



Hawkesbury City Council

extraordinary  
meeting  
business  
paper

date of meeting: 22 September 2009

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 an Extraordinary 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.

### **Planning Decision**

Under Section 375A of the Local Government Act 1993, details of those Councillors supporting or opposing a 'planning decision' 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.

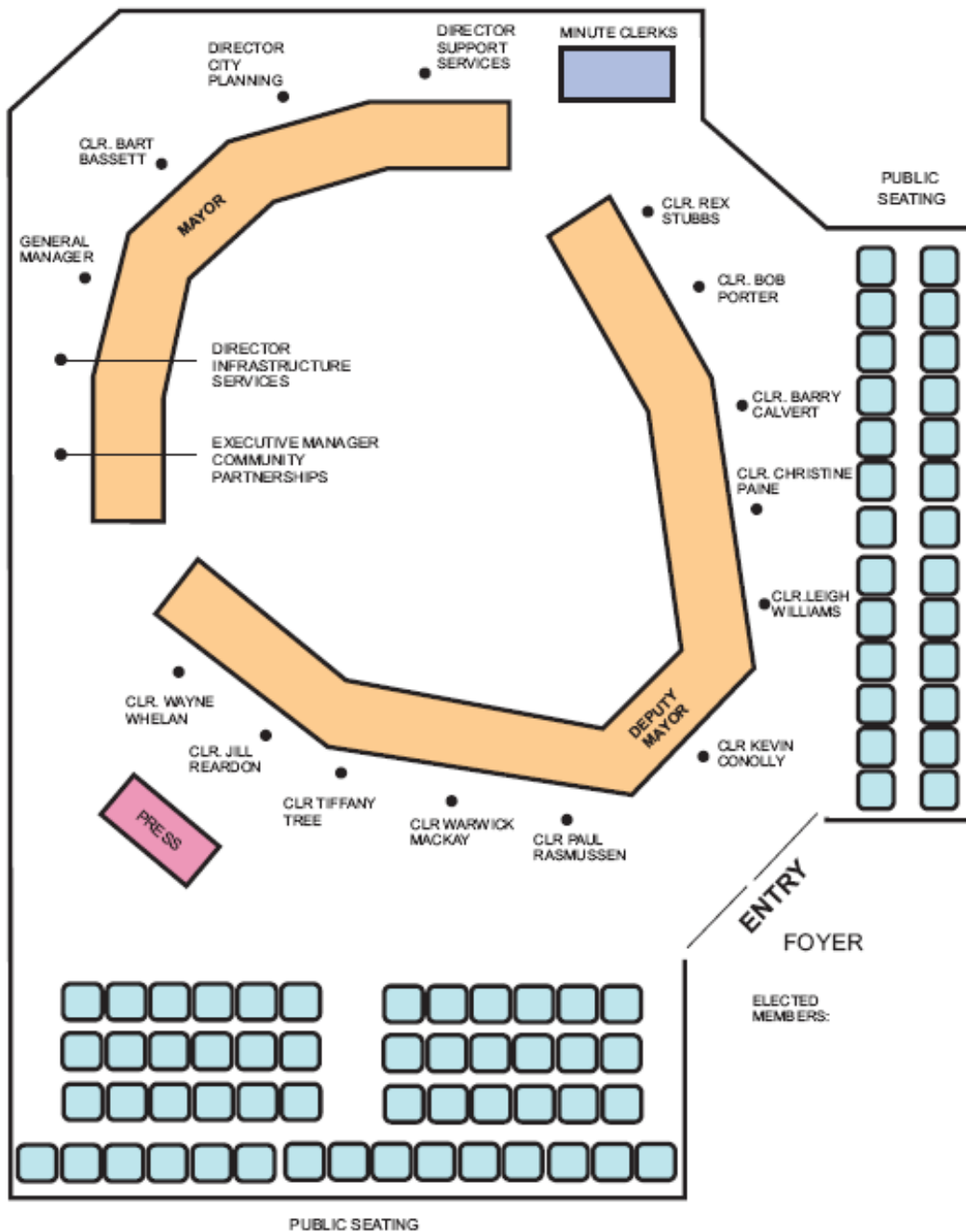
### **Website**

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.

