



Hawkesbury City Council

special  
meeting  
business  
paper

date of meeting: 30 September 2008

location: council chambers

time: 7.00 p.m.



mission  
statement

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

## **How Council Operates**

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

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

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

When a Special Meeting of Council is held it will usually start at 7:00pm. These meetings are also open to the public.

### **Meeting Procedure**

The Mayor is Chairperson of the meeting.

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

### **Public Participation**

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

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

### **A Point of Interest**

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

### **Website**

Business Papers can be viewed on Council's website from noon on the Friday before each meeting. The website address is [www.hawkesbury.nsw.gov.au](http://www.hawkesbury.nsw.gov.au).

### **Further Information**

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



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- **AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS**
- **SECTION 4 - Reports for Determination**

**General Manager**

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SECTION 4 - Reports for Determination

GENERAL MANAGER

Item: 197 GM - Election of Mayor - (79351, 95476)

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**REPORT:**

The following provisions of the *Local Government (General) Regulation 2005* (Schedule 7 as specified by Clause 394) apply to the election of a Mayor.

***"Part 1 - Preliminary***

**1 *Returning officer***

*The general manager (or a person appointed by the general manager) is the returning officer.*

**2 *Nomination***

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.*
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) The nomination is to be delivered or sent to the returning officer.*
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

**3 *Election***

- (1) If only one councillor is nominated, that councillor is elected.*
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.*
- (4) In this clause:*

*"ballot" has its normal meaning of secret ballot.*

*"open voting" means voting by a show of hands or similar means.*

***Part 2 - Ordinary ballot or open voting***

**4 *Application of Part***

*This Part applies if the election proceeds by ordinary ballot or by open voting.*

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**5 Marking of ballot-papers**

- (1) *If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.*
- (2) *The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

**6 Count—2 candidates**

- (1) *If there are only 2 candidates, the candidate with the higher number of votes is elected.*
- (2) *If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.*

**7 Count—3 or more candidates**

- (1) *If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.*
- (2) *If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.*
- (3) *If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.*
- (4) *A further vote is to be taken of the 2 remaining candidates.*
- (5) *Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.*
- (6) *If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.*

**Part 3 - Preferential ballot**

**8 Application of Part**

*This Part applies if the election proceeds by preferential ballot.*

**9 Ballot-papers and voting**

- (1) *The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.*
- (2) *The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

**10 Count**

- (1) *If a candidate has an absolute majority of first preference votes, that candidate is elected.*

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- (2) *If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.*
- (3) *A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.*
- (4) *In this clause, "absolute majority", in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.*

### **11 Tied candidates**

- (1) *If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.*
- (2) *If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.*

### **Part 4 - General**

### **12 Choosing by lot**

*To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.*

### **13 Result**

*The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:*

- (a) *to be declared to the councillors at the council meeting at which the election is held by the returning officer, and*
- (b) *to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales."*

Appropriate nomination forms for this purpose have been distributed under separate cover.

### **RECOMMENDATION:**

That an election for the position of Mayor of the City of Hawkesbury for the 2008/2009 Mayoral Term be carried out.

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**ATTACHMENTS:**

**AT - 1** Mayoral Election - Nomination Form - (*distributed under separate cover*)

**oooO END OF REPORT Oooo**

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**Item: 198            GM - Election of Deputy Mayor - (79351, 95496)**

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**REPORT:**

The provisions for the election of Mayor also apply to the election of Deputy Mayor.

Appropriate nomination forms for this purpose have been distributed under separate cover.

**RECOMMENDATION:**

That an election for the position of Deputy Mayor of the City of Hawkesbury for the 2008/2009 Mayoral Term be carried out.

**ATTACHMENTS:**

**AT - 1** Deputy Mayoral Election - Nomination Form *(distributed under separate cover)*.

**oooO END OF REPORT Oooo**

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**Item: 199            GM - Appointment of Committees, Delegations and Representatives - (79351, 95496)**

**REPORT:**

At its Special Meeting held on 27 September 2004, Council reviewed its committee structure with such review basing the various committees on four broad committee types. These committee types were generally described as follows:

- a. Committees of Council – Committees established under the provisions of Section 377 of the Local Government Act 1993. These Committees perform certain functions as identified in their constitutions (which are modelled on the draft pro-forma constitution adopted by Council) and include provision for Councillor representation. These Committees operate in accordance with Council’s adopted pro-forma constitution.
- b. Statutory Committees - Committees, which are required to be established by legislation, or to meet obligations set down by Government departments and/or funding agencies. These Committees have set functions and terms of reference - they differ from 377 Council Committees, in that they are issue-specific and may meet irregularly on a ‘as needs’ basis and in practical terms cannot operate under Council’s pro-forma constitution.
- c. Committees in which Council has a Financial Interest - these Committees may manage Council owned facilities or funded services auspiced by Council. They generally operate as autonomous entities (incorporated associations) in accordance with their own constitutions. These Committees have a financial relationship with Council in that Council either provides a direct (financial) or an in-kind contribution (land or facilities) to support their operations, or Council has delegated responsibility for the management of a Council funded or Council auspiced services to them.
- d. Other Committees – Committees, which operate as autonomous entities and generally perform non-Council related functions. Councillor representation on these Committees is on an invitation basis. In the 2004 review it was indicated that a number of these Committees did not require councillor representation and there are now only two Committees in this type.

