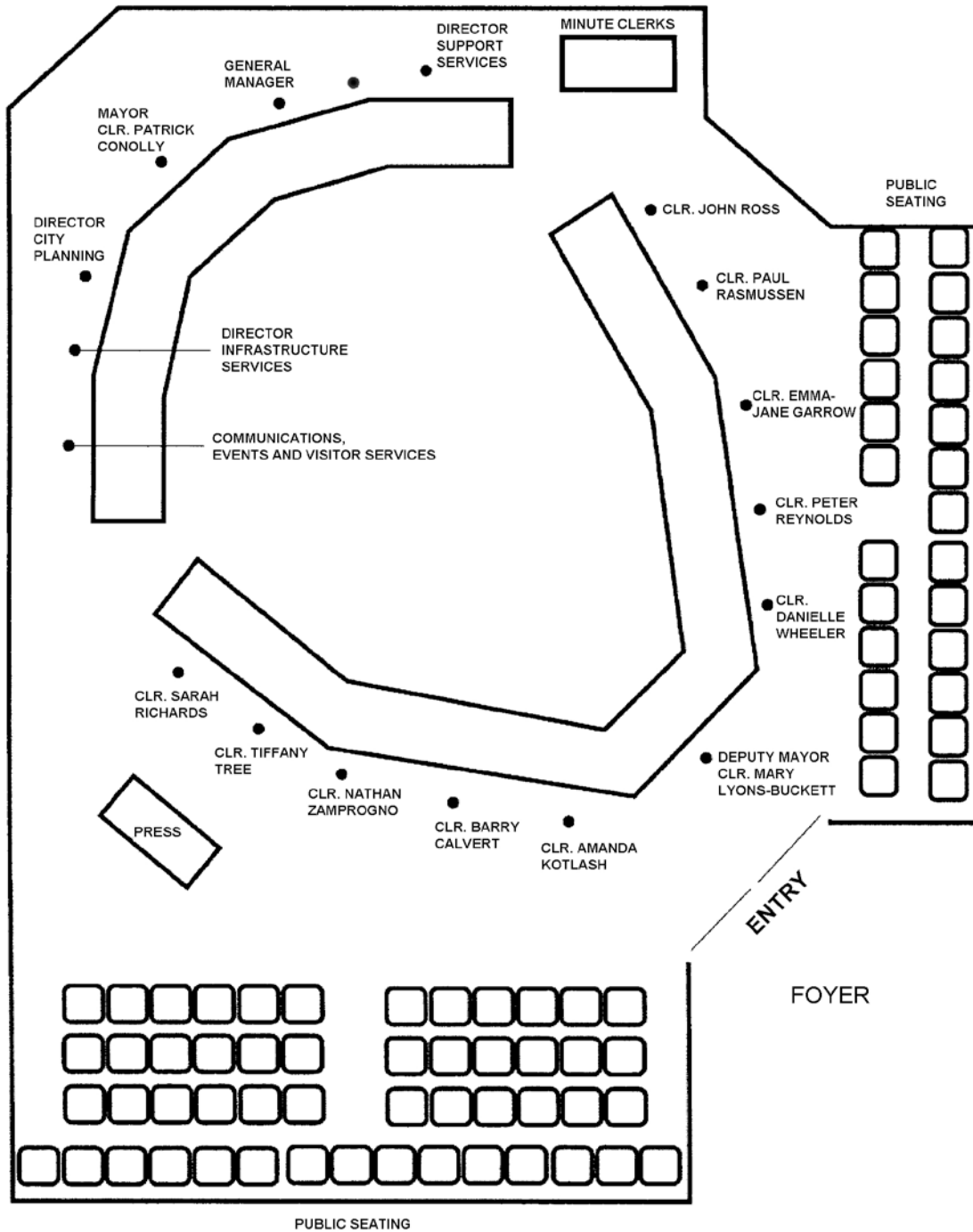
time: 6:30 p.m.



# mission statement

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

# Hawkesbury City Council





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**ORDINARY MEETING**  
**Procedural Matters**  
**Meeting Date: 15 June 2021**

**PROCEDURAL MATTERS**

**Welcome**

The Mayor, Councillor Patrick Conolly will acknowledge the Indigenous Heritage.

The General Manager will address the Council meeting, mentioning:

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

**Attendance**

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

**Apologies and Leave of Absence**

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

**Declaration of Interest**

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

**Acknowledgement of Official Visitors to the Council**

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

**ORDINARY MEETING**

**Procedural Matters**

**Meeting Date:** 15 June 2021



ordinary

section 1

confirmation of minutes

**ORDINARY MEETING**

**SECTION 1 - Confirmation of Minutes**

**Meeting Date:** 15 June 2021

**SECTION 1 - Confirmation of Minutes**



# Hawkesbury City Council

## ordinary meeting minutes

date of meeting: 08 June 2021

location: council chambers

and by audio-visual link

time: 6:30 p.m.



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**Minutes:** 08 June 2021

## ORDINARY MEETING

Minutes: 08 June 2021

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor and by Audio-Visual Link, on 8 June 2021, commencing at 6:30pm.

The Mayor, Councillor Patrick Conolly was absent from this Council Meeting. The Deputy Mayor, Councillor Mary Lyons-Buckett presided at the meeting, in accordance with Section 369(1) of the Local Government Act 1993.

### Welcome

Councillor Mary Lyons-Buckett, Deputy Mayor acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

### ATTENDANCE

#### PRESENT:

At Council Chambers: Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Barry Calvert, Emma-Jane Garrow, Amanda Kotlash, John Ross, Danielle Wheeler and Nathan Zamprogno.

By Audio-Visual Link: Councillor Paul Rasmussen.

#### ALSO PRESENT:

At Council Chambers: General Manager - Elizabeth Richardson, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Acting Chief Financial Officer - Vanessa Browning, Strategic Planning Manager - Andrew Kearns, Corporate Planning and Performance Strategist - Stephannie Kissun, Manager Corporate Communication - Suzanne Stuart, Manager Corporate Services and Governance - Charles McElroy and Administrative Support Coordinator - Tracey Easterbrook.

### APOLOGIES AND LEAVE OF ABSENCE

Apologies for absence were received from Councillors Patrick Conolly, Mayor, Peter Reynolds, Sarah Richards and Tiffany Tree.

The General Manager advised that at the Council Meeting on 20 April 2021, Council resolved to grant approval for Councillor Rasmussen to attend the Council Meeting of 8 June 2021 by audio-visual link.

#### 143 RESOLUTION:

RESOLVED on the motion of Councillor Garrow and seconded by Councillor Zamprogno that the apologies be accepted for Councillors Patrick Conolly, Mayor, Peter Reynolds, Sarah Richards and Tiffany Tree.

## **ORDINARY MEETING**

**Minutes:** 08 June 2021

### **DECLARATIONS OF INTEREST**

Councillor Kotlash declared an interest on Item 102.

### **Acknowledgement of Official Visitors to the Council**

There were no official visitors to the Council.

### **SECTION 1 - Confirmation of Minutes**

#### **144 RESOLUTION:**

RESOLVED on the motion of Councillor Calvert and seconded by Councillor Kotlash that the Minutes of the Ordinary Meeting held on 25 May 2021, be confirmed.



## ORDINARY MEETING

Minutes: 08 June 2021

### SECTION 3 – Reports for Determination

A PROCEDURAL MOTION was moved by Councillor Kotlash.

That:

1. The proposed allocation within the 2021/2022 Operational Plan of funding for Council's membership of the Sydney Weeds Network be considered separately to consideration of the balance of the 2021/2022 Operational Plan.
2. The proposed allocation within the 2021/2022 Operational Plan of funding for Council's membership of the Sydney Weeds Network be considered forthwith and prior to consideration of the balance of the 2021/2022 Operational Plan.

**For the Motion:** Councillors Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Ross, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Conolly, Reynolds, Richards and Tree.

The Motion was carried.

## ORDINARY MEETING

Minutes: 08 June 2021

### GENERAL MANAGER

**Item: 102**                      **GM - Adoption of 2021/2022 Operational Plan, and Making and Levying of Rates and Fixing of Charges for the Period 1 July 2021 to 30 June 2022 - (79351, 95496, 96332)**

**Previous Item:**              069, Ordinary (20 April 2021)

**Directorate:**                General Manager

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Councillor Kotlash declared a pecuniary interest in this matter as the organisation she is works for, Sydney Weeds Network, receives membership fees from Hawkesbury City Council. She left the Meeting and did not take part in voting or discussion on the matter.

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#### **MOTION:**

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

***Refer to RESOLUTION***

#### **145 RESOLUTION:**

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

The allocation within the 2021/2022 Operational Plan of \$1,500 for funding for Council's membership of the Sydney Weeds Network be adopted.

**For the Motion:**              Councillors Lyons-Buckett, Calvert, Garrow, Rasmussen, Ross, Wheeler and Zamprogo.

**Against the Motion:**        Nil.

**Absent:**                        Councillors Conolly, Kotlash, Reynolds, Richards and Tree.

Councillor Amanda Kotlash returned to the meeting.

#### **MOTION:**

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

***Refer to RESOLUTION***

#### **146 RESOLUTION:**

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

That Council defer consideration of the 2021/2022 Operational Plan until further information which may have a bearing on allocated resources can be provided, including:

1. Confirmation of State Government funding for repair and betterment (widening) of Greens Road as stated by local members to residents.

## ORDINARY MEETING

Minutes: 08 June 2021

2. Cost of permanent seal versus proposed temporary seal for Wheelbarrow Ridge Road, difference in timeframe, and options to funding.
3. Clarification of unspent funds in the Federal Government Emergency Response Fund intended to mitigate against disasters, and Council's capacity to access this funding.
4. Projected costs of provision of access including via waterway for residents currently having to travel via Wheelbarrow Ridge fire trail, or other temporary solution to enable such impacted residents to avoid the additional travel.
5. Projected costs of garbage collection trial (potentially purchase of small garbage truck or alternative method) to access areas currently considered unable to receive garbage collection (eg. Greens Road, Wheelbarrow Ridge Road and Upper Colo area).

