



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 27 March 2007

location: council chambers

time: 5:00 p.m.

ORDINARY MEETING

Table of Contents

Meeting Date: 27 March 2007

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
	SECTION 4 - Reports for Determination	5
Item: 57	CP - Floodplain Risk Management Committee - Appointment of New Committee Members - (95498, 86589)	5

ORDINARY MEETING

Table of Contents

Meeting Date: 27 March 2007

ordinary

section 4

reports
for determination

ORDINARY MEETING

Meeting Date: 27 March 2007

ORDINARY MEETING

Meeting Date: 27 March 2007

SECTION 4 - Reports for Determination

Item: 57 **CP - Floodplain Risk Management Committee - Appointment of New Committee Members - (95498, 86589)**

Previous Item: 224, Special (19 September 2006)

REPORT:

On 19 September 2006 Council resolved that:

"Two additional community representatives be included on the Flood Plain Management Committee".

Notices were placed in the Hawkesbury Independent newspaper on 24 October 2006, inviting expressions of interest for membership.

Council received three expressions of interest. The interested persons are:

- Mr William Sneddon, 113 Church Street, South Windsor
- Mr Geoffrey Bessell, 91 Burdekin Road, Wilberforce
- Mr Frank Scharfe, 63 Level Crossing Road, Vineyard

Council's Floodplain Risk management Committee (FRMC) considered the applications on 19 February 2007 and resolved as follows:

The matter of membership be referred to Council for determination.

Attached to this report are application forms submitted by Mr Sneddon, Mr Bessell and Mr Scharfe and are now submitted to Council's for consideration.

At the FRMC of 19 February 2007 the chair of the Committee, Councillor Conolly, requested that any other relevant matter relating to membership also be reported to Council.

In response, it is considered that three issues require attention. These are:

1. Amendment to the FRMC constitution by updating references to Director Environment and Development and deletion of reference to Manager Building and Development.
2. Amendment to the FRMC constitution to allow the additional two community members and government departments.
3. Attendance of Ms Carolyn Daley and Department Primary Industries at the FRMC meetings

Issue 1

Throughout the FRMC constitution various references are made to the Director Environment and Development. As a result of restructuring within Council, the Directorate of Environment and Development no longer exists. The Directorate now responsible for supporting the committee is City Planning. Accordingly, it is recommended that the references to Director Environment and Development be changed to the Director City Planning.

ORDINARY MEETING

Meeting Date: 27 March 2007

Section 5(c) of the constitution states that the Director may delegate the Manager Building and Development as his/her delegate when deemed necessary. This position has been made redundant. Council's Strategic Planner - Corporate Planner has been attending the FRMC meetings regularly since August 2005, is involved in a number of flood related projects affecting Council, and is within the City Planning directorate. It is recommended that the holder of this position be the Director's delegate when deemed necessary.

Issue 2

As a result of Council's resolution on 19 September 2006 there will now be up to six community representatives. The current constitution at Section 5(a)(ii) allows for four representatives. It is recommended that the constitution be amended to allow for six community representatives.

Section 5(a)(iii) of the constitution allows for four Government departments to be appointed to the Committee. These are State Emergency Services; Department of Infrastructure, Planning and Natural Resources; Department of Primary Industries; and Department of Defence.

The Department of Infrastructure, Planning and Natural Resources has been split into two departments which are the Department of Planning and the Department of Natural Resources. Since the split representatives from the Department of Natural Resources have continued to attend meetings. Previous contact with representatives from the Department of Planning reveals that the Department of Planning wish to continue as a member of the Floodplain Risk Management Committee. Furthermore, the Committee has requested the Roads and Traffic Authority to become a member of the Committee. Council is presently waiting a response from the RTA.

It is recommended Section 5(a)(iii) be amended to allow for up to six Government departments to be appointed to the Committee.

Issue 3

Section 6(e) (iii) states that members of the Committee shall cease to hold office if absent without prior approval of the committee for three consecutive meetings.