# hawkesbury city council council chambers



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SECTION 4 - Reports for Determination

GENERAL MANAGER

Item: 193 GM - Election of Mayor - (79351, 95496)

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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 2009/2010 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: 194**            **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 2009/2010 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: 195            GM - Appointment of Committees, Delegates and Representatives - (79351, 95496)**

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**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.

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. Mackay Clr. Stubbs
Three Towns (and Agnes Banks) Sewerage Committee	Established to co-ordinate representations and lobbying for the three-towns sewerage scheme.	Clr. Conolly (Deputy Mayor) Clr. Mackay Clr. Porter
Hawkesbury Bicycle and Access Mobility Committee	To provide advice to Council in relation to access and mobility issues and cycle ways	Clr. Paine Clr. Williams



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<b>Committee</b>	<b>Function</b>	<b>Current Representative/s</b>
Waste Management Advisory Committee	Established to develop options for future waste management in City of Hawkesbury	Clr. Porter Clr. Reardon
Heritage Advisory Committee	Provides advice to Council regarding heritage and related issues.	Clr. Reardon Clr. Whelan (alternate)
Floodplain Risk Management Advisory Committee	Advisory Committee established to provide input in relation to floodplain management issues.	Clr. Conolly (Deputy Mayor) Clr. Porter Clr. Rasmussen Clr. Reardon
General Manager's Performance Review Panel	To review the performance of the General Manager	Clr. Bassett (Mayor) Clr. Conolly (Deputy Mayor) Clr. Rasmussen and 1 Councillor nominated by the General Manager, if he so chooses.
Hawkesbury Macquarie 2010 Committee	To establish an overall program and brand for the Hawkesbury Macquarie 2010 celebrations and to develop a marketing and funding strategy to support community groups to plan and stage events, exhibitions and activities.	Clr. Stubbs
Audit Committee (See Note 1 below)	Provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.	Clr. Porter Clr. Rasmussen Clr. Williams (alternate)
<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. Tree (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.	Clr. Reardon Clr. Tree
Community Development Support Expenditure Scheme Local Committee	To consider and rank applications received under CDSE Scheme.	Clr. Bassett (Mayor)
Hawkesbury-Nepean Catchment Management Authority Local Government Advisory Committee	Committee established by NSW Government to co-ordinate catchment management	Clr. Reardon
<b>c. Committees where Council has a Financial Interest</b>		
Westpool (See Note 2 below)	Self-insurance agency established by consortium of participating Councils.	Clr. Tree
McMahon's Park Management Committee	Incorporated body with delegated responsibility for management and operation of McMahons Park.	Clr. Reardon Clr. Calvert (alternate)
Hawkesbury Sports Council	Incorporated body with delegated responsibility for management and operation of Council facilities.	Clr. Tree Clr. Mackay (alternate)

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<b>Committee</b>	<b>Function</b>	<b>Current Representative/s</b>
Peppercorn Services Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced disability and aged services (externally funded).	Clr Whelan (Rapporteur) Clr. Mackay (alternate Rapporteur)
Western Sydney Regional Organisation of Council <b>(See Note 2 below)</b>	Regional Body established to co-ordinate lobbying for Western Sydney	Clr. Bassett (Mayor) Clr. Tree
Hawkesbury River County Council	Statutory Body responsible for management of Hawkesbury River.	Clr. Whelan Clr. Porter
Hawkesbury Sister City Association	Incorporated Body responsible for co-ordinating Sister City activities.	Clr. Whelan Clr. Paine
<b>d. Other Committees</b>		
Public Libraries NSW - Metropolitan Association	Regional body established to represent and support the interests of local government library services in the greater Sydney region.	Clr. Paine
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. Tree Clr. Reardon
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney	Clr. Tree

**Notes:**

- 1** *The Audit Committee was only recently established and the current representatives were elected until September 2010. Therefore, the current representatives should not be altered.*
- 2** *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.*

**RECOMMENDATION:**

That Committees, delegates and representatives as determined by Council be approved.

