



Hawkesbury City Council

special meeting business paper minutes

date of meeting: 15 April 2004

location: Council Chambers

time: 7.00 pm

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Minutes of the Meeting of the Council of the City of Hawkesbury held at the Council Chambers, Windsor, on 15 April 2004, commencing at 7.00pm.

PRESENT: Councillors B Bassett, T Books, B Calvert, K Conolly, T Devine, D Finch, C Paine, B Porter, P Rasmussen, R Stubbs, N Wearne and L Williams.

The Mayor stood down at this time and the General Manager took the Chair as Returning Officer.

- 120 RESOLVED on the motion of Councillor Paine seconded by Councillor Rasmussen
That the method of election be by Open Ballot.

SECTION 4 - REPORTS FOR DETERMINATION

35: Election of Mayor (107/CSV/ORD15SBX.C02)

The returning officer advised that he had received 2 (two) nominations for the position of Mayor, being:

Councillor R Stubbs	nominated by Councillor Books
Councillor C Paine	nominated by Councillor Williams
Councillor R Stubbs	8 (eight) votes
Councillor C Paine	4 (four) votes

The returning officer declared Councillor R Stubbs elected as Mayor of the City of Hawkesbury for the ensuing term.

Councillor Stubbs resumed the Chair as Mayor.

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36: Election of Deputy Mayor (107/CSV/ORD15SBX.C03)

The returning officer advised that he had received 2 (two) nominations for the position of Deputy Mayor, being:

Councillor B Calvert	nominated by Councillor Williams
Councillor H Books	nominated by Councillor Stubbs, Mayor
Councillor B Calvert	4 (four) votes
Councillor H Books	8 (eight) votes

The returning officer declared Councillor H Books elected as Deputy Mayor of the City of Hawkesbury for the ensuing term.

**37: Appointment of Committees, Delegates and Representatives
(107/CSV/ORD15SBX.C07)**

121 RESOLVED on the motion of Councillor Paine seconded by Councillor Williams

That:

1. Committees, delegates and representatives as determined by Council be appointed.
2. A report outlining a revised committee structure for consideration by Council be prepared for the special meeting at Council to be held in September 2004.

Committee	Composition	Current Representative
Department of Land & Water Conservation Local Government Advisory Committee (Hawkesbury- Nepean Catchment)	1 Councillor Nominated Staff	Clr Books
Family Day Care Consultative Group	1 Councillor	Clr Finch
General Purpose Committee	Full Council	

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Committee	Composition	Current Representative
Hawkesbury Awards Committee	Mayor 4 Councillors 1 Rep Chamber of Commerce 1 Rep Richmond Club Ltd Mrs J Peare Mrs J A Barkley-Jack Mrs Y Whalan Mrs B E Brown	To be reviewed in September 2004
Hawkesbury Bicycle Steering Committee	1 Councillor - Chairman Nominated Staff 1 RTA 1 Police 1 CAMWEST 1 UWS Hawkesbury 1 RAAF 1 Triathlon Club 1 cyclist rep cyclist in Richmond and west of the river 1 cyclist rep cyclist in Windsor and all other areas 1 cyclist rep all schools	Clr Williams
Hawkesbury Community Safety Committee	2 Councillors Police from Hawkesbury Local Area Command Reps Hawkesbury District Health Service 1 Centrelink 1 Community Health Services 1 St Peter's Anglican Church, Richmond 1 Department of Education & Training 1 Alcohol Rehabilitation Education Program (AREP) Defence 1 Defence Community Organisation (DCO) 1 St John Ambulance	To be reviewed in September 2004

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Committee	Composition	Current Representative
Hawkesbury Cultural Committee	4 Councillors 1 Macquarie Towns Art Society 1 Arkadian Bilpin Performers 1 Kurrajong Scarecrow Festival 1 Artist 2 Hawkesbury Quilters 1 UWS, Hawkesbury Community Relations Unit Nominated Staff 1 Friends of the Hawkesbury Art Collection Inc (FOHAC) 1 Museum Committee	Further reported to Council as no nominations were put forward
Hawkesbury Equity & Access Planning Committee	1 Councillor 1 UWSH Nominated Staff 2 Home & Community Care Forum 1 Hawkesbury District Health Service 1 Wentworth Area Health Service 1 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	Further reported to Council as no nominations were put forward
Hawkesbury Healthy City Steering Committee	1 Councillors	Clr Stubbs
Hawkesbury Sister City Association	1 Councillors	Clr Finch
Hawkesbury Sustainable Agricultural Development Strategy (HSADS)	5 Councillors	Clr Williams Clr Porter Clr Wearne Clr Stubbs Clr Devine