The present Committee first met on 14 February 2005 and has had a total of nine meetings. Ms Carolyn Daley has attended one of these meeting, sent apologies for one meeting and absence without explanation for seven meetings, including the last four meetings. It is recommended that Council write to Ms Daley to confirm whether or not she is still interested in being on the Committee and remind her of the relevant provisions of the Constitution with respect to meeting attendance.

The representative from the Department of Primary Industries has not attended any meetings, however, has sent apologies on two occasions. The representative has recently made contact with Council staff, confirmed willingness to attend meetings and provided an updated postal address.

Conformance to Strategic Plan

The proposal is deemed to conform with the objectives set out in Council's Strategic Plan i.e:

"Objective: An informed community working together through strong local and regional connections".

Funding

The operation of this committee is funded within existing budgetary allocations.

ORDINARY MEETING

Meeting Date: 27 March 2007

RECOMMENDATION:

That:

1. The addition of two community members to Floodplain Risk Management Committee be considered.
2. The Constitution of the Floodplain Risk Management Committee be amended as follows:
 - a. Wherever appearing Director, Environment and Development” and insert “Director City Planning”
 - b. Section 5(a)(ii) – before the words “community appointments” delete “Four (4)” and insert “Six (6)”
 - c. Section 5(a)(iii) – before the words “government departments” delete “Four (4)” and insert “Six (6)”, and insert after “Department of Primary Industries”, “Road and Traffic Authority, Department of Planning”
 - d. Section 5(c) – after the words “may delegate the”, delete “Manager, Building and Development” and insert “Strategic Planner – Corporate Planner”
3. Council write to Ms Carolyn Daley to confirm whether or not she is still interested in being on the Floodplain Risk Management Committee and remind her of the relevant provisions of the constitution with respect to meeting attendance.

ATTACHMENTS:

- AT - 1** Expressions of Interest from Mr Sneddon, Mr Bessell and Mr Scharfe
- AT - 2** Current Constitution of Floodplain Risk Management Committee.

ORDINARY MEETING

Meeting Date: 27 March 2007

AT - 1 Expressions of Interest from Mr Sneddon, Mr Bessell and Mr Scharfe

Hawkesbury City Council

366 George Street (PO Box 146) Windsor NSW 2756 DX 8601 WINDSOR
Phone: (02) 4560 4444 Facsimile: (02) 4560 4400 Email: council@hawkesbury.nsw.gov.au



floodplain risk management committee

expression of interest for membership

03 NOV 2006

For further information please contact Janet Jordan on 4560 4543. Deadline Friday 17 November 2006

1. Please outline your reasons for wanting to be on the Floodplain Risk Management Committee.

I have a long term interest in flood planning & preparedness. My home is situated in a flood affected area. In the past I have been involved in flood planning & a visual study in flood times. I wish to provide input to the planning process as an aware & interested resident.

2. Please list the qualifications and/or relevant experience in the management of floodplains, community participation or education, town planning or disaster planning you have.

Have a wide ranging interest in the Hawkesbury River Environments, whilst not formally involved to date in flood processes I am well aware of activities involved. I attended meetings & displays re. Nantland area bridge & dual road & submitted comments re. Route 31 EIS planning. I seek involvement in the new future planning process.

3. Outline your connection to the Hawkesbury Local Government Area (eg live, work, volunteer or student in the Hawkesbury).

Full time Hawkesbury Resident from 1979. Have lived at supplied address for 26 years (did Food Technology Degree Full time at UAC from 1977 through 1979)

4. If you are representing a particular organisation, please state the name of the organisation or community group and nature of the business this group is involved in.

I would be wishing to participate as a private Resident - Not as part of a group.