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 196      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**

A brief summary of the activities of Council's Community Planning Advisory Committee (CPAC) for the financial year of 2008/2009 is as follows:

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

- (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 times in the 2008/2009 financial year.

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

**1. CPAC meeting of 28 August 2008**

- In response to requests from the Committee, presentations were made by Council staff on the following areas: Recreational Planning (Mr. Sean Perry, Manager of Parks and Recreation); Tourism (Ms. Fiona Mann, Strategic Activities Planner); and Transport (Mr. Michael Laing, Strategic Community Planner).
- The CPAC were provided with the proceedings of WSROC's "Building Sustainability in Western Sydney 2030" conference (held on 29 and 30 June 2008); and invited to discuss any issues arising from the conference.

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- The CPAC were provided with an update on the concerns about the future of the Western Sydney Area Assistance Scheme (WSAAS) with correspondence received from relevant State Ministers and MP's.
- 2. CPAC meeting of 6 November, 2008**
- A report was presented on the outcomes of the 2007/2008 WSAAS funding round and a call for nominations to the 2008/2009 WSAAS Local Ranking Committee (LRC). In response the Committee made nominations for community members to the WSAAS LRC and for the independent chairperson.
  - The CPAC was provided with an update on concerns about the future of the Western Sydney Area Assistance Scheme (WSAAS) and made recommendations to continue to raise concerns through WSROC and to the new Minister of Community Services (Ms. Linda Burney MP).
  - A presentation was made by Mr. Nick Sabel on Affordable Housing Initiatives.
- 3. CPAC meeting of 19 February, 2009**
- The CPAC was provided with an update on concerns about the future of the Western Sydney Area Assistance Scheme (WSAAS) - letters of acknowledgement were presented from the Minister of Community Services and local M.P's. Information was provided to the Committee on a joint campaign to 'Save the Area Assistance Scheme' involving WSROC, NSW Council of Social Services (NCOSS), and Western Sydney Community Forum (WSCF).
  - A report was presented on Affordable Housing Statistics for the Hawkesbury area - from the NSW Department of Housing (through their Affordable Housing Kit) - and a recommendation was made to have further discussions and prioritise this area for further considerations.
  - Copies of the report "Young People - Community Participation and Civic Leadership" were distributed for future comment (previously reported to Council).
- 4. CPAC meeting of 21 May, 2009**
- The CPAC was provided with an update on concerns about the future of the Western Sydney Area Assistance Scheme (WSAAS). Information was given about a NSW Department of Community Services (DoCS) consultation held for senior staff of Councils about the value and future of the Area Assistance Scheme. The Committee supported a proposal by WSCF to celebrate the 30 year history of the AAS later in the year.
  - The CPAC received a copy of the draft Community Strategic Plan ("Shaping our Future") 2010 - 2030, information on making a submission, and details of the community forums. Information was also forwarded about the release of the Department of Local Government's Exposure Draft Amendment (Planning and Reporting) Bill 2009 and Local Government (General) Amendment (Planning and Reporting) Regulation 2009. Details were given of dates for comment for the Draft Bill and Regulation, and Draft Guidelines and Manual.
  - Discussion continued on the report (previously distributed) - "Young People - Community Participation and Civic Leadership" and the Committee requested an update on the implementation of the eight recommendations (previously endorsed by Council).

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- A report was distributed entitled "Models of Sustainable and Affordable Housing for Local Government: Project Report" - for the consideration of the Committee.

- **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:

**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 2008/2009 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 2 July 2008 and 10 December 2008. Membership of the Committee initially comprised three Councillors and four community representatives appointed by Council for a four year period following each ordinary election but this was amended by Council resolution of 9 December, 2008 to five community representatives as detailed further in this report. The Manager Corporate Communication is the Executive Officer of the Committee and the Public Relations Co-ordinator currently holds the position of Minute Clerk.