**For the Motion:** Councillors Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Ross, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Conolly, Reynolds, Richards and Tree.

### **Adjournment of Meeting**

At 6:51pm the meeting was adjourned due to a fire alarm in the Council Administration Building, requiring the Council Chambers to be evacuated. The meeting reconvened at 7:15pm.

## ORDINARY MEETING

Minutes: 08 June 2021

### CITY PLANNING

**Item: 103**                      **CP - Water Management and Quality - (95498, 151938)**

**Previous Item:**              021, Ordinary (9 February 2021)

**Directorate:**                City Planning

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A MOTION was moved by Councillor Kotlash, seconded by Councillor Calvert.

That this matter be deferred to the Council Meeting on 29 June 2021 for consideration.

An AMENDMENT was moved by Councillor Wheeler, seconded by Councillor Rasmussen.

That:

1. Council receive and note the information contained in this report from the Environment Committee Meeting on 13 April 2021.
2.
  - a) Council support the current activities being undertaken to monitor, protect and enhance the Hawkesbury River and its catchment.
  - b) This matter be brought back to the Environment Committee for advice as the Hawkesbury Coastal Management Plan progresses.

**For the Amendment:**        Councillors Lyons-Buckett, Garrow, Rasmussen and Wheeler.

**Against the Amendment:**   Councillors Calvert, Kotlash, Ross and Zamprogno.

**Absent:**                        Councillors Conolly, Reynolds, Richards and Tree.

The Amendment was carried on the casting vote of the Chairperson.

### **MOTION:**

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

### ***Refer to RESOLUTION***

### **147 RESOLUTION:**

That:

1. Council receive and note the information contained in this report from the Environment Committee Meeting on 13 April 2021.
2.
  - a) Council support the current activities being undertaken to monitor, protect and enhance the Hawkesbury River and its catchment.
  - b) This matter be brought back to the Environment Committee for advice as the Hawkesbury Coastal Management Plan progresses.

## ORDINARY MEETING

**Minutes:** 08 June 2021

**For the Motion:** Councillors Lyons-Buckett, Calvert, Garrow, Rasmussen, Ross and Wheeler and Zamprogno.

**Against the Motion:** Councillor Kotlash.

**Absent:** Councillors Conolly, Reynolds, Richards and Tree.

## ORDINARY MEETING

Minutes: 08 June 2021

### INFRASTRUCTURE SERVICES

**Item: 104**                      **IS - Draft Woodbury Reserve Masterplan and Plan of Management - (95495, 79354)**

**Directorate:**                      Infrastructure Services

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#### **MOTION:**

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

***Refer to RESOLUTION***

#### **148 RESOLUTION:**

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

That:

1. Council publicly exhibit the Draft Woodbury Reserve Plan of Management attached as Attachment 1 to the report, including the Masterplan, allowing the community a minimum of 42 days to provide comment on the Plan.
2. The matter be reported back to Council following the public exhibition period.

**For the Motion:**                      Councillors Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Ross, Wheeler and Zamprogno.

**Against the Motion:**                      Nil.

**Absent:**                                      Councillors Conolly, Reynolds, Richards and Tree.

## ORDINARY MEETING

Minutes: 08 June 2021

### SUPPORT SERVICES

**Item: 105**                      **SS - 2021/2022 Remuneration for Mayor and Councillors - (95496, 96332)**

**Directorate:**                      Support Services

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A MOTION was moved by Councillor Kotlash, seconded by Councillor Zamprogno.

1. The annual fee for Councillors for 2021/2022 be set at \$24,810.
2. The additional annual fee for the Mayor be set at \$61,280, and the Deputy Mayor's additional annual fee be set at \$9,192, to be deducted from the Mayor's \$61,280 annual fee.

**For the Motion:**                      Councillors Calvert, Kotlash, Ross and Zamprogno.

**Against the Motion:**                      Councillors Garrow, Lyons-Buckett, Rasmussen and Wheeler.

**Absent:**                                  Councillors Conolly, Reynolds, Richards and Tree.

The motion was lost on the casting vote of the Chairperson.

#### **MOTION:**

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

#### ***Refer to RESOLUTION***

#### **149 RESOLUTION:**

That the annual fees for Councillors, the Mayor and the Deputy Mayor for 2021/2022 be set at the same fees as applicable for 2020/2021.

**For the Motion:**                      Councillors Lyons-Buckett, Garrow, Rasmussen and Wheeler.

**Against the Motion:**                      Councillors Kotlash, Calvert, Ross and Zamprogno.

**Absent:**                                  Councillors Conolly, Reynolds, Richards and Tree.

The Motion was carried on the casting vote of the Chairperson.

## ORDINARY MEETING

Minutes: 08 June 2021

**Item: 106**                      **SS - Administration of the September 2021 Hawkesbury City Council Local Government Elections - (95496)**

**Previous Item:**              187, Ordinary (24 September 2019)

**Directorate:**                Support Services

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### **MOTION:**

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

***Refer to RESOLUTION***

### **150 RESOLUTION:**

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

That the report regarding the Hawkesbury City Council Local Government Election be received and noted.

**For the Motion:**              Councillors Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Ross, Wheeler and Zamprogno.

**Against the Motion:**        Nil.

**Absent:**                        Councillors Conolly, Reynolds, Richards and Tree.



## ORDINARY MEETING

Minutes: 08 June 2021

### SECTION 4 – Reports of Committees

**Item: 107**                      **ROC - Heritage Committee - 11 March 2021 - (80242, 95498, 124414)**

**Directorate:**                City Planning

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#### **MOTION:**

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

#### ***Refer to RESOLUTION***

#### **151 RESOLUTION:**

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

That in relation to the Minutes of the Heritage Committee Meeting held on the 11 March 2021:

1. Council receive and note Item 1 – Council Committee Constitution.
2. Council endorse the Committee Recommendation in respect of Item 2, namely:

*"That the Heritage Committee:*

1. *Considers the outstanding actions contained within Table 1*
2. *Prioritises the outstanding actions and recommends deadlines for these actions to be reported back to Council for consideration."*

**For the Motion:**                Councillors Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Ross, Wheeler and Zamprogno.

**Against the Motion:**        Nil.

**Absent:**                          Councillors Conolly, Reynolds, Richards and Tree.

## ORDINARY MEETING

Minutes: 08 June 2021

Item: 108                      ROC - Environment Committee - 13 April 2021 - (151938, 95498)

Directorate:                City Planning

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### MOTION:

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

#### *Refer to RESOLUTION*

### 152 RESOLUTION:

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

That in relation to the Minutes of the Environment Committee Meeting held on 13 April 2021:

1. Council receive and note Item 1 – Election of Chairperson.
2. Council endorse the Committee Recommendation in respect of Item 2, namely:

*“That the Environment Committee:*

1. *Receive and note this report.*
2. *Request that staff provide a report on electric vehicle charging that includes consideration of:*
  - *The NSW Roads Act 1993*
  - *Location and proximity to other vehicles of charging infrastructure*
  - *Traffic related implications*
  - *Source of electricity for charging*
  - *Options associated with ownership of charging infrastructure.*
  - *An appraisal of how other Councils are dealing with this matter*
  - *Examples of other Council's Electronic Vehicle policies which are to be attached to the report.*
3. *Request that this report be brought back to the Environment Committee so that feedback and ideas can be sought from the community, tourism operators, the NRMA and similar peak bodies, and the Australian Electric Car Association for example.*
4. *Compile the outcomes of the report and consultation and recommend that Council develop an Electric Vehicle Infrastructure Policy and Guidelines based on these outcomes.”*

3. In regard to Item 3:

That:

1. Council receive and note the information contained in respect to Item 3 in the report from the Environment Committee Meeting on 13 April 2021.
2. a) Council support the current activities being undertaken to monitor, protect and enhance the Hawkesbury River and its catchment.

## ORDINARY MEETING

Minutes: 08 June 2021

b) This matter be brought back to the Environment Committee for advice as the Hawkesbury Coastal Management Plan progresses.

4. Council endorse the Committee Recommendation in respect of Item 4, namely:

*"That the Environment Committee:*

*1. Receive and note this report.*

*2. Request that a report be brought back to the Environment Committee, so that it can consult with the wider community on the following:*

*a) What Council might have the capacity to do in the future to prevent litter going into our rivers and oceans.*

*b) What future opportunities Council might have to partner with others to combat this problem."*

**For the Motion:** Councillors Lyons-Buckett, Calvert, Garrow, Kotlash, Rasmussen, Ross, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Conolly, Reynolds, Richards and Tree.

The meeting terminated at 8:51pm.

Submitted to and confirmed at the Ordinary meeting held on 15 June 2021.

.....  
Mayor

ordinary

section 2

mayoral minutes

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date: 15 June 2021**

**SECTION 2 – Mayoral Minutes**

There was no Mayoral Minute at the time of preparing this Business Paper.

Notwithstanding the above, pursuant to Clauses 9.6-9.9 of Council's Code of Meeting Practice, the Mayor may submit a Mayoral Minute to the meeting without notice in relation to any matter or topic that:

- Is within the jurisdiction of the Council
- Council has official knowledge of.

However, a Mayoral Minute must not be put without notice if it relates to a routine or non-urgent matter.

A matter is considered to be urgent when it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

ordinary

section 3

reports  
for determination

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 15 June 2021

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 15 June 2021**

**SECTION 3 – Reports for Determination**

**PLANNING DECISIONS**

**Item: 109**                      **CP - Planning Proposal to Amend Hawkesbury Local Environmental Plan 2012 from RU4 Primary Production Small Lots to IN1 General Industrial - 27 Park Road, Vineyard and 41 Park Road, Mulgrave - (95498, 144940, 124414)**

**Previous Item:**            269, Ordinary (13 November 2018)

**Directorate:**              City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to recommend that Council proceed with the making of an amendment to the Hawkesbury Local Environmental Plan 2012 that gives effect to a Planning Proposal for the subject site at 27 Park Road, Vineyard and 41 Park Road, Mulgrave.