Each of the current Committees that fall into the above four types together with a brief indication of their purpose and current councillor representation is detailed in the following table:

<b>Committee</b>	<b>Function</b>	<b>Current Representative/s</b>
<b>a. Committees of Council</b>		
Community Planning Advisory Committee	To provide advice and recommendations for the co-ordination of community and social planning for the City of Hawkesbury and to provide a mechanism for the discussion of social issues.	Clr. Calvert Clr. Stubbs
Hawkesbury Civics & Citizenship Committee	To consider and determine nominations for recipients of Citizenship Awards (Australia Day, Sports Medal).	Clr. Bassett (Mayor) Clr. Finch Clr. Stubbs
Three Towns (and Agnes Banks) Sewerage Committee	Established to co-ordinate representations and lobbying for the three-towns sewerage scheme.	Clr. Devine Clr. Porter Clr. Wearne



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<b>Committee</b>	<b>Function</b>	<b>Current Representative/s</b>
Hawkesbury Bicycle and Access Mobility Committee	To provide advice to Council in relation to access and mobility issues and cycle ways	Clr. Finch Clr. Williams
Cultural Infrastructure Project Committee  <b>* See following section of report regarding a proposal for this Committee to be wound up.</b>	Co-ordinate development of cultural infrastructure project.	Clr. Conolly
Waste Management Advisory Committee  <b>* See following section of report regarding a proposal to alter the membership of this Committee.</b>	Established to develop options for future waste management in City of Hawkesbury	Clr. Porter Clr. Devine
Heritage Advisory Committee	Provides advice to Council regarding heritage and related issues.	Clr. Books (Deputy Mayor) Clr. Devine (alternate)
Floodplain Risk Management Advisory Committee  <b>* See following section of report regarding a proposal to alter the membership of this Committee.</b>	Advisory Committee established to provide input in relation to floodplain management issues.	Clr. Books (Deputy Mayor) Clr Conolly Clr. Devine Clr. Porter Clr. Wearne
General Manager's Performance Review Panel	To review the performance of the General Manager	Clr Bassett (Mayor) Clr Books Clr Rasmussen and 1 Councillor nominated by the General Manager, if he so chooses.
<b>b. Statutory Committees</b>		
Local Traffic Committee	Committee responsible for considering and determining requests for alterations to traffic rules and other traffic related matters.	Clr. Bassett (Mayor) Clr. Devine (alternate)
Schaffer Quarry Environmental Committee	Established by Land & Environment Court to monitor DA provision.	Clr. Williams
Western Sydney Area Assistance Scheme Local Ranking Committee	To consider and rank applications received under WSAAS Scheme.	Councillors appointed as delegates to Community Planning Committee + 1 additional delegate being: Clr. Bassett (Mayor)
Community Development Support Expenditure Scheme Local Committee	To consider and rank applications received under CDSE Scheme.	Clr. Bassett (Mayor) and Clr. Books (Deputy Mayor) and Councillors appointed as delegates to Community Planning Committee.
Hawkesbury-Nepean Catchment Management	Committee established by NSW Government to co-ordinate catchment	Clr. Books (Deputy Mayor)

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<b>Committee</b>	<b>Function</b>	<b>Current Representative/s</b>
Authority Local Government Advisory Committee	management	
<b>c. Committees where Council has a Financial Interest</b>		
Westpool *	Self-insurance agency established by consortium of participating Councils.	Clr. Books (Deputy Mayor)
McMahon's Park Management Committee	Incorporated body with delegated responsibility for management and operation of McMahons Park.	Clr. Calvert Clr Finch (alternate)
Hawkesbury Sports Council	Incorporated body with delegated responsibility for management and operation of Council facilities.	Clr. Devine
Peppercorn Services Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced disability and aged services (externally funded).	Clr Devine (Rapporteur) Clr. Finch (alternate Rapporteur)
Western Sydney Regional Organisation of Council *	Regional Body established to co-ordinate lobbying for Western Sydney	Clr. Bassett (Mayor) Clr. Calvert
Hawkesbury River County Council	Statutory Body responsible for management of Hawkesbury River.	Clr. Books (Deputy Mayor) Clr. Porter
Hawkesbury Sister City Association	Incorporated Body responsible for co-ordinating Sister City activities.	Clr. Finch Clr. Paine
<b>d. Other Committees</b>		
Sydney Road Links Committee	Established by Consortium of Councils (to the west of the Great Dividing Range) to lobby for upgrade of Bells Line of Road.	Clr. Bassett (Mayor) Clr. Calvert (alternate)
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney	Clr. Finch

