



Hawkesbury City Council

extraordinary  
meeting  
business  
paper

date of meeting: 27 September 2016  
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 generally held on the second Tuesday of each month (except January), and the last Tuesday of each month (except December), meeting dates are listed on Council's website. The meetings start at 6:30pm and are scheduled to conclude by 11pm. These meetings are open to the public.

When an Extraordinary Meeting of Council is held, it will usually also be held on a Tuesday and 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 items 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 by 3pm on the day of the meeting, of those items they wish to discuss. A list of items for discussion will be displayed at the meeting for the public to view.

At the appropriate stage of the meeting, the Chairperson will move for all those items which have not been listed for discussion (or have registered speakers from the public) to be adopted on block. The meeting then will proceed to deal with each item listed for discussion and decision.

### **Public Participation**

Members of the public can register to speak on any items in the business paper other than the Confirmation of Minutes; Mayoral Minutes; Responses to Questions from Previous Meeting; Notices of Motion (including Rescission Motions); Mayoral Elections; Deputy Mayoral Elections; Committee Elections and Annual Committee Reports. To register, you must lodge an application form with Council prior to 3pm on the day of the meeting. The application form is available on Council's website, from the Customer Service Unit or by contacting the Manager - Corporate Services and Governance on (02) 4560 4444 or by email at [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)

The Mayor will invite registered persons to address the Council when the relevant item is being considered. Speakers have a maximum of three minutes to present their views. The Code of Meeting Practice allows for three speakers 'For' a recommendation (i.e. in support), and three speakers 'Against' a recommendation (i.e. in opposition).

Speakers representing an organisation or group must provide written consent from the identified organisation or group (to speak on its behalf) when registering to speak, specifically by way of letter to the General Manager within the registration timeframe.

All speakers must state their name, organisation if applicable (after producing written authorisation from that organisation) and their interest in the matter before speaking.

## **Voting**

The motion for each item listed for discussion will be displayed for Councillors and public viewing, if it is different to the recommendation in the Business Paper. The Chair will then ask the Councillors to vote, generally by a show of hands or voices. Depending on the vote, a motion will be Carried (passed) or Lost.

## **Planning Decision**

Under Section 375A of the Local Government Act 1993, voting for all Planning decisions must be recorded individually. Hence, the Chairperson will ask Councillors to vote with their electronic controls on planning items and the result will be displayed on a board located above the Minute Clerk. 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. This electronic voting system was an innovation in Australian Local Government pioneered by Hawkesbury City Council.

## **Business Papers**

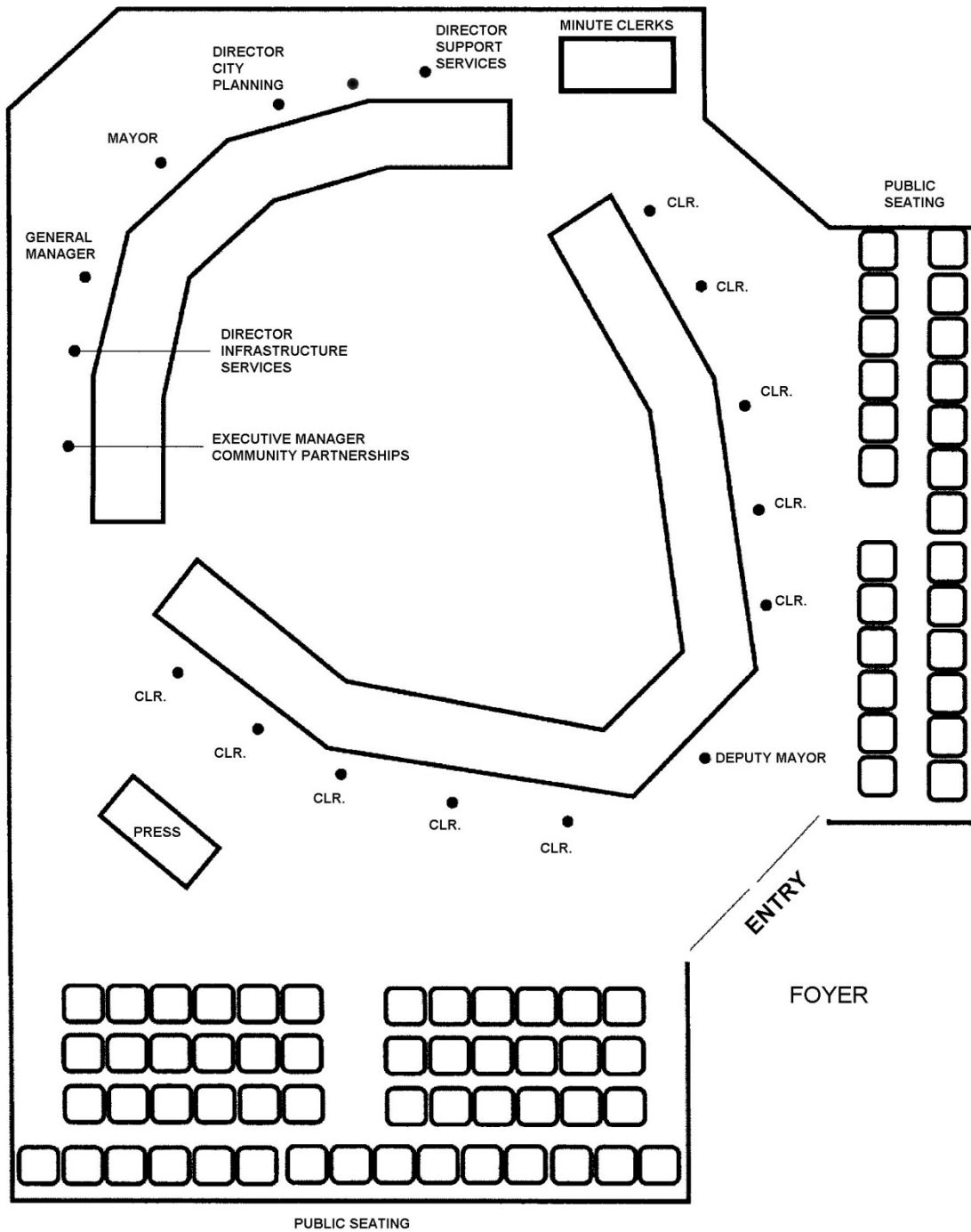
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>

Hard copies of the business paper can be viewed at Council's Administration Building and Libraries after 12 noon on the Friday before the meeting, and electronic copies are available on CD to the public after 12 noon from Council's Customer Service Unit. The business paper can also be viewed on the public computers in the foyer of Council's Administration Building.

