



# Hawkesbury City Council

## special meeting business paper

date of meeting: 18 September 2007

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 [lmifsud@hawkesbury.nsw.gov.au](mailto:lmifsud@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.

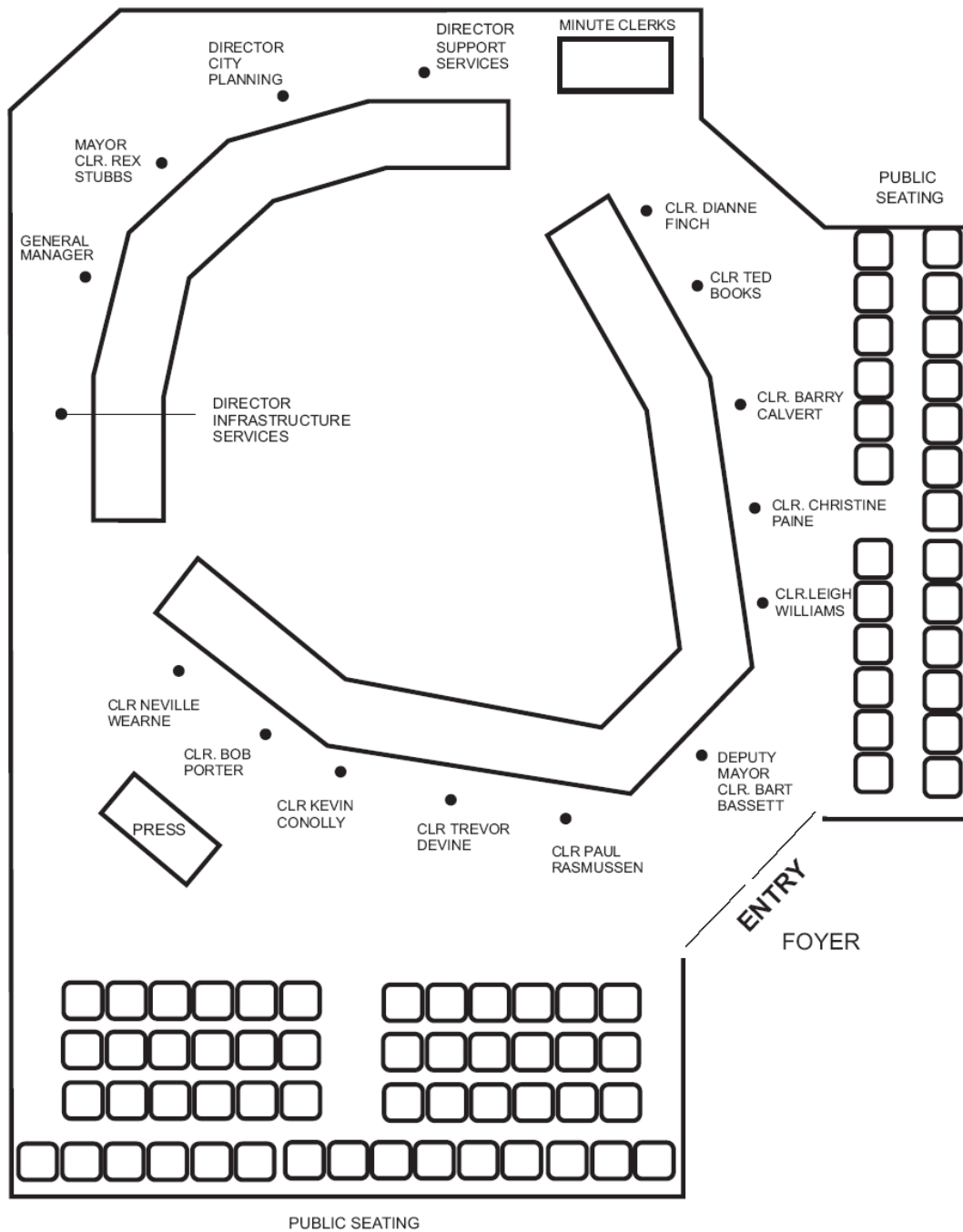
### **Website**

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.

# council chambers



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**SECTION 4 - Reports for Determination**

**ACTING GENERAL MANAGER**

**Item: 191            AGM - 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 2007/2008 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: 192            AGM - 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 2007/2008 Mayoral Term be carried out.