**\* As Council's representatives on these organisations are actually appointed as "Board Members" it would be desirable if the appointment was, effectively, made for the term of the Council.**

**Floodplain Risk Management Advisory Committee**

The structure and membership of the Floodplain Risk Management Advisory Committee is outlined in the Committee's Constitution as follows:

- I. Five (5) Councillors of the Hawkesbury City Council; and*
- II. Four (4) community appointments, appointed by the Council following the calling of applications as detailed in clause 6(b) of this Constitution;*
- III. Six (6) government departments - State Emergency Services, Department of Environment and Climate Change, Department of Primary Industries, RTA, Department of Planning and Department of Defence.*

Of the above members only the Councillor and community members have voting rights. The Committee in the past year has also co-opted additional members (in accordance with the Constitution) being local State Members and other invited representatives. The above membership combined with Council staff servicing the Committee and the co-opted members can result in meetings attended by up to twenty two people.

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It should be noted that the majority of the other committees of Council have a membership of two Councillors and the remainder of the committee members are relevant technical or community representatives.

There is no question that this Committee has an important role to play in advising the Council in relation to flood risk. However, the numbers attending the Committee meetings can result in prolonged meetings that can stray from the issues that the Committee should be dealing with. This can add significantly to the workload of the Councillors and government department representatives attending. Given that the Committee is an "Advisory" Committee that makes recommendations to Council for consideration, it is proposed to amend the membership of this Committee to enable a more streamlined meeting process that can more easily focus on the more relevant issues.

It is recommended that the Committee membership be amended to three Councillors of the Hawkesbury City Council and three community appointments. This revised core membership will enable the Committee to more easily focus the matters for consideration by the Committee. It should be noted that clause 5(i) of the Constitution will still enable the Committee to co-opt additional members from time to time to provide specialist advice.

### **Waste Management Advisory Committee**

The annual report for this Committee is contained in a separate report in this business paper. The membership of this Committee is:

- I. *Three (3) Councillors from Hawkesbury City Council; and*
- II. *Two (2) community appointments, appointed by Council following the calling of applications as detailed in clause 6(b) of the Constitution;*
- III. *Up to two (2) representatives from each of the neighbouring Councils of Penrith, Blue Mountains, Baulkham Hills and Blacktown;*
- IV. *Up to three (3) representatives from the University of Western Sydney.*

At the time of formation of the Committee it was reasonable to include representatives from adjoining Councils as it was intended to develop relationships with the waste needs of those Councils and the Hawkesbury Waste Management Facility. It was also most appropriate to include representatives from UWS as they lease part of the land to Council.

It can be seen from the current and previous annual reports that this Committee has only met once in the past two years (the second proposed meeting was cancelled due to a lack of a quorum). It seems that this may be due to the work of this Committee being principally completed with the adoption of a waste strategy in October 2005. The principal purpose of this Committee now is to assist with the implementation of the strategies and monitor the progress of the strategies. This work, at the moment, essentially relates to operational aspects of the Waste Management Facility and this may explain the poor attendance by representatives from outside Hawkesbury City Council.

Accordingly, it is suggested that the membership of this Committee be altered to two Councillors (there are only two Councillors currently nominated to the Committee) and representation from neighbouring Councils be removed.

### **Cultural Infrastructure Project Committee**

The Cultural Infrastructure Project Committee was formed to provide oversight to the coordination of the building works making up this major project, and included the Library/Gallery (Deerubbin Centre) and Museum extension. As the building works constituting this project have now been completed, it is suggested that the Committee be wound up.

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**RECOMMENDATION:**

That:

1. Committees, delegates and representatives as determined by Council be approved.
2. The Constitution for the Floodplain Risk Management Advisory Committee in relation to the membership of the Committee be amended to three Councillors of the Hawkesbury City Council and three community appointments.
3. The Constitution for the Waste Management Advisory Committee be amended to two Councillors and representation from neighbouring Councils be removed
4. The Cultural Infrastructure Project Committee be wound up.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**Item: 200            GM - Various Committees - Annual Reports - (79351, 95496)**

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**REPORT:**

Incorporated in the constitution of each of Council's committees is a requirement for each committee to submit an "Annual Report" to the Council to enable the Council to annually review compliance to the adopted constitution.

Each of the committees have been appointed under the provisions of Section 377 of the Local Government Act 1993 and where available at this point in time, have submitted the following reports for the Council's information.

- **Community Planning Advisory Committee**

This report is to give a brief summary of the activities of Council's Community Planning Advisory Committee (CPAC) for the financial year of 2007/2008.