## **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 4444.

# Hawkesbury City Council



PUBLIC SEATING



**EXTRAORDINARY MEETING**

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- **WELCOME**
  - Acknowledgement of Indigenous Heritage**
- **APOLOGIES AND LEAVE OF ABSENCE**
- **DECLARATION OF INTERESTS**
- **REPORTS FOR DETERMINATION**
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**EXTRAORDINARY MEETING**

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Reports for Determination

GENERAL MANAGER

Item: 192 GM - Election of Mayor - (79351, 95496)

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**REPORT:**

**Executive Summary**

The Local Government (General) Regulation 2005 (Regulation) (Schedule 7 as specified by Clause 394) and Section 230(1) of the Local Government Act 1993 (the Act) relate to the process of election of a mayor by councillors and the term of office for a mayor elected by councillors, respectively.

On 2 September 2016, the Office of Local Government issued Circular 16-30 – Local Government Amendment (Governance and Planning) Act. The Circular advises that the NSW Parliament has passed amendments to the Act, known as Phase 1 reforms, focusing mainly on improving council governance and strategic business planning. The Circular details the amendments that are in force now. Of relevance to this report is the amendment applicable to Section 230(1) of the Act in regard to the term of office for a mayor elected by councillors.

The term of office for a mayor elected by councillors has been increased to two years.

Council, at its Extraordinary Meeting held on 15 September 2015, elected Councillor Kim Ford as its Mayor for the 2015/2016 Mayoral Term. Mayor Kim Ford ceased in his term of office on Friday, 9 September 2016, coinciding with the Hawkesbury local government election held on Saturday, 10 September 2016.

The election of Mayor of the Council for the 2016 to 2018 Mayoral Term is now required and must be carried out in accordance with the process stipulated by the legislation and as detailed in this report.

**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 Regulation (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.*

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- (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 (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.*

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- (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.*
- (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.*

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**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."*

The election of Mayor of the Council for the 2016 to 2018 Mayoral Term now needs to be carried out.

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

**Conformance to the Hawkesbury 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 2016 to 2018 Mayoral Term be carried out.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## EXTRAORDINARY MEETING

Meeting Date: 27 September 2016

Item: 193

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 process of election of a mayor by councillors. These provisions also apply to the election of a deputy mayor.

Section 231(2) of the Local Government Act 1993 (the Act) relates to the term of office for a deputy mayor. A Deputy Mayor may be elected for the Mayoral Term, being for two years from 2016 to 2018 or a shorter term.

Council, at its Extraordinary Meeting held on 15 September 2015, elected Councillor Warwick Mackay as its Deputy Mayor for the 2015/2016 Mayoral Term. Deputy Mayor Mackay ceased in his term of office on Friday, 9 September 2016, coinciding with the Hawkesbury local government election held on Saturday, 10 September 2016.

The election of the Deputy Mayor of the Council, for the term as determined by Council, is now required and must be carried out in accordance with the process stipulated by the legislation and as detailed in the earlier report on this business paper.

#### 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.

Section 231(2) of the Act relates to the term of office for a deputy mayor. A deputy mayor may be elected for the Mayoral Term, being for two years from 2016 to 2018 or a shorter term.

In light of the Mayoral Term now being increased to two years, as detailed in an earlier report on this business paper, Council needs to determine whether the Deputy Mayor Term continues to coincide with the Mayoral Term, that is, increasing the term to two years, or being at a shorter term of less than two years.

The election of Deputy Mayor of the Council for the term as determined by Council now needs to be carried out.

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

#### Conformance to the Hawkesbury 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.

**EXTRAORDINARY MEETING**

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**RECOMMENDATION:**

That:

1. Council determine the Deputy Mayor Term, up to a maximum period of two years.
2. An election for the position of Deputy Mayor of the City of Hawkesbury for the term as determined in accordance with Part 1 above, be carried out.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## EXTRAORDINARY MEETING

Meeting Date: 27 September 2016

**Item: 194**                      **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 the required councillor representation is detailed in the following table.

| <b>Committee</b>                                   | <b>Function</b>  | <b>Councillor Representation</b>   |
|--|--|--|
| <b>a. Committees of Council</b>                    |  |  |
| Human Services 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.  | Three Councillors  |
| Hawkesbury Civics and Citizenship Committee        | To consider and determine nominations for recipients of Citizenship Awards (Australia Day, Sports Medal).  | Three Councillors  |
| Waste Management Advisory Committee                | Established to develop options for future waste management in the City of Hawkesbury   | Four Councillors   |
| Hawkesbury Sustainability Advisory Committee       | Established to provide a forum for community representatives, Councillors and Council officers to focus on sustainability issues and to ensure a coordinated approach to the development, implementation and evaluation of Council's grant funded sustainability projects and other Council approved sustainability initiatives. | Two Councillors<br>(Council previously also appointed an alternate Councillor)                           |
| Heritage Advisory Committee                        | Provides advice to Council regarding heritage and related issues.  | One Councillor<br>One alternate Councillor   |
| Floodplain Risk Management Advisory Committee      | Advisory Committee established to provide input in relation to floodplain management issues.   | Five Councillors   |
| General Manager's Performance Review Panel         | To review the performance of the General Manager   | Mayor<br>Two Councillors<br>And one Councillor nominated by the General Manager, if he or she so chooses |
| Audit Committee                                    | Provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.  | Two Councillors<br>One alternate Councillor  |
| Hawkesbury Access and Inclusion Advisory Committee | Provide advice on strategies to eliminate barriers which may prevent residents and visitors from accessing services and facilities and participating in community and civic life.  | Two Councillors  |



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| <b>Committee</b>  | <b>Function</b>  | <b>Councillor Representation</b>  |
|---|--|---|
| Development Application Monitoring Advisory Committee                         | Established to primarily focus on monitoring the processing of development applications generally and those applications relating to riverfront land.  | Five Councillors  |
| <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.   | One Councillor  |
| clubGrants Local Committee  | To consider and rank applications received under the clubGrants Scheme.  | Mayor   |
| Greater Sydney Local Land Services Local Government Advisory Group            | Committee established by NSW Government to co-ordinate catchment management  | One Councillor<br>(Council previously also appointed an alternate Councillor) |
| <b>c. Committees where Council has a Financial Interest</b>                   |  |   |
| Regional Strategic Alliance<br><b>(See Note 1 below)</b>                      | Regional Strategic Alliance between Hawkesbury, Penrith and Blue Mountains Councils established with the objective to enhance each Council's local government areas and its broader subregion. | Mayor<br>Deputy Mayor<br>One alternate Councillor                             |
| Westpool/UIP<br><b>(See Notes 2 and 3 below)</b>                              | Self-insurance agency established by consortium of participating Councils.   | One Councillor  |
| McMahon's Park Management Committee   | Incorporated body with delegated responsibility for management and operation of McMahons Park.   | One Councillor<br>One alternate Councillor                                    |
| Hawkesbury Sports Council   | Incorporated body with delegated responsibility for management and operation of Council facilities.  | One Councillor<br>One alternate Councillor                                    |
| Peppercorn Services Inc.  | Incorporated body with delegated responsibility for management and operation of Council auspiced community services (externally funded).   | One Councillor  |
| Western Sydney Regional Organisation of Councils<br><b>(See Note 2 below)</b> | Regional Body established to co-ordinate lobbying for Western Sydney   | Two Councillors<br>One alternate Councillor                                   |
| Hawkesbury River County Council   | Statutory Body responsible for management of noxious weeds.  | Two Councillors   |
| Hawkesbury Sister City Association  | Incorporated Body responsible for coordinating Sister City activities.   | Two Councillors   |
| <b>d. Other Committees</b>  |  |   |
| NSW Public Libraries  | Established to represent and support the interests of NSW public libraries.  | One Councillor  |