**2. 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 2008 **Sports Medal Awards** Ceremony was held in the Council Chambers on 30 July 2008 with eleven Medal Award winners, two 10 year award recipients and nine 20 year award recipients. The award selection occurred at the 2 July 2008 meeting of the Committee.

The **Australia Day Awards** were held at The Richmond Club on 26 January 2009 with the following awards presented:

**Australia Day Awards**

Citizen of the Year – awarded to Ern Payne  
Young Person of the Year – awarded to Brittni Davies  
Sports Person of the Year - awarded to Sian Lucas.

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Community Arts Award - awarded to Carol Carruthers  
Commemorative Plaque - awarded to Portland Head Settlers (1803 - 1820)  
Community Organisation of the Year – awarded to Hawkesbury Community Kitchen  
Special Achievement Award - awarded to Jennie Maley

### Cultural Heritage Award

At its meeting held 21 October, 2009 Council received a report on the establishment of a Cultural Heritage Award, together with a procedure for determining the recipient of the proposed award which would be integrated within Council's existing civic and citizenship awards processes.

Members of the public are invited to nominate persons for the Cultural Heritage Award. Nominations are assessed by the Museum/Gallery Director and Local Studies Librarian in consultation with the Historical Society and local indigenous groups (where appropriate). This information is then forwarded to the Civics and Citizenship Committee for their consideration in conjunction with the normal process for determining and awarding Australia Day Awards.

The recipient of the Award is acknowledged by means of a metal plaque fixed to the balustrade of the masonry wall to the side of the walkway which connects the Regional Museum with Howes House. This is a prominent position with high visibility from the interior of the Museum.

Council resolved that:

1. *A Hawkesbury Cultural Heritage Award be included as an award category within the Australia Day Awards.*
2. *A process for inviting and assessing nominations for determining the recipients of the Hawkesbury Cultural Heritage Award, as outlined in this report, be implemented.*
3. *Recipients of the Hawkesbury Cultural Heritage Award be acknowledged by a means of a metal plaque affixed to the Regional Museum.*
4. *The constitution of the Hawkesbury Civics and Citizenship Committee be amended to provide for a representative of the Hawkesbury Historical Society to sit on the Committee, in respect of the Hawkesbury Cultural Heritage Award only.*

The Committee noted this additional award and resolved to work with Council to encourage nominations for this award in line with **objectives 1(b), (c) and (d)** of its constitution.

The inaugural Cultural Award was made to Judy Newland.

The selection of Australia Day Awards including the new Cultural Award was made at the 10 December, 2008 meeting of the Committee.

- The Award programs were publicised through the Council website, in the quarterly newsletter and in media releases sent to local media outlets fulfilling **objective 1(c)**.

### 3. **Changes to Constitution**

The constitution of the Civic and Citizenship Committee was amended by Council twice during the reporting period.

In accordance with Council's resolution of 21 October 2008 the Constitution was amended to provide for a representative of the Hawkesbury Historical Society to sit on the Committee, in respect of the Hawkesbury Cultural Heritage Award only.

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### 5 Structure and Membership

- (d) *A representative of the Hawkesbury Historical Society, nominated by the Society to sit on the Committee, in respect of the Hawkesbury Cultural Heritage Award only.*

### 6 Appointment and Election of Members

- (d) *The Council shall seek advice from the Hawkesbury Historical Society of its representative to sit on the Hawkesbury Civics and Citizenship Committee in respect of the Cultural Awards only, in the month of October following the quadrennial election;*

The Society indicated their representative will be Ms Jan Barkley Jack. Ms Barkley Jack was invited to the subsequent meeting of the Committee.

Following a call for nominations for community representation on Council committees and a subsequent report to Council, the constitution was further amended by Council resolution of 9 December 2008. In regard to membership it was specified that the Committee comprise, in part, five rather than four community members.