**The objectives of the CPAC, as stated in its Constitution, are to:**

- (a) to provide advice and guidance to Hawkesbury City Council staff in the drafting of Community Plans including the identification of community and social indicators for measuring the quality of life of residents of the City of Hawkesbury;
- (b) to provide advice and guidance to Hawkesbury City Council staff on equity and access issues including the review of publicly exhibited planning documents to ensure that Council programs address the social, economic and environmental needs of residents in the City of Hawkesbury;
- (c) to provide advice and guidance to Hawkesbury City Council staff on social issues impacting on residents of the City of Hawkesbury and, where required, to recommend actions for Council's consideration in relation to these matters;
- (d) to provide advice and guidance to Hawkesbury City Council staff on the implementation and monitoring of the Hawkesbury Social Plan in accordance with the provisions of the *NSW Local Government (General) Regulation 1999(Community & Social Plans)*;
- (e) to provide advice and guidance to Hawkesbury City Council staff on the administration of state and federally funded grants programs, including the Community Development and Support Expenditure Scheme and the Western Sydney Area Assistance Scheme, consistent with Council's responsibilities for these programs.

In line with CPAC's Constitution the Committee have met four (4) times in the 2007/2008 financial year.

Meeting dates and key activities for these meetings are as follows:

**1. CPAC meeting of 12 July 2007**

- The CPAC were provided with an update on Stage 2 of the Hawkesbury Futures Demographic Study (Stage 2) and supported the recommendation to update Stage 1 of the Study with the latest 2006 ABS Census data.
- The CPAC were provided with an update on the Council's Community Engagement Strategy - Community Survey 2007 and received the information.

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- A presentation was made on Affordable Housing and the Hawkesbury LGA.
- A presentation was made on WSROC Draft Affordable Housing Status Report - for Local Government in Western Sydney.

### **2. CPAC meeting of 25 October, 2007**

- The CPAC appointed community representatives to the Western Sydney Area Assistance Scheme (WSAAS) Local Ranking Committee for the 2007/2008 Funding Round. The CPAC requested Council to raise concerns about the future of the WSAAS funding scheme.
- A presentation was made to the CPAC on the outcomes of Community Survey 2007 and Community Workshops 2007 - as a key component of Council's Community Engagement Strategy.
- The CPAC received information on two papers and made comments and suggestions: "Transition Towns Totnes" (a model for local sustainability); and a media release from the NSW Department of Planning on developer levies and affordable housing.

### **3. CPAC meeting of 14 February, 2008**

- A presentation of the Northwest Subregional Plan was made to the CPAC and the CPAC were invited to make comment.
- The CPAC were provided with an update on Council's concerns about the future of the Western Sydney Area Assistance Scheme.
- The CPAC were provided with a copy of WSROC's Greater Western Sydney Urban Development Health Impact Assessment and invited to make comment - a link to this document was also included in Council's submission to the Northwest Subregional Draft Strategy.

### **4. CPAC meeting of 8 May, 2008**

- The CPAC's comments on the Northwest Subregional Draft Strategy were included in Council's submission to the NSW Department of Planning - a link to WSROC's Greater Western Sydney Urban Development Health Impact Assessment was also included.
- A procedure was developed for inviting guest speakers or occasional representatives to the CPAC - and recommendations were made on guest speakers for the next CPAC meeting on recreational planning and opportunities, and tourism in the Hawkesbury.
- The CPAC were provided with an update on Council's concerns about the future of the Western Sydney Area Assistance Scheme.

- **Hawkesbury Civics & Citizenship Committee**

The objectives as set in the Hawkesbury Civics and Citizenship Committee Constitution are to be in compliance with Council's adopted position. The following objectives are currently listed in the Committee's constitution:

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### 1. Objectives

- (a) To determine the winners, through a process of award recipient selection, for several awards including but not limited to; Australia Day Awards and the Sports Medal and Sports Certificate Awards.
- (b) To review the criteria for each of the award systems and make recommendations on changes as to future systems.
- (c) Actively encourage nominations from the community for the awards programs to further enhance the quality and quantity of submissions Council receives.
- (d) To assist when requested, with recommendations for special civic or community celebrations.
- (e) To provide advice and guidance on the administration of any Federal or State funding received for events and special celebrations.

It should be noted that all objectives have been met in the 2007/2008 reporting period with exception to point 1(e) "To provide advice and guidance on the administration of any Federal or State funding received for events and special celebrations". This point is not applicable at this time as no Government funding was received for events and special celebrations under the jurisdiction of this Committee.

The following is the annual report of the Committee:

Two meetings were held in the reporting period on 22 August 2007 and 6 December 2007. Membership of the Committee comprises three Councillors and four community representatives appointed by Council for a four year period following each ordinary election. The Manager Corporate Communication is the Executive Officer of the Committee and the Public Relations Co-ordinator currently holds the position of Minute Clerk.