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| <b>Committee</b>  | <b>Function</b>   | <b>Councillor Representation</b>   |
|---|---|--|
| Western Sydney Academy of Sport                                 | Regional Body established to co-ordinate lobbying for sports development in Western Sydney. | One Councillor (not compulsory)  |
| Council Budget Preparation Process<br><b>(See Note 4 below)</b> | To attend the annual Council budget preparation process meetings.                           | One Councillor<br>(Council previously also appointed an additional Councillor) |

**Notes:**

1. The Mayor and Deputy Mayor are to be appointed as Council's representative on the Alliance Board. An Alternate is also to be appointed.
2. 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.
3. Council is a member of Westpool and United Independent Pools which are insurance mutuals established via a joint partnership of councils. Westpool was established in 1988 to provide public and professional liability insurance and it has served the ten member councils now for over 25 years.

United Independent Pools is a joint partnership of 19 councils established in 2005 to manage first party losses like property, motor vehicle and crime cover. Both Pools are member-owned and member-driven organisations with substantial self-insured layers and prudential margins equivalent to APRA standards.

The Pools are recognised by the Office of Local Government as the best example of council joint ventures.

The insurance pools attempt to maintain stable insurance costs in an otherwise cyclical and sometimes volatile insurance market. They also support the member councils through providing risk management training and professional development.

Further details are available on the following websites:

Westpool: [www.westpool.nsw.gov.au](http://www.westpool.nsw.gov.au)

United Independent Pools: [www.unitedindependentpools.org](http://www.unitedindependentpools.org)

Westpool and United Independent Pools membership Deeds require two representatives to fill director positions on the Board. The Deeds require that one must be the General Manager or alternate, whilst the other is an elected member.

The Pools' guidelines require that each director must comply with the Fit & Proper Person Policy and attend a three-day directors training course run by the Australian Institute of Company Directors.

Westpool meetings are held between 9:30am and 2pm once every two months, while there are two United Independent Pools meetings per year in March and September. There are also numerous workshops and forums held during the year.

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4. Council at its meeting on 28 April 2015 resolved, in part, as follows:

*"5. At the Mayoral Election meeting, Council elect a representative to attend the budget preparation process."*

For the 2017/2018 Budget, the Draft Budget Executive Management meetings will occur over the two weeks commencing on Tuesday, 7 March 2017. Meetings may be in the morning or afternoon with a maximum duration of three hours each.

**Conformance to the Hawkesbury 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**

**Meeting Date: 27 September 2016**

**Item: 195 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 has now submitted annual reports for the 2015/2016 Mayoral Term, which are outlined in this report. Also, comments are provided regarding youth 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 2015/2016 Mayoral Term:

**1. Human Services Advisory Committee**

**Meetings Held**

| <b>Constitution Requirement for Frequency</b> | <b>Dates and Compliance to Number Required</b>  |
|---|---|
| No less than four times per year              | Meetings held on:<br>5 November 2015<br>11 February 2016<br>12 May 2016<br>28 July 2016 |

Meetings are generally held on a Thursday at 9:30am.

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**Membership**

| <b>Councillors<br/>(Number of meetings attended)</b>               | <b>Community Members and Others<br/>(Number of meetings attended)</b>                        |
|--|--|
| Councillor Barry Calvert, Deputy Chair<br>(four meetings attended) | Ms Vickie Shackley, Chair<br>(three meetings attended)                                       |
| Councillor Mary Lyons-Buckett<br>(three meetings attended)         | Ms Jenny Ranft<br>(one meeting attended)<br>(one meeting attended by Kerry Dolaghan in lieu) |
|  | Ms Denise Handcock<br>(three meetings attended) - resigned 23 June 2016                      |
|  | Ms Birgit Walters<br>(three meetings attended)   |
|  | Ms Jacquie Menzies<br>(two meetings attended)  |
|  | Mr Glenn Powers<br>(nil meetings attended)   |
|  | Mr Douglas Carbery<br>(two meetings attended) - resigned 10 May 2016                         |
|  | Council staff representatives<br>(four meetings attended)                                    |

**Committee Business**

| <b>Objectives in Constitution</b>  | <b>Current Status</b>   |
|--|---|
| a) To provide advice and assist Council in the development and drafting of a Human Services Planning Strategy. The proposed Strategy is to be consistent with the directions, strategies, and goals within the Hawkesbury Community Strategic Plan 2010 – 2030 (HCSP). | Elements of an integrated human services planning framework have been undertaken through: <ul style="list-style-type: none"> <li>• Gap analysis of human service needs of residents of the Hawkesbury (consistent with the Hawkesbury Community Strategic Plan)</li> <li>• Training in Results Based Accountability (RBA) as a model for responding to/and measuring human service needs</li> <li>• Developing benchmarks for the provision of human services as identified through Social Impact Assessments (SIA's) for key growth areas of the Hawkesbury including North Richmond, Glossodia and Vineyard.</li> </ul> |
| b) To provide advice to Council on consultative strategies for inviting submissions and comments in relation to the Human Services Planning Strategy.  | Advice was provided to Council staff and planning undertaken through the HSAC's support for SIA's, Voluntary Planning Agreements (VPA's) (e.g. Jacaranda Ponds), and support for priority actions from the Hawkesbury Homelessness Action Plan (HHAP) including quarterly updates and investigations into the provision of emergency services.  |

