



Hawkesbury City Council

special meeting business paper

date of meeting: 10 September 2001

location: Council Chambers

time: 7:30pm

SPECIAL MEETING

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Item: **104**

ITEM: 104 **Remuneration for Councillors and Mayor**

FILE NUMBER: GA030/014/GMA/ORI10SAX.G01

REPORT:

The Local Government Remuneration Tribunal places Councils in categories that then have fees prescribed for Councillors and the Mayor. Hawkesbury is a Category 3 Council with the Remuneration Tribunal advising fees for Councillors of minimum of \$5,350 (five thousand three hundred and fifty dollars) and maximum of \$11,770 (eleven thousand seven hundred and seventy dollars) and the Mayor of \$11,000 (eleven thousand) to \$24,860 (twenty-four thousand eight hundred and sixty dollars).

There is no fee for Deputy Mayor prescribed. Last year it was set at \$3,300 (three thousand three hundred dollars) with this being deducted from the Mayor's fee.

RECOMMENDATION:

That the fee for Councillors be \$11,770 (eleven thousand seven hundred and seventy dollars), for the Mayor \$24,860 (twenty-four thousand eight hundred and sixty dollars) and the Deputy Mayor \$3,526 (three thousand five hundred and twenty-six dollars) from the Mayor's fee.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF ITEM 104 Oooo

ITEM: 105 **Election of Mayor****FILE NUMBER:** GE001/004 PT03/GMA/ORI10SAX.G02

REPORT:

The following provisions in the Local Government Act apply to the election of Mayor.

“Returning Officer

1. The General Manager is the Returning Officer.

Nomination

2. (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 two or more Councillors and 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.

Election

3. (1) If only one Councillor is nominated, that Councillor is to be declared 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.

Open Voting means voting by a show of hands or similar means.

Part 2 - Ordinary Ballot or Open Voting**Applications of Part**

4. This part applies if the election proceeds by Ordinary Ballot or by Open Voting.

Marking of Ballot Papers

5. 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.

Count - 2 candidates

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

Count - 3 or more candidates

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

Part 3 - Preferential Ballot**Application of Part**

8. This part applies if the election proceeds by Preferential Ballot.

Ballot Papers and Voting

9. (1) 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 the candidates.
- (2) The formality of a ballot paper under this part is to be determined in accordance with Clause 73 of this Regulation as if it were a ballot paper referred to in that Clause.

Count

10. (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the 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 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 which is more than one half of the number of formal ballot papers.

Tied Candidates

11. (1) If, on any count of votes, the number of votes cast for two candidates is equal and:
- (a) those candidates are the only candidates in, or remaining in, the election - 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;
- (b) 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.
- (2) If, on the count of votes, the numbers of votes cast for three or more candidates is equal and 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**Choosing by Lot**

12. 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.

Result

13. 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 Association of New South Wales.”

RECOMMENDATION:

The election of Mayor of the City of Hawkesbury for the ensuing term be carried out.

ATTACHMENTS:

AT-1 Nomination forms (distributed separately).

oooO END OF ITEM 105 Oooo

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ITEM: 106 **Election of Deputy Mayor**

FILE NUMBER: GE001/004PT03/GMA/ORI10SAX.G03

REPORT:

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

RECOMMENDATION:

That the election of Deputy Mayor of the City of Hawkesbury for the ensuing term be carried out.

ATTACHMENTS:

AT-1 Nomination forms (distributed separately).

oooO END OF ITEM 106 Oooo

ITEM: 107 Appointment of Committees, Delegates and Representatives**FILE NUMBER:** GA030/014/GMA/ORI10SAX.G04**REPORT:**

A review has been undertaken of those committees on which Council has representation. Due to a variety of circumstances the following alterations have been made:

Committees No Longer Operating:

Hawkesbury Floodplain Management
Hawkesbury Nepean Local Government and Catchment Management Reference Group
Central East Regional Fire Association
Windsor/Richmond Consultative Committee
North Western Regional Economic Development Organisation
Western Sydney Waste Board
Hawkesbury Nepean Catchment Management Trust
- Catchment Support Committees Blue Mountains
 North West
 Lower Hawkesbury
Library, Museum and Art Gallery Advisory Committee
Youth Strategic Plan Committee