### Achievement of Objectives

- In line with **Objective 1(a)** the Committee was involved in the selection of recipients for several award programs during the reporting period:

The 2007 **Sports Medal Awards** Ceremony was held in Council Chambers on Thursday, 13 September 2007 with eight Medal Award winners, three 10 year award recipients, four 20 year award recipients and four 30 year award recipients. The award selection occurred at the 22 August 2007 meeting of the Committee.

The **Australia Day Awards** were held at The Richmond Club on 26 January 2008 with the following awards presented:

#### Australia Day Awards

Citizen of the Year - Jointly awarded Beryl Payne and Mavis Cobcroft  
Young Person of the Year - awarded to Melissa Henry  
Sports Person of the Year - Jointly awarded to Carl Eilbeck and Ross Matheson.  
Community Arts Award - awarded to Betty Wrigley  
Commemorative Plaque - awarded to Andrew Town  
Community Organisation of the Year - awarded to Hawkesbury Meals on Wheels  
Special Achievement Award - awarded to Hawkesbury District Concert Band

The Award selection was made at the 6 December 2007 meeting of the Committee.

- In line with **objective 1 (b)** at the 22 August 2007 meeting of the Committee, the Citizen of the Month criteria was reviewed and amended to include the following: A recipient of the Citizen

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of the Month award can only receive the award once in every five year period. This change will come into effect from the beginning of 2008.

There were no changes to the Sports Medal and Sports Certificate criteria.

- The Committee was officially reminded of their role during the 22 August 2007 meeting to actively pursue nominations for award programs. Mail outs to community organisations took place throughout the year. The programs were also publicised through the Council website and media releases sent to local media outlets fulfilling **objective 1(c)**.
- In Line with **objective 1(c)** at its meeting held 6 December 2007 the Committee also proposed a new promotional tool for the Young Citizen of the Year Award whereby nominations are called for and announced every quarter to be known as the Young Citizen of the Season. This matter was actioned by the Corporate Communication Branch as a means of attracting a larger nomination pool for the award of the Young Citizen of the Year awarded on Australia Day and to raise the public profile of contributions made to the community by its youth. The criteria for Young Citizen of the Season remains the same as that of Young Citizen of the Year.
- The Committee were requested to have input into external award programs including: the Australian of the Year Awards, Pride of Australia medal and inaugural Volunteer of the Year award on 22 August 2007, inline with the sentiments of **objective 1(d)**.

### Changes to Constitution

Importantly there was a major change to the operation of the Committee in 2007.

Due to the confidential nature of the award nominations that the Committee deals with, and the need to send the Committee's business papers to the Council after the awards have been presented (so as not to alert the community and in some cases the recipients, to the winners' details prior to the awards ceremonies), a report was placed before Council on Tuesday, 30 October 2007 recommending the expansion of the Council's delegations to this Committee under Section 377 of the *Local Government Act 1993*.

This expansion enables the Committee to be formally delegated the authority to actually make the decisions for the selection of the award recipients and not just facilitate the process. This is a practice with which the Committee has, by default, been acting on in the past, but this change corrects the anomaly appropriately within the provisions of the Act.

As a result of the recommendation, at its Ordinary meeting of Tuesday, 30 October 2007, Council resolved that:

1. *Council delegate authority under the provisions of Section 377 of the Local Government Act 1993 to the Civics and Citizenship Advisory Committee to enable the Committee to determine the selection of award recipients for several awards including but not limited to; Australia Day Awards and the Sports Medal and Sports Certificate Awards.*
2. *The Civics and Citizenship Advisory Committee's constitution be updated to reflect this change.*

This has resulted in the following amendment to the primary objective of the Committee's constitution:

- (a) To determine the winners, through a process of award recipient selection, for several awards including but not limited to; Australia Day Awards and the Sports Medal and Sports Certificate Awards.



- **Three Towns (and Agnes Banks) Sewerage Committee**

This Committee, during the reporting period, was comprised of Councillors Devine (Chair), Porter and Wearne as Councillor representatives with Ms Jacquie Menzies, Mr Geoff Bessell, Mr Bill Sneddon, Mr Derek Major and Ms Vicki Roberts as the community representatives.

**Meetings**

The Committee met on two occasions during the 2007/2008 Mayoral term, Wednesday 31 October 2007 and Wednesday 12 March 2008.

At the meeting of 31 October 2007 the Committee was updated on the progress of the project following advice received from Sydney Water that the Review of Environmental Factors would be placed on public exhibition from 5 – 30 November 2007. Councillors Devine and Porter, along with Ms Menzies advised that they had attended a consultative group meeting convened by Sydney Water where the REF process was outlined to the attendees.