**ATTACHMENTS:**

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

**oooO END OF REPORT Oooo**

## SPECIAL MEETING

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Item: 193      **AGM - 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. Prior to the 2004 there were approximately 25 Committees of Council and these were reconfigured and amalgamated into 11 Committees. These Committees operate in accordance with Council's adopted pro-forma constitution.

It is noted that in accordance with Council's resolution of 27 September 2005 the Cultural Infrastructure Project Committee will only continue to operate until the project is completed.

Also, it is noted that Council at its meeting on 27 February 2007 resolved that the:

- Strategic Planning Committee and constitution be abolished.
  - E-Commerce/Markets Advisory Committee be disbanded and the constitution be abolished.
- 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 three committees in this type.



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Each of the 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:

Committee	Function	Current Representative/s
<b>a. Committees of Council</b>		
Community Planning 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. Stubbs (Mayor) Clr. Calvert
Cultural Precinct Advisory Committee  <b>* See following section of report regarding this committee being wound up.</b>	To provide advice and recommendations on matters pertaining to the operation of the Hawkesbury Cultural Precinct.	Clr. Finch
Hawkesbury Civics & Citizenship Committee	To consider and determine nominations for recipients of Citizenship Awards (Australia Day, Sports Medal).	Clr. Stubbs (Mayor) Clr. Bassett (Deputy Mayor) Clr. Finch
Three Towns Sewerage Committee	Established to co-ordinate representations and lobbying for the three-towns sewerage scheme.	Clr. Devine Clr. Porter Clr. Wearne
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	Co-ordinate development of cultural infrastructure project.	Clr. Conolly
Waste Management Task Force	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 Clr. Devine (alternate)
Floodplain Management Committee	Advisory Committee established to provide input in relation to floodplain management issues.	Clr. Books Clr. Conolly Clr. Devine Clr. Porter
<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 (Deputy 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 + 2 additional delegates being: Clr. Bassett (Deputy Mayor) Clr. Paine

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Committee	Function	Current Representative/s
Prioritising Committee Capital Assistance Applications – Sport & Recreation	To consider and determine applications received under Sport and Rec Capital Assistance Program.	Councillors appointed delegates to Community Planning Committee + 2 additional delegates being: Clr. Conolly Clr. Finch
Community Development Support Expenditure Scheme Local Committee	To consider and rank applications received under CDSE Scheme.	Clr. Stubbs (Mayor) Clr. Bassett (Deputy Mayor) and Councillors appointed as delegates to Community Planning Committee.
Hawkesbury-Nepean Catchment Management Authority Local Government Advisory Committee	Committee established by NSW Government to co-ordinate catchment management	Clr. Books
<b>c. Committees where Council has a Financial Interest</b>		
Westpool	Self-insurance agency established by consortium of participating Councils.	Clr. Books
McMahon's Park Management Committee	Incorporated body with delegated responsibility for management and operation of McMahon's Park.	Clr. Calvert Clr Finch (alternate)
Hawkesbury Sports Council	Incorporated body with delegated responsibility for management and operation of Council facilities.	Clr. Devine
Peppercorn Service Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced disability and aged services (externally funded).	Clr. Finch Clr. Devine (alternate)
Western Sydney Regional Organisation of Council	Regional Body established to co-ordinate lobbying for Western Sydney	Clr. Bassett (Deputy Mayor) Clr. Calvert
Hawkesbury River County Council	Statutory Body responsible for management of Hawkesbury River.	Clr. Books Clr. Porter
Hawkesbury Sister City Association	Incorporated Body responsible for co-ordinating Sister City activities.	Clr. Finch
<b>d. Other Committees</b>		
National Parks and Wildlife Service – Blue Mountains Advisory Committee.	Established to provide advice regarding operation of government agency	Clr. Wearne
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 (Deputy Mayor) Clr Calvert (alternate)
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney	Clr. Finch

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### **Cultural Precinct Advisory Committee**

The four objectives of the Cultural Precinct Advisory Committee outlined in the separate report - "Various Committees - Annual Reports," on this business paper have been achieved.

It is considered that the work of the Cultural Precinct Advisory Committee, as defined by its constitution, has been accomplished. There is therefore no requirement for the Cultural Precinct Advisory Committee to continue in its current form, having now realised all of its delegated objectives.

