



Hawkesbury City Council

extraordinary  
meeting  
business  
paper

date of meeting: 20 September 2011

location: council chambers

time: 6:30 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 6:30pm and are scheduled to conclude by 11:00pm. These meetings are open to the public.

When an Extraordinary Meeting of Council is held it will usually start at 6:30pm. 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 [arouse@hawkesbury.nsw.gov.au](mailto:arouse@hawkesbury.nsw.gov.au).

The Mayor will invite interested persons to address the Council when the matter is being considered. Speakers have a maximum of five minutes to present their views. If there are a large number of responses in a matter, they may be asked to organise for three representatives to address the Council.

### **A Point of Interest**

Voting on matters for consideration is operated electronically. Councillors have in front of them both a "Yes" and a "No" button with which they cast their vote. The results of the vote are displayed on the electronic voting board above the Minute Clerk. This was an innovation in Australian Local Government pioneered by Hawkesbury City Council.

### **Planning Decision**

Under Section 375A of the Local Government Act 1993, details of those Councillors supporting or opposing a 'planning decision' must be recorded in a register. For this purpose a division must be called when a motion in relation to the matter is put to the meeting. This will enable the names of those Councillors voting for or against the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

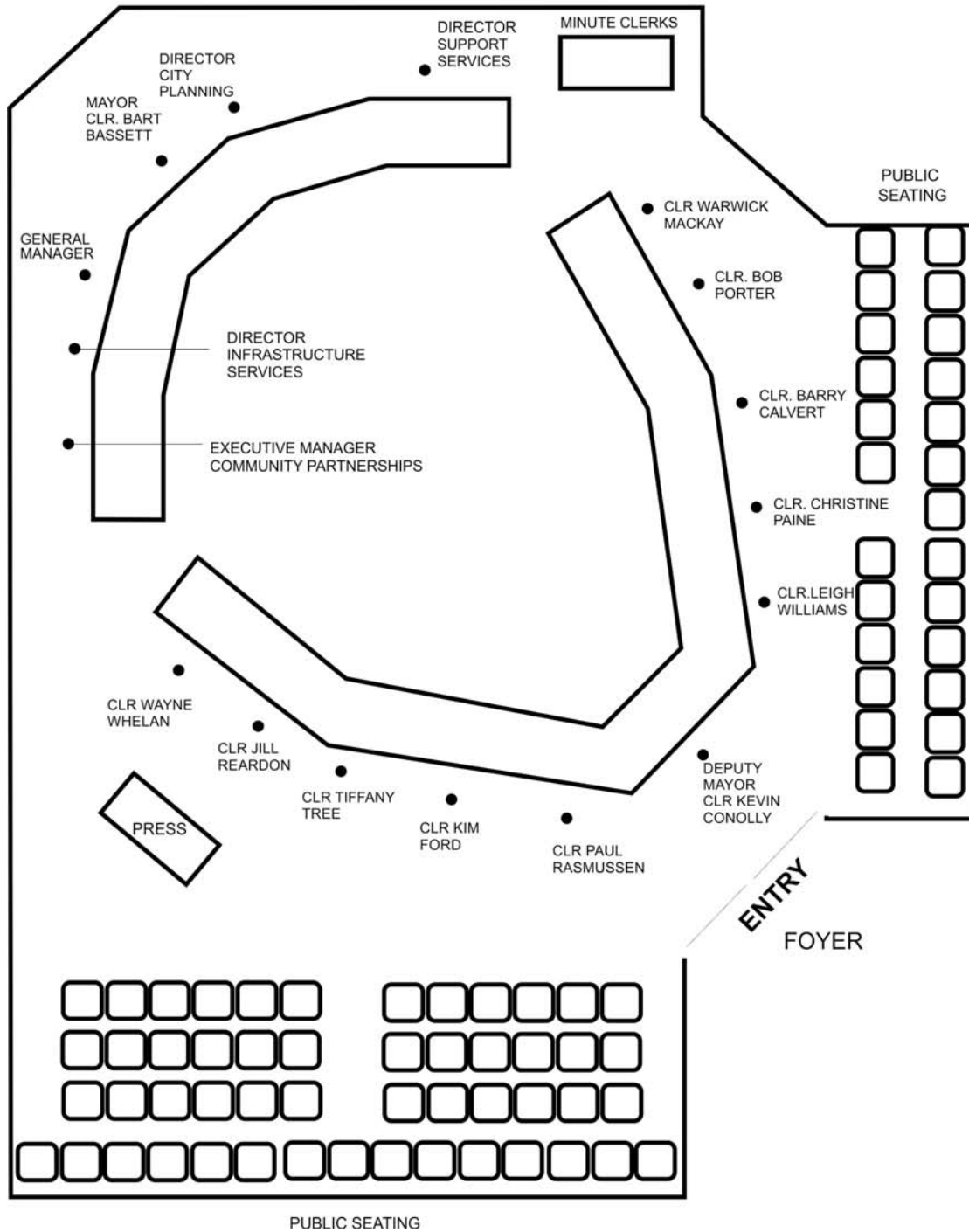
### **Website**

Business Papers can be viewed on Council's website from noon on the Friday before each meeting. The website address is [www.hawkesbury.nsw.gov.au](http://www.hawkesbury.nsw.gov.au).

### **Further Information**

A guide to Council Meetings is available on the Council's website. If you require further information about meetings of Council, please contact the Manager, Corporate Services and Governance on, telephone (02) 4560 4426.

# council chambers



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SECTION 4 - Reports for Determination

GENERAL MANAGER

Item: 213 GM - Election of Mayor - (79351, 95496)

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**REPORT:**

**Executive Summary**

The *Local Government (General) Regulation 2005 (Schedule 7 as specified by Clause 394)* relates to the election of a Mayor by councillors.

Council, at its Extraordinary Meeting held on 21 September 2010, elected Councillor Bart Bassett as its Mayor for the 2010/2011 Mayoral Term.

Accordingly, the election of Mayor of the Council for the 2011/2012 Mayoral Term now needs to be carried out.

**Consultation**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

**Background**

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.*

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(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 (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.*

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### **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.*
- (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.*

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**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."*

Council at its Extraordinary Meeting held on 21 September 2010, elected Councillor Bart Bassett as its Mayor for the 2010/2011 Mayoral Term.