There was also general discussion in relation to future expansion within the areas to be serviced, the commencement dates for the construction works and possible issues pricing issues relating to the reduced number of pump-out services required upon completion of the project.

The meeting of 12 March 2008 provided details of a presentation made by Sydney Water to Council on 4 March 2008. Information included that a decisions report was being compiled based on submissions made during the exhibition of the REF for Wilberforce, Glossodia and Freemans Reach and that the REF for Agnes Banks was being prepared and it was anticipated that it would be placed on public exhibition in June 2008.

- **Hawkesbury Bicycle and Access Mobility Committee**

**Members**

The current membership of the Hawkesbury Bicycle and Access Mobility Committee is Councillor Leigh Williams (Chair), Councillor Diane Finch, Alan Aldrich, Andrew Docking, Doug Bathersby, Jane MacCormick, Jenni Bousfield (Hawkesbury City Council), Robert Bosshard, Mark Newton, Chris Cameron, Peter Rukin, James Suprain (RTA).

**Meetings**

No meetings were held in 2007/2008. Council's inability to fill the vacant Road Safety & Mobility Planner position has meant that the staff resources required to continue the work of the Bicycle and Access Mobility Committee - whose primary role is to assist Council in developing a draft Mobility Plan - were unavailable. The Road Safety & Mobility Planner position is jointly funded by the Road and Traffic Authority (RTA). Council had experienced considerable difficulty in filling the vacant position - the position was advertised on three separate occasions. A recruitment firm was also engaged but without success. As a result the preparation of the Mobility Plan has continued to be deferred and consequently there were no business matters for the Committee to discuss and review.

In view of the difficulties in recruiting a Road Safety & Mobility Planner, Council successfully concluded negotiations with the RTA to reconfigure the position. The role of the position was broadened to make the position more attractive to prospective applicants. Recruitment action for the reconfigured Community Safety Co-ordinator position has been successful with the applicant to start in early October. In June 2008, Council also resolved to allocate \$40,000 in unspent funds from the Road Safety Budget Component for the purpose of funding the finalisation of the Hawkesbury Mobility Plan.

**SPECIAL MEETING****Meeting Date:** 30 September 2008**Committee Business**

<b>Objective</b>	<b>Current Status</b>
(a) to provide advice to Hawkesbury City Council staff in the drafting of a Hawkesbury Access Mobility Plan to address the current and future needs of cyclists, motorised mobility scooter users, pedestrians, and the access requirements of people with disabilities.	Terms of Reference for Mobility Plan adopted by Council Literature Review, Consultation Strategy (including Mobility Survey) and Scoping Study have been completed. Project Steering Committee established to prepare consultants brief to engage consultant to complete Mobility Plan.
(b) to provide advice to Hawkesbury City Council staff on consultative strategies for inviting submissions and comments in relation to the draft Hawkesbury Access Mobility Plan.	Consultation strategy developed and implemented.
(c) to review on an annual basis, the implementation of the Hawkesbury Access Mobility Plan to provide advice to Hawkesbury City Council staff on priorities for consideration as part of the preparation of Council's Management Plan.	Awaiting completion and adoption of Hawkesbury Access Mobility Plan.
(d) to provide advice to Hawkesbury City Council staff on the design of cycleways, footpaths, shared cycleways/paths, pedestrian crossings, kerb ramps and transition zones to ensure that residents are not restricted from accessing Council services and facilities.	Issues raised by Committee have been referred to Council's staff for advice or comment.
(e) to provide advice and guidance to Hawkesbury City Council staff on strategies to raise community awareness about mobility access issues impacting on residents of the City of Hawkesbury and, where required, to recommend actions for Council's consideration in relation to these matters.	Procedures for notifying Council of operational issues has been developed and implemented by Committee.
(f) to assist Hawkesbury City Council staff to source and secure funding and other external investments for relevant works and programs.	Awaiting completion and adoption of Hawkesbury Access Mobility Plan.

The work of the Hawkesbury Bicycle and Access Mobility Committee, as defined by its constitution, has been substantially commenced but is yet to be completed. The major impediment to finalising the work of the Committee has been the ongoing vacancy of a key staff position. The successful recruitment of a Community Safety Co-ordinator and the allocation of \$40,000 for mobility planning, will allow the work of the Committee to proceed and to be largely completed by June 2009.

## SPECIAL MEETING

Meeting Date: 30 September 2008

- **Cultural Infrastructure Project Committee**

Councillor Conolly was Council's representative on this Committee during the 2007/2008 Mayoral term. The Committee met on two occasions during the construction of the museum extension, being the final project to be undertaken as part of the cultural precinct.

The meetings included representatives from the architects and the builder with discussion including progress of the project, issues relating to the building works and general oversight of the project.

A recommendation has been provided in the report - "Appointment of Committees, Delegates and Representatives" on this Business Paper to wind up this Committee.