Please return this Expression of interest marked "Application for Community Membership on Floodplain Risk Management Committee" with any attached resume, to:

Mail: Hawkesbury City Council, PO Box 146, WINDSOR NSW 2756
Fax: 02 4560 4400 or Email: council@hawkesbury.nsw.gov.au

Applicant's Name:

William Andrew SNEDDON

Address:

Telephone:

Mobile:

Email:

PRIVACY NOTICE

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained.

SCANNED

ORDINARY MEETING

Meeting Date: 27 March 2007

Education

- HSC - 1969
- Chemistry Certificate - 1975
(Laboratory Technician)
- Food Technology BSc Degree 1980
(Hawkesbury Ag. College).

Recent Member of :

- Hawkesbury Nepean Catchment Foundation
- Cottleough Tip Post closure Committee (7 years)
- Cottleough Tip Quarantine Funds Levy Committee.
(for Community distribution)
- Hawkesbury Council 3 towns Sewage Committee
- Hawkesbury Council Watch.
- Sydney Water Stream Watch
Member of "South Gosh Watchers" group.

ORDINARY MEETING

Meeting Date: 27 March 2007

The General Manager
Hawkesbury City Council
George Street Windsor
2756.

Hawkesbury City Council

07 NOV 2006

Dear Sir,

I wish to express an interest in becoming a community member on the current Hawkesbury City Council Flood Management Committee. I am currently a member of the Councils' "Three Town Sewerage Committee" and I am of the view that I have significant expertise in the area of Flood Management which would be of a benefit to the Hawkesbury Community as a whole.

I have resided in the Hawkesbury Local Council area since 1957, and as such have been involved/ affected by the flooding of the Hawkesbury River in a number of ways

I have been a member of the N.S.W. Police Force for the past 23 years and in this capacity I have been actively involved in all the floods in the Hawkesbury City Council region from 1983 to this date. This role has been in a number of fields, such as; evacuation, search and rescue, planning, liaison officer with other combat agencies, victim support and organizing of shelter and sustenance and I have had an input in the current DISPLAN for the Hawkesbury Local Area Command.

I am also a current member of the N.S.W. Rural Fire Brigade, Wilberforce Brigade. This agency have the secondary role of assisting the SES in evacuating people affected by flood inundation, under the current DISPLAN.

I am currently employed by the Department of Education and Training as a Secondary teacher. The facility that I teach in is the Human Society and its' Environment (HSIE) field. The curriculum dictates that I teach students in the area of disasters and the flooding of river systems is one of the prime



SCANNED

disasters that I have used to instruct pupils.

I have a number of Tertiary qualifications which are of a benefit to the field of Emergency Management. I have successfully completed a Bachelor of Professional Studies degree, in which I majored in the field of Emergency Management. A number of these units are relevant to Flood Management, such as; Critical success factors in emergency management, Planning for emergency management, Support issues for emergency management, Reaction in emergency management and Post-reaction in emergency management

As part of that degree I undertook research on the failing of the Warragamba Dam wall and the impact that it would have upon the Hawkesbury-Nepean flood plain. This research has vastly increased my awareness and professional knowledge of this major disaster and in more particular what affect it would have upon the infrastructures and population in the Hawkesbury City Council area.

I have also successfully completed a Graduate Diploma in Education in which I majored in Aboriginal Studies and Society and Environment. Both of these curriculums have an impact on the Hawkesbury Councils' Flood Management Committee and as such I am of the view that if granted a position on the Committee that I can bring a vast number of positive issues, which be of great benefit to the community.



Geoffrey Bessell, B. Prof Stds. (pol), (UNE), Grad. Dip. Ed. (UNE), J.P.

28 September, 2006

ORDINARY MEETING

Meeting Date: 27 March 2007

Hawkesbury City Council

368 George Street (PO Box 146) Windsor NSW 2756 DX 8601 WINDSOR
Phone: (02) 4560 4444 Facsimile: (02) 4560 4400 Email: council@hawkesbury.nsw.gov.au



floodplain risk management committee expression of interest for membership

For further information please contact Janet Jordan on 4560 4543. Deadline Friday 17 November 2006.