At the meeting of the Cultural Precinct Advisory Committee held on the 21 August 2007 it was agreed that the following recommendations be made to Council:

"That:

1. In recognition of the accomplishment of its constitutional objectives, the Cultural Precinct Advisory Committee be wound up.
2. Council acknowledge and extend its appreciation of the efforts of the members of the Cultural Precinct Advisory Committee, past and present, in establishing and developing the Cultural Precinct.
3. Council recognise the need for continuing community consultation regarding the Cultural Precinct."

In relation to Part 3 of the Committees recommendation, provision for ongoing community consultation forms a core component of the Cultural Plan Implementation Strategy, and also included in the provisions of the recently finalised Deeds of Agreement between Council and stakeholder groups. Accordingly, sustainable mechanisms are in place to enable Council to meet its obligations in relation to ongoing community consultation to guide the operations and future of the Cultural Precinct. of its objectives and membership, and adoption of an appropriate constitution.

### **RECOMMENDATION:**

That:

1. Committees, delegates and representatives as determined by Council be approved.
2.
  - (a) In recognition of the accomplishment of its constitutional objectives, the Cultural Precinct Advisory Committee be wound up.
  - (b) Council acknowledge and extend its appreciation of the efforts of the members of the Cultural Precinct Advisory Committee, past and present, in establishing and developing the Cultural Precinct.
  - (c) Council recognise the need for continuing community consultation regarding the Cultural Precinct.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**Item: 194      AGM - 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.

- **Strategic Planning Committee**

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

**1.    Objectives**

- (a) To assist in the establishment of a community consultation program for the purpose of setting Council's strategic direction
- (b) To develop and review Council's strategic plans and report progress to Council
- (c) To establish and monitor strategic performance indicators
- (d) To identify, review and correlate planning influences from agencies external to the City that impact on the City's future directions
- (e) To advise Council on the development of a strategic plan based on a 4 (four) yearly election cycle and to ensure its relevance in a 10 (ten) year horizon

**7.    Procedures and General**

Ordinary meetings of the Strategic Planning Committee shall be held no less than 4 (four) times per year. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson.

However, Council at its meeting of 27 February 2007 resolved, inter alia, that the Strategic Planning Committee and constitution be abolished and community members be thanked for their contribution. The members were advised of this resolution on 2 March 2007.

**Members**

The membership of the Strategic Planning Committee was Councillors Bassett, Calvert, Conolly, Devine, Finch, Stubbs and Wearne as Councillor Representatives with Mr Alan Eagle, Ms Denise Handcock, Mr Brian Lindsay, Dr Robert Woog and Wing Commander T Simpson as the community representatives.

**Matters for Consideration During the Reporting Period**

As a result of the Council resolution on 27 February 2007 there were no meetings during the reporting period.

- **E-Commerce/Markets Advisory Committee**

The objectives of the Committee as set out in its constitution (EMAC Constitution) are:

**1. Objectives**

- (a) To foster and support commercial activity within the Hawkesbury Local Government area to the extent that it generates diversity of economic activity and aids Council's environmental and social objectives.
- (b) To assist businesses within the Hawkesbury Local Government area to increase their profitability through e-commerce and through linkages with other businesses.
- (c) To assist in identifying new markets and additional means of access to existing and new markets for local businesses.
- (d) To facilitate access to high-speed telecommunications infrastructure for the Hawkesbury local government area so that locally based enterprises can compete on a similar or reduced cost structure to that enjoyed by business in the Sydney metropolitan area.
- (e) To endeavour to aggregate consumer demand for telecommunication services within the local government area with a view to obtaining the most competitive services provided for Council's constituents and the 'e-enablement' of all customers of Council.
- (f) To assist in the development of business skills and the education of the community of current telecommunications applications that have the potential to increase employment opportunities and the community's quality of life respectively.
- (g) To identify those industries which have a potential of generating employment for a highly skilled and highly knowledgeable local workforce so that residents have more opportunity to live and work in proximity to growing employment precincts without the need for extensive travel between work and home.
- (h) To facilitate the development of strategic marketing opportunities that reinforces a strong brand and positive community image to assist local business growth and tourism.