### 5 Structure and Membership

- (c) *Five (5) community appointments, appointed by Council following the calling of applications as detailed in clause 6(b) of this Constitution; Representatives of sponsor organisations to the award programs will receive priority for membership.*

## • Three Towns (and Agnes Banks) Sewerage Committee

The Committee met on two occasions during the 2008/2009 Mayoral term, Wednesday 2 July 2008 and Thursday 12 February 2009.

This Committee, from the period July 2008 – September 2008, 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.

At the meeting of 2 July 2008, the Committee was advised that Sydney Water was in the process of finalising the Decisions Report for the Three Towns Priority Sewerage Program, which was anticipated to be released during August/September 2008. It was noted that Sydney Water was undertaking geo-technical studies related to the Three Towns Sewerage Program, specifically along Terrace Road, Kurmond Road and Richmond Lowlands.

In relation to the Agnes Banks Priority Sewerage Program, the Committee was advised that The Review of Environmental Factors (REF) had been placed on public exhibition from Monday 30 June to Friday 25 July 2008, with submissions being accepted by Sydney Water until Friday 1 August 2008. It was recommended at this meeting that Council advertise the Agnes Banks/Londonderry REF is on display and encourage residents to submit comments.

Following the appointment of Committee Representatives at Council's Special Meeting of 30 September 2008, the new Committee members comprised of Councillors Conolly (Chair), Porter and Mackay as Councillor Representatives, with Mr Neville Wearne, Ms Jacquie Menzies, Mr Bill Sneddon and Mr Robert Kellet as the community representatives.

At the meeting of 12 February 2009, nominations for Chairperson were invited, with Councillor Conolly being elected Chair. The Chairperson indicated that whilst the priority of the Committee is to provide assistance to Sydney Water and the community in the implementation of the Three Towns Sewerage Scheme, the Committee would also need to consider those properties in those townships

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which have not been included within the Scheme. Further consideration would be given to this matter in due course.

At this meeting Sydney Water provided an update on the progress of the Three Towns Sewerage System to the Committee and advised that the Minister had granted approval in November 2008 for the construction of the Three Towns Sewerage Scheme. It was noted that the Scheme would be rolled out across the three towns in the order of Freemans Reach, Glossodia and Wilberforce. It was anticipated that works were to commence in the Glossodia area late 2009/early 2010, and to the Wilberforce area early/mid 2010. Connection to the sewer will be staged as works are completed.

Discussion was held in relation to upcoming Community Information Sessions, and the establishment of the Community Reference Group for 2009. It was noted that nominations for the Reference Group were being sought and would be received by Sydney Water until 28 February 2009.

In relation to the Agnes Banks PSP, the Committee was informed that Sydney Water was in the process of carrying out geological investigations within both the Agnes Banks and Londonderry areas, commencing 2 February 2009, as part of the preliminary investigations for the Agnes Banks Sewerage Scheme. It was noted that the Agnes Banks and Londonderry Scheme is working concurrently with the Three Towns Priority Sewerage Program, with the program running approximately 6 months behind the Three Towns Scheme.

The Committee considered the Draft Three Towns (and Agnes Banks) Sewerage Advisory Committee Constitution, which was referred for Council's consideration and subsequently adopted at Council's Ordinary Meeting of 10 March 2009.

The Committee also considered the Draft Three Towns Sewerage Scheme Connection Policy, which was also referred to Council and formally adopted at Council's Ordinary Meeting of 31 March 2009.

- **Hawkesbury Bicycle and Access Mobility Committee**

***Members***

The 2008/2009 membership of the Hawkesbury Bicycle and Access Mobility Committee was Councillor Leigh Williams (Chair), Councillor Christine Paine, Alan Aldrich, Chris Cameron, Doug Bathersby, Denise Oakes (Hawkesbury City Council), Peter McKenzie and Virginia Kruse.

***Meetings***

In 2008/2009 meetings of the Committee were held on 29 January, 19 March, and 18 June. The primary role of the Bicycle and Access Mobility Committee is to assist Council staff in developing a draft Hawkesbury Mobility Plan.