**PLANNING PROPOSAL INFORMATION**

<b>File Number:</b>	LEP001/17
<b>Property Address:</b>	27 Park Road, Vineyard and 41 Park Road, Mulgrave
<b>Applicant:</b>	Natalie Richter Planning Pty Ltd
<b>Owner:</b>	Mr C Galea and Mr SM and Mrs EA Sheridan
<b>Date Received:</b>	11 December 2017
<b>Current Minimum Lot Size:</b>	2Ha
<b>Proposed Minimum Lot Size:</b>	No Minimum Lot Size Provision (consistent with all industrial zones)
<b>Current Maximum Height of Buildings:</b>	10M
<b>Proposed Maximum Height of Buildings:</b>	No Maximum Height Provision (consistent with all industrial zones)
<b>Current Zone:</b>	RU4 Primary Production Small Lots
<b>Proposed Zone:</b>	IN1 General Industrial
<b>Site Area:</b>	4.68Ha

This Planning Proposal has undergone a process of assessment against relevant requirements, including responses from relevant government agencies, and is nearing the finalisation of that process. The Background Section of this report details the various key steps associated with the Planning Proposal.

This report recommends that Council proceed with the proposed amendment to the Hawkesbury Local Environmental Plan 2012 that gives effect to the Planning Proposal.



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 15 June 2021**

**RECOMMENDATION:**

That Council:

1. Receive and note the outcome of consultation on the Planning Proposal and supporting documentation for 27 Park Road, Vineyard and 41 Park Road, Mulgrave.
2. Proceed with the making of the plan to amend the Hawkesbury Local Environmental Plan 2012 to allow development of 27 Park Road, Vineyard and 41 Park Road, Mulgrave for general industrial purposes as follows:
  - a) Amend the Land Zoning Map to change the current RU4 Primary Production Small Lots zoning of the subject site to IN1 General Industrial.
  - b) Amend the Height of Buildings Map to remove the current 10m maximum permissible height provision currently applying to the subject site.
  - c) Amend the Lot Size Map to remove the current 2ha minimum lot size provision currently applying to the subject site.
3. Submit the adopted Land Zoning, Height of Buildings and Lot Size Maps and supporting planning documentation to the Department of Planning, Industry and Environment for preparation and finalisation of a draft Instrument to give effect to the Planning Proposal.
4. Adopt and make the proposed amendment to the Hawkesbury Local Environmental Plan 2012 as outlined in this report, under the authorisation for Council to exercise delegation issued by the "Gateway" determination, upon receipt of the final Instrument from the Department of Planning, Industry and Environment.
5. Following the making of the plan advise the Department of Planning, Industry and Environment that the Plan has been made and request notification of the Plan on the NSW Legislation website.

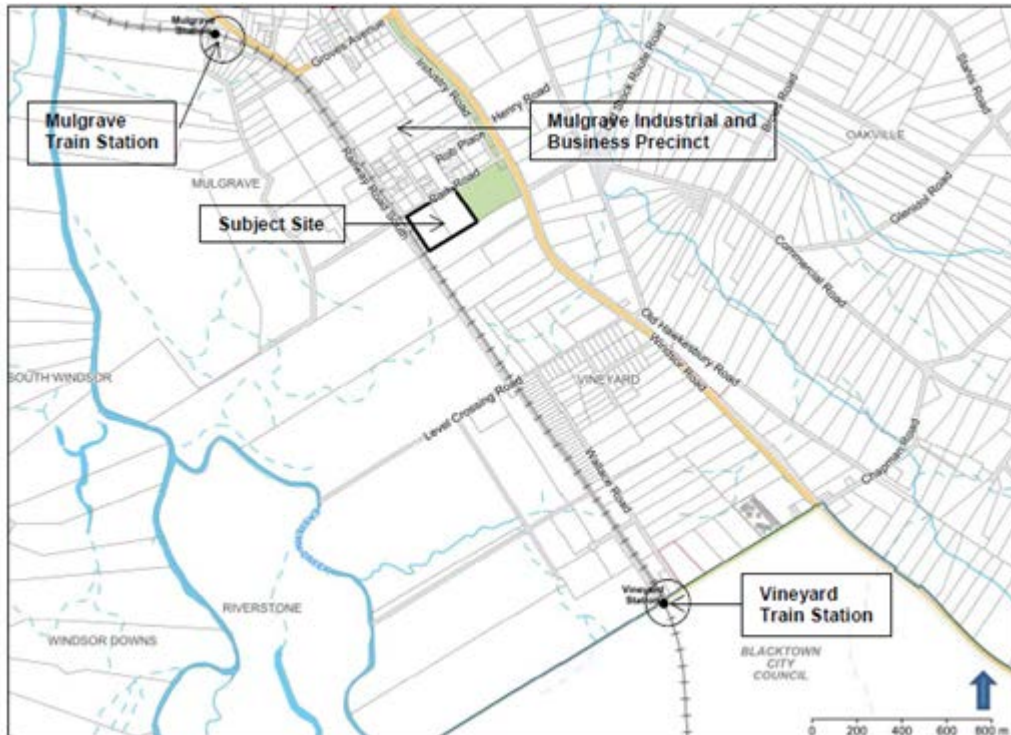
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**BACKGROUND**

**Subject Site**

The subject site is currently zoned RU4 Primary Production Small Lots under the Hawkesbury Local Environmental Plan 2012, and is adjacent to the existing Mulgrave Industrial and Business Precinct which is a well-established industrial and business precinct comprising a mix of industrial and business uses. The subject site as shown in Figure 1 below is in close proximity to the Mulgrave train station, and has relatively easy access to the regional transport network via the M2 and M7 motorways.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 15 June 2021**



**Figure 1: Subject Site**

The subject site had been identified as an industrial investigation area within the previous Employment Lands Strategy 2008, as well as the current Hawkesbury Employment Lands Strategy, adopted by Council in December 2020.

Though zoned for primary industry purposes, the subject site has not been used for such purposes having been used for residential purposes. The subject sites strategic location provides opportunities to optimise the land use through development potential for industrial uses as proposed.

The Planning Proposal seeks to amend the Land Zoning Map of the Local Environmental Plan 2012 from RU4 Primary Production Small Lots to IN1 General Industrial for the subject site, in order to enable general industrial development. The planning proposal aims to achieve the intended outcome by amending the Local Environmental Plan 2012 as follows:

- Amend the Land Zoning Map (Map Sheet Ref Nos 3800\_COM\_LZN\_008D and 3800\_COM\_LZN\_008DB) of the subject site from RU4 Primary Production Small Lots to IN1 General Industrial and part of Railway Road North reserve fronting the subject site in order to ensure consistency with industrial zoned land within the Hawkesbury Local Government Area.
- Amend Lot Size Map (Map Sheet Ref Nos 3800\_COM\_LSZ\_008D and 3800\_COM\_LSZ\_008DB) of the subject site to remove the current 2ha minimum lot size provision applying to the subject site and part of Railway Road North reserve fronting the subject site in order to ensure consistency with industrial zoned land within the Hawkesbury Local Government Area.
- Amend Height of Buildings Map (Map Sheet Ref Nos 3800\_COM\_HOB\_008D and 3800\_COM\_HOB\_008DB) of the subject site to remove the current 10m maximum building height provision applying to the subject site and part of Railway Road North reserve fronting the subject site in order to ensure consistency with industrial zoned land within the Hawkesbury Local Government Area.

The Planning Proposal seeks to amend the Land Zoning, Height of Buildings and Lot Size Maps with no proposed amendments to the Local Environmental Plan 2012 Written Instrument.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 15 June 2021**

**Detailed History and Planning Proposal**

In December 2017, a Planning Proposal seeking an amendment to the Local Environmental Plan 2012 to allow development of the subject site for general industrial purposes was received from Natalie Richter Planning Pty Ltd on behalf of the property owner.

Following various amendments to the Planning Proposal by the applicant based on initial assessment, on 18 October 2018, the Hawkesbury Local Planning Panel considered a report on the planning proposal and advised Council to forward the Planning Proposal to the Greater Sydney Commission/Department of Planning and Environment requesting a Gateway Determination under Section 3.34 of the Environmental Planning and Assessment Act 1979.

The Hawkesbury Local Planning Panel provided support for the Planning Proposal to proceed, and advised Council that its advice was based on the following:

- (a) Demonstrated strategic merit:
  - Consistency with implementation of The Greater Sydney Region Plan, the Western City District Plan and the Hawkesbury Employment Plan Strategy 2008.
- (b) Demonstrated site specific merit:
  - The subject sites close proximity to both Mulgrave and Vineyard stations.
  - Its relatively easy access to the regional transport network.
  - It enables the expansion of the existing Mulgrave Industrial and Business Precinct to strengthen the Precinct's status as a diverse industry base.
  - Is located within 30 minutes travel distance to Windsor and in close proximity to future residential development within Vineyard Precinct and also the Riverstone Precinct in the North West Growth Area within the Blacktown Local Government Area.