**Section 7 Procedures and General**

- (a) Ordinary meetings of the E-Commerce/Markets Advisory Committee shall be held no less than 3 (three) times per year under Section 7(a) of the EMAC Constitution. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson.

Details of the Committee's annual report meeting its objectives are:

**Members**

The members of the Committee were: Councillors Stubbs (part Chair), Bassett, Calvert (before 18/09/2006) Devine, Porter (after 19/09/2006) and Wearne as Councillor representatives; Mr Barry Crockford (position vacant at 30/11/200), Mr Rob Ewin, Ms Janette Fairleigh, Mr Zac Hope, Mr Peter Hudson, Mr Simon Harrop (Telstra), Wing Commander Tracey Simpson (position vacant at 30/11/2006), and as community representatives; the General Manager and one Council Officer (to also represent the General Manager in his/her absence).

**Meetings**

Meetings were held on 10 August and 30 November 2006.

**Committee Business**

The Objectives of the Committee were incorporated into a Committee Business Plan, which covered the period of July 2004 to June 2008, which was prepared by the (then) Director of Commercial Strategy under Section 7(c) of the EMAC Constitution and in line with Council's Management Plan. It included goals, strategies and actions for Committee Members.

The Committee dealt with a range of matters related to exploring ways in which Council could play a role in supporting the business community, not only at the individual level through business infrastructure, but also at the locational level through addressing area-wide business issues like cost differentials and a proposed technology park to help broaden the employment and skills base of the area. The Committee's activities were often aligned with the Strategic Planning Committee, which addressed issues on land use. Matters dealt with included:

- Cost Differentials of doing business in the Hawkesbury LGA;
- Hawkesbury Business Christmas Decorations Competition 2006;
- Exploration of a Technology and Business Park;
- Future role of RAAF Richmond Base;
- Directional Signage Policy;
- YAA Business Skills Program
- Bridge to Bridge events and festival concept development

**Committee Disbanded**

Council at its meeting held on 27 February 2007 resolved:

*"That Council:*

1. *Disband the eCommerce/Markets Advisory Committee;*
2. *Reconstitute the working parties derived by the committee as sub-committees of Council and a further report be submitted regarding the sub-committees;*
3. *Abolish the constitution of the eCommerce/Markets Advisory Committee and formally thank all members of the committee for the work undertaken by them on Council's.*

The Committee operated for the period 1 July 2006 to 27 February 2007.

With regard to part 2 of the above resolution a separate report will be submitted to Council regarding the working parties.

- **Community Planning Committee**

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

**1. Objectives**

- (a) To provide advice and guidance 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 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;

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- (c) To provide advice and guidance 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 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 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 Councils responsibilities for these programs.

### 7. Procedures and General

- (a) Ordinary meetings of the Advisory Committee shall be held no less than four (4) times per year. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson.

Please find below the annual report of the committee meeting these objectives:

The Community Planning Advisory Committee (CPAC) has met 3 times in the 2006/2007 financial year (one meeting was cancelled in November 2006 due to few agenda items).

The **first meeting** of CPAC was on 14 September 2006. There were four items on the agenda of the first meet, including - as follows:

- Hawkesbury Futures Demographic Study - Stage 1.
- Procedures for Addressing Requests for SIA comments - Update.
- Resignations and New Appointments
- Vacancy for a community representative on the Local Ranking Committee for the Area Assistance scheme.

The **second meeting** of the CPAC was held on 22 March 2007. This meeting:

- Reviewed feedback on Stage 1 of the Hawkesbury Futures Demographic Study and gave an update on planning for Stage 2.
- Proposed changes to the CPAC Constitution were discussed (this matters was deferred - to be reviewed in 12 months)
- Future Directions and CPAC Role and Directions were discussed (matters deferred to the next meeting).

The **third meeting** of the CPAC was held on 26 April 2007 was convened to specifically discuss the future directions and CPAC role and objectives. This meeting included:

- An audit of the skills, strengths, and knowledge of the CPAC members and how they could assist Council in meeting it s strategic objectives.
- A brief review of the CPAC objectives
- A supplementary report on the Draft Community Consultation/Engagement Strategy for 2007/2008.

These matters in the meetings of 2006-2007 specifically addressed the CPAC Objectives (a, b, d and e) listed above.