***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.	Consultancy Brief finalised and consultant engaged. Draft plan to be completed by September 2009.



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<b>Objective</b>	<b>Current Status</b>
(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 process for public submissions on draft Mobility Plan included in consultancy brief. To be implemented following Council resolution to place draft plan on public exhibition.
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.

- **Waste Management Advisory Committee**

This Committee, during the reporting period, was comprised of Councillors Porter (Chair) and Reardon (Deputy Chair) as Councillor representatives with Mr Geoff Bessell, and Mr Bill Sneddon, as the community representatives, and Ass Prof. Basant Maheshwari as a representative from the University of Western Sydney.

**Objectives**

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;

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- To advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required.

### 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.

### Meetings

The Committee met on two occasions during the 2008/2009 Mayoral term, Wednesday 18 March 2009 and Wednesday 20 May 2009.

### Matters for consideration during the reporting period.

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

*Meeting dated Wednesday 18 March 2009*

- Alternative Waste Cover
- Feasibility Study of using HCWMF Weighbridges as Public Weighbridge
- Waste Education and Recycling
- Drop Off Centre and Education Amenities Building
- Community Waste Education.
- Capping of Cell 3
- Tender - Cell 5 Construction and Associated Works

*Meeting dated Wednesday 20 May 2009*

It was agreed to hold a special meeting of WMAC on Wednesday on 20 May 2009 to view a presentation on an alternate waste treatment management system. The system incorporates advanced sorting, recycling, anaerobic digestion and aerobic composting to recycle solid waste into renewable energy. It was advised the system promotes maximum diversion from landfill and economic and environmentally sustainable management of solid wastes. It was agreed the investigation of the system aligns with several objectives of the WMAC constitution, i.e. aims to provide Council with future options for waste management strategies, systems and technologies.

- **Heritage Advisory Committee**

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

- (a) To advise Council about heritage assistance, grant applications review and recommendations;
- (b) To advise Council of long term planning of significant heritage cemeteries;
- (c) To advise Council in relation to reviews of local heritage listings;
- (d) To liaise with local communities and businesses in organising 'Heritage Week' events in the Hawkesbury LGA;
- (e) 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.

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### Members

Mr Graham Edds (Chairperson), Dr Donald Ellsmore, Ms Deborah Hallam, Prof Ian Jack, Ms Jan Barkley Jack, Mr Jonathan Auld, Ms Michelle Nichols, Ms Virginia Kruse, Ms Danielle Wheeler and Councillor Jill Reardon (alternate Councillor Whelan).

### Meetings

There have been three meetings of the Heritage Advisory Committee in the reporting period. These meetings were held on 26 March, 18 June and 10 September 2009.

### Matters for consideration during the reporting period

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

- Review of Heritage Study and Inventory Sheets (Windsor).
- Slab Barn Study - receipt of grant funding through the NSW Heritage Grants, DoP. Joint funding for Study to identify slab barn locations in the Hawkesbury as potential heritage resources.
- Hawkesbury Heritage Seminar Series 2010 - Project Team nominated and commissioned by Hawkesbury Macquarie 2010 Committee to undertake a seminar series on Governor Lachlan Macquarie's Influence on Town Planning (to coincide with the Macquarie 2010 Celebrations).
- Review of milestone in Community Strategic Plan "*Review and Update Heritage list in Hawkesbury LEP 2009/2012.*" Submission prepared by HAC for consideration by Council.
- Alliance exchange - Weddin Shire Council Heritage Committee. Presentation to Weddin visitors relating to Council's approach to history and heritage related issues, including tour of Hawkesbury hosted by HAC.
- Identification of potential listings for Thematic Listings Program 2009/2010. Investigation undertaken of items for nomination and (potential) inclusion on the State Heritage Register in response to the launching of a Theme-based Listings program initiated by the Planning Minister.
- Series of heritage seminars to be run during Heritage Week in September 2010.
- **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.

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- (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.