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Committee	Composition	Current Representative
Hawkesbury Wine, Food & Music Affair	3 Councillors	To be reviewed following the 2004/2005 Budget.
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	Clr Books
Legal Consultative Committee	7 Councillors	To be reviewed in September 2004
Local Traffic Committee	1 Councillor Local State Member 1 NSW Police Force 1 RTA 1 Department of Transport	Clr Bassett Clr Devine (alternate)
Prioritising Committee Capital Assistance Applications - Sport & Recreation	2 Councillors 1 alternate Councillor Sports Council Development Officer Nominated Staff	Clr Conolly Clr Finch
Richmond Lowlands Task Force	5 Councillors	Clr Rasmussen Clr Stubbs Clr Bassett Clr Finch Clr Williams
Schaffer Quarry Environmental Monitoring Committee	1 Councillor 2 Schaffer Corp 2 Local Community	Clr L Williams
Western Sydney Area Assistance Scheme (WSAAS) Local Ranking Committee (formerly Hawkesbury Prioritising Committee WSAAS)	2 Councillors (maximum of two (2) Councillors permitted by Planning NSW) Chairperson 4 Community representative Nominated Staff (non-voting)	Clr Calvert Clr Bassett

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Committee	Composition	Current Representative
Public Arts Selection Committee	3 Councillors 1 Pont Leroy & Williams Nominated Staff Director Penrith Regional Art Gallery 1 Indigenous Representative 2 Friends of Hawkesbury Art Collection	To be reviewed in September 2004
Skatepark and other facilities Working Party	1 Councillor 2 Hawkesbury Chamber of Commerce 3 residents 1 Hawkesbury Area Local Command 1 Richmond Youth Streetbeat Project 1 Hawkesbury Youth Interagency 2 Youth Advisory Committee Council Staff	Clr Wearne
Library Working Party	1 Councillor Nominated Staff	To be combined with the Art Gallery Advisory Committee and the Museum Advisory Committee. To be reviewed.
Art Gallery Advisory Committee	1 Councillor 1 Friends of Hawkesbury Art Collection 1 Macquarie Towns Art Society Director Penrith Regional Gallery 1 Indigenous Representative 1 Education Sector Representative 1 Business Representative Nominated Staff	To be combined with the Library Working Party and the Museum Advisory Committee. To be reviewed.
Museum Advisory Committee	1 Councillor 5 Hawkesbury Historical Society Inc. 1 Pont, Leroy and Williams 1 NSW Ministry for the Arts Nominated Staff	To be combined with the Art Gallery Advisory Committee and the Library Working Party. To be reviewed.

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Committee	Composition	Current Representative
Cultural Infrastructure Project Committee	1 Councillor General Manager Director Asset Services & Recreation Building Services Manager Manager, Policy & Corporate Community Pont, Leroy + Williams	Clr Conolly
Community Development Support Expenditure Scheme Local Committee	1 Councillor 1 Representative Richmond Club 1 Rep Windsor District RSL Club 1 Rep Windsor Leagues Club 1 Rep Hawkesbury Panthers Sporting Club 1 Rep Dept. Of Community Services 2 Rep nominated by NCOGS 1 Rep HDHS Ltd (non voting)	Chaired by the Mayor Moved Finch/Bassett
Floodplan Management Committee	4 Councillors 3 Officers from Dept. Infrastructure, Planning & Natural Resources. 1 Representative S.E.S 2 Community Association Representatives 1 Dept. of Agriculture Representative 1 Representative Catchment Management Board 1 Representative Richmond RAAF Base Council Staff	Clr Devine Clr Books Clr Conolly Clr Williams
Pitt Town Advisory Committee	7 Councillors 1 Representative National Trust (Hawkesbury) 2 Representatives Pitt Town Landowners Group 2 Representatives Pitt Town Residents Group 2 Representatives Pitt Town Progress Association	Clr Books Clr Rasmussen Clr Calvert Clr Porter Clr Stubbs Clr Williams Clr Paine
Three Towns Sewerage Committee	3 Councillors Community Representatives Council Staff	Clr Porter Clr Wearne Clr Devine
Western Sydney Regional Organisation of Councils (WSROC)	(Representation from Hawkesbury City Council) 2 Councillors General Manager	Clr Calvert Clr Bassett

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Committee	Composition	Current Representative
Waste Management Task Force		Clr Paine Clr Rasmussen Clr Porter Clr Devine
Hawkesbury Sports Medal Committee		To be reviewed in September 2004

Incorporated bodies in which Council has a financial interest:

Committee	Composition	Current Representative
Friends of the Hawkesbury Art Collection Inc (FOHAC Inc)	4 Councillors (being 2 voting delegates and 2 alternate delegates)	There is to be no Councillor representatives
Hawkesbury Sports Council	1 Councillor	Clr Wearne
Peppercorn Services Inc.	1 Councillor	To be further reported
Hawkesbury Leisure Centres Inc.	3 Councillors 1 Alternate Councillor Nominated Staff	Clr Conolly Clr Finch Clr Wearne