Former Council Committees which have now become incorporated bodies, but in which Council retains a financial interest:

Friends of the Hawkesbury Art Collection Incorporated
Hawkesbury Leisure Centres Incorporated
Hawkesbury Wine, Food & Music Affair Committee Incorporated

It has also been determined that there is no procedure in place to regularly review members of the community appointed in their own right to committees. It is therefore suggested that as a matter of policy, terms for appointment to Council Committees be limited to four (4) years with nominations being called for in the July preceding the Mayoral election with representatives and other delegates being appointed at the Special Meeting in September for the Mayoral elections.

This procedure will commence in 2002. Currently Committees affected by this new policy will be the Hawkesbury Australia Day Awards Committee, the Heritage Advisory Committee and the Hawkesbury Cultural Committee.

It is also proposed to rename the Hawkesbury Australia Day Awards Committee to the Hawkesbury Awards Committee to define its role more clearly.

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Listed below are Committees currently operating which have been appointed by Council, incorporated bodies in which Council has a financial interest and other organisations that require representation from Council revised as above.

Committees Appointed by Council :

Committee	Composition	Comment	Current Representative
Family Day Care Consultative Group	1 Councillor	Established Council Meeting 3 September 1996 - Mayoral Minute - following Workshop and Consultation Program held on 19 June 1996 to develop a strategic plan for the Family Day Care Service to focus its activities towards providing quality care aligned to the needs of the community.	Clr L Allan
General Purpose Committee	Full Council		
Hawkesbury Equity & Access Planning Committee	2 Councillors 1 Rep UWSH Staff from HCC Community Services; Development & Engineering areas as appropriate 2 Home & Community Care Forum Reps 1 Rep Hawkesbury District Health Service 1 Rep Wentworth Area Health Service 1 Rep Centrelink 2 Hawkesbury Migrant Interagency 2 Hawkesbury Youth Interagency 2 Hawkesbury Services Advisory Committee 2 Disability Advisory Committee 2 Hawkesbury Action Group Against Domestic Violence 2 Hawkesbury Interagency 2 Hawkesbury Child Protection Interest Group 2 Hawkesbury Aboriginal Community Support Group 1 Women's Cottage 1 Hawkesbury Food Program 1 Hawkesbury Aged Care Residential Services	The Hawkesbury Access Forum was established on 28 September 1993 when it was resolved that "A <i>Hawkesbury Disabled Access Forum</i> be established with membership as proposed, to include one member from the Chambers of Commerce, but with the staff representation being 'staff from Community Services, Development and Engineering areas as appropriate.' The Committee being able to vary membership by addition of the forum as required and as necessary. That the Forum be a "Sunset Committee" and report back to Council within six months." Council resolution - 5 September 1995 - "That the Access Forum Committee continues subject to review on an annual basis with Council's representative to be appointed at the same time as the other committees of Council are formed." Recommended that the Multicultural Consultative Forum and Hawkesbury Access Forum be combined to create the Hawkesbury Equity & Access Planning Committee.	Clr C Paine Clr B Calvert

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Committee	Composition	Comment	Current Representative
Hawkesbury Awards Committee	Mayor 3 Councillors 1 Rep Chamber of Commerce 1 Rep Richmond Club Ltd Mrs J Peare Mrs J A Barkley-Jack Mrs Y Whalan Mr B E Brown	Meets as required to determine the Hawkesbury recipients of Awards.	Clr K Conolly Clr D Finch Clr R Stubbs Clr J Woods
Hawkesbury Bicycle Steering Committee	1 Councillor - Chairman 1 Council Officer Council Road Safety Officer RTA rep Police rep CAMWEST rep UWS rep RAAF rep Triathlon Club rep 1 cyclist rep cyclists in Richmond and west of the river 1 cyclist rep cyclists in Windsor and all other areas 1 cyclist rep all schools	Re-established on 9 May 2000 to meet initially quarterly and further that a Councillor be appointed to this committee.	Clr J Woods
Hawkesbury Community Safety Committee	2 Councillors Police Reps from Hawkesbury Local Area Command Reps from Hawkesbury District Health Service Reps from Centrelink Reps from Community Health Services Rep from St Peter's Anglican Church, Richmond Rep from Department of Education & Training Reps from Alcohol Rehabilitation Education Program (AREP) & Defence Community Organisation (DCO) at RAAF Richmond Rep from St John Ambulance	The Local Crime Prevention Plan Co-ordinating Committee was established at the Council meeting on 24/2/98 as an addendum to the Youth Strategic Plan, identifying and extending the strategies already outlined in that plan and specifically focussed to crime prevention on the basis of positive action. This Committee was renamed Crime Prevention/Safer Community Sub-Committee. The Committee is now known as the Hawkesbury Community Safety Committee and also has a sub-committee called the Community Drug Action Team.	Clr R Stubbs Clr J Woods