Council at its Meeting on 13 November 2018 considered a report on the planning proposal, and resolved as follows:

*"That Council:*

1. *Note the advice provided by the Hawkesbury Local Planning Panel on the matter.*
2. *Support the preparation of a planning proposal to amend the Hawkesbury Local Environmental Plan (LEP) 2012 to allow development of the subject site for general industrial purposes as follows:*
  - a) *Amend the Land Zoning Map to change the current RU4 Primary Production Small Lots zoning of the subject site to IN1 General Industrial.*
  - b) *Amend the Height of Buildings Map to remove the current 10m maximum permissible height provision currently applying to the subject site.*
  - c) *Amend the Lot Size Map to remove the current 2ha minimum lot size provision currently applying to the subject site".*
3. *The planning proposal be forwarded to the Greater Sydney Commission/the Department of Planning and Environment, requesting a Gateway Determination under Section 3.34 of the Environmental Planning and Assessment Act 1979."*

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On 9 June 2020, Council received a Gateway Determination from the Department of Planning, Industry and Environment advising to proceed with the Planning Proposal subject to certain conditions, including the following:

- “1. Prior to undertaking community consultation, Council is required to:*
  - (a) Include further discussion of the preparation of a vegetation management plan;*
  - (b) Include an assessment under the Hawkesbury draft Local Strategic Planning Statement and draft Employment Lands Strategy*
  - (c) Consult with the NSW Rural Fire Services in accordance with Section 9.1 Direction 4.4 Planning for Bushfire Protection prior to exhibition and address any comments.*
- 2. Public exhibition is required under section 3.34(2)(c) and schedule 1 clause 4 of the Act as follows:*
  - (a) The planning proposal must be made publicly available for a minimum of 28 days; and*
  - (b) The planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 6.5.2 of ‘A guide to preparing local environmental plans’ (Department of Planning and Environment, 2018)”.*

In accordance with Condition 1 of the Gateway Determination, the Planning Proposal was amended with the inclusion of an assessment of the Planning Proposal under the draft Hawkesbury Local Strategic Planning Statement and the Hawkesbury Employment Lands Strategy adopted by Council in December 2020, in addition to a Vegetation Management Plan. Consultation was also undertaken with the NSW Rural Fire Service at that stage, and no issues were raised in relation to bushfire. Therefore no further amendments to the planning proposal were required prior to commencement of community and relevant government agency consultation.

#### **Consultation with the Community and Government Agencies**

In accordance with the Gateway Determination and relevant statutory requirements, consultation on the Planning Proposal was undertaken with the community and relevant government agencies as outlined below.

#### **Community Consultation**

The Planning Proposal and other supporting documentation, including Bushfire Assessment Report and Vegetation Management Plan for the subject site was publicly exhibited for the period from Thursday, 22 April 2021 to Monday, 24 May 2021.

Throughout the exhibition period, the Planning Proposal and other supporting documentation was made available to view on Council's online community engagement site [www.yourhawkesbury-yoursay.com.au](http://www.yourhawkesbury-yoursay.com.au), and between 9am to 4pm Monday to Friday at Council's Administration Office, 366 George Street, Windsor. A public notice was placed in the 'Hawkesbury Courier' local newspaper and letters were sent to the adjoining and surrounding property owners advising of the public exhibition of the planning proposal.

Council received no submissions from the community with respect to the Planning Proposal.

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***Government Agency Consultation***

In accordance with Section 3.34(2)(d) of the Environmental Planning and Assessment Act 1979 and the Gateway Determination, consultation was undertaken with the following public agencies:

- Department of Planning, Industry and Environment – Environment, Energy and Science Group
- NSW Rural Fire Service
- State Emergency Service
- Sydney Water
- Hawkesbury Nepean Catchment Management Authority
- Transport for NSW
- Endeavour Energy
- Transgrid
- Telstra

Each of the above organisations/agencies was provided with a copy of the Planning Proposal and supporting documentation.

Council received responses from the following agencies:

- NSW Rural Fire Service
- Department of Planning, Industry and Environment – Environment, Energy and Science Group
- Endeavour Energy
- Transgrid
- Sydney Water
- Infrastructure NSW

None of these agencies objected to the making of the plan other than raising certain issues for consideration in the finalisation of the Planning Proposal.

Attachment 1 to this report includes the issues raised by the government agencies and Council Officer responses. The key issues raised in these responses were from the Environment, Energy and Science Group of the Department of Planning, Industry and Environment and included:

- Flooding and evacuation
- Biodiversity
- Vegetation Management Plan

As detailed in Attachment 1, these issues, and all other matters raised by State agencies have been addressed, including post exhibition amendments to the Planning Proposal.

**Authorisation for Council to Exercise Delegation**

The "Gateway" determination included authorisation for Council to exercise delegation to make this plan. Should Council resolve to proceed with the making of the plan this authorisation will allow Council Officers to make a direct request to the Department of Planning, Industry and Environment to prepare a draft Local Environmental Plan to give effect to the Planning Proposal.

The NSW Government has recently introduced a suite of reforms through the Planning Reform Action Plan aimed at system improvements to reduce red tape, eliminate double-handling and fast-track projects. One of the key initiatives is the Faster Mapping Amendments program – a process change to simplify the finalisation stage for planning proposals that require map-only amendments to Local Environmental Plans. This initiative enables the Department of Planning, Industry and Environment to directly assist councils with the drafting of Local Environmental Plans that are currently handled by the Parliamentary Counsel's Office.

Given there are no changes to the Hawkesbury Local Environmental Plan 2012 Written Instrument and only includes changes to the Land Zoning, Height of Buildings and Lot Size Maps of the Hawkesbury Local

**ORDINARY MEETING**  
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Environmental Plan 2012, the new process will enable the Department of Planning, Industry and Environment to directly assist with the drafting steps that were previously handled by the Parliamentary Counsel's Office (PCO).

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

Our Leadership - 1.4 and 1.5

Our Plan - 3.1

Our Assets - 4.2 and 4.3

Our Future - 5.1, 5.2, 5.3, 5.5, 5.7 and 5.8.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

All the costs of the preparation and exhibition of the Planning Proposal and associated documents, including the costs of this assessment report, have been met by the Applicant.

**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 2020/2021 Operational Plan, which will adversely impact on Council's financial sustainability.

**Planning Decision**

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

**ATTACHMENTS:**

**AT - 1** Government Agency Responses and Council Officer Comments - (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 15 June 2021**

**SUPPORT SERVICES**

**Item: 110**                      **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

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

**EXECUTIVE SUMMARY:**

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

A Return has recently been lodged with the General Manager, and is now tabled at the first Council meeting held after the required lodgement date.

**RECOMMENDATION**

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

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**BACKGROUND**

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

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

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

**Policy considerations**

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

*"440AAB Register and tabling of returns*

- (1) The general manager must keep a register of returns disclosing interests that are required to be lodged with the general manager under a code of conduct.*
- (2) Returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code of lodgement, or if the code does not specify a day, as soon as practicable after the return is lodged."*

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

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

### **DISCUSSION**

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

<b>Position</b>	<b>Return Date</b>	<b>Date Lodged</b>
Environmental Health Officer	1 March 2021	3 June 2021

The above Designated Person has lodged their Clause 4.21(a) Return. Due to circumstances relating to the timing of the provision of the Return to the Designated Person and availability, the Return was lodged two days outside the time required by the Code.

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

### **COMMUNITY ENGAGEMENT**

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

### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

#### Our Leadership

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

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

### **FINANCIAL IMPACT**

There are no financial implications applicable to this report.

### **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 2020/2021 Operational Plan, which will adversely impact on Council's financial sustainability.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 15 June 2021**

**Item: 111**                      **SS - Request for Use of Windsor Mall - Christmas in July Promotion - (95496, 112106)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek Council's endorsement for a request to use parts of Windsor Mall for a promotional program for the month of July 2021, including waiving of the relevant fees.

**EXECUTIVE SUMMARY:**

Council has received a request from Darren Pead, the owner of Guy Stuff to use parts of Windsor Mall for a Christmas in July promotional event that businesses in Windsor will participate in from 1 to 31 July 2021. The request also includes waiving of the relevant Council fees.

The areas of the Windsor Mall that are proposed to be used for the promotion are:

- In front of Guy Stuff at 156 George Street, Windsor where an artificial snow machine will be set up, and
- In front of Loder House at 126 George Street, Windsor for placement of a large Christmas tree.

The request was received after the application period for Council's 2020/2021 Event Sponsorship Program closed and the budget expended. The 2021/2022 Event Sponsorship Program Round 1 does not open until October 2021, as such the event could not be considered as part of this Program.

This report recommends Council agree to the use of Windsor Mall as requested, subject to conditions, and waiving of associated fees.

**RECOMMENDATION:**

That Council:

1. Agree to use parts of the Windsor Mall in front of Guy Stuff at 156 George Street, Windsor for an artificial snow machine and in front of Loder House at 126 George Street, Windsor for a large Christmas Tree, from 1 July to 31 July 2021, as part of the Christmas in July promotion program, subject to the conditions set out in this report.
  2. Agree to waive the 'Display and Promotions – Owners/Shopkeepers in the Mall' fee in the amount of \$220.55.
  3. Agree that any future requests for financial assistance for events will require applicants to apply under Rounds 1 and 2 of Council's Event Sponsorship Program.
- 

**BACKGROUND**

Council has received a request from Darren Pead, the owner of Guy Stuff, to use of parts of Windsor Mall from 1 July to 31 July 2021, for a Christmas in July promotional program. The program will have planned activities taking place as detailed below:

## ORDINARY MEETING

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- An artificial snow machine placed on the roof of Guy Stuff at 156 George Street, Windsor (similar to the machine used in Council's December 2019 Light Up Windsor event), from 7pm every night for a period of 30 minutes from 1 July to 31 July 2021. The artificial snow dissipates prior to landing on the ground in the Windsor Mall, preventing slip fall issues. Lights and music will be used during the snow display.
- Installation of a large Christmas tree (the same as the tree used for Council's December 2020 Light Up Windsor event), in front of Loder House at 126 George Street, Windsor, from 1 July to 31 July 2021.
- Local business will be encouraged to participate by trading later at night for the duration of the promotional program and sell Christmas themed merchandise, foods and drinks.
- Windsor Mall will be decorated with Christmas wreaths and flags. Business will also be encouraged to decorate their shops with Christmas themes.
- Santa will arrive during the Sunday markets on 25 July 2021 for photos with children.
- Windsor Craft Markets will run Christmas themed markets during their regular Sunday markets.

