



Hawkesbury City Council

special meeting business paper

date of meeting: 19 September 2006

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.

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.

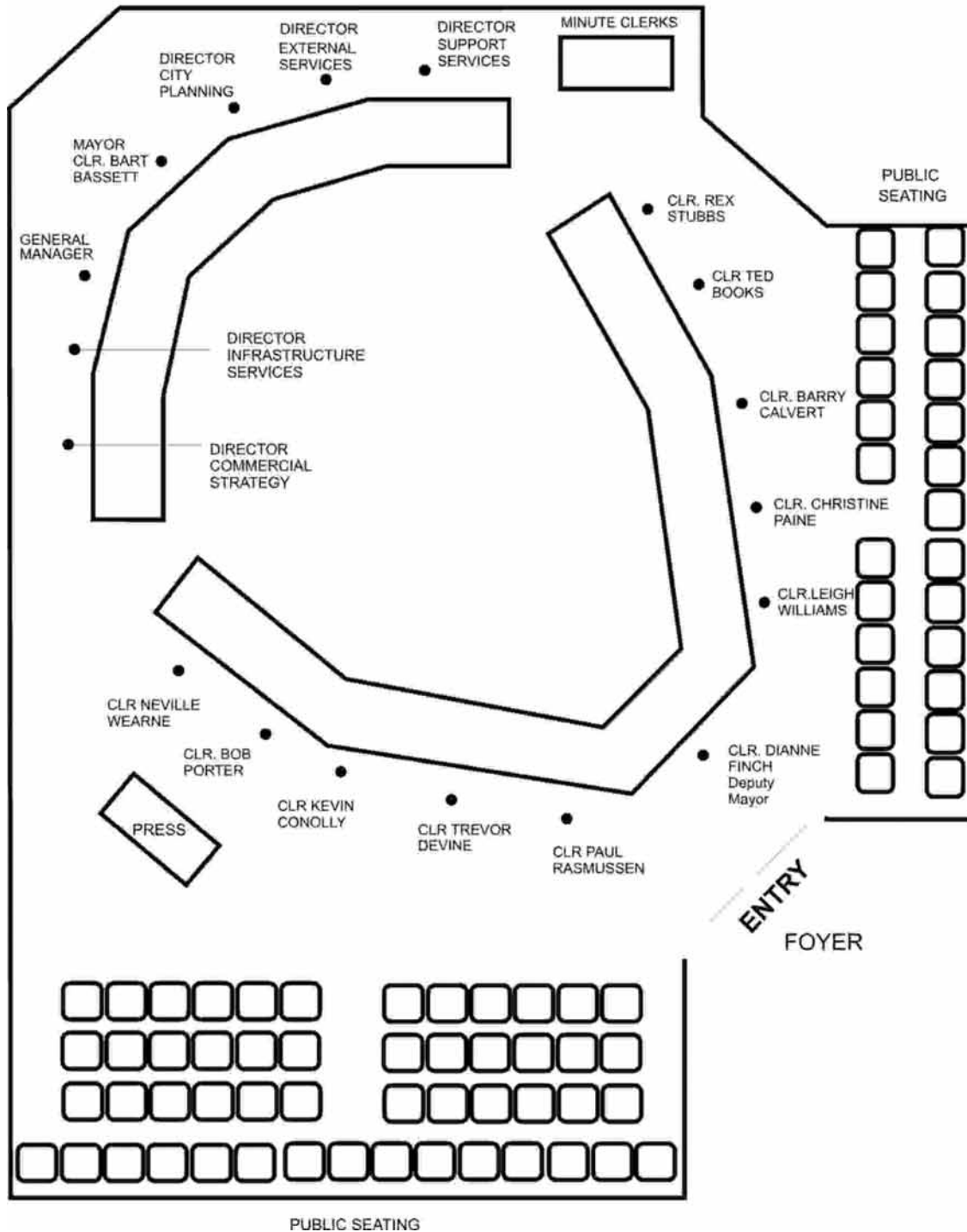
Website

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.

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

GENERAL MANAGER

Item: 222 GM - Election of Mayor - (79351, 95476)

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.

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 (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.*

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 2006/2007 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: 223 GM - Election of Deputy Mayor - (79351, 95496)

REPORT:

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

RECOMMENDATION:

That an election for the position of Deputy Mayor of the City of Hawkesbury for the 2006/2007 Mayoral Term be carried out.