1. Please outline your reasons for wanting to be on the Floodplain Risk Management Committee.

See attached

2. Please list the qualifications and/or relevant experience in the management of floodplains, community participation or education, town planning or disaster planning you have.

See attached

3. Outline your connection to the Hawkesbury Local Government Area (eg live, work, volunteer or student in the Hawkesbury).

Resident

4. If you are representing a particular organisation, please state the name of the organisation or community group and nature of the business this group is involved in.

N/A

Please return this Expression of Interest marked "Application for Community Membership on Floodplain Risk Management Committee" with any attached resume, to:

Mail: Hawkesbury City Council, PO Box 146, WINDSOR NSW 2756

Fax: 02 4560 4400 or Email: council@hawkesbury.nsw.gov.au

Applicant's Name:

Geoffrey Bessell

Address:

Telephone:

Mobile:

Email:

PRIVACY NOTICE

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained.

ORDINARY MEETING
Meeting Date: 27 March 2007

10/11/06 09:00:00

40/22024;

31-Oct-06 10:54;

Page 2

Hawkesbury City Council

366 George Street (PO Box 146) Windsor NSW 2756 DX 9601 WINDSOR
Phone: (02) 4560 4444 Facsimile: (02) 4560 4400 Email: council@hawkesbury.nsw.gov.au



floodplain risk management committee expression of interest for membership

For further information please contact Janet Jordan on 4560 4543. Deadline Friday 17 November 2006.

1. Please outline your reasons for wanting to be on the Floodplain Risk Management Committee.

I desire to liaise with others of good will, for the common safety, equity and economic viability of those that have an interest in Hawkesbury that is below the PMF elevation.

2. Please list the qualifications and/or relevant experience in the management of floodplains, community participation or education, town planning or disaster planning you have.

I am conversant with the principles of engineering.
I do my best to alert the public to the extent that floods might affect them.

3. Outline your connection to the Hawkesbury Local Government Area (eg live, work, volunteer or student in the Hawkesbury).

I live in the Hawkesbury, and have, in an other location, had the experience to evacuate due to rising water.

4. If you are representing a particular organisation, please state the name of the organisation or community group and nature of the business this group is involved in.

N.D.N.

Please return this Expression of Interest marked "Application for Community Membership on Floodplain Risk Management Committee" with any attached resume, to:

Mail: Hawkesbury City Council, PO Box 146, WINDSOR NSW 2756

Fax: 02 4560 4400 or Email: council@hawkesbury.nsw.gov.au

Applicant's Name:

Mr. Frank SCHARFE

Address:

Telephone:

Mobile:

Email:

PRIVACY NOTICE

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained.

AT - 2 Current Constitution of Floodplain Risk Management Committee.

**Hawkesbury City Council
Hawkesbury Floodplain Risk Management Committee
Advisory Committee Constitution**

1. Name

The Advisory Committee, as appointed under the provisions of section 377 of the Local Government Act 1993, shall be known as the [Hawkesbury Floodplain Risk Management Committee](#), and is hereinafter referred to as the 'Advisory Committee'.

2. Objectives

- (a) To advise Council about information, research and analysis required to understand the nature and degree of flood risk in Hawkesbury LGA generally and in particular localities;
- (b) To advise Council about town planning measures and standards considered necessary to minimise risk to life and property in Hawkesbury LGA;
- (c) To advise Council about road and drainage infrastructure and other physical works required to minimise risk to life and property in Hawkesbury LGA;
- (d) To advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required;
- (e) To recommend to Council measures to reduce flood risk to Council's infrastructure and buildings;
- (f) To liaise with state agencies and neighbouring Councils involved in the Hawkesbury Nepean Floodplain Management Strategy;
- (g) To advise Council in relation to representations to other levels of government in support of initiatives to reduce flood risk to life and property in Hawkesbury LGA.