Accordingly, the election of Mayor of the Council for the 2011/2012 Mayoral Term now needs to be carried out.

Appropriate nomination forms for this purpose have been distributed under separate cover.

**Conformance to Community Strategic Plan**

The proposal is consistent with the Shaping Our Future Together Directions statement;

- Have transparent, accountable and respected leadership and an engaged community.

**Financial Implications**

There are no financial implications applicable to this report.

**RECOMMENDATION:**

That an election for the position of Mayor of the City of Hawkesbury for the 2011/2012 Mayoral Term be carried out.

**ATTACHMENTS:**

**AT - 1** Mayoral Election - Nomination Form - *(To Be Distributed Under Separate Cover)*

**oooO END OF REPORT Oooo**

**EXTRAORDINARY MEETING**

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**Item: 214            GM - Election of Deputy Mayor - (79351, 95496)**

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**REPORT:**

**Executive Summary**

The *Local Government (General) Regulation 2005 (Schedule 7 as specified by Clause 394)* relates to the election of a Mayor by councillors. These provisions also apply to the election of a Deputy Mayor.

Council, at its Extraordinary Meeting held on 21 September 2010, elected Councillor Kevin Conolly as its Deputy Mayor for the 2010/2011 Mayoral Term.

Accordingly, the election of Deputy Mayor of the Council for the 2011/2012 Mayoral Term now needs to be carried out.

**Consultation**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

**Background**

The legislation that applies to the election of a Mayor by councillors that is outlined in the earlier report on this Business Paper also applies to the election of a Deputy Mayor by councillors.

Council, at its Extraordinary Meeting held on 21 September 2010, elected Councillor Kevin Conolly as its Deputy Mayor for the 2010/2011 Mayoral Term.

Accordingly, the election of Deputy Mayor of the Council for the 2011/2012 Mayoral Term now needs to be carried out.

Appropriate nomination forms for this purpose have been distributed under separate cover.

**Conformance to Community Strategic Plan**

The proposal is consistent with the Shaping Our Future Together Directions statement;

- Have transparent, accountable and respected leadership and an engaged community.

**Financial Implications**

There are no financial implications applicable to this report.

**RECOMMENDATION:**

That an election for the position of Deputy Mayor of the City of Hawkesbury for the 2011/2012 Mayoral Term be carried out.

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**ATTACHMENTS:**

**AT - 1** Deputy Mayoral Election - Nomination Form - *(To Be Distributed Under Separate Cover).*

**oooO END OF REPORT Oooo**



## EXTRAORDINARY MEETING

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**Item: 215**      **GM - Appointment of Committees, Delegates and Representatives - (79351, 95496)**

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### REPORT:

#### Executive Summary

Council, in 2004, reviewed its Committee structure with such review basing the various Committees on four broad Committee types, being: Committees of Council, Statutory Committees, Committees in which Council has a Financial Interest, and Other Committees.

Each of the current Committees that fall into the four types, together with a brief indication of their purpose and current Councillor representation, have been outlined in this report.

Consideration is required to the appointment of these Committees, delegates and representatives.

#### Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

#### Background

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

- a. Committees of Council – Committees established under the provisions of Section 377 of the Local Government Act 1993. These Committees perform certain functions as identified in their constitutions (which are modelled on the draft pro-forma constitution adopted by Council) and include provision for Councillor Representation. These Committees operate in accordance with Council's adopted pro-forma constitution.
- b. Statutory Committees - Committees, which are required to be established by legislation, or to meet obligations set down by Government departments and/or funding agencies. These Committees have set functions and terms of reference. They differ from Section 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.

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Each of the current Committees that fall into the above four types together with a brief indication of their purpose and current councillor representation is detailed in the following table.

<b>Committee</b>	<b>Function</b>	<b>Current Representative/s</b>
<b>a. Committees of Council</b>		
Community Planning Advisory Committee	To provide advice and recommendations for the co-ordination of community and social planning for the City of Hawkesbury and to provide a mechanism for the discussion of social issues.	Clr. Calvert Clr. Ford
Hawkesbury Civics and Citizenship Committee	To consider and determine nominations for recipients of Citizenship Awards (Australia Day, Sports Medal).	Clr. Bassett (Mayor) Clr. Calvert Clr. Conolly (Deputy Mayor) Clr. Mackay
Hawkesbury Mobility Plan Implementation Committee	To provide advice on the implementation on the Hawkesbury Mobility Plan.	Clr. Williams Clr. Paine (alternate)
Waste Management Advisory Committee	Established to develop options for future waste management in the City of Hawkesbury	Clr. Paine Clr. Porter Clr. Reardon Clr. Williams
Heritage Advisory Committee	Provides advice to Council regarding heritage and related issues.	Clr. Reardon Clr. Whelan (alternate)
Floodplain Risk Management Advisory Committee	Advisory Committee established to provide input in relation to floodplain management issues.	Clr. Conolly (Deputy Mayor) Clr. Mackay Clr. Porter Clr. Rasmussen Clr. Reardon
General Manager's Performance Review Panel	To review the performance of the General Manager	Clr. Bassett (Mayor) Clr. Conolly (Deputy Mayor) Clr. Rasmussen and 1 Councillor nominated by the General Manager, if he so chooses.
Audit Committee	Provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.	Clr. Porter Clr. Rasmussen Clr. Ford (alternate)
Disability Advisory Committee	To provide advice on improving access to services and facilities for people with disabilities and promote their inclusion and participation in community and civic life.	Clr. Paine Clr. Whelan
<b>b. Statutory Committees</b>		
Local Traffic Committee	Committee responsible for considering and recommending requests for alterations to traffic facilities and other traffic related matters.	Clr. Bassett (Mayor) Clr. Tree (alternate)
Schaffer Quarry Environmental Committee	Established by Land & Environment Court to monitor DA provision.	Clr. Williams