ATTACHMENTS:

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

oooO END OF REPORT Oooo

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Item: 224 **GM - Appointment of Committees, Delegates and Representatives - (79351, 95496)**

REPORT:

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

- a. Committees of Council – Committees established under the provisions of Section 377 of the Local Government Act 1993. These Committees perform certain functions as identified in their constitutions (which are modelled on the draft pro-forma constitution adopted by Council) and include provision for Councillor representation. 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 should also be 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.

- 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 for 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.

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

Committee	Function	Current Representative/s
a. Committees of Council		
Strategic Planning Committee	To review Council's forward plans and to set and monitor corporate performance measures.	Clr. Bassett (Mayor) Clr. Calvert Clr. Conolly Clr. Devine Clr. Finch Clr. Stubbs Clr. Wearne
E-Commerce/Markets Advisory Committee	Act as a policy advisory body to Council to identify markets for Hawkesbury	Clr. Bassett (Mayor) Clr. Calvert

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Committee	Function	Current Representative/s
	businesses and facilitate access to these markets using established E-Commerce/Markets techniques.	Clr. Devine Clr. Stubbs Clr. Wearne
Audit Committee * See following section of report regarding this committee *	To provide oversight of Council's financial procedures and processes and to help ensure adequate resources are available to Council's finance functions.	Clr. Bassett (Mayor) Clr. Conolly Clr. Devine Clr. Porter Clr. Stubbs Clr. Wearne
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. Calvert Clr. Stubbs
Cultural Precinct Advisory Committee	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. Bassett (Mayor) Clr. Finch Clr. Stubbs
Three Towns Sewerage Committee * See following section of this report regarding this 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)
b. Statutory Committees		
Local Traffic Committee	Committee responsible for considering and determining requests for alterations to traffic rules and other traffic related matters.	Clr Bassett (Mayor) Clr Devine (alternate)
Schaffer Quarry Environmental Committee	Established by Land & Environment Court to monitor DA provision.	Clr. L. 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 (Mayor) Clr. Paine
Prioritising Committee Capital Assistance Applications – Sport &	To consider and determine applications received under Sport and Rec Capital Assistance Program.	Councillors appointed delegates to Community Planning Committee + 2

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Committee	Function	Current Representative/s
Recreation		additional delegates being: Clr. Conolly Clr. Finch.
Community Development Support Expenditure Scheme Local Committee	To consider and rank applications received under CDSE Scheme.	Mayor + Councillors appointed as delegates to Community Planning Committee.
Floodplain Management Committee	Advisory Committee established to provide input in relation to floodplain management issues.	Clr. Books Clr Conolly Clr. Devine Clr. Porter
Hawkesbury-Nepean Catchment Management Authority Local Government Advisory Committee	Committee established by NSW Government to co-ordinate catchment management	Clr. Books
c. Committees where Council has a Financial Interest		
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 McMahons Park.	Clr. Calvert Clr Finch (alternate)
Hawkesbury Sports Council	Incorporated body with delegated responsibility for management and operation of Council facilities.	Clr. Devine
Peppercorn 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 (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
d. Other Committees		
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 (Mayor) Clr Calvert (alternate)
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney	Clr. Finch

Functioning of Audit Committee

As Council will be aware, as part of the savings achieved in staff costs during the 2005/2006 financial year the position of Internal Auditor, upon becoming vacant, was made redundant. As a result of this resources were not readily available to service the Audit Committee and, as such, it has not met during the last Mayoral term. A further factor effecting the operation of a committee such as this is the recent resignation of Council's Chief Financial Officer.

Accordingly, the opportunity has been taken to review the functioning of this committee and it is now suggested that it be reconstituted as a "Finance & Governance" Committee. This committee would focus on financial issues facing the Council as well as assisting the organisation with the increasingly important area of organisational governance.

It is therefore proposed the following the appointment and commencement of a new Chief Financial Officer that a further report be submitted to regarding the reconstitution of the committee, redefinition of its objectives and membership, and adoption of an appropriate constitution.

Three Towns Sewerage Committee

Due to the expected announcement of the commencement of the planning phase of the three towns sewerage, the committee did not meet during the 2006/2007 Mayoral term. The announcement of the approval of \$1.3M for this purpose was made on 12 May 2006. It is anticipated that a memorandum of understanding outlining Council's and Sydney Water's partnership in the planning, provision and operation of the scheme will be received within the next few weeks and this will be reported to Council for consideration.