3. Role and Authorities

- (a) Whereas the Advisory Committee is appointed by the Hawkesbury City Council under the terms of the Local Government Act 1993, the Advisory Committee is to abide at all times with the terms of reference of this clause, and with the authorities delegated under this clause whilst remaining in force (unless otherwise cancelled or varied by resolution of Council).
- (b) The Advisory Committee shall have the following authorities delegated to it in accordance with the provisions of section 377 of the Local Government Act 1993:
 - (i) to recommend to Council policies drawn up by professional staff for:
 - [land use, planning and management under the EP&A Act;](#)
 - [evacuation strategies;](#)

- [planning provisions within the Local Environment Plan;](#)
 - [improving public infrastructure.](#)
- (ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under section 377;
- (c) The Council retains the responsibility for all budgetary considerations;
- (d) The General Manager (or his/her delegate) retains, and shall be entirely responsible for the appointment and dismissal of staff (either permanent or temporary) within the [Hawkesbury Floodplain Risk Management Committee](#) in accordance with the Local Government Act 1993;
- (e) The General Manager (or his/her delegate) retains all responsibility for the direction of any staff member, including any disciplinary action, be it for permanent, temporary or part time staff. The Advisory Committee will, however, have the right to bring to the attention of the Director of the Department within Council responsible for the [Hawkesbury Floodplain Risk Management Committee](#), any issues which, in its opinion, require disciplinary action; and
- (f) Any authorities conferred upon the Advisory Committee under this Constitution may be varied by Council.

4. Term

The Advisory Committee members' term shall be for four years to coincide with Council's term of office. Advisory Committee members shall cease to hold office at the expiration of three months after the Ordinary election of the Council, but be eligible for re-appointment, subject to the condition that the Advisory Committee may be dissolved by Council at any time.

5. Structure and Membership

- (a) The structure and membership of the Advisory Committee shall be as follows, and all the undermentioned appointments will have voting rights:
- (i) [Four \(4\) Councillors of the Hawkesbury City Council;](#) and
 - (ii) [Four \(4\) community appointments, appointed by Council following the calling of applications as detailed in clause 6\(b\) of this Constitution;](#)
 - (iii) [Four \(4\) government departments \(State Emergency Services, Department of Infrastructure, Planning and Natural Resources, Department of Primary Industries, and Department of Defence;](#)
- (b) Whereas the appointments detailed in clause 5(a) will form the Advisory Committee, the Director, [Environment and Development](#), will be required to attend meetings of the Advisory Committee;
- (c) The Director of the Department charged with the responsibility for the [Hawkesbury Floodplain Risk Management Committee](#) within the Hawkesbury City Council shall attend meetings and may delegate the

Manager, Building and Development, as his/her delegate when deemed necessary;

- (d) The Advisory Committee shall, at its first meeting following appointment, and each twelve (12) month period thereafter, elect one of its members from those appointed under clause 5 to be the Chairperson of the Advisory Committee, and one of its members appointed under the same clause to be Deputy Chairperson, who shall act in the absence of the Chairperson;
- (e) The position of Chairperson shall not be held by the same person for any longer than three (3) consecutive years;
- (f) The position of Deputy-Chairperson shall not be held by the same person for any longer than three (3) consecutive years;
- (g) No staff member of Hawkesbury City Council shall be elected as Chairperson or Deputy Chairperson of the Advisory Committee;
- (h) Each member of the Advisory Committee entitled to vote shall only have one vote except that of the casting vote of the Chairperson in the case of equality of votes;
- (i) The Advisory Committee may co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance, but such co-opted members shall only serve on the Advisory Committee for the period of time required, and will not, whilst serving in the position of co-opted member, have any voting rights; and
- (j) The Advisory Committee may invite as observers citizens or other representatives for the purpose of clarifying certain matters as decided by the Advisory Committee. Such observers will not be permitted to vote.