An event of this type is generally considered as part of Council's Event Sponsorship Program, however, the request was received after the application period for Council's 2020/2021 Event Sponsorship Program closed and the budget expended. The 2021/2022 Event Sponsorship Program Round 1 does not open until October 2021, as such the event could not be considered as part of this Program.

The organiser has provided a copy of their Public Liability Insurance and is funding the event. Council's current fees and charges do not provide a specific fee for use of part of Windsor Mall, only the entire Mall for either events or promotions. In the absence of a specific fee that would apply to this request, the most appropriate current fee is the 'Display and Promotions - Owners/Shopkeepers in the Mall' fee. This fee in Council's Draft 2021/2022 Operational Plan is \$220.55. Therefore, the total amount requested to be waived is \$220.55.

Council's Adopted Operational Plan provide various fees for different uses within Windsor Mall. During the review 2022/2023 Operational Plan, staff will review the fees and charges to simplify the amounts required to be paid by applicants using Windsor Mall and parts of Windsor Mall.

The proposed Christmas in July promotion may provide significant economic benefit to the businesses in Windsor to assist with the recovery from COVID-19 and floods. The following information is sourced from the ID Profile Economic Event Impact Calculator:

- The proposed Christmas in July promotion would run for 31 days. It is estimated to attract approximately 100 visitors per day, with an average spend per person per day of \$25. This equals a total visitor spend of \$77,500 attributed to this initiative, which would lead to a direct impact on output of \$70,525.
- The indirect impact would be the demand for intermediate goods and services across related industry sectors which is estimated to be an additional \$22,479. There would also be an additional contribution to the Hawkesbury City economy through consumption effects as correspondingly more wages and salaries are spent in the local economy. It is estimated that this would result in a further increase in output of \$8,390. The combination of all direct, industrial and consumption effects would result in total estimated rise in output of \$101,393 in the Hawkesbury City economy.
- The impact of an additional of \$77,500 spend to the local economy as a result of running Christmas in July would lead to a corresponding direct increase in value added of \$30,589.
- In summary, Gross Regional Product in Hawkesbury City is estimated to increase by \$42,978 due to Christmas in July initiative.

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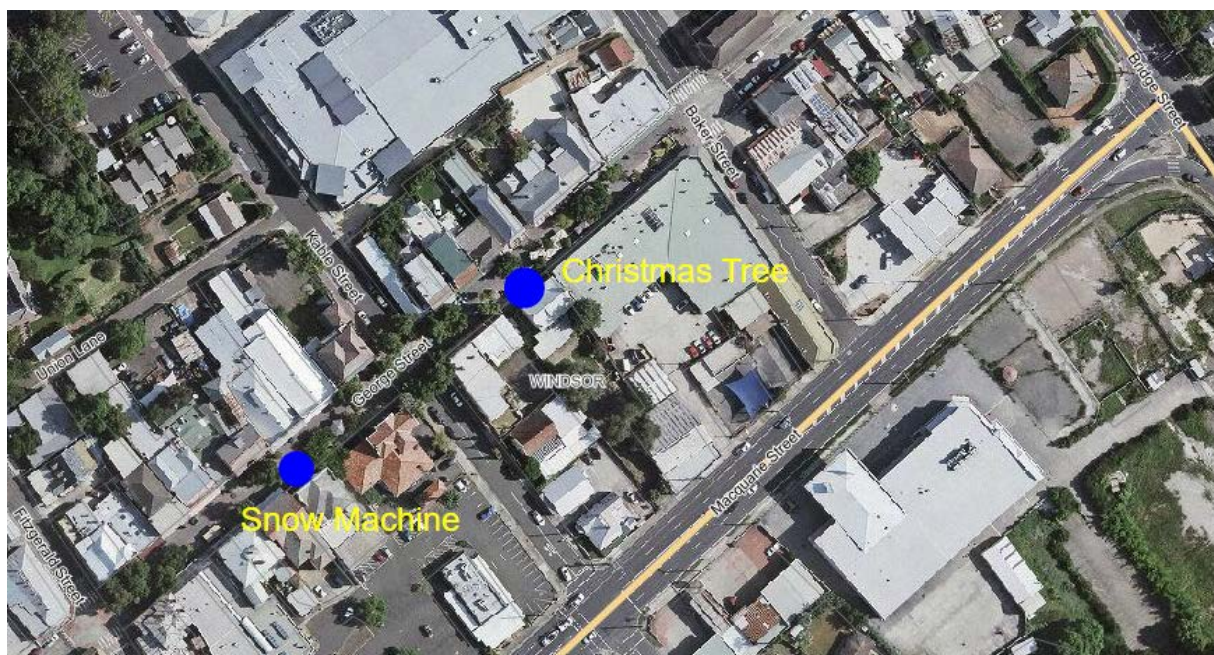
It is recommended that the use of Windsor Mall by the applicant for the purpose of the Christmas in July promotional program from 1 July to 31 July 2021 be approved, subject to the following conditions:

That the applicant:

1. Pay a bond in the amount of \$1,000 in accordance with Council's adopted fees and charges.
2. Maintain Public Liability Insurance in the amount of \$20 million and that a copy of that insurance be provided to Council prior to the event.
3. Notify businesses in Windsor Mall prior to the promotional program.
4. Maintain a minimum unobstructed footpath of 1.8m at all times for pedestrian access.
5. Ensure the area is left clean and tidy during and at the end of the promotional program.
6. Rectify any damage caused by the promotional program.
7. Prepare a COVID-19 safe plan ensuring compliance with any COVID-19 restrictions in place during the promotional program.
8. Ensure that there is no adverse environmental impact as a result of the promotional program.
9. Comply with Council's 'Sustainable Events Management Policy'.
10. Not do anything in relation to Windsor Mall which in the reasonable opinion of the Council is annoying, offensive or dangerous to other occupiers of the land or to the owners or occupiers of land or buildings in the vicinity of the Mall; which is illegal; or causes damage to the Mall; or liable to void any insurance in respect of the Mall or increase any insurance premium.
11. Note that Council may recover from the organiser any loss or damages in respect of any damage to Windsor Mall where the damage was caused by the organisers negligence or wilful act or omission and where such costs or charges shall be recoverable as a liquidated sum.
12. Not erect signs, notices, advertisements, decorations, streamers, bunting, flags, or structures within or upon the mall without Council approval.
13. Not play music or operate loudspeakers in a manner that would cause a nuisance.
14. Ensure all electrical equipment is tested and tagged and checked by a qualified electrician.
15. Carry out a risk assessment of the event including the installation of the Christmas tree and snow machine.

Council was not notified about this event in the time frame required to submit the Traffic Management Application Forms and Plan and therefore, Council could not consider the traffic impact of this event at the Local Traffic Committee.

**Location Plan**



**ORDINARY MEETING**  
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**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters that 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 Areas, Directions and Strategies within the CSP.

Our Community

- 2.3 Community partnerships continue to evolve
  - 2.3.1 Encourage and facilitate community partnerships.

Our Future

- 5.5 Reinforcing our dynamic places - Support the revitalisation 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.
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
  - 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.
  - 5.7.2 Develop Hawkesbury Tourism to enhance and strengthen opportunities within our tourism sector.

**FINANCIAL IMPACT**

The matters raised in this report have do not have direct financial implications. The income that would have been received has not been budgeted for in the Draft 2021/2022 Operational Plan.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

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

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

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

**Item: 112**                      **ROC - Audit Committee - 26 May 2021 - (91369, 95496)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Audit Committee, held on 26 May 2021.

**EXECUTIVE SUMMARY:**

Items 5 and 9 contained within the Minutes of the Audit Committee have policy or financial implications to Council. They therefore require specific consideration by Council, the details of which are discussed in the report below.

In relation to Items 1, 2, 3, 4, 6, 7 and 8, as they have no policy or financial implications for Council, they are presented for information only.

**RECOMMENDATION:**

That in relation to the Minutes of the Audit Committee Meeting held on the 26 May 2021

1. Council receive and note the Audit Committee Minutes in respect to Items 1, 2, 3, 4, 6, 7 and 8.
2. Council endorse the Committee Recommendation in respect of Item 5, namely:

*"That:*

1. *The Audit Committee Charter, attached as Attachment 1 to the report, be adopted.*
2. *The Audit Committee noted that changes to the Audit Committee Charter will be required following the release of A New Risk Management and Internal Audit Framework for Local Councils in NSW.*
3. *Audit Committee members be provided with copies of the report (Item 111) considered by Council at its meeting on 30 June 2009 and the resolutions of Council (Resolutions 183 and 184) regarding the Audit Committee."*

3. Council endorse the Committee Recommendation in respect of Item 9, namely:

*"That:*

1. *The Request for Tender for the Provision of Internal Audit Services document attached as Attachment 1 to this report be received and noted with the following amendments:*

*a) Section C5 on page 24*

- Remove the 7<sup>th</sup> dot point and replace with the following:*
  - Identify any risks when carrying out the internal audits to ensure that Council's Risk Register is updated.*



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 15 June 2021**

- Remove the 8<sup>th</sup> dot point and replace with the following:
  - Stay up to date with the relevant risk and audit legislation and provide relevant advice to Council accordingly.
- b) Points 3, 4 and 5 on page 26
  - The words "Chief Audit Executive" be replaced with "General Manager or relevant Officer in accordance with the adopted legislative requirements."
- 2. The Audit Committee nominated Ms Ellen Hegarty and Councillor Paul Rasmussen to be part of the Tender Evaluation Panel for the Tender for the Provision of Internal Audit Services.

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## DISCUSSION

The Audit Committee met on 26 May 2021 and discussed the following items:

- Item 1 - Presentation - Cyber Security
- Item 2 - 2019/2020 and 2020/2021 Internal Audit Programs Update
- Item 3 - Status of Internal Audit Management Actions
- Item 4 - Payroll Audit Report
- Item 5 - Audit Committee Charter Review
- Item 6 - Audit Annual Engagement Plan for the year ended 30 June 2021 - Audit by NSW Audit Office
- Item 7 - Finance Reports
- Item 8 - Update to the Enterprise Risk Register
- Item 9 - Confidential - Tender for Internal Audit Services

The Minutes of the Audit Committee meeting held on 26 May 2021 are attached as Attachment 1 to this report.