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### • Cultural Precinct Advisory Committee

#### **Members**

The current membership of the Cultural Precinct Advisory Committee is Councillor Dianne Finch (Chair); Ms Robyn Bruce, Hawkesbury City Chamber of Commerce & Industry Inc; Mr Graham Edds and Mr Michael Ginnings, representing Friends of the Hawkesbury Art Collection & Regional Art Gallery (FOHACaRAG); Ms Margarete Formanek, Education representative; Mr Simon French, Community representative; Ms Johnneen Hibbert, Community representative; Prof. Ian Jack and Mrs Judy Newland, representing Hawkesbury Historical Society; Mr Alan Leek, Tourism representative.

#### **Meetings**

Meetings were held on the 15 August 2007, 17 October 2006, 20 February 2007, 19 June 2007. The April meeting was replaced by a consultation session held on 23 April 2007.

#### **Committee Business**

Objective	Current Status
(a) to provide advice and guidance to Hawkesbury City Council staff in the drafting of a <i>Cultural Precinct Development Plan</i> which will identify the objectives, strategies, key actions, time frames and performance measures for the operation of the Hawkesbury Cultural Precinct.	<b>This objective has been achieved.</b> The <i>Cultural Precinct Development Plan</i> was incorporated into the Hawkesbury Cultural Plan and consequently into the Cultural Plan Implementation Strategy (adopted by Council in December 2006). The implementation strategy established 3 external project teams comprising nominated representatives from the Cultural Precinct Advisory Committee and the Hawkesbury Historical Society. The external project teams are: Project team 1 - Regional Museum Development Project team 2 - School Programs Development Project team 3 - Integration of Cultural Venues
(b) to provide advice and guidance to Hawkesbury City Council staff in the development of policies and programs to co-ordinate the display, interpretation, documentation and conservation of collections in accordance with best practice standards.	<b>This objective has been achieved.</b> The <i>Cultural Collections Policy</i> was adopted by Council on 14 August 2007. The General Manager was authorised to execute two Deeds of Agreement concerning incoming long term or permanent loans of cultural collections - between Council and the Friends of the Hawkesbury Art Community and Regional Gallery Inc (FOHACaRG) and Hawkesbury Historical Society (HHS) on 14 August 2007.
(c) to work with professional staff and volunteers to seek funds for the operation, development and activities of the Hawkesbury Cultural Precinct	<b>This objective has been achieved.</b> Mechanisms for seeking funds are now in place or being developed: The Friends of the Hawkesbury Regional Gallery (GEMS) program has been established; the Hawkesbury Regional Museum volunteer recruitment program is commencing; Project Team 1 tasks are being implemented.



## SPECIAL MEETING

Meeting Date: 18 September 2007

Objective	Current Status
d) to provide advice and guidance to Hawkesbury City Council staff in the drafting and implementation of a <i>Cultural Plan</i> for the Hawkesbury Local Government Area which is consistent with the provisions of the <i>Cultural Planning Handbook</i> as developed by the NSW Ministry of Arts	<b>This objective has been achieved.</b> The Hawkesbury Cultural Plan 2006-2011 was adopted by Council on 30 May 2006.

The four objectives of the Cultural Precinct Advisory Committee outlined in the annual report of various committees have been achieved.

A recommendation has been provided in the report - "Appointment of Committees, Delegates and Representatives" on this business paper to wind up this 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 facilitate the selection of award recipients 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 2006/2007 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 due to the absence of Government funding received for events and special celebrations under the jurisdiction of this Committee.

This was reported and the information received by the Committee at its last meeting on 22 August 2007.

Please find below the annual report of the committee:

- In line with Objective 1(a) the committee was involved in the selection of recipients for several award programs during the year:

## SPECIAL MEETING

Meeting Date: 18 September 2007

The **Australia Day Awards** were held at The Richmond Club on 26 January 2007 with the following awards presented:

Citizen of the Year - Jointly awarded to Chesne Jones and Terry Hoare

Young Person of the Year - Samantha Rand

Sports Person of the Year - David Bertenshaw

Community Arts Award - Suzie Startin

Commemorative Plaque - Philip Charley

Community Organisation of the Year - awarded to Hawkesbury District Agricultural Association

Special Achievement Award - awarded to Hawkesbury Sports Council

Special Achievement award for an individual - Denis de Rozario

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.