**EXTRAORDINARY MEETING**

**Meeting Date:** 27 September 2016

| <b>Objectives in Constitution</b>  | <b>Current Status</b>   |
|--|---|
| c) To review the directions, strategies, and goals within the Hawkesbury Community Strategic Plan 2010 - 2030 to undertake a gap analysis of human service needs of residents of the Hawkesbury.   | Gap analysis of human service needs of residents of the Hawkesbury has been undertaken through SIA's for key growth areas of the Hawkesbury resulting in additional services and facilities for these areas.  |
| d) To assist in the identification of community indicators to measure progress in the improvement of well-being of residents of the Hawkesbury which reflects the human service priorities identified within the Hawkesbury Community Strategic Plan 2010 – 2030.                          | Assisted in the development of Community Indicators that address the measures and goals within the Hawkesbury Community Strategic Plan.   |
| e) To assist council staff to co-ordinate an integrated human service planning framework to facilitate the development of a plan of action for the provision of priority human services to residents of the Hawkesbury.  | The Committee also receives regular updates on priority areas such as: affordable housing; homelessness; the health and well-being of Hawkesbury residents, and the provision of emergency services to the Hawkesbury area.   |
| f) To provide a mechanism through which Council can be informed of human service issues where Council may be in a position to seek a resolution or advice regarding these issues through representation, lobbying and/or advocating to government agencies and/or elected representatives. | The Committee has informed Council about human services issues and sought representation and/or lobbying with regard to: <ul style="list-style-type: none"> <li>• affordable housing</li> <li>• homelessness</li> <li>• health and hospital services</li> <li>• provision of emergency services.</li> </ul> |
| g) To assist in the application of Council's Sustainability Principles and Objectives contained in Council's Community Strategic Plan  | The Committee supports the Sustainability Principles and Objectives contained in the Hawkesbury Community Strategic Plan.   |
| h) To support and progress an active volunteer network for natural resource management and other sustainable activities  | The Committee supports this objective under Council's Sustainability Committee.   |

**Other Compliance to Constitution Issues**

Election of Chairperson and Deputy Chairperson were held at the 9 November 2015 meeting of the Human Services Advisory Committee (in line with the Committee's Constitution).

**Other Matters for Consideration During Reporting Period**

No matters to report.

**2. Hawkesbury Civics and Citizenship Committee**

**Meetings Held**

| <b>Constitution Requirement for Frequency</b> | <b>Dates and Compliance to Number Required</b>  |
|---|---|
| No less than once per year.                   | Meetings held on: <ul style="list-style-type: none"> <li>9 December 2015</li> <li>15 February 2016</li> <li>6 April 2016</li> </ul> |

Meetings are generally held on a Wednesday at 6:30pm.

**EXTRAORDINARY MEETING**

Meeting Date: 27 September 2016

**Membership**

| <b>Councillors<br/>(Number of meetings attended)</b>            | <b>Community Members and Others<br/>(Number of meetings attended)</b>                      |
|---|--|
| Mayor, Councillor Kim Ford<br>(three meetings attended)         | David Bertenshaw, Hawkesbury Sports Council<br>Representative<br>(three meetings attended) |
| Councillor (Dr) Warwick Mackay OAM<br>(three meetings attended) | Barry Adams, Community Representative<br>(three meetings attended)                         |
| Councillor Mike Creed<br>(one meeting attended)                 | Elizabeth Hitches, Community Representative<br>(three meetings attended)                   |
|   | Richmond Club Representative<br>(nil meetings attended)                                    |
|   | Windsor RSL Representative<br>(one meeting attended)                                       |
|   | Historical Society Representative<br>(one meeting attended)                                |

**Committee Business**

| <b>Objectives in Constitution</b>  | <b>Current Status</b>   |
|--|---|
| a) To 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>Nominations for the 2016 Hawkesbury Australia Day Awards were considered and winners chosen.</li> <li>Nominations for the 2016 Hawkesbury Sport Awards were considered and winners chosen.</li> </ul>  |
| b) To 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>Awards programs were completely reviewed in 2015.</li> <li>This was the first year of the new format Hawkesbury Sports Awards with the implementation of a dinner format for the presentation ceremony.</li> </ul>   |
| 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 for the 2016 Australia Day Awards and Hawkesbury Sports Awards were encouraged through media channels including paid advertising and social media.</li> <li>Online nominations were implemented for both programs to make it easier for the public to nominate.</li> </ul> |
| d) To assist when requested, with recommendations for special civic or community celebrations.   | <ul style="list-style-type: none"> <li>No requests were received</li> </ul>   |
| e) To 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>  |

**EXTRAORDINARY MEETING**

**Meeting Date: 27 September 2016**

**3. Waste Management Advisory Committee**

**Meetings Held**

| <b>Constitution Requirement for Frequency</b> | <b>Dates and Compliance to Number Required</b>    |
|---|---|
| No less than 2 times per year.                | Meetings held on: 8 October 2015<br>16 March 2016 |

Meetings are generally held on a Wednesday at 4pm.

**Membership**

| <b>Councillors</b>  | <b>Community Members and Others</b>                                      |
|---|--|
| Councillor Kim Ford (Chair)<br>(two meetings attended)            | Ms Robin Woods, Community Representative<br>(two meetings attended)      |
| Councillor Jill Reardon (Deputy Chair)<br>(two meetings attended) | Mr Geoffrey Bessell, Community Representative<br>(nil meetings attended) |
| Councillor Bob Porter<br>(two meetings attended)                  | Professor Basant Maheshwari, UWS<br>(nil meetings attended)              |
| Councillor Leigh Williams<br>(one meeting attended)               |  |

**Committee Business**

| <b>Objectives in Constitution</b>  | <b>Current Status</b>  |
|--|--|
| a) To 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>Following the adoption by Council of The Western Sydney Regional Waste Avoidance and Resource Recovery Strategy 2014-2017 (The Regional Waste Strategy) a Council Waste Strategy is currently being prepared based on the Regional Waste Strategy and issues of particular relevance to the Hawkesbury.</li> </ul>  |
| b) To recommend to Council preferred options for our future waste management strategies, systems and technologies.   | <ul style="list-style-type: none"> <li>Council's Waste Strategy is currently being formulated based on the Regional Waste Strategy. The aim is for Council's Waste Strategy to specify the most appropriate option for the Hawkesbury and its regional partners where possible. The draft Waste Strategy upon completion will be submitted to the Committee for discussion/feedback prior to being forwarded to Council for adoption.</li> </ul>   |
| c) To liaise with local communities on waste management issues, to ensure that the community's views are included in the decision making process of Council. | <ul style="list-style-type: none"> <li>Through Community Members and nominated Councillors, the community are represented on the Committee, and their views are sought as part of the discussion and decision making process by the Committee, and Council. Additionally, Council's waste education programs provide the opportunity for feedback with identified issues/solutions included in the consideration associated with the preparation of Council's Waste Strategy.</li> </ul> |



**EXTRAORDINARY MEETING**

**Meeting Date: 27 September 2016**

| <b>Objectives in Constitution</b>  | <b>Current Status</b>  |
|--|--|
| d) To 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>Discussion with neighbouring councils and government authorities is ongoing as part of a regional approach to waste management.</li> </ul>  |
| e) To 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>Council's Waste Education Officer runs a range of awareness programs, marketing and education activities in line with the State Government's Waste Less, Recycle More Program and Council's direction. These programs are reported to the Committee at various stages for information and seeking input in terms of potential improvements. Council's End of Term Report highlights the success of Council's various programs, and as reported through the Sustainability Advisory Committee Annual Report, the adoption of the Sustainability Indicators has assisted with the reduction, reuse and recycling of resources by establishing targets and measuring the achievement of these goals. The success achieved in this respect is highlighted in Council's End of Term Report, which also highlights the challenges for the next term in terms of achieving improved outcomes.</li> </ul> |

**Other Compliance to Constitution Issues (if necessary)**

Not Applicable.