Items 1, 2, 3, 4, 6, 7 and 8 have no policy or financial implications for Council, and therefore they are presented for information only.

Items 5 and 9 of the Minutes are of particular note to Council: -

### **Item 5 - Audit Committee Charter**

In October 2008, the then Division of Local Government (DLG) released "Internal Audit: A Guidance Paper" in which it recommended that councils consider the establishment of Audit Committees.

In considering the DLG's Guidance Paper, Council resolved to establish an Audit Committee, and at its meeting on 30 June 2009, formally adopted an Audit Committee Charter. The Charter was subsequently amended on 10 November 2009 to increase the number of independent external members from three to four.

On 24 June 2014, Council amended the Charter again to require a minimum of three independent external members rather than four independent external members. The Charter was then reviewed on 12 September 2018 with no further changes.

In accordance with the Charter, the document was required to be reviewed. A review of the current Charter was undertaken and no amendments to the Charter were recommended.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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The Committee noted that the State Government has developed a New Risk Management and Internal Audit Framework for Local Councils in NSW and that when released may affect the Audit Committee Charter.

The Audit Committee at its meeting on 26 May 2021 considered this matter and resolved as follows: -

*"That:*

1. *The Audit Committee Charter, attached as Attachment 1 to the report, be adopted.*
2. *The Audit Committee noted that changes to the Audit Committee Charter will be required following the release of A New Risk Management and Internal Audit Framework for Local Councils in NSW.*
3. *Audit Committee members be provided with copies of the report (Item 111) considered by Council at its meeting on 30 June 2009 and the resolutions of Council (Resolutions 183 and 184) regarding the Audit Committee."*

In relation to Item 5, it is recommended that Council endorse the Committee Recommendation in the Minutes attached as Attachment 1 to this report.

**Item 9 - Confidential Tender for Internal Audit Services**

Council at its meetings on 29 August 2017 and 30 June 2020 resolved to enter into a contract with The Centium Group Pty Ltd for the provision of internal audit services to Council. The current contract expires on 30 June 2021.

A request for Tender for the Provision of Internal Audit Services was prepared and provided to the Audit Committee.

The Audit Committee discussed the document in confidential session and suggested some minor amendments to the document which are outlined in the Committee's Recommendation below.

The Committee also nominated two of its members, Ms Ellen Hegarty and Councillor Paul Rasmussen to be part of the Tender Evaluation Panel for the Tender for the Provision of Internal Audit Services. The Tender Evaluation Panel will now comprise of Council's Director Support Services, Council's Coordinator Procurement, Ms Hegarty and Councillor Rasmussen.

The Audit Committee at its meeting on 26 May 2021 considered this matter in confidential session and resolved as follows: -

*"That:*

1. *The Request for Tender for the Provision of Internal Audit Services document attached as Attachment 1 to this report be received and noted with the following amendments:*
  - a) Section C5 on page 24
    - *Remove the 7<sup>th</sup> dot point and replace with the following:*
      - *Identify any risks when carrying out the internal audits to ensure that Council's Risk Register is updated.*
    - *Remove the 8<sup>th</sup> dot point and replace with the following:*
      - *Stay up to date with the relevant risk and audit legislation and provide relevant advice to Council accordingly.*

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 15 June 2021**

b) Points 3, 4 and 5 on page 26

- *The words "Chief Audit Executive" be replaced with "General Manager or relevant Officer in accordance with the adopted legislative requirements."*

2. *The Audit Committee nominated Ms Ellen Hegarty and Councillor Paul Rasmussen to be part of the Tender Evaluation Panel for the Tender for the Provision of Internal Audit Services.*

In relation to Item 9, it is recommended that Council endorse the Committee Recommendation in the Minutes attached as Attachment 1 to this report.

**ATTACHMENTS:**

**AT - 1** Minutes of the Audit Committee - 26 May 2021.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 15 June 2021**

**AT - 1 Minutes of the Audit Committee - 26 May 2021**

Minutes of the Meeting of the Audit Committee held by Audio-Visual Link, on 26 May 2021, commencing at 4:05pm.

**ATTENDANCE**

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

**Apologies:** Mr Kenneth Leung, NSW Audit Office

**In Attendance:** Ms Penelope Corkill, Centium  
 Ms Shirley Huang, Grant Thornton  
 Mr James Winter, Grant Thornton  
 Ms Lesley Yang, Grant Thornton  
 Mr Laurie Mifsud, Hawkesbury City Council  
 Ms Emma Galea, Hawkesbury City Council  
 Ms Vanessa Browning, Hawkesbury City Council  
 Mr Jeff Organ, Hawkesbury City Council  
 Ms Linda Perrine, Hawkesbury City Council  
 Mr Conrad Webb, Hawkesbury City Council  
 Ms Rachel Ridges, Hawkesbury City Council  
 Ms Donna McCue, Hawkesbury City Council  
 Ms Tracey Easterbrook - Minute Secretary, Hawkesbury City Council

Member	16/9/2020	2/12/2020	24/2/2021	26/05/2021
Councillor Paul Rasmussen	✓	✓	✓	✓
Councillor John Ross	✓	✓	A	✓
Councillor Patrick Conolly (Alternate)	N/A	N/A	N/A	N/A
Mr Craig Bennett	✓	✓	✓	✓
Ms Ellen Hegarty	A	✓	✓	✓
Ms Nisha Maheshwari (Chairperson)	✓	✓	✓	✓

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

**RESOLVED** on the motion of Ms Ellen Hegarty and seconded by Councillor Paul Rasmussen that the apology be accepted.

Councillor John Ross entered the meeting at 4:06pm.

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Penelope Corkill, Shirley Huang, James Winter, Lesley Yang, Vanessa Browning, Conrad Webb, Jeff Organ, Linda Perrine and Donna McCue left the meeting at 5:45pm.

**DECLARATION OF INTERESTS**

There were no Declaration of Interests made.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Councillor Paul Rasmussen and seconded by Ms Ellen Hegarty that the Minutes of the Audit Committee held on the 24 February 2021, be confirmed.

**SECTION 2 - Presentations to the Committee**

**Item: 1                      Presentation - Cyber Security**

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The Manager of Information Services, Ms Donna McCue, provided the Committee with a presentation on Council's strategy and security measures in regard to Cyber Security.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Councillor Paul Rasmussen and seconded by Mr Craig Bennett that the Cyber Security presentation be received and noted.

**SECTION 3 - Reports for Determination**

**Item: 2                      AC - 2019/2020 and 2020/2021 Internal Audit Programs Update - (91369, 121470, 95496, 79351)**

**Directorate:**                      Support Services

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**OFFICER'S RECOMMENDATION:**

That the completion of 2019/2020 Internal Audit Program, and the progress on the 2020/2021 Internal Audit Program be received and noted.

**DISCUSSION:**

The Acting General Manager advised that the 2019/2020 Internal Audit Program has been completed and provided a status update on the 2020/2021 Internal Audit Program:

- Payroll Audit - Completed, and is in the business paper for discussion.
- Internal Audit Function Audit - In the finalisation stage of completion. Final report is scheduled to be presented to the next Audit Committee Meeting.
- DRIVES24 Compliance Audit - In the planning stage. Final report is scheduled to be presented to the next Audit Committee Meeting.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Mr Craig Bennett and seconded by Councillor Paul Rasmussen.

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That the completion of 2019/2020 Internal Audit Program, and the progress on the 2020/2021 Internal Audit Program be received and noted.

**Item: 3**                      **AC - Status of Internal Audit Management Actions - (91369, 121470, 95496, 79351)**

**Directorate:**              Support Services

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**OFFICER'S RECOMMENDATION:**

That the Audit Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 26 April 2021 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 26 April 2021 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.
4. Approved requests for Due-Date Extension for Internal Audit Management Actions items as outlined in Attachment 5 to this report.

**DISCUSSION:**

- The Acting General Manager advised the Management Actions outlined in this report, are for the term of the Audit Committee. Over 290 actions have been identified of which 77% are completed and 23% are still to be completed.
- Councillor Paul Rasmussen requested an explanation as to the status of outstanding Management Actions from Audits carried out in the 2017/2018 Internal Audit Program. The Acting General Manager indicated that these outstanding Management Actions are around Commercial Leases and Property Management, Development Contributions Review and Plant and Equipment Review.
- Council is recruiting for a new position of Manager Property Management and Strategy with the intent for this role to be filled in the coming months. The Acting General Manager advised this position will assist with the completion of a number of Management Actions from the Commercial Leases and Property Management Audit.
- The Director of City Planning advised the Developer Contributions Review Management Actions will be undertaken once an administration position has been filled through funding of the adopted Vineyard Contributions Plan.
- The Director of Infrastructure Services advised Council has implemented Vehicle Management Systems in Council vehicles as part of the Plant and Equipment Review Management Actions. The recent emergencies have impacted on the Manager of this area taking up a secondment to manage the Disaster, Management and Recovery.
- Councillor John Ross enquired as to whether members of the public can view the delivered or outstanding status on Developer Contributions Plans. The Director of City Planning advised the information is available, the speed of extracting this information from Council's multiple systems is continuing to be worked on.

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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Craig Bennett.

That the Audit Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 26 April 2021 as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 26 April 2021 as outlined in Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report as outlined in Attachment 3 to this report.
4. Approved requests for Due-Date Extension for Internal Audit Management Actions items as outlined in Attachment 5 to this report.

**Item: 4**                      **AC - Payroll Audit Report - (91369, 121470, 95496, 95498, 79351)**

**Directorate:**              Support Services

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**OFFICER'S RECOMMENDATION:**

That the Audit Committee receive and note the Payroll Audit Report attached as Attachment 1 to this report.