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Community Development Support Expenditure Scheme Local Committee	To consider and rank applications received under CDSE Scheme.	Clr. Bassett (Mayor)
Hawkesbury-Nepean Catchment Management Authority Local Government Advisory Committee	Committee established by NSW Government to co-ordinate catchment management	Clr. Reardon Clr. Rasmussen (alternate)
<b>c. Committees where Council has a Financial Interest</b>		
Westpool (See Note 1 below)	Self-insurance agency established by consortium of participating Councils.	Clr. Paine
McMahon's Park Management Committee	Incorporated body with delegated responsibility for management and operation of McMahons Park.	Clr. Reardon Clr. Calvert (alternate)
Hawkesbury Sports Council	Incorporated body with delegated responsibility for management and operation of Council facilities.	Clr. Tree Clr. Mackay (alternate)
Peppercorn Services Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced community services (externally funded).	Clr Tree Clr. Paine (alternate)
Western Sydney Regional Organisation of Councils (See Note 1 below)	Regional Body established to co-ordinate lobbying for Western Sydney	Clr. Bassett (Mayor) Clr. Tree
Hawkesbury River County Council	Statutory Body responsible for management of noxious weeds.	Clr. Porter Clr. Whelan
Hawkesbury Sister City Association	Incorporated Body responsible for co-ordinating Sister City activities.	Clr. Paine Clr. Whelan
<b>d. Other Committees</b>		
Destination Hawkesbury Committee	Committee established by HHART to liaise with local operators and Council regarding tourism in the Hawkesbury LGA.	Clr. Ford
NSW Metropolitan Public Libraries Association	Regional Body established to represent and support the interests of local government library services in the greater Sydney region.	Clr. Ford
Sydney Road Links Committee	Established by a Consortium of Councils (to the west of the Great Dividing Range) to lobby for upgrade of Bells Line of Road.	Clr. Tree Clr. Reardon
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney	Clr. Rasmussen

**Notes:**

- As Council's representatives on these organisations are actually appointed as "Board Members" it would be desirable if the appointment was, effectively, made for the term of the Council.**

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**Conformance to Community Strategic Plan**

The proposal is consistent with the Shaping Our Future Together Directions statement;

- Have transparent, accountable and respected leadership and an engaged community.

**Financial Implications**

There are no financial implications applicable to this report.

**RECOMMENDATION:**

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

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**EXTRAORDINARY MEETING**  
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**Item: 216            GM - Various Committees - Annual Reports - (79351, 95496)**

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**REPORT:**

**Executive Summary**

Council has established various Committees under the provisions of Section 377 of the Local Government Act, 1993. Incorporated in the constitution of each of Council's Committees is a requirement for each Committee to submit an annual report.

Each of Council's Committees have now submitted annual reports for the 2010/2011 Mayoral Term which are outlined in this report. Also comments are provided regarding young people's involvement in the Committees.

It is recommended that the various Committee annual reports be received.

**Consultation**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

**Background**

Council has established various Committees under the provisions of Section 377 of the Local Government Act, 1993. These Committees perform certain functions as identified in their constitutions and include provision for Councillor Representation.

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 Council to annually review compliance to the adopted constitution.

Each of Council's Committees have now submitted the following annual reports for the 2010/2011 Mayoral Term:

**1. Community Planning Advisory Committee**

**Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Barry Calvert (Chair)	Ms Vicky Shackley (Community member)
Councillor Kim Ford (Deputy Chair)	Mr Chris McAlpine (Community member)
	Mr Nick Sabel (Wentworth Community Housing/Community member)
	Mr Matt Thorp (NCOSS representative/ North Richmond Community Centre) – resigned 2010
	Ms Behiye Yusuf (Metrowest Nepean Network Office DoCS)

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**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Four meetings per year	Meetings were held on: 18 November 2010 17 March 2011 16 June 2011 11 August 2011 There was no quorum for the meeting of 11 August 2011.

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Provide advice and guidance to Hawkesbury City Council staff in the drafting of Community Plans including the identification of community and social indicators for measuring the quality of life of residents of the City of Hawkesbury;	<ul style="list-style-type: none"> <li>• Comments on Hawkesbury Community Survey 2009 outcomes and package of information presented to Branch Managers in 2010;</li> <li>• Update on the Hawkesbury Resident's Panel;</li> <li>• Further comments and recommendations on the outcomes of the Youth Summit.</li> </ul>
b. Provide advice and guidance to Hawkesbury City Council staff on equity and access issues including the review of publicly exhibited planning documents to ensure that Council programs address the social, economic and environmental needs of residents in the City of Hawkesbury;	<ul style="list-style-type: none"> <li>• Comment and presentations on identified priority areas of Affordable Housing and Homelessness; and ongoing updates on the Nepean Taskforce on Homelessness – including Project 40 and the Hawkesbury Hub meetings;</li> <li>• Information on Council's Energy Savings Action Plan and Sustainability Living Guide and website;</li> <li>• Discussion on Food Security in the Hawkesbury and consideration of Council and community initiatives;</li> <li>• Comments and recommendations on the outcomes of the Youth Summit and ongoing support for the engagement of young people.</li> </ul>
c. 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;	<ul style="list-style-type: none"> <li>• Identified priority areas of the CPAC: Affordable Housing; Homelessness; Transport and Youth Engagement;</li> <li>• Comment on the implementation of the Community Builders Funding Scheme and forwarding of recommendations through the NSW Grants Network.</li> </ul>
d. Provide advice and guidance to Hawkesbury City Council staff on the implementation and monitoring of the Hawkesbury Social Plan in accordance with the provisions of the <i>NSW Local Government (General) Regulation 1999(Community &amp; Social Plans)</i> .	<ul style="list-style-type: none"> <li>• Recommendations on the development of Human Service Planning in the Hawkesbury in transition to the new Integrated Planning and Reporting Framework and Legislation (replacing/integrating previous social planning requirements) – as consistent with the <i>Hawkesbury Community Strategic Plan 2010-2030</i>.</li> </ul>

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	<ul style="list-style-type: none"> <li>“Youth Engagement” had also been a priority area for the CPAC – ensuring that young people are effectively engaged in planning processes (e.g. Youth Summit and any youth specific workshops).</li> </ul>
e. Provide advice and guidance to Hawkesbury City Council staff on the administration of State and Federally funded grants programs, including the Community Development and Support Expenditure Scheme and the Western Sydney Area Assistance Scheme, consistent with Council’s responsibilities for these programs.	<ul style="list-style-type: none"> <li>Ongoing concerns about the demise and changing administration of the Western Sydney Area Assistance Scheme (2009) and review and recommendations on the (replacement) Community Builders Funding Program (2010/11) and Council’s role and lack of local consultation - recommendations forwarded through the NSW Grants Network.</li> </ul>

**Other Matters for consideration During Reporting Period**

The Committee is currently considering a revised constitution and Committee name change to focus on human services. A report will be submitted to Council in the near future regarding this matter.