**Other Matters for Consideration During Reporting Period (if necessary)**

No matters to report.

**4. Hawkesbury Sustainability Advisory Committee**

**Meetings Held**

| <b>Constitution Requirement for Frequency</b> | <b>Dates and Compliance to Number Required</b>     |
|---|--|
| No less than two times per year               | Meetings held on: 19 October 2015<br>18 April 2016 |

Meetings are generally held on a Monday at 5pm.

**Membership**

| <b>Councillors<br/>(Number of meetings attended)</b>             | <b>Community Members and Others<br/>(Number of meetings attended)</b> |
|--|---|
| Councillor Mary Lyons-Buckett (Chair)<br>(two meetings attended) | Mr John Street (Deputy Chair)<br>(two meetings attended)              |
| Councillor Leigh Williams<br>(one meeting attended)              | Ms Jen Dollin, UWS Community Representative<br>(one meeting attended) |

**EXTRAORDINARY MEETING**

Meeting Date: 27 September 2016

| <b>Councillors<br/>(Number of meetings attended)</b> | <b>Community Members and Others<br/>(Number of meetings attended)</b>         |
|--|---|
|  | Ms Jean Downie, Community Representative<br>(two meetings attended)           |
|  | Ms Vickii Lett, Community Representative<br>(one meeting attended) - resigned |
|  | Ms Janice Bagot, OEH<br>(nil meetings attended)                               |

**Committee Business**

| <b>Objectives in Constitution</b>   | <b>Current Status</b>  |
|---|--|
| a) To assist in the achievement of the key environmental goals contained in the Hawkesbury Community Strategic Plan.                  | <ul style="list-style-type: none"> <li>Community Indicators adopted by Council on 29 July 2014 have also been adopted as Sustainability Indicators. The Committee has encouraged and supported Council's efforts to meet these Indicators, and to further promote its sustainability and community education projects.</li> </ul>  |
| b) To facilitate information-sharing, education and support necessary for informed action on sustainability throughout the community. | <ul style="list-style-type: none"> <li>The meetings are a forum for sharing of information, ideas and education in regard to sustainability on a broad scale in the Hawkesbury. The Committee membership also provides the opportunity to link with various organisations and networks that are able to advance sustainability principles and ideas outside of formal meeting processes. Further opportunities to maximise these connections should be considered in the next term.</li> </ul> |
| c) To maximise resource reduction, reuse and recycling.   | <ul style="list-style-type: none"> <li>The adoption of the Sustainability Indicators has assisted with the reduction, reuse and recycling of resources by establishing targets and measuring the achievement of these goals. The success achieved in this respect is highlighted in Council's End of Term Report, which also highlights the challenges for the next term in terms of achieving improved outcomes.</li> </ul>   |
| d) To establish and maintain Natural Resource Management (NRM) networks.  | <ul style="list-style-type: none"> <li>The membership of the Committee has helped to establish networks of people in the community who are passionate about NRM. The opportunities to provide greater linkages and networks during the next term should be explored to its fullest.</li> </ul>   |



**EXTRAORDINARY MEETING****Meeting Date:** 27 September 2016

| <b>Councillors<br/>(Number of meetings attended)</b> | <b>Community Members and Others<br/>(Number of meetings attended)</b> |
|--|---|
|  | Ms Judith Newland<br>(four meetings attended)                         |
|  | Mr Jonathan Auld (Deputy Chair)<br>(three meetings attended)          |
|  | Ms Michelle Nichols<br>(three meetings attended)                      |
|  | Ms Carol Roberts<br>(three meetings attended)                         |

**Committee Business**

| <b>Objectives in Constitution</b>   | <b>Current Status</b>   |
|---|---|
| a) Advise Council about heritage assistance, grant applications review and recommendations.   | <ul style="list-style-type: none"> <li>• Successful in obtaining financial assistance grant to specifically target minor improvements to heritage listed commercial buildings in the historic Townships of Richmond and Windsor.</li> <li>• Successful in gaining funding for Heritage Advisor. Funding for a Conservation Management Plan (CMP) for Thompson Square is ongoing but the project is on hold pending the finalisation of the CMP being undertaken by RMS in a similar vicinity. Council is contributing matching funding for each project (excluding the RMS CMP).</li> </ul> |
| b) Advise and make recommendations to Council in relation to the nomination and deletion of Heritage Listed items from the Local Environmental Plan (LEP) and to identify items of State significance, which should be included in the NSW Heritage Office State Heritage Register or of National significance. | <ul style="list-style-type: none"> <li>• Ongoing review of preparation of listing sheets for LEP 2012 and corrections for General amendment change to LEP 2012.</li> </ul>  |
| c) Liaise with local communities and businesses in organising 'Heritage Week' events and to provide advice to Council on heritage programming, exhibitions, education and tourism events.   | <ul style="list-style-type: none"> <li>• Committee provided input into promotion of heritage matters by way of media releases and participation in relevant photo opportunities to assist in promoting heritage matters.</li> </ul>   |
| d) Advise Council and work with the community to increase awareness of heritage matters through education such as publications, seminars, public displays and award recommendations.  | <ul style="list-style-type: none"> <li>• Committee sought Council's assistance in: <ul style="list-style-type: none"> <li>- Heritage Incentive Scheme funding for minor improvement works to heritage listed commercial buildings in Richmond and Windsor.</li> <li>- Ongoing work associated with the Heritage of Western Sydney (HoWS) app.</li> </ul> </li> </ul>  |