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Committee	Composition	Comment	Current Representative
Hawkesbury Cultural Committee	3 Councillors 1 rep Macquarie Towns Art Society 1 rep Arkadian Bilpin Performers 1 rep Kurrajong Scarecrow Festival 1 rep Artist 2 reps Hawkesbury Quilters 1 rep UWS, Hawkesbury Community Relations Unit 1 rep Hawkesbury Music Club 1 rep Kurrajong/Comleroy Historical Society 2 reps Hawkesbury City Council	Council Meeting 13 June 1995 - "Council establish a Hawkesbury Cultural Committee to replace the former Macquarie Towns Festival Committee with the aims and objectives of this Committee to be:- a) To promote and co-ordinate cultural events within the City of Hawkesbury b) To initiate appropriate cultural programs within the City c) To make submissions to government bodies and other agencies for funds to be utilised for cultural activities d) To co-ordinate other activities as requested by Council.	Clr G Gilling Clr L Sheather Clr J Woods
Hawkesbury Economic Development Advisory Committee	3 Councillors 1 Rep Chambers of Commerce 1 Rep RAAF 1 Rep Tourism 1 Rep Agricultural/ Horticultural Industry 1 Rep Development Industry 1 Rep UWS Hawkesbury 1 Rep Health Sector Appropriate Staff	Objective is to encourage and facilitate sustainable economic and employment growth for the Hawkesbury area.	Clr L Allan Clr P Davies Clr B Calvert
Hawkesbury Healthy City Steering Committee	2 Councillors	Council Meeting 11 March 1997 - endorsement of City Health Plan and proposal to develop a Multi-City Action Plan (MICAP) with Hue in Vietnam.	Clr R Stubbs Clr J Woods
Hawkesbury Prioritising Committee WSAAS	2 Councillors	Meets as required to determine local priorities for the Western Sydney Area Assistance Scheme.	Clr B Calvert Clr C Paine Clr L Sheather
Hawkesbury Sister City Association	4 Councillors	Appointed 8 November 1983 following a public meeting held on 26 October 1983 for the purpose of establishing a Community Sister City Committee to investigate the possibility of encouraging Sister City relationships with similar areas overseas.	Clr D Finch Clr C Paine Clr P Rasmussen Clr L Sheather