On 2 August 2006 the committee reviewed the Citizen of the Year Award Policy in line with Objective 1(b) and recommended changes. Council adopted this Policy at the Ordinary meeting of 13 March 2007

At the 22 August 2007 meeting, the Citizen of the Month criteria was amended to include the following: A recipient of the Citizen 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 these award programs. Three 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).
- 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).

- **Three Towns Sewerage Committee**

***Members***

The current members of the 3 Towns Committee are Councillors Devine (Chair), Porter, Stubbs, 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 Three Towns Sewerage Committee met twice during the 2006/2007 Mayoral term. Meetings were held on the 13 December 2006 and 8 August 2007.

## SPECIAL MEETING

Meeting Date: 18 September 2007

**The meeting of 13 December 2006** outlined the progress of the 3 Towns and Agnes Banks Sewerage Project over the previous 18 months (July 05 - December 06). The Committee was advised that Sydney Water's 2005 operating licence requires that by 30 June 2009 Sydney Water must commence work, which when completed, will make connection available to at least 30% of eligible lots under Stage 2 of the PSP. The Government announced that the first 10 villages to be connected as part of the Stage 2 program would include Glossodia, Freemans Reach, Wilberforce and Agnes Banks.

Further points of discussion were:

- Sydney Water in the process of reviewing the Environmental Study for the area, advising that surveying works were expected to occur late 2007. Physical construction of facilities expected to take 15-18 months to complete from the date of commencement.
- A review of the work previously undertaken by Hawkesbury City Council is underway and it is anticipated that the planning and design works will commence early in 2006 and Council staff will be invited to participate in the planning and delivery project teams,

**The meeting of 8 August 2007** outlined the progress of the 3 Towns Sewerage Project to date. The main items discussed at the meeting was a follows:

- Sydney Water finalising Servicing Strategy Report and anticipated to be approved within coming months.
- Sydney Water had commenced community consultation by way of surveys to residents within the 3 Towns/Agnes Bank areas.
- Sydney Water had established a Reference Group to provide community feedback on the preferred technical solutions and provide input to the format of any community information sessions. The Group consists of relevant staff and community representatives. A meeting of the reference group was held on 10 July 2007.

The Committee resolved at this meeting that Sydney Water be requested to provide an update on the progress of the 3 Towns / Agnes Banks Priority Sewerage Programme and an anticipated timetable for the construction of the scheme. The Committee will next meet following a response from Sydney Water.

- **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***

Meetings were held on the 10 July 2006, 14 August 2006, 16 October 2006, 20 November 2006, 19 February 2007. April and June meetings were postponed due to absence of business items for discussion.

**SPECIAL MEETING****Meeting Date:** 18 September 2007**Committee Business**

Objective	Current Status
(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 (as adopted by Council) have been progressively implemented. Literature Review, Consultation Strategy (including Mobility Survey) and Scoping Study have been completed. Project Steering Committee has been established to prepare consultants brief and secure funding to engage consultant to complete Mobility Plan. Due to staff vacancy, work of Steering Committee has been delayed.
(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 Councils 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 requirement to secure external funding to engage a consultant to manage the development of the Mobility Plan. The resignation of Council's Road Safety and Mobility Planner Position, and the difficulties encountered in recruiting a replacement to this position, have also impacted on the work of the Committee.

- **Cultural Infrastructure Project Committee**

Due to the delay in the commencement of the museum project, the Cultural Infrastructure Project Committee has not met during the 2006/2007 Mayoral term. However, now that the building is underway the meetings will resume within the near future.

- **Waste Management Task Force**

The objectives as set in the Hawkesbury Waste Management Advisory Committee Constitution are to be met 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 provide future options for waste management for our city;
- (b) To recommend to Council preferred options for our future waste management strategies, systems and technologies;
- (c) 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;
- (d) To liaise with neighboring Councils and government agencies, to ensure the best outcomes of any considered strategies, systems and technologies;
- (e) To advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required;

**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;

Hawkesbury City Council commissioned C4ES Pty Ltd to explore the many facets of the waste disposal industry and then to advise Council of what proven opportunities are available to extend, as much as possible the life of the Hawkesbury City Waste Management Facility, whilst at the same time, delivering a waste management system or technology which provides the best outcome for the community in terms of environmental, economic and social factors.