### **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 Connolly (Chair), Councillor Porter (Deputy Chair), Councillor Rasmussen, Councillor Reardon, Mr Bill McMahon, Mr John Miller, Mr Les Sheather, Mr Geoffrey Bessell, Mr Alexander (Phil) Windebank, Mr Ian Johnston, representatives from NSW State Emergency Service, Department of Environment and Climate Change, Department of Defence, Department of Primary Industries.

Federal and State MPs are also invited to attend the meetings.

#### Meetings

During the reporting period three meetings were held. These were on 9 February 2009, 20 April 2009, and 3 August 2009. Other meetings were not held due to impact of Council elections, Christmas holidays and delays in obtaining information to enable matters to be discussed at the meetings.

#### Matters considered by Committee during reporting period

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

- Thorley Street, South Windsor upgrade and Richmond Road evacuation capacity
- State Floodplain Management Program grants.
- Council's Code of Conduct
- Hawkesbury Digital Terrain Model

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- SES powers to open and close roads during emergency situations
- Draft Consultant's Brief for a Flood Risk Management Study and Plan
- **Hawkesbury Macquarie 2010 Committee**

### **Members**

The 2008/2009 membership of the Hawkesbury Macquarie 2010 Committee was Councillor (Dr) Rex Stubbs OAM (Chair), Anthony Miller, Brian Lindsay, Carol Edds, Cathy Bell, Colin Mitchell, Donald Cobcroft, Joyce Edwards, Dudley Mercer, Kerry Ganell, Esther Perry, Fiona Mann, Frank Holland, Gai Timmerman, Jan Barkley-Jack, John Miller, Judith Dimitrov, Judy Newland, Keri Whiteley, Max Jarman, Sonia Porter, Jean Stephens, Melissa Stubbings, Virginia Kruse and Auntie Edna Watson. During 2008/2009, Lesley George, Pat Salgado, and Danielle Wheeler resigned from the Committee.

### **Meetings**

The first meeting of the Committee was held on 10 February. The Committee then convened on a monthly basis during the remainder of 2008/2009. The primary role of the Hawkesbury Macquarie 2010 Committee is to establish an overall program and brand for the Hawkesbury Macquarie 2010 celebrations and to develop a marketing and funding strategy to support community groups to plan and stage events, exhibitions and activities which are intended to showcase the achievements and legacy of Elizabeth and Lachlan Macquarie.

### **Committee Business**

Objective	Current Status
(a) to work with and assist Hawkesbury City Council staff in the development of local branding for the Macquarie 2010 Celebrations in the City of Hawkesbury;	Branding and Marketing Working Party established. Logo adopted. Marketing strategy under development.
(b) to work with and assist Hawkesbury City Council staff to co-ordinate, market and promote a program of decentralised and outreach community based events across the City of Hawkesbury to celebrate the achievements and legacy of Elizabeth and Lachlan Macquarie.	Programming Working Party established. On-line events calendar developed and regularly updated. Council has allocated \$65,000 in additional funding to support celebrations (not including in-kind contributions and existing budget allocations)
(c) to encourage and assist community groups to develop proposals for events, exhibitions and activities to be held in conjunction with Macquarie 2010 celebrations	Invitations sent to community groups.
(d) to assist Council staff to establish criteria for a possible Macquarie 2010 Seed Funding Program to be reported to Council for inclusion as a short-term sponsorship category within Council's Community Sponsorship Program	Macquarie 2010 Seed Funding Program established.

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<b>Objective</b>	<b>Current Status</b>
(e) arrange training and support for community groups seeking to stage events in relation to events management, traffic management; grant applications etc.	Event Support Working Party established. Participating community groups to be surveyed to identify event-support requirements.
(f) evaluate and assess the outcomes of the Macquarie 2010 Celebrations and the work of the Committee, and report these findings to Council	To be completed following conclusion of celebrations

The work of the Hawkesbury Macquarie 2010 Committee, as defined by its constitution, has been substantially commenced.

**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**



extraordinary  
meeting

end of  
business  
paper

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