**DISCUSSION:**

- The Acting Chief Financial Officer advised the Audit highlighted an area for improvement in regard to storage of tax file numbers.
- Penelope Corkill from Centium provided an overview of the Payroll Audit:
  - Management of these functions are done well:-
    - Weekly payroll
    - Maintaining new appointments
    - Documentation of awards and step increases
    - Employee leave balance and superannuation management.
  - Identified key areas of improvement:-
    - Improved management of manager oversight on time sheets prior to submission to Payroll before cut off times
    - Adjustments to pays
    - Tax file number storage.
  - Key areas for opportunities for improvement
    - Council accepted updating of termination check lists and operational procedures to be annually reviewed and updated.
- Craig Bennett enquired as to whether there is training required on electronic time sheets. The Acting Financial Officer advised Council staff operate with manual time sheets with the view to move towards electronic time sheets in the future. From July 2021, Payroll will report to the Executive Team on common findings of issues in relation to time sheet submission.

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- Councillor John Ross requested clarification around Council's pay cycle. The Acting Financial Officer advised Council employees are paid on a weekly cycle and Councillors are paid on a monthly cycle.
- Councillor John Ross enquired whether annual leave is being taken by staff. The Acting Director of Support Services advised staff have been taking lower levels of leave due to COVID and that staff leave is monitored.
- Councillor John Ross enquired as to how many superannuation funds are used by personnel. The Acting Chief Financial Officer advised approximately 11.
- Councillor John Ross asked how outdoor staff complete their time sheets. The Acting Chief Financial Officer advised all outdoor staff commence and end their shifts from Council's Depot.
- Nisha Maheshwari enquired as to how many Council staff are on Enterprise Agreements. The Acting Chief Financial Officer advised only the General Manager and Directors are on remuneration packages, all other Council staff are paid under Council's Salary System, in accordance with the Local Government Award.
- Councillor John Ross enquired if employees can be employed on a part-time and casual base from different Branches within Council. The Acting Chief Financial Officer advised this can occur and is managed through the creation of a secondary employee number tied to the additional position.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Craig Bennett.

That the Audit Committee receive and note the Payroll Audit Report attached as Attachment 1 to this report.

**Item: 5**                      **AC - Audit Committee Charter Review - (95496, 79351, 91369)**

**Directorate:**              General Manager

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**OFFICER'S RECOMMENDATION:**

That the Audit Committee Charter, attached as Attachment 1 to the report, be adopted.

**DISCUSSION:**

- Councillor John Ross requested that the Audit Charter be reviewed and incorporate a name change to the Audit Risk and Improvement Committee.
- Craig Bennett advised that the Audit Charter is not required to be reviewed unless the Committee is seeking additional powers of approval.
- The Acting General Manager advised Council used the adopted Department of Local Government Guidelines in 2009. The State Government currently has a Discussion Paper on a New Risk Management and Internal Audit Framework for Local Council's in NSW. Once the State Government approves the Framework, the Audit Committee will require a name change to the Audit and Risk Management Committee and a new Charter.
- Councillor Paul Rasmussen enquired as to whether the Framework will be made public prior to the Local Government Elections. The Acting General Manager advised the Framework was to be



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implemented by March 2021. However, the State Government has indicated that the new Framework will now commence in March 2022.

- Ellen Hegarty requested that it be noted that the Audit Committee Charter is subject to forthcoming changes from the Office of Local Government.
- Councillor John Ross requested that Audit Committee Members be provided with a copy of the Council report from the 30 June 2009 Council Meeting on this matter.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Craig Bennett.

That:

1. The Audit Committee Charter, attached as Attachment 1 to the report, be adopted.
2. The Audit Committee noted that changes to the Audit Committee Charter will be required following the release of A New Risk Management and Internal Audit Framework for Local Councils in NSW.
3. Audit Committee members be provided with copies of the report (Item 111) considered by Council at its meeting on 30 June 2009 and the resolutions of Council (Resolutions 183 and 184) regarding the Audit Committee.

**Item: 6**                      **AC - Audit Annual Engagement Plan for the year ended 30 June 2021 - Audit by NSW Audit Office - (79351, 91369, 121470)**

**Directorate:**              General Manager

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**OFFICER'S RECOMMENDATION:**

That the information regarding the Annual Engagement Plan for the year ended 30 June 2021 be noted.

**DISCUSSION:**

- James Winter, from Grant Thornton provided an overview of the key issues to be reviewed.

**COMMITTEE RECOMMENDATION:**

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

That the information regarding the Annual Engagement Plan for the year ended 30 June 2021 be noted.

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**Item: 7**                      **AC - Finance Reports - (95496, 91369, 121470, 79351)**

**Directorate:**              Support Services

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**OFFICER'S RECOMMENDATION:**

That the Audit Committee receive and note the report on the March 2021 Quarterly Budget Review Statement and the March 2021 Investment Report.

**DISCUSSION:**

- The Acting Director Support Services advised the March 2021 Quarterly Review resulted with a surplus of approximately \$548,000. Council adopted to restrict this amount in a multi-reserve fund to ensure funds are available to renew assets as required.
- Ellen Hegarty enquired as to how Council is tracking in relation to the Flood and Fire Funding and the Western City Liveability Program. The Acting Director Support Services advised Council is working on a claim which will determine the funding amount received. The Acting Chief Financial Officer advised that Council will not receive further funding for the Western City Liveability Program until the funds already received have been utilised.
- Councillor Paul Rasmussen enquired as to whether Council has received an insurance payment of \$1M. The Acting Director Support Services advised Civic Risk Mutual has provided Council with an advance payment of \$1M to start undertaking works.

**COMMITTEE RECOMMENDATION:**

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

That the Audit Committee receive and note the report on the March 2021 Quarterly Budget Review Statement and the March 2021 Investment Report.

**Item: 8**                      **AC - Hawkesbury City Council updated to the Enterprise Risk Register - (79351, 91369, 121470)**

**Directorate:**              General Manager

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**OFFICER'S RECOMMENDATION:**

That the updates to the Hawkesbury City Council Enterprise Risk Register be noted.

**DISCUSSION:**

- The Manager Enterprise Risk Systems advised that two items has been added to the Register. Additional risks may be added as part of the review process due to damage of facilities in the recent flood.

**COMMITTEE RECOMMENDATION:**

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

That the updates to the Hawkesbury City Council Enterprise Risk Register be noted.

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**CONFIDENTIAL REPORTS**

**Item: 9**                      **AC - Tender for Internal Audit Services - (79351, 12470, 91369, 95496)**

**Directorate:**              Support Services

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**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 the Tender for the Provision of Internal Audit Services 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 public.*

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**OFFICER'S RECOMMENDATION:**

That:

1. The Request the Tender for the Provision of Internal Audit Services be received and noted.
2. The Audit Committee nominate representative(s) of the Audit Committee to be part of the Tender Evaluation Panel for the Tender for Internal Audit Services.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That:

1. The Request for Tender for the Provision of Internal Audit Services document attached as Attachment 1 to this report be received and noted with the following amendments:
  - a) Section C5 on page 24
    - Remove the 7<sup>th</sup> dot point and replace with the following:
      - Identify any risks when carrying out the internal audits to ensure that Council's Risk Register is updated.
    - Remove the 8<sup>th</sup> dot point and replace with the following:
      - Stay up to date with the relevant risk and audit legislation and provide relevant advice to Council accordingly.

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- b) Points 3, 4 and 5 on page 26
- The words "Chief Audit Executive" be replaced with "General Manager or relevant Officer in accordance with the adopted legislative requirements."
2. The Audit Committee nominated Ms Ellen Hegarty and Councillor Paul Rasmussen to be part of the Tender Evaluation Panel for the Tender for the Provision of Internal Audit Services.

**SECTION 4 - General Business**

There was no General Business.

The meeting terminated at 7:14pm.

**oooO END OF REPORT Oooo**

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ordinary

section 5

notices of motion

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**SECTION 5 – Notices of Motion**

**Item: 113**                      **NM1 - Review of Payment of Expenses and Provision of Facilities to Councillors Policy - (138884, 79351)**

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**Submitted by:** Councillor Zamprogno

**NOTICE OF MOTION:**

That:

1. Council concludes a review of its “Payment of Expenses and Provision of Facilities to Councillors” policy so that the revised policy is active in time for the new term of Council in September.
  2. The draft policy to be formulated and presented for exhibition consider the following issues:
    - a) Additional flexibility within the allocated budget for each Councillor to choose the resources that best equip them to discharge Council business, i.e Phones, iPads, laptop, cellular modem, printer etc.
    - b) Updating anachronistic clauses such as those referring to the installation of land lines or fax machines for Councillors (Part 3.2.a.ix and Part 3.2.c.iii)
    - c) Examines what options can be presented in the policy without contravening Section 403 of the Local Government General Regulation 2005 (Payment of expenses and provision of facilities) which states: *“A policy under section 252 of the Act must not include any provision enabling a council: (a) to pay any councillor an allowance in the nature of a general expense allowance.”*
    - d) Considers updating section Part 2.2.d (Superannuation) to reflect recent changes to Section 254B of the Local Government Act as they relate to Superannuation for Local Government Councillors, and suggest clauses that become enacted if and when Council decides to make such payments, preferably on an opt-out basis, after 1 July 2022.
    - e) Deletes Part 3.13 (Provision of recordings of Council meetings to Councillors), so long as the retention period for publicly available podcasts of Council meetings is extended to the whole term of Council.
  3. Council report on the feasibility and cost of moving to an on-line system for the lodgment and reconciliation of Councillor expense claims.
- 

**BACKGROUND**

Council is required to maintain a policy for Payment of Expenses and Provision of Facilities to Councillors under Section 252 of the Local Government Act.

At the start of this term in 2016, Councillors were furnished with:

- A combination laser printer/scanner.
- An iPad (with a sim card and data plan)
- An iPhone (with a sim card for both phone and data)
- A Cellular Modem/wi-fi router, for the provision of home internet
- A Windows laptop + wireless mouse.