Representation on other organisations:

Committee	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.	1 Councillor	No Councillor Representatives required
Greater West Games	1 Councillor	To be further reported
Hawkesbury District Concert Band	1 Councillor	To be reviewed in September 2004
Hawkesbury Food Program	2 Councillors	To be reviewed in September 2004
Hawkesbury River County Council	2 Councillor	Clr Books Clr Porter

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Committee	Composition	Current Representative
Hawkesbury Waste Management Facility - Environmental Monitoring Committee	1 Councillor	To be reviewed in September 2004
Hawkesbury Youth Interagency	1 Councillor	Clr Stubbs
Local Government Advisory Committee for the Regional Vision and Planning Framework for Western Sydney Project	1 Councillor 1 alternate Councillor	Clr Bassett
McMahons Park Management Committee	1 Councillor 1 alternate Councillor	Clr B Calvert Clr D Finch (alternate)
Macquarie Towns Orchestra Inc.	1 Councillor	To be reviewed in September 2004
Metropolitan Public Libraries Association	1 Councillor	To be reviewed in September 2004
Museum & Information Committee	1 Councillor	Clr Stubbs
National Parks and Wildlife Service - Blue Mountains District Advisory Committee	1 Councillor	Clr Wearne
Sydney Road Links Committee	2 Councillors (1 alternate)	Clr Bassett Clr Calvert (alternate)
Western Sydney Academy of Sport	1 Councillor	Clr Finch
Westpool	1 Councillor	Clr Books

38: Remuneration for Councillors and Mayor (107/CSV/ORD15SBX.C05)

122 RESOLVED on the motion of Councillor Calvert seconded by Councillor Finch

That:

1. The fee for Councillors be maintained at \$12,550 (twelve thousand, five hundred and fifty dollars).
2. The fee for the Mayor be \$27,395 (twenty seven thousand, three hundred and ninety five dollars) and the Deputy Mayor be \$4,109.25 (four thousand, one hundred and nine dollars and twenty five cents) to be deducted from the Mayor's fee.

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3. The fee for Councillors and Mayor for the period 1 July 2004 to 30 June 2005 be reviewed pursuant to advice from the Local Government Remuneration Tribunal.
4. The allowances for Councillors, Mayor and Deputy Mayor be reported to Council.

39: Corporate Performance Assessment (79351/ORD15SBX.G09)

123 RESOLVED on the motion of Councillor Paine seconded by Councillor Finch

That Council adopt the recommendations contained in the Corporate Performance Assessment dated April 2004.

Recommendations Contained in the Corporate Performance Assessment

- i. Council establish a Strategic Planning Committee pursuant to Section 377 of the Local Government Act 1993, comprising seven (7) Councillors, three (3) members of the public with experience relevant to strategic planning, and the General Manager, to meet quarterly to review Council's forward plans and to set and monitor corporate performance measures
- ii. Council conduct and complete a review of Council's Strategic Plan by December 2004, such review to include development of Council's Vision, Mission, Objectives and Performance Measurement Criteria
- iii. Council establish an E-Commerce Advisory Committee comprising five (5) Councillors, the General Manager and no more than seven (7) members of the Hawkesbury small business community invited to participate because of their technical and business skills relevant to the field of E-Commerce markets and/or marketing
- iv.
 - a. Council establish a new directorate, the Commercial Response Unit, headed by a director of "Commercial Strategy", to provide logistic and administrative support to the E-Commerce and Strategic Planning Committees
 - b. Council authorise the General Manager to restructure those areas of the organisation necessary to assist in the formation of the Commercial Response Unit

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- v. Council develop a comprehensive communications policy addressing both external and internal stakeholders with a specific requirement to monitor and communicate progress on the attainment of Council's strategic objectives
- vi.
 - a. Council establish an Audit Committee comprising five (5) Councillors, two community representatives and the General Manager, to meet quarterly to review all aspects of Council's financial operations, to oversee the Administration's response to external audit findings, to review departmental procedures and to assess organisational performance
 - b. Council appoint an internal auditor responsible to the General Manager and reporting directly to the Audit Committee
- vii. Council adopt a proforma Advisory Committee Constitution mandatory for all Council Advisory Committees
- viii. Council redraft its Code of Meeting Practice
- ix. Council review the City's organisational values and audit compliance by Councillors and staff with those organisational values

40: Code of Conduct (79351/FNC/ORD15SAX.G01)

124 RESOLVED on the motion of Councillor Paine seconded by Councillor Calvert

That this item be further reported back to the General Purpose Committee meeting.

41: Establishment of Audit Committee (79351/GMA/ORD15SBX.G11)

A MOTION was moved by Councillor Williams seconded by Councillor Rasmussen.