**2. Hawkesbury Civics and Citizenship Committee**

**Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Bart Bassett (Mayor)	Mr Barry Adams
Councillor Barry Calvert	Mr David Bertenshaw (representing Hawkesbury Sports Council)
Councillor Kevin Conolly	Mrs Dianne Finch
Councillor Warwick Mackay	Mr Todd Miladinovic
	Mrs Jean Peare

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Ordinary meetings of the Advisory Committee shall be held no less than once per year.	Meetings were held on: 15 December 2010 6 July 2011

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Determine the winners, through a process of award recipient selection, for several awards including but not limited to; Australia Day Awards and the Sports Medal and Sports Certificate Awards.	<ul style="list-style-type: none"> <li>Winners of 2011 Australia Day Awards were chosen.</li> <li>Winners of the Sports Medal awards and Certificates were chosen for 2011.</li> <li>Local nominations for Australian of the Year were encouraged to be resubmitted to the Hawkesbury’s Citizen of the Year program.</li> </ul>
b. Review the criteria for each of the award systems and make recommendations on changes as to future systems.	<ul style="list-style-type: none"> <li>No criteria changes were recommended this reporting period.</li> <li>The Committee noted Council’s resolution of 12 October 2010 affecting membership,</li> </ul>

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	criteria and the award system as detailed under Other Compliance to Constitution Issues in this report.
c. Actively encourage nominations from the community for the awards programs to further enhance the quality and quantity of submissions Council receives.	<ul style="list-style-type: none"> <li>Nominations were encouraged by the use of publicity via mayoral columns, mayoral speeches, media releases, quarterly newsletters and community report promotion. A direct mailing promotion is currently underway.</li> </ul>
d. Assist when requested, with recommendations for special civic or community celebrations.	<ul style="list-style-type: none"> <li>No requests received. Macquarie 2010 celebrations handled by a separate committee.</li> </ul>
e. Provide advice and guidance on the administration of any Federal or State funding received for events and special celebrations.	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>

**Other Compliance to Constitution Issues**

At its meeting held 15 December 2010 the Committee noted Council's resolution of its meeting held 12 October 2010

*"That:*

1. *The wording of the clause 1, (c) and (e), Structure and Membership in the Civic and Citizenship Committee Constitution be amended to the following:*
  - (c) *Three community appointments, appointed by Council following the calling of applications as detailed in clause 6(b) of this Constitution;*
  - (e) *A representative from each of the sponsor organisations: Richmond Club and Hawkesbury Sports Council, nominated by these organisations for the period that these organisations remain as sponsors to their respective award programs.*
  
2. *The current criteria for Citizen of the Season/Year and Young Citizen of the Season/Year Awards be amended as follows:*
  - (a) *The age requirement for the Citizen of the Season/Year award be over 25 as at 26 January of the following year to be in line with the age requirement of the Young Citizen of the Season/Year award.*
  - (b) *The length of time between which the same awards can be presented to a previous recipient be five years.*
  - (c) *Nominees for the Citizen of the Season and Young Citizen of the Season Awards who are not local residents, but who have made a significant contribution to the local community over an extended period of time or demonstrated extensive commitment, and the local community directly benefits from this, will still be eligible nominees for the award.*
  - (d) *Council staff contact previous nominators who had ineligible nominees, due to being not local residents, to inform them of this change in criteria and inform them that their nominations will now be considered.*
  
3. *The necessary changes be made to the Citizen of the Year Policy, including reflecting the change from Citizen of the Month to the Citizen of the Season format, previously resolved by Council."*



**EXTRAORDINARY MEETING****Meeting Date:** 20 September 2011**3. Hawkesbury Mobility Plan Implementation Committee****Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Leigh Williams (Chair)	Mr Alan Aldrich (Deputy Chair)
Councillor Christine Paine (Alternate)	Mr Doug Bathersby
	Mr Chris Cameron
	Ms. Sandra Long (appointed 18 August 2011)
	Mr John Street (appointed 19 May 2011)
	Mr Phil Williams (appointed 18 August 2011)
	Snr Constable Brad Phillips (Local Area Command)

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Four meetings per year	Meetings were held on: 18 November 2010 (inaugural meeting) 19 May 2011 (no quorum) 18 August 2011 (Note: Frequency of meetings are aligned with Council budget cycle and RTA funding submission time frames)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Advise and assist Hawkesbury City Council staff in the implementation of the Hawkesbury Mobility Plan.	<ul style="list-style-type: none"> <li>The Committee has established a process for reviewing proposed cycleway and pedestrian access improvements as outlined in Council's draft budget and work programs, and RTA funding submissions.</li> </ul>
b. Advise and assist Hawkesbury City Council staff to identify annual projects for cycleways and pedestrian access improvements which are consistent with the priorities within the Hawkesbury Mobility Plan, for consideration by Council;	<ul style="list-style-type: none"> <li>Annual projects identified – staged extension of Windsor-Richmond Cycleway and construction of kerb ramps in Richmond and Windsor. Other projects included pedestrian crossing George Street, Windsor (near Suffolk St). All projects identified in Hawkesbury Mobility Plan.</li> </ul>
c. 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;	<ul style="list-style-type: none"> <li>No issues identified.</li> </ul>

**EXTRAORDINARY MEETING****Meeting Date:** 20 September 2011**4. Waste Management Advisory Committee****Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Christine Paine	Mr William Sneddon (Community Member)
Councillor Bob Porter	Ass Prof. Basant Maheshwari - UWS
Councillor Jill Reardon	Mr Geoff Bessell (Community Member)
Councillor Leigh Williams	

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
No less than two meetings per year	Meetings were held on: 30 March 2011 28 April 2011 29 June 2011 7 September 2011