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Anecdotally, it became apparent not all these resources were needed or suitable for assisting Councillors in their elected duties. Some returned them shortly after, or have not used them. Further, the current policy contains some anachronistic hangovers.

An updated and more flexible policy may well both save Council money and better target resources in a way that better assists Councillors.

Although Section 1.4.4 of the current policy provides for the review of the current policy, it does not specify a time-frame. The 'clean break' of a new Chamber in September gives us a convenient deadline for completion of a new policy, especially since the provision of devices usually entails lease agreements or purchases that run for the term of Council.

Now is the appropriate time to review this policy, since Section 253 of the Act also requires exhibition of any amended policy.

**NOTE BY MANAGEMENT**

Section 252(1) of the Local Government Act 1993 says:

*(1) Within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.*

In 2009 the then Department of Local Government issued Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW (the Guidelines). The Guidelines were issued under Section 23A of the Local Government Act 1993.

The Guidelines say the following in relation to Clause 403 of the Regulation:

*In accordance with clause 403 of the Regulation councillor expenses and facilities policies must not include provision for a general expense allowance. A general expense allowance is a sum of money paid by a council to a councillor to expend on an item or a service that is not required to be receipted and/or otherwise reconciled according to a set procedure and within a specific timeframe.*

Council can, in accordance with the current Policy, make provision for Councillors to be provided by Council with designated equipment (for example a mobile telephone, tablet computer, laptop computer, printer/scanner, and access to a data plan).

It is also possible to have provision in the Policy for Councillors in the alternative to choose designated equipment other than and provided by Council, and to have Council pay the cost of that equipment up to the maximum value of equivalent which could be provided by Council. Such a provision would not be contrary to Clause 403 of the Regulation.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

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**Item: 114**                      **NM2 - Natural Environment Conservation and Restoration Strategy - (138881)**

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**Submitted by:** Councillor Kotlash

**NOTICE OF MOTION:**

That Council:

1. Agree that a Natural Environment Conservation and Restoration Strategy is a necessary addition to Council's set of strategic documents, that could be nested under the higher umbrella Sustainability Strategy and would complement many of Council's existing strategic documents.
  2. Request that staff produce a report for the Environment Committee on options available to Council to prepare such a Strategy by mid July 2021, using the information provided in the background section below as a guide.
  3. Request that the Environment Committee assess the options identified in the staff report and advise Council on the best way of achieving a Strategy that has achievable actions that will make a discernible difference to the natural environment.
- 

**BACKGROUND**

We are totally dependent on the natural environment which we share with every other living thing; it is arguably the most precious thing we have. It provides our shelter, food, water and air.

Council's Community Strategic Plan 2017-2036 contains a section called "Our Environment". It lists the following 4 Key Directions and Strategies:

- 3.1 The natural environment is protected and enhanced
- 3.2 To live sustainably and reduce our ecological footprint
- 3.3 We reduce, reuse and recycle
- 3.4 The sustainability of our urban environment is improved.

While all of these are important, the first one, *3.1 The natural environment is protected and enhanced*, is probably the one that is most in need of a strategy. We need a strategy that looks at the natural environment from a systems perspective - that identifies its interconnectedness and how it relates to many aspects of Council's areas of operation in its own right.

This proposed strategy would complement the:

- Rural Lands Strategy;
- Open Space Strategy;
- Biodiversity Strategic Planning Framework;
- Urban heat Planning Tool kit;
- Waste and recycling initiatives; and
- Net Zero Emissions & Water Efficiency Strategy.

Our Rural Lands Strategy deals with the natural environment as it related to rural land use, particular agriculture. Likewise, our Open Spaces Strategy looks at some aspects of environmental conservation and restoration in a patchy and ad hoc way as they relate to how we use the environment for recreation. Our

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Net Zero Emissions and Water Efficiency Strategy gives us actions to combat these issues from the standpoint of how they impact on our build human-inhabited environment.

Developing this strategy is undoubtedly a big task, but breaking it down into achievable and meaningful components is probably our best starting point. Since Council has limited resources to divert to this work, identifying and organising existing information and identify gaps in our knowledge will help us prioritise and get the most out of these resources. There is a lot of work already being done on environmental conservation and restoration by Council staff, many in the community - either individually or in groups, businesses, farmers, school and university students. Council is in a good position to be able to help to strategically guide or support some of this work.

The staff report for the Environment Committee could include, but not be limited to:

- An overview of what has been undertaken already in the ongoing preparation of the umbrella Sustainability Strategy;
- Suggestions on formats for deciding on content (issues/areas to be addressed) (e.g: Councillor workshops, staff input, community forums, input from schools and universities, expert panels, consultants);
- Suggestions on formats for writing and reviewing the strategy (e.g: council staff, consultants, expert panels, community forums, working groups appointed through the Environment Committee); and
- Suggestions on how the strategy might be delivered in terms of timing (e.g: rolled out chapter by chapter, all at once or become a perpetual document that is able to be added to whenever necessary).

Hawkesbury's Natural Environment Conservation and Restoration Strategy might contain the following chapters (these are just ideas and suggestions at this stage):

**Chapter 1 – Introduction**

- Why we need this strategy? Why do we need to conserve and restore our natural environment? Where it fits under the umbrella-type Environmental Sustainability Strategy.
- Features of our natural environment – e.g: food bowl of Sydney, lungs of the greater Sydney region.
- 58% of the Hawkesbury Local Government Area is National Park – what role should Council play in protecting it.
- 15 % is in the Greater Blue Mountains World Heritage Area – what role should Council play in protecting it.

**Chapter 2 – Threats to our Natural Environment**

- Habitat loss and fragmentation
- Invasive species
- Climate change
- Natural disasters -storms, fires, floods
- Soil degradation
- Water, air and soil pollution
- Decreasing biodiversity/loss of species.

**Chapter 3 – How we characterise these threats and issues**

- Sets out what information needs to be gathered to characterise these threats and underpin the strategy (e.g., Citizen Science programs, Frog Watch, Indian Myna eradication, Bird Watch, Koala Fest, Landcare, Bee programs, wetland care and restoration, weed management, bushcare, adopt a creek),
- What needs to be monitored and assessed and what doesn't.
- Existing information and programs - data mining existing Council information.
- Should we identify bioregions such as hydrological sub-catchments or native vegetation types and use these as a basis of our strategy?

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**Chapter 4 - Role of Council**

- The 5 main generic roles of Council as Manager/Leader, Critical Partner, Advocate, Supporter and Facilitator would need to be identified.
- This would involve all stakeholder from private landholder, developers, State and Federal Government agencies, community groups, schools, universities, tourism operators, farmers etc.

**Chapter 5 – Action Plan**

- Conservation or restoration or both?
- List of actions that will make a discernible difference.
- A hierarchy of spatial scales – backyards, urban blocks, big rural properties, turf farms, town centres
- A hierarchy of who can act – individuals, families, neighbours, groups, businesses, the three tiers of government.
- Case studies that show success stories and lessons learnt. For example, Kurrajong a Buzz, Wetland restoration, Willow Warriors, Hawkesbury Indian Myna Action Group, native plant rescue, etc.

**Chapter 6 – Implementation**

- Funding sources
- Partnerships
- Monitoring
- Review
- Reporting

**NOTE BY MANAGEMENT**

Council Officers have commenced work on preparation of a Sustainability Strategy as an umbrella type document, the draft outline of which includes amongst other sections:

Our Strategy

- Definition of sustainability
- Details that the Strategy is a higher level, umbrella type document that identifies:
  - Council's commitment to sustainability
  - Existing policies/ strategies that contribute to the delivery of the strategy
  - Additional policy/strategy work required to deliver the strategy
- Where the strategy fits into the Integrated Planning and Reporting Framework
- Higher level strategic context, including Greater Sydney Region Plan, Western City District Plan, and Hawkesbury Local Strategic Planning Statement.

Themes

- Our Natural Environment
  - Bushland, National Parks,
  - Open Spaces
  - Urban Forest/ Green Infrastructure
  - Biodiversity
  - Waterways/ Water sensitive city -Rivers, Creek.
- Resource Efficiency
  - Energy and carbon emissions
  - Water/ wastewater
  - Waste/ landfill.
- Resilient Communities
  - Climate change
  - Urban heat
  - Bushfire
  - Flood
  - Active transport- walking, cycling.

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In addition to preparation of the Sustainability Strategy, lead by Council's Environmental Sustainability Coordinator the following projects are also currently being undertaken:

- Projects to deliver the Net Zero Emissions and Water Efficiency Strategy, including working with Endeavour Energy with respect to network resilience and grid scale community batteries
- Review of Climate Change Adaptation Action Plan and Climate Change Risk Assessment
- Biodiversity Strategic Planning Framework
- WSROC Energy Program projects
- Electric Vehicle charging report
- Zero Litter to Ocean Policy report
- Cities Power Partnership Annual Report
- WSROC Waste survey and focus groups
- Acquittal of various grant projects including Dashboard.

As such, given the current staff resources available to undertake these various projects, should Council resolve to undertake a Natural Environment Conservation and Restoration Strategy, it is considered necessary for the Environment Committee to provide advice to Council with respect to the various priorities of existing projects. Based on that advice and consideration by Council then appropriate work plans of staff can be amended to factor in the addition of the preparation of a Natural Environment Conservation and Restoration Strategy.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**  
**Confidential Reports**  
**Meeting Date: 15 June 2021**

**CONFIDENTIAL REPORTS**

**Item: 115**                      **SS - Acquisition for Drainage Purposes - Part of Lot 2 in Deposited Plan 76375, being 130 Hall Street, Pitt Town - (95496, 112106, 10535, 5247)**

**Previous Item:**            278, Ordinary (13 November 2018)  
                                 167, Ordinary (25 August 2020)

**Directorate:**               Support Services

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**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.*

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ordinary  
meeting

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