**EXTRAORDINARY MEETING**

**Meeting Date: 27 September 2016**

| Objectives in Constitution  | Current Status  |
|---|---|
| e) Provide Council with advice on the management of heritage within the area. This includes reviewing Council or government policies that affect the Local Government Area heritage, recommending conservation objectives, policies and strategies and providing advice on these matters where appropriate. | <ul style="list-style-type: none"> <li>• Endorsement of preparation of brief for Conservation Management Plan for Thompson Square.</li> <li>• Consideration of the Hawkesbury Heritage Walking Trails and Interpretive Signage.</li> </ul>  |
| f) Provide Council with advice on the consistent management and balanced treatment of heritage places forming the cultural heritage of the area by identifying places of cultural significance within the city and to encourage their conservation for today's and future generations.                      | <ul style="list-style-type: none"> <li>• Provided ongoing input into strategic direction of the Heritage of Western Sydney (HoWS) app for smart phones which is due for launch late August/early September.</li> </ul>  |
| g) Act as a reference and peer review body as required for heritage surveys, conservation reports, planning studies and other heritage related bodies of work.  | <ul style="list-style-type: none"> <li>• Committee made a number of requests in terms of individual sites which were either actioned or currently being considered by Council.</li> </ul>   |
| h) Work with the community in the promotion, education, advocacy, encouragement, understanding, use and enjoyment of the cultural heritage of the city and to provide advice thereon to Council.  | <ul style="list-style-type: none"> <li>• Implementation of education program for property owners in relation to heritage listed commercial properties in Richmond and Windsor. Ongoing direction in terms of the Local Heritage Incentive Fund to be considered in conjunction with the development of educational seminars.</li> </ul> |
| i) Assist in the application of Council's Sustainability Principles and Objectives contained in Council's Community Strategic Plan.   | <ul style="list-style-type: none"> <li>• Committee actively supports promotion of awareness of sustainable development as a tool for heritage conservation and contributes to ongoing review of sustainability website to enhance heritage conservation focus.</li> </ul>   |

**Other Compliance to Constitution Issues (if necessary)**

Not applicable.

**Other Matters for Consideration During Reporting Period (if necessary)**

No matters to report.

**6. Floodplain Risk Management Advisory Committee**

**Meetings Held**

| Constitution Requirement for Frequency | Dates and Compliance to Number Required  |
|--|--|
| No less than six times per year.       | Meetings held on:            3 December 2015<br>18 February 2016<br>14 April 2016<br>Taskforce Briefing:            16 August 2016 |

Meetings are generally held on a Thursday at 4pm.

**EXTRAORDINARY MEETING**

Meeting Date: 27 September 2016

**Membership**

| <b>Councillors<br/>(Number of meetings attended)</b>              | <b>Community Members and Others<br/>(Number of meetings attended)</b>                   |
|---|---|
| Councillor Kim Ford (Chair)<br>(one meeting attended)             | Mr Peter Cinque OAM,<br>SES Sydney Western Division<br>(nil meetings attended)          |
| Councillor Bob Porter (Deputy Chair)<br>(three meetings attended) | Mr Harry Panagopoulos,<br>Office of Environment and Heritage<br>(two meetings attended) |
| Councillor Mary Lyons-Buckett<br>(two meetings attended)          | Ms Kirstan Smelcher,<br>Department of Defence,<br>(nil meetings attended)               |
| Councillor Jill Reardon<br>(three meetings attended)              | Snr Inspector Robert Bowman,<br>Industry and Investment NSW<br>(nil meetings attended)  |
| Councillor (Dr) Warwick Mackay OAM<br>(two meetings attended)     | Mr Kevin Jones,<br>SES Headquarters<br>(two meetings attended)                          |
|   | Mr Les Sheather, Community Representative<br>(three meetings attended)                  |
|   | Mr Damian Moon, Community<br>Representative<br>(one meeting attended)                   |
|   | Mr Geoffrey Bessell, Community<br>Representative<br>(one meeting attended)              |
|   | Mr Trevor Devine, Community<br>Representative<br>(three meetings attended)              |
|   | Mr Ted Books, Community Representative<br>(one meeting attended)                        |

**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>Discussions within Committee focused on dredging, topography of the Hawkesbury River system, evacuation, and the Hawkesbury Nepean Valley Floodplain Management Review.</li> </ul> |

**EXTRAORDINARY MEETING**

**Meeting Date: 27 September 2016**

| <b>Objectives in Constitution</b>  | <b>Current Status</b>  |
|--|--|
| <p>b) Advise Council about town planning measures and standards considered necessary to minimise risk to life and property in Hawkesbury LGA.</p>          | <ul style="list-style-type: none"> <li>Given the Hawkesbury Nepean Valley Floodplain Management Review was not released during this term, there were limited opportunities and direction for the Committee to provide advice that could be acted upon by Council in this respect. Should the Committee continue in the new term of Council there should be a particular emphasis on fully understanding the management measures identified in the Hawkesbury Nepean Valley Floodplain Management Review, and with working with the State Government to implement the identified measures in order to ensure community awareness of these management measures.</li> </ul>   |
| <p>c) Advise Council about road and drainage infrastructure and other physical works required to minimise risk to life and property in Hawkesbury LGA.</p> | <ul style="list-style-type: none"> <li>Discussions within Committee focused on dredging, topography of the Hawkesbury River system, evacuation routes and evacuation centres, use of Warragamba Dam for flood mitigation, flood markers, and monitoring stations.</li> <li>Advice was provided by the Committee in respect of grant funding opportunities through the Floodplain Management Grants Program for flood markers and investigation into a Voluntary House Raising Scheme involving 300-400 properties with floor levels below the 1:20 year flood level. Council applied for both funding opportunities and is awaiting the outcome.</li> <li>Future direction of the Committee in this respect should be focused towards advocating for the identified works from the Hawkesbury Nepean Valley Floodplain Management Review once the identified outcomes are fully understood.</li> </ul> |
| <p>d) Advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required.</p>                       | <ul style="list-style-type: none"> <li>Advice was provided by the Committee in respect of funding opportunities for construction/installation of permanent flood markers/icons to raise flood awareness and acceptance of evacuation, and to reduce overall complacency to flooding in general. Council applied through the Floodplain Management Grants Program and is awaiting the outcome.</li> <li>The Committee identified the need to establish a sub committee for the purposes of commencing planning for commemoration of the 1867 Flood which would raise awareness of flood matters within the community.</li> </ul>  |
| <p>e) Recommend to Council measures to reduce flood risk to Council's infrastructure and buildings.</p>  | <ul style="list-style-type: none"> <li>Nil to report.</li> </ul>   |

**EXTRAORDINARY MEETING****Meeting Date:** 27 September 2016**Other Compliance to Constitution Issues (if necessary)**

The prescribed number of meetings did not occur in the past year for a number of reasons including availability of members, but primarily due to awaiting the release of the Hawkesbury Nepean Valley Floodplain Management Review given the significance of that Review to the work of the Committee. Whilst not technically included as a meeting, late in the term Committee Members attended a Briefing by the Floodplain Taskforce.

**Other Matters for Consideration During Reporting Period (if necessary)**

No matters to report.

**7. Audit Committee****Meetings Held**

| Constitution Requirement for Frequency | Dates and Compliance to Number Required  |
|--|--|
| Four times per year                    | Meetings held on: 23 September 2015<br>25 November 2015<br>11 May 2016<br>13 July 2016 |

Meetings are generally held on a Wednesday at 4pm.