A report was adopted by Council at its meeting of the 5 October 2005. The report supported Option 2, which was to improve current systems. Then utilising the extra years to improve the waste characterisation data required to successfully identify the needs of the Hawkesbury residents. The adopted recommendations reflect improvements already committed and future short-term mechanisms to extend the life of the facility, whilst at the same time, delivering to the community, an economic and environmentally sound waste management system.

These recommendations include:

- 1. Provide future information dissemination on Council's Waste Strategy;
- 2. Continue with the proposed Drop Off Facility and Education Centre to facilitate improved sorting of materials by residents and further reduce the amount of recyclable materials currently land filled;
- 3. Research and develop an "Operational Strategy", that identifies future market opportunities for materials received, reprocessed or recycled at the waste management facility;

## SPECIAL MEETING

Meeting Date: 18 September 2007

4. Develop and implement an ongoing community waste education program targeted towards the nature area of the community.
5. Ensure the tip face is contained with a small daily area to reduce the amount of cover material and increase compaction rates;
6. Canvass and implement appropriate alternative cover material options;
7. Notify the strategic planning committee that the task "Selection of preferred technology for alternative waste disposal" be deferred until 2010;
8. Update the waste and recycling audit data annually;
9. Utilise the existing Waste Advisory Committee to implement recommendations and maintain a forum to review waste service management options.

Council then resolved at its meeting held on 13 December 2005 to:

- (b) "Utilise the existing Waste Advisory committee to implement recommendations and maintain a forum to review waste service management options. It is recommended that this committee convene six monthly."

### ***Annual report of the committee meeting these objectives:***

The above recommendations are being implemented as per Council's resolutions. This year there have been no items for an agenda and as such the Waste Advisory Committee has not met. Council at its Special Meeting on Monday 25<sup>th</sup> June 2007 resolved to adopt a new organisation structure. With this new structure the waste facility has been transferred to a new Directorate and the management details are still being addressed. It is recommended that the Waste Advisory Committee not meet until these arrangements have been fully addressed.

### **• 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.

### ***Members***

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

***Meetings***

There have been no meetings held within the reporting period. Two meetings have been set down for the 2007 calendar year, the first in May 2007 and second in October 2007. The first meeting was set aside for consideration of the Local Heritage Assistance Fund grant applications. However due to the current financial situation the grants have not been funded and therefore no meeting was required.

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

As indicated above there have been no meetings held within the reporting period.

- **Floodplain Risk Management Committee**

Council is required to annually review compliance to the Floodplain Risk Management Committee's constitution as adopted on 9 August 2004.

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 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.

**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;

## **SPECIAL MEETING**

**Meeting Date:** 18 September 2007

### ***Annual Report***

#### **Members**

Committee members at the beginning of the reporting period were Councillor Connolly (Chairman), Councillor Books, Councillor Devine, Councillor Porter, Ms Carolyn Daley, Mr Bill McMahon, Mr John Miller, Mr Les Sheather, representatives from NSW State Emergency Service, Department of Natural Resources, Department of Defence, Department of Primary Industries.

On 24 April 2007 Council resolved to:

- (a) Increase the number of government departments from four (4) to six (6) and add the NSW Roads and Traffic Authority and Department of Planning as Committee members.
- (b) Replace Ms Daley with Mr Geoffrey Bessel as a community appointment.

During the reporting period the NSW Government restructured a number of government department and the representative from the Department of Natural Resources now represents the Department of Environment and Climate Change.

#### **Meetings**

During the reporting period, 5 meetings were held. These were on 9 October 2006, 19 February 2007, 30 April 2007, and 16 July 2007, and 17 September 2007. A meeting was not held from 9 October 2006 to 19 February 2007 due to staff shortages and scheduling conflicts over the Christmas holiday period.

#### **Matters considered by Committee during reporting period**

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

- Notification of flood liability on Section 149 certificates
- Provisions of the "Floodplain Development Manual, April 2005"
- The Committee's Membership and Constitution
- Flood frequency levels and flood planning levels
- Dredging of the Hawkesbury River
- NSW Government changes to the Environmental Planning and Assessment Act 1979 and associated circulars/guidelines with respect to development controls on flood prone land
- June 2007 flood events in MacDonald and Colo Rivers and rainfall and river gauges

#### **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**





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meeting

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paper

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