- **Waste Management Advisory Committee**

The objectives of the Waste Management Advisory Committee Constitution are as follows:

- To advise Council about information, research and analysis required to provide future options for waste management for our city;
- To recommend to Council preferred options for our future waste management strategies, systems and technologies;
- To liaise with local communities on waste management issues, to ensure that the community's views are included in the decision making processes of Council;
- To liaise with neighbouring Councils and government agencies, to ensure the best outcomes of any considered strategies, systems and technologies;
- To advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required.

A report was adopted by the Waste Management Advisory Committee at its meeting of 5 October 2005. This report supported to extend the life of the current landfill by increasing resource recovery and diversion of materials from the landfill; investment in education programs and the building of suitable infrastructure will decrease the pressure on landfill.

The extended life expectancy of the landfill allows new mechanical waste technology to prove itself before Council needs to contemplate future tendering process.

Due to the extended life expectancy of the land fill Council resolved at its meeting held on 13 December 2005 to:

- Utilise the existing Waste Advisory Committee to implement recommendations and maintain a forum to review waste service management options. It was also recommended that this committee convene six monthly.

### **Procedures and General**

Ordinary Meetings of the Advisory Committee are to be held at least twice a year. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson.

### **Members**

The members who have attended the meetings this year are:

Councillor Trevor Devine-Chair, Councillor Bob Porter-Deputy Chair, Councillor Bart Bassett, Professor Steven Riley-University of Western Sydney, Mr Chris Daley, Mr Ramiz Younan, Ms Dianne Tierney, Mr Matthew Collins.

## SPECIAL MEETING

**Meeting Date:** 30 September 2008

Other Committee members include: Mr Robert Dennis- Baulkham Hills Shire Council, Mr Rick Smith- Blacktown City Council, Ass Prof. Basant Maheshwari- University of Western Sydney, Mr Barry Ryan- Penrith City Council, Mr Matthew Owens- Hawkesbury City Council.

Professor Steven Riley tendered his resignation as will be leaving the University in the New Year.

### **Meetings**

There has been one meeting of the Waste Management Advisory Committee within the reporting period this meeting was held on 19 May 2008. The meeting scheduled in August 2007 was not held, as a quorum could not be formed.

### **Matters for consideration during the reporting period.**

In accordance with the Committee's objectives the following matters were considered by the Committee:

- Current Landfill Life and Capacity
- Alternative Waste Cover
- Feasibility Study of using HCWMF Weighbridges as Public Weighbridge
- The findings of the WMAA - Alternate Waste Treatment (AWT) Derived Organic Rich Fraction (DORF) Committee.
- Wash Bay implementation.
- Daily Working Area of the landfill.
- Waste and Recycling Audit 2008
- Community Waste Education.
- Capping of Cell 3
- Tender - Cell 5 Construction and Associated Works
- Lease Agreement

A recommendation has provided in the report - "Appointment of Committees, Delegates and Representatives" on this Business Paper to alter the membership of this Committee.

- **Heritage Advisory Committee**

The objectives of the Heritage Advisory Committee Constitution are as follows:

- To advise Council about heritage assistance, grant applications review and recommendations.
- To advise Council of long term planning of significant heritage cemeteries.
- To advise Council in relation to reviews of local heritage listings.
- To liaise with local communities and businesses in organising 'Heritage Week' events in the Hawkesbury LGA.
- To advise Council about increasing the communities awareness of heritage matters.

### **Procedures and General**

Ordinary meetings of the Advisory Committee are to be held at least twice a year. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson.

## SPECIAL MEETING

Meeting Date: 30 September 2008

### Members

Councillor Books (Chairperson), Dr Donald Ellsmore, Mr Alan Aldrich, Mr G Edds, Prof Ian Jack, Ms Deborah Hallam and Ms Michelle Nichols.

### Meetings

There have been three meetings of the Heritage Advisory Committee in the reporting period. These meetings were held on 11 October 2007, 22 May 2008 and 21 August 2008.

### Matters for consideration during the reporting period

As per the Committee's objectives the follows matters were considered by the Committee:

- Review of the recommendations of the Hawkesbury Heritage Study
- No Heritage Assistance Grant Applications were reviewed during the reporting period.
- **Floodplain Risk Management Advisory Committee**

#### Introduction

Council is required to annually review compliance to the Floodplain Risk Management Committee's constitution.

The Advisory Committee, as appointed under the provisions of Section 377 of the *Local Government Act 1993*, is known as the Floodplain Risk Management Committee.

The objectives as set in the Floodplain Risk Management Committee Constitution are to be met and to be in compliance with Council's adopted position. The following objectives are currently listed in the Committee's constitution:

#### 1. 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.
- (h) To assist the Council in the development and implementation of a flood risk management plan.