**Membership**

| Councillors<br>(Number of meetings attended)                 | Community Members and Others<br>(Number of meetings attended) |
|--|---|
| Councillor Patrick Conolly<br>(two meetings attended)        | Ms Nisha Maheshwari<br>(Chair) (three meetings attended)      |
| Councillor Paul Rasmussen<br>(two meetings attended)         | Mr Harry Khouri<br>(Deputy Chair) (four meetings attended)    |
| Councillor Bob Porter<br>(Alternate) (nil meetings attended) | Mrs Ellen Hegarty<br>(three meetings attended)                |

**Committee Business**

| Objectives in Constitution | Current Status   |
|----------------------------|--|
| a) Control Framework       | <ul style="list-style-type: none"> <li>Independent members appointed following Local Government elections in 2012</li> <li>Internal Audit Management Plan 2014-2017 developed and adopted by Audit Committee</li> <li>Internal Audit Operational Plan 2016/2017 developed and adopted by Audit Committee</li> <li>Audit Committee Charter reviewed and adopted by Audit Committee</li> </ul> |
| b) External Accountability | <ul style="list-style-type: none"> <li>Annual Financial Statements for 2014/2015 presented to Committee in September 2015</li> </ul>   |
| c) Legislative Compliance  | <ul style="list-style-type: none"> <li>Legislative compliance audits included in three year Internal Audit Management Plan</li> </ul>  |



**EXTRAORDINARY MEETING**

**Meeting Date: 27 September 2016**

| Objectives in Constitution | Current Status   |
|----------------------------|--|
| d) Internal Audit          | <ul style="list-style-type: none"> <li>• Audits completed in 2015/2016 include</li> <li>• Payroll</li> <li>• Investments</li> <li>• Cash Management</li> <li>• Insurances</li> <li>• Waste Management facility</li> <li>• Governance Health Check</li> <li>• Selection &amp; recruitment</li> <li>• Open Access - GIPA</li> <li>• RMS Drives Database</li> </ul> |
| e) External Audit          | <ul style="list-style-type: none"> <li>• Council's External Auditor attends the Audit Committee meetings</li> </ul>  |
| f) Risk Management         | <ul style="list-style-type: none"> <li>• Risk Management Framework developed for the organisation and endorsed by the Audit Committee</li> </ul>   |

**8. Hawkesbury Access and Inclusion Advisory Committee**

**Meetings Held**

| Constitution Requirement for Frequency   | Dates and Compliance to Number Required  |
|--|--|
| Ordinary meetings of the Advisory Committee shall be held no less than four times per year | Meetings held on: <ul style="list-style-type: none"> <li>22 October 2015</li> <li>26 November 2015</li> <li>25 February 2016</li> <li>12 May 2016</li> <li>23 June 2016</li> <li>25 August 2016</li> </ul> |

Meetings are generally held on a Thursday at 4pm.

**Membership**

| Councillors<br>(Number of meetings attended)           | Community Members and Others<br>(Number of meetings attended) |
|--|---|
| Councillor Barry Calvert<br>(three meetings attended)  | Alan Aldrich<br>(four meetings attended)                      |
| Councillor Leigh Williams<br>(three meetings attended) | Robert Bosshard<br>(three meetings attended)                  |
|  | Desmond Crane<br>(five meetings attended)                     |
|  | Ken Ferris<br>(Nil meetings attended)                         |
|  | Gary London<br>(six meetings attended)                        |
|  | Debbie Court<br>(six meetings attended)                       |

**EXTRAORDINARY MEETING**

**Meeting Date: 27 September 2016**

| <b>Councillors<br/>(Number of meetings attended)</b> | <b>Community Members and Others<br/>(Number of meetings attended)</b>              |
|--|--|
|  | Carolyn Lucas<br>(five meetings attended)  |
|  | Melanie Oxenham<br>(four meetings attended)  |
|  | Alison Baildon<br>(five meetings attended)   |
|  | Appointed for part of reporting period:<br>Terri Mottram (three meetings attended) |

**Committee Business**

| <b>Objectives in Constitution</b>  | <b>Current Status</b>   |
|--|---|
| a) To advise and assist Hawkesbury City Council staff in the drafting of the Hawkesbury Access and Inclusion Plan to eliminate barriers which may prevent residents and visitors from accessing services and facilities and participating fully in community and civic life.   | <ul style="list-style-type: none"> <li>The Hawkesbury Access and Inclusion Plan 2014-2017 was completed and adopted by Council on 14 October 2014.</li> </ul>   |
| b) To provide advice to Hawkesbury City Council staff on consultative strategies for inviting submissions and comments in relation to the draft Hawkesbury Access and inclusion Plan and other Council Plans.  | <ul style="list-style-type: none"> <li>The Committee designed and implemented a consultative strategy to inform the content of the Hawkesbury Access and Inclusion Plan.</li> <li>The Strategy included on-line survey and consultative forums.</li> </ul>  |
| c) To provide advice to Hawkesbury City Council staff on the application of 'good practice' access and inclusion principles as they apply to the design of buildings and public spaces and the delivery of services  | <ul style="list-style-type: none"> <li>Nine Access and Inclusion Principles identified an incorporated into Access and Inclusion Policy (adopted by Council in March 2012).</li> <li>Policy also includes guidelines and actions for implementing these principles.</li> </ul>  |
| d) Provide advice to Hawkesbury City Council staff on the design of footpaths, pedestrian crossings, kerb ramps, transition zones which may be required 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 and social inclusion. | <ul style="list-style-type: none"> <li>Advice has been provided on an ad-hoc basis or where committee members have requested information on proposed capital works. Council Managers have been requested to attend meetings to brief Committee on proposed works.</li> <li>The Committee reviewed the 2016/2017 capital works program and identified proposed works to seek further information from Managers on provision for access and inclusion.</li> </ul> |
| e) To provide advice and guidance to Hawkesbury City Council staff on strategies to raise community awareness about access and inclusion 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>The Committee made recommendations to inform design of Council works including upgrades to Governor Phillip Reserve, Macquarie Park and proposal to install crossing point at Kable St Windsor.</li> <li>The Committee made presentations to business groups on access and inclusion issues.</li> </ul>  |

**EXTRAORDINARY MEETING**

**Meeting Date: 27 September 2016**

| Objectives in Constitution   | Current Status   |
|--|--|
| f) To prepare and submit, at least on an annual basis, a schedule of identified rectification works which would improve access for people with disabilities and/or address barriers preventing people 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>The Committee has developed Access and Inclusion Checklist and process for undertaken access audits. Where rectification works are identified, these are tasked to relevant Manager for response.</li> </ul>  |
| g) To provide a mechanism through which Council can be informed of access and inclusion 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>The Committee requested Council make representations to Federal Member regarding lack of accessible parking at Centrelink premises, resulting in rectification works being undertaken and the Committee recommendations for car park upgrades being undertaken.</li> </ul>  |
| h) To consider and undertake such projects, subject to the availability of resources, which would generally assist residents and visitors to access services and facilities and promote their inclusion and participation in community and civic life.   | <ul style="list-style-type: none"> <li>Committee worked with NGOs to hold the Hawkesbury Disability Employment Expo. The Committee worked with the Local Business Awards to implement the inaugural Access and Inclusion Award.</li> <li>The Committee continued to implement the Access and Inclusion Checklist during the reporting period.</li> </ul> |

**Other Compliance to Constitution Issues (if necessary)**

Not applicable.