5. Appointment and Election of Members

- (a) **Four (4)** Councillors will be appointed to the Advisory Committee in accordance with practices and procedures of the Council;
- (b) The Council shall, in the month of October following the quadrennial election place advertisements in appropriate newspapers inviting nominations from members of the community for membership to the Advisory Committee;
- (c) The Council shall select and appoint the community representatives to the Advisory Committee;
- (d) The Advisory Committee shall have the power to fill casual vacancies at its discretion;
- (e) Members of the Advisory Committee shall cease to hold office:
 - (i) if the Advisory Committee is dissolved by Council;
 - (ii) upon written resignation or death;
 - (iii) if absent without prior approval of the Advisory Committee for three consecutive meetings; or

- (iv) if the Council by resolution determines that the member has breached Hawkesbury City Council's Code of Conduct (as it is in force from time to time).
- (f) For the purposes of sub-clause 6(e)(iv), the Code of Conduct is to be taken to apply to community and representative members as referred to in clause 5(a) in the same way as the Code of Conduct applies to Councillors.

7. Procedures and General

- (a) Ordinary meetings of the Advisory Committee shall be held no less than six times per year. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson;
- (b) The Director, [Environment and Development](#), shall be the Executive Officer to the Advisory Committee, and will be responsible for preparation of specialist reports, and any and all correspondence associated with the Advisory Committee;
- (c) The Council will provide a Minute Clerk for the purpose of recording the Minutes of the Advisory Committee meetings and for the distribution of Minutes followings meetings of the Advisory Committee;
- (d) No meeting of the Advisory Committee shall be held unless three (3) clear days notice thereof has been given to all members;
- (e) The Minute Clerk shall forward a copy of the Minutes of each Advisory Committee meeting to all Advisory Committee members, as well as to Council, for submission to the appropriate Standing Committee, as soon as possible following such Advisory Committee meeting;
- (f) At any meeting of the Advisory Committee, the Chairperson, or the person acting in the position of Chairperson, shall, in addition to his or her ordinary vote, have a casting vote where such a situation occurs where there is an equality of votes;
- (g) The rules governing meetings and the procedures of the Advisory Committee shall, so far as they apply, be those covered by the Hawkesbury City Council's Code of Meeting Practice, as may be altered from time to time by resolution of the Council;
- (h) A quorum of the Advisory Committee shall be constituted by [six \(6\) member, including two \(2\) Councillors](#), being present at meetings;
- (i) Any members having a pecuniary interest in any matters being discussed by the Advisory Committee shall declare such interest at the meeting of the Advisory Committee and refrain from voting or discussion thereon.
- (j) The requirements applying to pecuniary interests for members as detailed in clause 7(i) above shall apply equally to any other appointed or invited observers or co-opted members, and also to the Executive Officer/Secretary;
- (k) Any recommendations of the Advisory Committee shall, as far as adopted by the Council, be resolutions of the Council, provided that

ORDINARY MEETING

Meeting Date: 27 March 2007

recommendations or reports of the Advisory Committee shall not have effect unless adopted by the Council;

- (l) It shall be competent for the Advisory Committee to appoint a sub-committee or specific work groups comprised of members or non-members to exercise and carry out specific investigations for the Advisory Committee, and then to report back to the Advisory Committee. These appointed sub-committees or work groups may be dissolved by the Advisory Committee at any time;
- (m) Any appointed sub-committees or work groups have no power to make any decisions whatsoever on behalf of the Advisory Committee, and any recommendations of any sub-committee or work group will only have effect once adopted by the Advisory Committee, or by the Council, as the case may be;
- (n) The Director, [Environment and Development](#) shall prepare an Annual Report of the [Hawkesbury Floodplain Risk Management Committee's](#) activities for submission to the Advisory Committee, who will, in turn, present such report to the Council.

LAST CLAUSE

oooO END OF ITEM 44 Oooo

oooO END OF REPORT Oooo



ordinary
meeting

end of
business
paper

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