It is considered that the committee in its present format is now not necessary and further consideration of the matter be given upon receipt of the MoU

RECOMMENDATION:

That:

1. Committees, delegates and representatives as determined by Council be appointed.
2. Following the appointment and commencement of a new Chief Financial Officer a further report be submitted to regarding the reconstitution of the Audit Committee as a Finance & Governance Committee, the redefinition of its objectives and membership, and adoption of an appropriate constitution.
3. The Three Towns Sewerage Committee not be reappointed.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 225 GM - Various Committees - Annual Reports - (79351, 95496)

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;

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

Members

The current membership of the Strategic Planning Committee is Councillors Bassett (Chair), Calvert, Conolly, Devine, Finch, Stubbs, and Wearne as Councillor Representatives with Mr Alan Eagle, Ms Denise Handcock, Mr Brian Lindsay, and Dr Robert Woog as the community representatives.

Meetings

Meetings were held on the 17 November 2005 and the 23 February, 16 June and 17 August 2006.

Committee Business

The Committee dealt with a wide range of matters including:

- Social Planning issues
- Agricultural retention
- Asset management
- Technology and business park
- Public Private partnerships
- Review of the Strategic Plan
- Metropolitan and Rural Planning issues, and
- Risk strategy paper

It is considered that the number of mandatory meetings per year could be reduced to 3 and an appropriate amendment to the constitution be made. Further meetings can be organised as work demands arise. It is considered that the Committee has fulfilled its Objectives and plays a significant role in the evolution of the Strategic Plan

Recommendation:

That the Constitution of the Strategic Planning Committee be altered to reduce the number of mandatory meetings from 4 to 3.

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

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

- (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.

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These objectives have been incorporated into a Business Plan for the period covering July 2004 to June 2008 pursuant to clause 7(b) of the EMAC Constitution, which includes goals, strategies, objectives and actions for members of the Committee in accordance with Council's Strategic and Operational Plans.

A copy of the Committee's Business Plan is attached to this report along with comments on the status of actions arising under the plan.

The Committee has established a number of Working Groups to assist it in its tasks. A list of these groups is attached for reference.

EMAC Working Groups

	Working Groups	Group members
a.	RAAF - Working Party	Clr Bart Bassett, Mayor HCC Clr Rex Stubbs, HCC Mr Graeme Faulkner, General Manager HCC Mr Stephen Phillips, Director Commercial Strategy HCC Mr Malcolm Ryan, Director City Planning HCC
b.	Technology Park - Working Group	RAAF - Working Party Ms Fiona Mann, Strategic Planning Executive HCC Independent experts as required
c.	Bridge-to-Bridge - Steering Committee	Clr Bart Bassett, Mayor HCC Clr Bob Porter, HCC Clr Trevor Devine, HCC Mr Stephen Phillips, Director Commercial Strategy HCC Ms Fiona Mann, Strategic Planning Executive HCC Hawkesbury Tourism representatives
d.	Signposting - Working Party	Clr Kevin Connolly, HCC Mr Stephen Phillips, Director Commercial Strategy HCC Ms Fiona Mann, Strategic Planning Executive HCC Hawkesbury Council technical staff Hawkesbury Tourism representatives as required
e.	Hawkesbury/Lithgow Tourism Alliance - Working Party	Clr Bart Bassett, Mayor HCC Clr Rex Stubbs, HCC Mr Graeme Faulkner, General Manager HCC Mr Stephen Phillips, Director Commercial Strategy HCC Ms Fiona Mann, Strategic Planning Executive HCC Hawkesbury Tourism representatives Lithgow City Council representatives Lithgow Tourism representatives
f.	M-Commerce - Working Party	Mr Graeme Faulkner, General Manager HCC Ms Fiona Mann, Strategic Planning Executive HCC Telecommunications representative Hawkesbury Tourism representatives
g.	Business Cost Differentials - Working Party	Clr Bart Bassett, Mayor HCC Mr Graeme Faulkner, General Manager HCC Mr Rob Ewin, EMAC Committee Ms Fiona Mann, Strategic Planning Executive HCC
h.	Community Wi-Fi Service - Working Party	Mr Peter Hudson, EMAC Committee Mr Zac Hope, EMAC Committee Ms Janette Fairleigh, EMAC Committee Mr Steve Phillips, Director Commercial Strategy HCC Mr Senaka Ariyasinghe, Chief Information Officer HCC

- Audit Committee**

This Committee has not met since October 2005. See comments in previous report concerning the Committee.