**Other Matters for Consideration During Reporting Period (if necessary)**

No matters to report.

**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 regular Youth Summits. The first Hawkesbury Youth Summit was held on Tuesday, 24 November 2009 with further Youth Summits held on 29 March 2012 and 31 March 2015 to continue the dialogue between Council and Young People. Planning for the 2017 Youth Summit is underway. The outcomes and recommendations of the Youth Summits have been reported to Council and their recommendations adopted. The adoption of the recommendations has provided the primary focus for Council's youth engagement and participation activities. The key measures that have been implemented to improve the participation of young people in Council planning and policy making (as recommended by the young people through the Youth Summits) have been the appointment of a Youth Participation Officer (YPO) and the establishment of a social media Facebook page to exchange information with young people.

## EXTRAORDINARY MEETING

Meeting Date: 27 September 2016

During the reporting period, the YPO facilitated the involvement of young people in:

- the preliminary planning and design for the staging of the 2017 Youth Summit
- the implementation of the key findings and recommendations from the 2015 Youth Summit
- the development and implementation of a comprehensive program of youth week events
- working with young people, local schools and youth service providers on the design and delivery of an anti-bullying program
- working with the YMCA and young people on the planning and delivery of a skate park project with a focus on mental health and social inclusion
- a youth-specific consultation on role of Council with a focus on providing information about the Hawkesbury Community Strategic Plan and sustainability issues
- encouraging and assisting young people to take part in a national youth leadership conference to be held in October 2016

The establishment of the facebook page by the YPO has been a critical tool in facilitating these activities and connecting young people with Council.

In summary, young people have indicated a preference is 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 Summits have identified and reinforced the clear youth participation preferences of young people. Council has established the capacity to deliver on 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;

Hawkesbury Human Services Planning Advisory Committee - HSAC continue to support the recommendations of Youth Summits that require youth consultation to be specific to young people and that Council representatives support youth specific forums & consultations. HSAC members have attended Youth Specific events in the 2015/2016 reporting period.

Civic and Citizenship Committee - The Civic and Citizenship Committee administers various awards programs including the Hawkesbury Sports Awards and the Australia Day Awards. The Australia Day Awards acknowledge outstanding citizens in the Hawkesbury and awards are given across eight categories including; Citizen of the Year, Young Citizen of the Year, Local Hero Award and Volunteer of the Year. Council's Civic and Citizenship Committee is responsible for assessing all nominations received.

In October 2015, Miss Elizabeth Hitches, a young resident and previous recipient of the Young Citizen of the Year Award 2010 and Natalie Burton Memorial Award, was invited by the Mayor, as Chairperson of the Hawkesbury Civic and Citizenship Committee, to fill a vacancy for a youth community representative on the Committee. Miss Hitches attended all meetings and provided valuable youthful input into the discussions and deliberations of the Committee.

Hawkesbury Access and Inclusion Committee - The Committee's membership includes community representatives who care or work with young people living with a disability. The Committee has also continued to work with the YMCA to deliver an inclusive sports program for young people living with a disability. Committee members also worked with agencies to plan a disability employment expo targeting school leavers and on the roll-out of the NDIS.

Sustainability Advisory Committee - The Committee has recognised that young people are likely to have a key interest in sustainability issues and has worked with Western Sydney University to facilitate the involvement of young people in the activities of the Committee.

**EXTRAORDINARY MEETING**

**Meeting Date:** 27 September 2016

The operating briefs and terms of reference for Council's other committees - Floodplain Risk Management Advisory Committee; Waste Management Advisory Committee; Heritage Advisory Committee; Audit Committee – do not easily lend themselves to youth participation and involvement. However the Youth Participation Officer is available to facilitate communication with young people on relevant issues where the views of young people are required as part of the work of Council committees.

**Conformance to the Hawkesbury 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 2015/2016 Mayoral Term as detailed in the report be received.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**EXTRAORDINARY MEETING**

**Meeting Date: 27 September 2016**

**Item: 196**                      **GM - Attendance - 2016 Local Government NSW Annual Conference (79351, 79633)**

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**REPORT:**

**Executive Summary**

The 2016 Local Government NSW Annual Conference will be held from 16 to 18 October 2016 in Wollongong. Consistent with previous practice, this report recommends attendance by nominated Councillors and staff at the Conference. Council needs to consider nominating Councillors to attend the Conference as well as nominating five voting delegates.

**Consultation**

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

**Background**

The 2016 Local Government NSW Annual Conference will be held from 16 to 18 October 2016 in Wollongong. As in previous years, delegates will hear from a range of key note speakers, consider motions submitted to the Conference as well as having the opportunity to meet, network and engage with fellow Councillors.

As registrations for the Annual Conference close on Friday, 30 September 2016, Council representation needs to be determined at this meeting.

Council is entitled to have five voting delegates at the Conference and will need to nominate those delegates who will have voting rights as part of the resolution resulting from this item.

Cost of attendance at the 2016 Local Government NSW Annual Conference will be approximately \$1,870 plus travel expenses per delegate.

**Budget for Delegate Expenses - Payments made**

|  |          |
|--|----------|
| Total Budget for Financial Year 2016/2017  | \$48,000 |
| Expenditure to date  | \$4,211  |
| Outstanding Commitments as at 16 September 2016 (approx.)                          | \$2,655  |
| Budget balance as at 16 September 2016 (approx. including outstanding commitments) | \$41,134 |

**Conformance to the Hawkesbury 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.

and is also consistent with the nominated strategy in the CSP being:

- Achieve community respect through good corporate governance and community leaderships and engagement.

**Financial Implications**

Funding for this proposal will be provided from the Delegates Expenses Budget.

**EXTRAORDINARY MEETING**

**Meeting Date:** 27 September 2016

**RECOMMENDATION:**

That:

1. Attendance of nominated Councillors, and staff as considered appropriate by the Acting General Manager, at the 2016 Local Government NSW Annual Conference, at an approximate cost of \$1,870, plus travel expenses per delegate, be approved.
2. Council nominate five voting delegates to attend the 2016 Local Government NSW Annual Conference.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



# extraordinary meeting

# end of business paper

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