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Committee	Composition	Comment	Current Representative
Hawkesbury Sustainable Agricultural Development Strategy (HSADS)	4 Councillors	Originally Steering Committee for the Rural Lands Study - established Council Meeting 7 November 1995 under the heading of "Our City Our Future". Study to include regional, agricultural, industrial and urban lands and also to assess the scenic and rural amenities of the district. The Study to bring about a regional economic development plan.	Clr G Gilling Clr C Paine Clr R Stubbs Clr L Williams
Heritage Advisory Committee	1 Councillor Director Environment & Development Local Citizens J Barkley Jack D Bradshaw D Campbell G Edds B Flakelar D Hallam M Hatherly I Jack L Sullivan	Inaugural meeting held on 17 May 1984. The major reason for the establishment of the Committee was to consider the street scapes of Richmond and Windsor and to receive reports in respect to applications for financial assistance for restoration of heritage buildings.	Clr D Finch
Local Traffic Committee	1 Councillor Local State Members 1 member NSW Police 1 member RTA 1 member Ministry of Transport	This Committee is established under the provisions of the Transport Administration Act to advise the Council in accordance with delegations from the RTA regarding the implementation of a number of traffic control facilities. Also to provide advice to the Council on some traffic generating development matters. The Council's sub delegate can be a Councillor, General Manager or an employee of the Council.	Clr P Davies
Prioritising Committee Capital Assistance Applications - Sport & Recreation	2 Councillors Sports Council Development Officer Branch Manager Parks Youth & Recreation Planner	Council Meeting 11 July 1995 - Committee formed to prioritise applications for assistance to the Dept of Sport, Recreation & Racing for Council's consideration.	Clr K Conolly Clr C Paine
Schaffer Quarry Environmental Monitoring Committee	1 Councillor 2 Reps Schaffer Corp 2 Reps Local Community	Appointed to establish community liaison by the Land & Environment Court as part of the conditions of approval.	Clr L Williams

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Item: **107****Incorporated Bodies in which Council has a Financial Interest:**

Friends of the Hawkesbury Art Collection Inc	4 Councillors (being 2 voting delegates and 2 alternate delegates)	Council Meeting 9 May 1989 - <i>"That Council agree in principle to the establishment of a 'Friends of the Collection' and invite members of the community to join a Steering Committee..."</i> Recently reviewed objective as reported in minutes to Council.	Clr D Finch Clr P Rasmussen Clr R Stubbs Clr J Woods
Hawkesbury Leisure Centres Inc	2 Councillors 1 Alt Councillor Director Community & Corporate Services	Council Meeting 15 November 1994 <i>"That Council nominate two representatives to the Board of Directors of the proposed Hawkesbury Leisure Centre Inc and call for expressions of interest for the two community representatives."</i>	Clr K Conolly Clr B Calvert Clr L Sheather - alternative
Hawkesbury Wine, Food & Music Affair Inc	2 Councillors	Council Meeting 13 June 1995 - <i>"The Hawkesbury Wine, Food & Music Affair Committee be endorsed as a sub-committee of the proposed Hawkesbury Cultural Committee."</i>	Clr L Allan Clr P Finch

Other organisations requiring representation:

Organisation	Composition	Current Representative
Bligh Park Primary School Council	1 Councillor	Clr K Conolly
Board of Directors Tourism Hawkesbury Inc	1 Councillor	Clr D Finch
Board of Management Fitzgerald Memorial Hostel Inc	2 Councillors	Clr L Allan Clr D Finch
Greater West Games	1 Councillor	Clr L Sheather
Hawkesbury District Concert Band	1 Councillor	Clr K Conolly
Hawkesbury Food Program	2 Councillor	Clr R Stubbs Clr J Woods
Hawkesbury River County Council	1 Councillor	Clr G Gilling Clr L Sheather
Hawkesbury Sports Council Inc	1 Councillor	Clr L Sheather
Hawkesbury Waste Management Facility - Environmental Monitoring Committee	1 Councillor	Clr C Paine
Macquarie Towns Junior Symphony Orchestra	1 Councillor	Clr J Woods
Metropolitan Public Libraries Association	1 Councillor	Clr L Allan
Museum & Information Committee	1 Councillor	Clr R Stubbs
National Parks and Wildlife Service - Blue Mountains District Advisory Committee	1 Councillor	Clr G Gilling
Western Sydney Academy of Sport	1 Councillor	Clr L Sheather
Westpool	1 Councillor	Clr P Davies

RECOMMENDATION:

That:

1. The report on the review of Committees and other organisations requiring Council representation be received.
2. Committees, delegates and representatives as determined by Council be appointed.
3. As a matter of policy, from 2002, terms for appointment to Council Committees be limited to four (4) years with nominations being called for in the July preceding the Mayoral election with representatives and other delegates being appointed at the Special Meeting in September for the Mayoral elections.
4. The Hawkesbury Australia Day Awards Committee be renamed the Hawkesbury Awards Committee.

ATTACHMENTS:

There are no supporting documents for this report.

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