- **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;
- (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:

Annual Report of the Community Planning Advisory Committee 2005/2006

Council's Community Planning Advisory Committee (CPAC) have met four times in the 2005/2006 financial year. The **first meeting** of CPAC was on 15 September 2005. There were eight items on the agenda of the first meet, including - as follows:

- 1. Adoption of the CPAC Constitution by CPAC.
- 2. Appointment of Chair & Deputy Chair
- 3. Strategic Planning Objectives for "Community/Lifestyle" for 2005/2006: Hawkesbury Futures Demographic Study; Liveability Index; and Civic Index/Diversity Index
- 4. The (Draft) Hawkesbury Community Plan 2005 - for comment/feedback.
- 5. The WSAAS Local Ranking Committee 2005/2006 - 4 community members appointed.
- 6. Literature Review: "Measuring-up: A Framework for Government Social Performance Reporting" (NCOSS 2004/05).

These matters address specifically the CPAC Objectives (a, b, d and e) listed above.

The **second meeting** of the CPAC reviewed feedback from the general community and CPAC on the Draft Community Plan 2005. The Plan was then amended and forward to Council who received it on 13 December 2005. The Plan was placed on exhibition for comment for two months. One comment was received and feedback actioned from the March 2006 CPAC meeting.

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The **third meeting** of the CPAC was held on 13 March 2006. Items on the agenda included a motion for the preferred Tender (Census Applications Aust.) to undertake areas of the Hawkesbury Futures Demographic Study and assist Council staff to complete other areas - with-in the existing budget of \$10,000.00 p.a.

The other main agenda item was a report about requests for comments on Social Impact Statements (SIA's) for increased numbers of Gaming Machines in the Hawkesbury. Registered Clubs that are required to make Cat. 2 SIA's are required to ask Council's (and other key agencies) for comments on the SIA/Application. The CPAC moved to recommend to Council that draft procedures be put in place for the CPAC to comment on Ct. 2 SIA's.

Council resolved on 28 March 2006 to: refer SIA comments for Cat. 2 applications to the CPAC; for the CPAC to develop draft procedures for addressing requests; and for Council to write to the Minister of Local Government to consider Council being more actively involved in the final outcomes of Cat. 2 applications to the NSW Department of Gaming & Racing.

This matter addresses the CPAC Constitution Objective:

- (c) *to provide advice and guidance to Hawkesbury City Council staff on social issues impacting on residents of the City of Hawkesbury and , where required, to recommend actions for Council's consideration in relation to these matters*

The **fourth meeting** of the CPAC was held on 11 May 2006. At this meeting an update was provided on the engagement of a consultant for the Hawkesbury Futures Demographic Study (Stage 1) and the proposed areas that could be commenced.

Under Item 2: (draft) procedures were proposed for addressing requests for SIA comments on increased gaming machine applications by registered clubs to be implemented after advice had been received from the Minister of Local Government.

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- **Cultural Precinct Advisory Committee**

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.	The <i>Cultural Precinct Development Plan</i> has been incorporated into the Hawkesbury Cultural Plan (adopted by Council in June 2006). Implementation Strategy is currently being developed to identify projects for the CPAC to action.
(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.	A draft Deed of Agreement outlining operational context for management of cultural precinct collections has been completed. To be referred for legal advice prior to reporting to Council.
(c) to work with professional staff and volunteers to seek funds for the operation, development and activities of the Hawkesbury Cultural Precinct	Friends of the Gallery (GEMS) program established. Funding secured for Bloodline Exhibition. Historical Society has entered into partnership agreement with Council to generate revenue for Regional Museum.
(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	Cultural Plan adopted by Council in June 2006.

- **Hawkesbury Civics & Citizenship Committee**

The objectives as set in the Hawkesbury Civics and Citizenship 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 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.*

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- (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 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 2 August 2006.

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:

The Australia Day Awards were held at The Richmond Club on 26 January 2006 with the following awards presented:

Citizen of the Year - awarded to Carolyn Byers

Young Person of the Year - shared equally between Jessica McKinley and Lainey Hynds

Sports Person of the Year - awarded to Judy Gray

Commemorative Plaque - Richard Fitzgerald (1772 - 1840)

Community Organisation of the Year - shared equally between Hawkesbury Legacy and Hawkesbury Netball Association.