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Advise Council about information, research and analysis required to provide future options for waste management for our City.	<ul style="list-style-type: none"> <li>• Business case being developed to determine positive outcomes through the purchase of the existing leased site and/or additional area of land adjacent to the site to allow continued use as a waste facility.</li> <li>• Reusable alternative landfill daily cover system to minimise the use of soil as a night cover material and maximise the volumetric space in the landfill.</li> </ul>
b. Recommend to Council preferred options for our future waste management strategies, systems and technologies;	<ul style="list-style-type: none"> <li>• Currently investigating the different options available for the collection and treatment of municipal waste supported by an appropriate business plan</li> <li>• Investigation of the feasibility to the beneficial reuse of methane gas produced by the degradation of waste landfilled. Initial studies into possible actions suggest restrictions on possible reuse due to the small volume of waste landfilled.</li> </ul>
c. Advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required;	<ul style="list-style-type: none"> <li>• Waste Education Officer employed, funded via the Waste and Sustainability Improvement Program (WaSIP) to implement actions identified through Local Government Strategic Waste Action Plan.</li> </ul>
d. Liaise with neighbouring Councils and government agencies, to ensure the best outcomes of any considered strategies, systems and technologies;	<ul style="list-style-type: none"> <li>• Dialogue with adjoining Councils and UWS is ongoing regarding sharing resources and land tenure for Waste Management Facility site.</li> </ul>
e. Liaise with local communities on waste management issues, to ensure that the community's views are included in the decision making processes of Council	<ul style="list-style-type: none"> <li>• Waste classification audit carried out to improve further separation of materials and identify opportunities for landfill diversion.</li> </ul>

## EXTRAORDINARY MEETING

Meeting Date: 20 September 2011

### Other Compliance to Constitution Issues

Discussion by the Committee regarding a name change as the diversity of issues discussed by the Committee and suggested the Committee be re-named to "Sustainable Living Advisory Committee". Further suggestions included "Waste and Risk Advisory Committee" and "Waste Resource Advisory Committee". It would be preferable to avoid the use of the word "sustainable" in the re-naming of the Committee. Council runs a Community Planning Advisory Committee wherein matters relating to sustainability (eg food production and Sustainable Living Guide) are covered. The main role of this Committee is to make recommendations regarding:

- Strategic waste management procedures within the Hawkesbury City local government area;
- Strategies to promote responsible waste avoidance, recovery, reuse, recycling and landfill as a last resort.
- Achieve the State Governments 66% diversion rate target for the reduction of waste.

It is therefore recommended to keep the name as the "Waste Management Advisory Committee", at this time, as the management of waste implies the recovery of resource materials prior to landfill.

The Committee has, at times, involved itself in more operational matters related to the operations of the Waste Management Facility rather than focusing on the strategic waste management issues. With the assistance of the WaSIP funds there will be more opportunity for the Committee to focus on more strategic matters.

### Other Matters for Consideration During Reporting Period

Although the Committee's focus is on strategic waste matters, in order to keep the Committee up to date with relevant operational matters the Committee was advised that there had been a large amount of tenders received, and staff were assessing them. These tenders related to the Hire of Plant at the Hawkesbury City Waste Management Facility.

## 5. Heritage Advisory Committee

### Membership

Councillors	Community Members and Others
Councillor Jill Reardon	Mr Graham Edds (Chair)
Councillor Bill Whelan (Alternate)	Professor Ian Jack (Deputy Chair)
	Ms Jan Barkley Jack (Community Member)
	Mr Jonathan Auld (Community Member)
	Ms Michelle Nichols (Community Member)
	Ms Danielle Wheeler (Community Member)
	Ms Deborah Hallam (Community Member)
	Mr Donald Ellsmore (Heritage Advisor)

### Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Two meetings per year	Meetings were held on: 25 November 2010 17 February 2011 18 August 2011

**EXTRAORDINARY MEETING****Meeting Date:** 20 September 2011**Committee Business**

Objectives in Constitution	Current Status
a. Advise Council about heritage assistance, grant applications review and recommendations.	<ul style="list-style-type: none"> <li>Receipt of annual funding under Local Government Heritage Management Program – on a limited dollar for dollar basis for engagement of Heritage Advisor to assist Council with heritage management responsibilities.</li> </ul>
b. Advise Council of long term planning of significant heritage cemeteries.	<ul style="list-style-type: none"> <li>The Committee resolved that in 2011, the Committee focus on creating guidelines, seeking funding, examining Council's asset management and education regarding materials and techniques to be utilised in caring for monuments in relation to cemeteries.</li> </ul>
c. Advise Council in relation to reviews of local heritage listings.	<ul style="list-style-type: none"> <li>Committee is pursuing proposal to State Heritage list Macquarie Town Plans of Windsor, Wilberforce and Richmond. Unfortunately to date no response received from DoP despite repeated requests.</li> </ul>
d. Liaise with local communities and businesses in organising 'Heritage Week' events in the Hawkesbury LGA.	<ul style="list-style-type: none"> <li>The Committee resolved that in focus continue on creating guidelines, seeking funding, examining Council's asset management and education regarding materials and techniques to be utilised in caring for monuments in relation to cemeteries.</li> </ul>
e. Advise Council about increasing the community's awareness of heritage matters.	<ul style="list-style-type: none"> <li>It was agreed that, in relation to cemeteries, that as funds and resources permit, Council provide brochures and an improved web presence that highlights the heritage of the Hawkesbury.</li> </ul>

**Other Compliance to Constitution Issues**

The constitution of the Heritage Advisory Committee was reviewed as it was agreed a number of the objectives were essentially task related and narrow in scope. Accordingly, a new constitution was prepared and agreed by the Committee and subsequently endorsed by Council in 2011.