## SPECIAL MEETING

Meeting Date: 30 September 2008

### 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;

### **Annual Report**

#### Members

Committee members at the beginning of the reporting period were Councillor Devine (Chair), Councillor Porter (Deputy Chair), Councillor Books, Councillor Connolly, Councillor Wearne, Mr Bill McMahon, Mr John Miller, Mr Les Sheather, Mr Geoffrey Bessell, representatives from NSW State Emergency Service, Department of Environment and Climate Change, Department of Defence, Department of Primary Industries.

#### Meetings

During the reporting period, 5 meetings were held. These were on 19 November 2007, 4 February 2008, 7 April 2008, 2 June 2008, and 4 August 2008. A meeting was not held in January 2008 due to scheduling conflicts with staff and committee members being on holiday.

#### Matters considered by Committee during reporting period

As per the Committee's objectives the follows matters were considered by the Committee:

- Operation of River Gauges and depths of Hawkesbury River. This involved a number of exchanges of correspondence between Council and the Sydney Catchment Authority, Department of Water and Energy and NSW Maritime as well as a number of reports to the Committee.
- Draft Consultants Brief for Flood Risk Management Study and Plan. In addition to the scheduled meetings the certain members of the Committee participated in a workshop of brief on 21 February 2008.
- Invitation to be part of Penrith City Council's Floodplain Advisory Committee.
- Flood Classifications for Colo and MacDonald River.
- Attendance of Observers at Committee meetings.
- Upgrading of Thorley Street (Bligh Park) Flood Evacuation Route Project.
- Presentation from Mr David Miller, Manager of Estuary Management Unit, Department of Environment and Climate Change regrading various matters including DECC's Estuary Management Program and dredging of the Hawkesbury River.
- Completion of evacuation route associated with Second South Creek Crossing (Jim Anderson Bridge).
- Clearing of trees from the river for navigation purposes

Certain members of the Committee also meet with Mr Brian Dooley, Director of Coast and Floodplain Management Directorate and other representatives of DECC on 19 June 2008 to discuss various flood mitigation works and funding of same.

**SPECIAL MEETING**

**Meeting Date:** 30 September 2008

A recommendation has provided in the report - "Appointment of Committees, Delegates and Representatives" on this Business Paper to alter the membership of this Committee.

**RECOMMENDATION:**

That the Annual Reports of the various Council Committees as detailed in the report be received.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**SPECIAL MEETING**

**Meeting Date: 30 September 2008**

**Item: 201            GM - Local Government Association of NSW Annual Conference 2008 - 25-29  
October 2008 in Broken Hill, NSW - (79351, 79633)**

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**REPORT:**

The 2008 Local Government Association of NSW Conference will be held from 25-29 October 2008 in Broken Hill, NSW. The theme of the 2008 Conference is "Inspiration in the Silver City".

As well as the business sessions, this year's conference has a range of interesting keynote addresses. Saturday's forum focuses on the Constitutional Recognition of Local Government.

In view of the date of this Conference and the need for Council to nominate attendees and voting delegates , it is necessary for the matter to be considered at this meeting.

Cost of attendance at the Conference would be approximately \$2,370.00 per delegate. It should be noted that due to limited flights to Broken Hill, tentative bookings have been made for flights on Friday, 24 October with return flights for Thursday, 30 October 2008 and these can be cancelled without cost, if not required.

**Budget for Delegates Expenses - Payments made**

- Total Budget for Financial Year 2008/2009            \$40,000.00
- Expenditure to date                                                 \$ 5,482.00
- Budget balance as at 22/9/08                                     \$34,518.00

Council will also need to consider the "official" nomination of 4 voting delegates to attend the 2008 Local Government Association Conference.

Council has also received advice that the Election of the Executive Committee of Local Government Association of NSW will be held during the 2008 Broken Hill Conference. The NSW Electoral Commission has now forwarded an Election Notice, a Nomination Form and Statutory Declaration in Support Candidature for Councillors that may be interested in nominating for Election. These attachments have been forwarded under separate cover to all Councillors.

**Conformance to Strategic Plan**

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

*"Investigating and planning the City's future in consultation with our community, and co-ordinating human and financial resources to achieve this future"*

**Funding**

Funding for this proposal will be from the Delegates Expenses Budget.

**RECOMMENDATION:**

That:

1. Attendance by nominated Councillors, and staff members as considered appropriate by the General Manager, at the 2008 Local Government Association Conference to be held from 25-29 October 2008 in Broken Hill, NSW at a cost of \$2,370.00 per delegate be approved.



**SPECIAL MEETING**

**Meeting Date:** 30 September 2008

2. Council nominate 4 voting delegates to attend the 2008 Local Government Association Conference.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**SPECIAL MEETING**

**Meeting Date: 30 September 2008**



special  
meeting

end of  
business  
paper

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