That:

- 1. Council, pursuant to Section 377 of the Local Government Act (1993), establish an Audit Committee comprising 4 (four) Councillors, 2 (two) relevantly qualified members of the community recommended by the General Manager, and the General Manager.

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2. The Audit Committee so formed adopts as its constitution the draft Constitution appended to this paper cited as Attachment 1.
3. Council agree to the establishment of the position of Internal Auditor and direct the General Manager to undertake recruitment immediately, with funding reported to Council at its next meeting.

125 RESOLVED on the amendment moved by Councillor Paine seconded by Councillor Rasmussen

That:

1. Council, pursuant to Section 377 of the Local Government Act (1993), establish an Audit Committee comprising 5 (five) Councillors, 2 (two) relevantly qualified members of the community and the General Manager.
2. The Audit Committee so formed adopts as its constitution the draft Constitution appended to this paper cited as Attachment 1.
3. Council agree to the establishment of the position of Internal Auditor and direct the General Manager to undertake recruitment immediately, with funding reported to Council at its next meeting.

126 RESOLVED on the motion of Councillor Paine seconded by Councillor Rasmussen

That the following 5 (five) Councillors be on the Audit Committee: Councillors Conolly, Devine, Rasmussen, Williams and Bassett.

**42: Establishment of E-Commerce/Markets Advisory Committee
(79351/GMA/ORD15SBX.G08)**

A MOTION was moved by Councillor Rasmussen seconded by Councillor Finch

That:

1. Council abolish the Hawkesbury Economic Development Advisory Committee.
2. Council establish the E-Commerce/Markets Advisory Committee (as a successor

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committee to HEDAC) comprising:

- (a) 4 (four) elected representatives
- (b) 7 (seven) members of the public with relevant commercial experience; and
- (c) the General Manager.

- 3. The Constitution appended as Attachment A to this paper be adopted by the advisory committee and governs its operation.

127 RESOLVED on the amendment moved by Councillor Rasmussen seconded by Councillor Williams

That:

- 1. Council abolish the Hawkesbury Economic Development Advisory Committee.
- 2. Council establish the E-Commerce/Markets Advisory Committee (as a successor committee to HEDAC) comprising:
 - (a) 5 (five) elected representatives
 - (b) 7 (seven) members of the public with relevant commercial experience; and
 - (c) the General Manager.
- 3. The Constitution appended as Attachment A to this paper be adopted by the advisory committee and governs its operation.

128 RESOLVED on the motion of Councillor Rasmussen seconded by Councillor Williams

That the following 5 (five) Councillors be on the E-Commerce/Markets Advisory Committee: Councillors Bassett, Wearne, Devine, Paine and Rasmussen.

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43: Strategic Planning Committee (79351/GMA/ORD15SBX.G12)

A MOTION was moved by Councillor Paine seconded by Councillor Rasmussen

That:

1. Pursuant to Section 377 of the Local Government Act (1993), Council establish a Strategic Planning Committee comprising 4 (four) Councillors, 3 (three) members of the community relevantly qualified and recommended by the General Manager, and the General Manager.
2. Council adopt the draft Constitution as set out in Attachment 1 to govern the operations of the Strategic Planning Committee.

129 RESOLVED on the amendment moved by Councillor Williams seconded by Councillor Rasmussen

That:

1. Pursuant to Section 377 of the Local Government Act (1993), Council establish a Strategic Planning Committee comprising 7 (seven) Councillors, 3 (three) members of the community relevantly qualified and recommended by the General Manager, and the General Manager.
2. Council adopt the draft Constitution as set out in Attachment 1 to govern the operations of the Strategic Planning Committee.

130 RESOLVED on the motion of Councillor Williams seconded by Councillor Rasmussen

That the following 7 (seven) Councillors be on the Strategic Planning Committee:
Councillors Wearne, Devine, Calvert, Paine, Conolly, Bassett and Rasmussen.

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**44: Pro-forma Constitution - Council Advisory Committees
(79351/ORD15SBX.G10)**

131 RESOLVED on the motion of Councillor Rasmussen seconded by Councillor Finch

That Council adopt the pro-forma advisory committee constitution (attached by way of appendix) to be used by all Council's advisory committees.

SUPPLEMENTARY

**45: Land and Environment Court Appeal, 42 Grose Vale Road, North Richmond
(76598, 83482/EVD/ORD15&BX.V13)**

Councillor Devine declared an interest as he was currently dealing with the applicant in another property matter.

132 RESOLVED on the motion of Councillor Calvert seconded by Councillor Paine

That Council agree to Consent Orders being issued by the Court in this matter.

The meeting terminated at 8.43pm.

Submitted to and confirmed at the meeting of Council on 11 May 2004.

.....Mayor