**Other Matters for Consideration During Reporting Period**

Key HAC related achievements for 2010/11 were:

- (a) Heritage Constitution Review – completed
- (b) Slab Barn Study - completed 2010/11
- (c) Budget allocation \$30,000 for Heritage Incentive Fund for Slab Barns
- (d) Hawkesbury Heritage Seminar Series 2010
- (e) Commenced work on achieving Heritage Council and community support for Town Layout concept

**EXTRAORDINARY MEETING****Meeting Date:** 20 September 2011**6. Floodplain Risk Management Advisory Committee****Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Kevin Conolly (Chair)	Mr Les Sheather (Community Member)
Councillor Bob Porter (Deputy Chair)	Mr Geoffrey Bessell (Community member)
Councillor Warwick Mackay	Mr John Miller (Community Member)
Councillor Paul Rasmussen	Mr Bill McMahon (Community Member)
Councillor Jill Reardon	Mr Alexander (Phil) Windebank (Community Member)
	Mr Ian Johnston (Community Member)
	Mr Peter Cinque OAM (SES Sydney Western Division)
	Mr David Avery (Department of Environment and Heritage) up until June 2010 meeting Mr Harry Panagopoulos (Department of Environment and Heritage) from August 2011 meeting
	Mr Chris Ransom (Department of Defence)
	Snr Inspector Robert Bowman (Industry and Investment NSW – Primary Industries)

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Six meetings per year	Meetings were held on: 1 November 2010 6 December 2010 18 January 2011 (Special Meeting) 7 February 2011 18 April 2011 9 May 2011 27 June 2011 15 August 2011

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. 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	<ul style="list-style-type: none"> <li>Considered during preparation of the Floodplain Risk Management Study and Plan for the Hawkesbury River</li> </ul>
b. Advise Council about town planning measures and standards considered necessary to minimise risk to life and property in Hawkesbury LGA	<ul style="list-style-type: none"> <li>Considered during preparation of the Floodplain Risk Management Study and Plan for the Hawkesbury River</li> </ul>
c. Advise Council about road and drainage infrastructure and other physical works required to minimise risk to life and property in Hawkesbury LGA	<ul style="list-style-type: none"> <li>Considered during preparation of the Floodplain Risk Management Study and Plan for the Hawkesbury River</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date:** 20 September 2011

	<ul style="list-style-type: none"> <li>Considered during finalisation of the Bligh Park Evacuation Route Options Study and the Hobartville Evacuation Route Options Study</li> </ul>
d. Advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required	<ul style="list-style-type: none"> <li>Considered during preparation of Floodplain Risk Management Study and Plan for the Hawkesbury River.</li> <li>The Committee recommended Council place a flood mitigation related notice on the back of Council envelopes</li> </ul>
e. Recommend to Council measures to reduce flood risk to Council's infrastructure and buildings	<ul style="list-style-type: none"> <li>Considered during preparation of the Floodplain Risk Management Study and Plan for the Hawkesbury River</li> </ul>
f. Liaise with state agencies and neighbouring Councils involved in the Hawkesbury Nepean Floodplain Management Strategy	<ul style="list-style-type: none"> <li>Achieved through membership of Committee</li> </ul>
g. 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.	<ul style="list-style-type: none"> <li>Considered during preparation of the Floodplain Risk Management Study and Plan for the Hawkesbury River</li> <li>The Committee recommended Council adopt a flood mitigation related policy which includes input/action from the NSW State Government</li> </ul>
h. Assist the Council in the development and implementation of a Flood Risk Management Plan.	<ul style="list-style-type: none"> <li>Considered during preparation of Floodplain Risk Management Study and Plan for the Hawkesbury River.</li> </ul>

**Other Matters for Consideration During Reporting Period**

The Committee identified and prioritised areas to be subject to a pre-dredging investigation of the Hawkesbury River between Windsor and Sackville

**7. Hawkesbury Macquarie 2010 Committee**

**Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Bart Basset (Chair)	Mr John Christie
Councillor Jill Reardon	Mr Donald Cobcroft
	Ms Carol Edds
	Mr Frank Holland
	Mr Max Jarman
	Mr Brian Lindsay
	Mr Dudley Mercer
	Mr John Miller
	Mr Tony Miller
	Mr Colin Mitchell
	Ms Judy Newland
	Rev. Aleks Pinter
	Ms Jean Stephens
	Ms Gai Timmerman
	Ms Fiona Mann (Hawkesbury City Council)
	Ms Esther Perry (Hawkesbury City Council)
	Ms Keri Whiteley (Hawkesbury City Council)

**EXTRAORDINARY MEETING****Meeting Date:** 20 September 2011**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Meetings of the Committee shall be held as required to conduct the business of the Committee.	Meetings were held on: 11 November 2010 10 February 2011 (final meeting)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Work with and assist Hawkesbury City Council staff in the development of local branding for the Macquarie 2010 Celebrations in the City of Hawkesbury;	<ul style="list-style-type: none"> <li>Branding and Marketing Working Party established. Logos and other marketing collateral developed, distributed and implemented.</li> </ul>
b. Work with and assist Hawkesbury City Council staff to co-ordinate market and promote a program of decentralised and outreach community based events across the City of Hawkesbury to celebrate the achievements and legacy of Elizabeth and Lachlan Macquarie.	<ul style="list-style-type: none"> <li>Programming Working Party established. On-line and printed Hawkesbury Macquarie 2010 Calendar collated and distributed. Calendar marketed in local and regional media and included on state Macquarie 2010 Program.</li> </ul>
c. Encourage and assist community groups to develop proposals for events, exhibitions and activities to be held in conjunction with Macquarie 2010 celebrations.	<ul style="list-style-type: none"> <li>Hawkesbury Macquarie 2010 Program incorporated 70+ individual events, exhibitions and activities developed, sponsored and implemented by various community groups.</li> </ul>
d. Assist Council staff to establish criteria for a possible Macquarie 2010 Seed Funding Program to be reported to Council for inclusion as a short-term sponsorship category within Council's Community Sponsorship Program	<ul style="list-style-type: none"> <li>Criteria developed February 2009. Seed Funding Program established by Council in July 2010. \$26,200 in funding approved by Council.</li> </ul>
e. Arrange training and support for community groups seeking to stage events in relation to events management, traffic management; grant applications etc.	<ul style="list-style-type: none"> <li>Workshop held on 30 January 2010 - Attended by 35 participants.</li> </ul>
f. Evaluate and assess the outcomes of the Macquarie 2010 Celebrations and the work of the Committee, and report these findings to Council	<ul style="list-style-type: none"> <li>Surveys distributed to Committee Members and community groups staging 2010 events. Outcomes of the survey were a strong endorsement of Council and Committee's approach to the 2010 Celebrations and indicated that the Celebrations were a success. Results were considered by Committee and together with recommendations were reported to Council on 8 March 2011. Council subsequently adopted the Committee's recommendations.</li> </ul>

**Other Matters for Consideration During Reporting Period**

The Hawkesbury Macquarie 2010 Committee was established for the specific purpose of co-ordinating community celebrations to commemorate the 200<sup>th</sup> anniversary of the swearing in of Lachlan Macquarie as the Governor of NSW and his naming of the five Macquarie Towns. The Committee completed its delegated tasks in February 2011 and held its final meeting on 10 February 2011.