Special Achievement Award - awarded to Air Lift Group

The Sports Medal Awards Ceremony was held in Council Chambers on Thursday 14 September 2006 with 15 Medal Award winners, three 10 year award recipients, six 20 year award recipients and one 30 year award recipient.

- The committee reviewed the criteria of the Citizen of the Month Award in line with Objective 1(b) and recommended changes. The selection process, judging and media publicity for this award were also reviewed and changed during 2006. There were no changes to the Sports Medal and Sports Certificate criteria.
- The committee was officially reminded of their role to actively pursue nominations for these award programs, and four 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 several external award programs including the Australian Governments Sport Achievement Awards, Senior Citizen of the Year, Australian of the Year Awards, the Queens Baton Relay and the NSW Fair Trading Awards inline with the sentiments of objective 1(d).
- **Three Towns Sewerage Committee**

Due to the expected announcement of the commencement of the planning phase of the three towns sewerage, the committee did not meet during the 2006/2007 Mayoral term. The announcement of the approval of \$1.3M for this purpose was made on 12 May 2006. It is anticipated that a memorandum of understanding outlining Council's and Sydney Water's

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partnership in the planning, provision and operation of the scheme will be received within the next few weeks and this will be reported to Council for consideration.

- **Hawkesbury Bicycle and Access Mobility Committee**

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;	Project Plan, Consultation Strategy and Survey Instrument for Hawkesbury Access Mobility Plan have been adopted by Committee and are currently being implemented.
(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;	As Above. Consultation Strategy incorporates committee recommendations.
(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;	Awaiting completion and adoption of Hawkesbury Access Mobility Plan.
(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 have been developed 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

- **Cultural Infrastructure Project Committee**

Following the opening of the Deerubbin Centre in June 2005 this Committee has not met during the 2006/2007 Mayoral term. With the imminent recommencement of the museum project regular meeting of this Committee will be scheduled.

- **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;

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

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.

The study considered research and consultations with industry associations; State Government organisations; environmental organisations; current users of Alternative Waste Technologies (AWT)/Mechanical Biological Treatment (MBT); and existing technology providers.

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;
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.

Community consultation was undertaken from 20 June 2005 to 22 July 2005. Methods of consultation were shopping centre and waste management facility surveys, feedback forms, media releases, community meeting and consultation forum. Responses during the community consultation indicated significant support also for this Option 2.

Extending the life of the current landfill by increasing resource recovery and diversion of materials from the landfill, investment in education programs and the building of suitable infrastructure allows a life expectancy of 17 years. Overall, this represents a 12 % diversion.

The extended life expectancy of the land fill allows new mechanical waste technology to prove its self before Council needs to contemplate the tendering process.

Council then resolved at it's meeting held on 13 December 2005 to:

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

Therefore, the Waste Management Advisory Committee meets every February and August to discuss the implementation of Council's recommendations and the ongoing management of the landfill until such time the tendering process for an alternative waste process is required.

• **Heritage Advisory Committee**

The objectives as set in the Heritage 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:

- (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 shall be held on a quarterly basis; 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;

SPECIAL MEETING

Meeting Date: 19 September 2006

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

Members

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

Meetings

Meetings were held on 15 November 2005 and 18 May 2006. One meeting was cancelled due to lack of a quorum.

Matters for consideration during the reporting period

The main matter for consideration this year for the Committee was the allocation of the Local Heritage Assistance Fund grants. The Committee met on 18 May 2006 to allocate \$20,000 of funding for 2005/06.

Given the amount of tasks allocated to the committee it is not considered necessary for the Committee to meet for a minimum of four times per year. The Committee is required to meet for the allocation of Local Heritage Assistance Funds and for the review of the Local Environmental Plan in relation to heritage items. It is therefore considered that the Constitution should be amended to require at least two meetings per year. It is noted that it is still possible to arrange further meetings if they are required.

RECOMMENDATION:

That:

1. The Annual Reports of the various Council Committees as detailed in the report be received.
2. The Constitution of the Strategic Planning Committee be altered to reduce the number of mandatory meetings from 4 to 3.

ATTACHMENTS:

AT-1 EMAC Business Plan 2004-2008 - *(Distributed Under Separate Cover)*

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special
meeting

end of
business
paper

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