**EXTRAORDINARY MEETING****Meeting Date:** 20 September 2011**8. Audit Committee****Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Bob Porter	Mr David Gregory (Chairperson)
Councillor Paul Rasmussen	Mr Mike Barry (Deputy Chairperson)
Councillor Kim Ford (Alternate)	Mr Harry Khouri
	Ms Nisha Maheshwari

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Four meetings per year	Meetings were held on: 6 October 2010 9 February 2011 18 May 2011 24 August 2011

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Control Framework	<ul style="list-style-type: none"> <li>Internal Audit Charter developed in accordance with Division of Local Government guidelines and adopted by Audit Committee.</li> <li>Internal Audit Management Plan 2011-2013 and Internal Audit Operational Plan for 2011 developed and adopted by Audit Committee.</li> <li>Internal Audit Procedures Manual developed to outline the operations of Internal Audit and to provide cohesive guidelines and procedures for audit activities.</li> </ul>
b. External Accountability	<ul style="list-style-type: none"> <li>Annual financial statements for 2009/2010 presented to Audit Committee for consideration in October 2010.</li> </ul>
c. Legislative Compliance	<ul style="list-style-type: none"> <li>Legislative compliance audits included in the 3 Year Strategic internal Audit Plan.</li> </ul>
d. Internal Audit	<ul style="list-style-type: none"> <li>Internal Auditor appointed in March 2011.</li> <li>Foundation documents prepared and presented to Audit Committee for consideration in May 2011.</li> <li>Audits completed to date include <ul style="list-style-type: none"> <li>Workers Compensation Case Management</li> <li>Open Access of Information to the Public</li> <li>Accounts Payable</li> <li>Development Applications</li> </ul> </li> </ul>
e. External Audit	<ul style="list-style-type: none"> <li>Council's External Auditor, Mr Dennis Banicevic from PricewaterhouseCoopers attends the Audit Committee meetings.</li> </ul>



**EXTRAORDINARY MEETING****Meeting Date:** 20 September 2011

f. Risk Management	<ul style="list-style-type: none"> <li>High Level Risk Assessment in place and a Risk Management Framework for Internal Audit being developed.</li> </ul>
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**9. Disability Advisory Committee****Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Christine Paine (Chair)	Mr Alan Aldrich (Deputy Chair)
Councillor Bill Whelan	Mr Robert Bosshard
	Mr Desmond Crane
	Mr Ken Ferris
	Ms Carolyn Lucas
	Ms Jennifer Luke
	Ms Wendy Sledge
	Ms Kate Murdoch (Nepean/Blue Mountains Health District)

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Four meetings per year	Meetings were held on: 13 February 2011 (inaugural meeting) 7 April 2011 16 June 2011 4 August 2011

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Advise and assist Hawkesbury City Council staff in the drafting of a Hawkesbury Disability Action Plan to improve access to services and facilities for people with disabilities and promote their inclusion and participation in community and civic life;	<ul style="list-style-type: none"> <li>Draft Terms of Reference for Disability Action Plan developed and reported to Council. Adopted by Council in May 2011. Committee members have participated in access audit training.</li> </ul>
b. Provide advice to Hawkesbury City Council staff on consultative strategies for inviting submissions and comments in relation to the draft Hawkesbury Disability Action Plan and other Council Plans;	<ul style="list-style-type: none"> <li>Not yet undertaken – scheduled for consideration for October 2011 meeting.</li> </ul>
c. Provide advice to Hawkesbury City Council staff on the planning and design of the built environment and public domain to ensure that people with disabilities are not restricted from accessing services and facilities;	<ul style="list-style-type: none"> <li>Council report on Ham Common fitness trail referred to Committee for advice. Advice and recommendations reported to Council on 8 March 2011. Recommendations subsequently adopted by Council.</li> </ul>
d. Provide advice to Hawkesbury City Council staff on the design of footpaths, pedestrian crossings, kerb ramps, and transition zones, which may be required	<ul style="list-style-type: none"> <li>No development applications or plans of management were referred to Committee during the reporting period.</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date:** 20 September 2011

	to ensure that as far as possible new developments and plans of management for Council's parks and open spaces include provision for disability access;	
e.	Provide advice and guidance to Hawkesbury City Council staff on strategies to raise community awareness about disability issues impacting on residents of the City of Hawkesbury and, where required, to recommend actions for Council's consideration in relation to these matters;	<ul style="list-style-type: none"> <li>No strategies implemented during reporting period. It is expected that relevant issues will be identified in conjunction with preparation of Draft Disability Action Plan. Committee has established working party to review Council's Access Policy and Statement of Equity Principles.</li> </ul>
f.	Prepare and submit, at least on an annual basis, a schedule of identified rectification works (which are broadly consistent with the priorities and work schedules with the Hawkesbury Disability Action Plan and the Hawkesbury Mobility Plan) which would improve access for people with disabilities and/or address barriers preventing people with disabilities from accessing services and facilities, which can be considered by Council in conjunction with the preparation of Council's Management Plan;	<ul style="list-style-type: none"> <li>Committee members were invited by Hawkesbury Mobility Plan Implementation Committee to identify possible works to improve pedestrian access. It is envisaged that relevant works will be identified in conjunction with the preparation of Draft Disability Action Plan.</li> </ul>
g.	Provide a mechanism through which Council can be informed of disability issues where Council may be in a position to seek a resolution or advice regarding these issues through representations, lobbying and/or advocating to government agencies and/or elected representatives;	<ul style="list-style-type: none"> <li>Committee members addressed Council in relation to the proposed National Disability Insurance Scheme (NDIS). Committee considered the Notice of Motion prepared in relation to NDIS and resolved to support the NoM.</li> </ul>
h.	Consider and undertake such projects, subject to the availability of resources, which would generally assist people with disabilities to access service and facilities and promote their inclusion and participation in community and civic life	<ul style="list-style-type: none"> <li>Committee is currently in process of developing Richmond Mobility Map.</li> </ul>

**Youth Participation**

As previously reported to Council, Council's implementation of Youth Participation Strategies has been directed by the recommendations outlined in the *Young People - Community Participation and Civic Leadership Report* which was adopted by Council in October 2008. The Report was prepared in conjunction with the Hawkesbury Youth Interagency and documented the outcomes of focus groups and interviews held with young people and youth workers.

One of the key recommendations in the Report related to the staging and funding of a Youth Summit. The inaugural Hawkesbury Youth Summit was held on Tuesday the 24 November, 2009. The Summit was attended by 66 young people and youth workers. The findings of the Youth Summit were reported to Council, and young people were also invited to brief Councillors on the Summit and its five recommendations at the Councillor Briefing Session held on 4 May 2010. In considering the Youth Summit findings, Council resolved to treat the Report as a submission made by the Youth Summit participants on behalf of the young people of the Hawkesbury and for the recommendations in the Report to be considered in conjunction with Council's determination of its Draft 2010/2011 Management Plan and Financial Estimates. The status of the recommendations is outlined below.

**EXTRAORDINARY MEETING**

**Meeting Date:** 20 September 2011

<b>Recommendation</b>	<b>Outcome</b>
<i>Recommendation 1</i> - Given young people expressed their interests in being involved in Council decision making processes if they had a contact person, it is recommended that Council consider funding a youth worker position within Council to act as a channel between young people and Council.	Part-time Youth Participation Officer (YPO) Position established and funded. Position filled January 2011. Primary role of YPO position is to implement the Youth Summit recommendations.
<i>Recommendation 2</i> - It is recommended that Council liaises with schools to provide a face to face opportunity for young people to meet with or contact Councillors or a relevant Council representative and for representatives to undertake school visits to educate Young People of Council process.	YPO is currently liaising with schools to identify format and timing for Councillor/Young People forums. Tentatively scheduled to commence late 2011.
<i>Recommendation 3</i> - In considering Young People's concerns about road safety, it is recommended that existing driver education programs provided by Council continue to be provided and enhanced.	Road Safety Programs have been maintained. <i>Helping Learner Drivers Become Safer Drivers Workshop</i> held in March 2011 and scheduled for October 2011. In March 2011, Council approved allocation of funds to support 'Are we there yet?' road safety program in local high schools.
<i>Recommendation 4</i> - It is recommended that Council consider the three preferred methods Young People indicated they wish to use in communicating with Council: Youth Events, Facebook and meetings held for Young People by Council. It is recommended Council maintain the dialogue by providing the resources to implement some or all of these methods.	YPO currently working with Hawkesbury Youth Interagency to plan and resource youth events to be held in conjunction with Youth Week 2012, Program of youth events for Youth Week 2011 successfully completed. Council is represented on 'Hawkesbury Loudspeaker' digital communication hub for young people.
<i>Recommendation 5</i> - It is recommended that a Youth Summit be held regularly by Council to continue the dialogue between Council and Young People	Planning underway for Youth Summit 2012.

In summary, young people have indicated a preference for participation strategies with which they are comfortable. For many young people, direct involvement or membership on Council Committees is not a preferred option – as evidenced in the absence of nominations from young people to sit on 'adult oriented' Council Committees. The findings of the *Citizenship Report* and the Youth Summit have identified the clear youth participation preferences of young people. Council has established the capacity to deliver on these preferences is currently engaged in working with local schools and the youth services sector in the Hawkesbury to implement strategies to respond to these preferences.

Notwithstanding these considerations, a number of Council Committees have identified mechanisms for consulting with young people or involving them in Committee processes. These specific mechanisms are outlined below;

Community Planning Advisory Committee (CPAC) - CPAC have supported youth specific consultation (such as the Hawkesbury Community Strategic Plan youth workshops).

Hawkesbury Civics and Citizenship Committee - The Hawkesbury Civics and Citizenship Committee administers various awards programs including the Young Citizen of the Season Program. This citizenship award is given to four young people during the year and an annual award winner at the Australia Day Awards Ceremony. Nominations are received for young people under the age of 25. The selection panel who decide the winners every season is made up of the Mayor, the previous year's Young Citizen of the Year winner (which changes annually) and a representative from Hawkesbury Youth Interagency.

## EXTRAORDINARY MEETING

Meeting Date: 20 September 2011

Hawkesbury Mobility Plan Implementation Committee – The Hawkesbury Mobility Plan was informed by the outcomes of a ‘walking and cycling’ questionnaire distributed to high schools across the Hawkesbury. Copies of the Draft Plan were also distributed to high schools for comment. A representative from a local high school sits on the Committee.

Hawkesbury Macquarie 2010 Committee - The Committee established a Schools Involvement Working party to identify strategies for involving children and young people in the 2010 Celebrations. The Working Party co-ordinated a visual arts competition for participating schools.

Disability Advisory Committee - The Committee is currently developing a consultation strategy to inform the preparation of the Hawkesbury Disability Action Plan. Options for seeking input from young people are under consideration.

The operating briefs and terms of reference for Council's other Committees - Waste Management Advisory Committee; Heritage Advisory Committee; Floodplain Risk Management Advisory Committee; and Audit Committee; do not easily lend themselves to youth participation and involvement. However, the appointment of the Youth Participation Officer and the implementation of the participation strategies, as recommended by young people, may identify possible options for youth involvement in the work of the Committees.

### **Conformance to Community Strategic Plan**

The proposal is consistent with the Shaping Our Future Together Directions statement;

- Have transparent, accountable and respected leadership and an engaged community.

### **Financial Implications**

There are no financial implications applicable to this report.

### **RECOMMENDATION:**

That the contents of the report and the annual reports of the various Council Committees for the 2010/2011 Mayoral Term as detailed in the report be received.

### **ATTACHMENTS:**

There are no supporting documents for this report.

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extraordinary  
meeting

end of  
business  
paper

This business paper has been produced electronically to reduce costs, improve efficiency and reduce the use of paper. Internal control systems ensure it is an accurate reproduction of Council's official copy of the business paper.