



Hawkesbury City Council

extraordinary
meeting
business
paper

date of meeting: 17 September 2013
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.

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

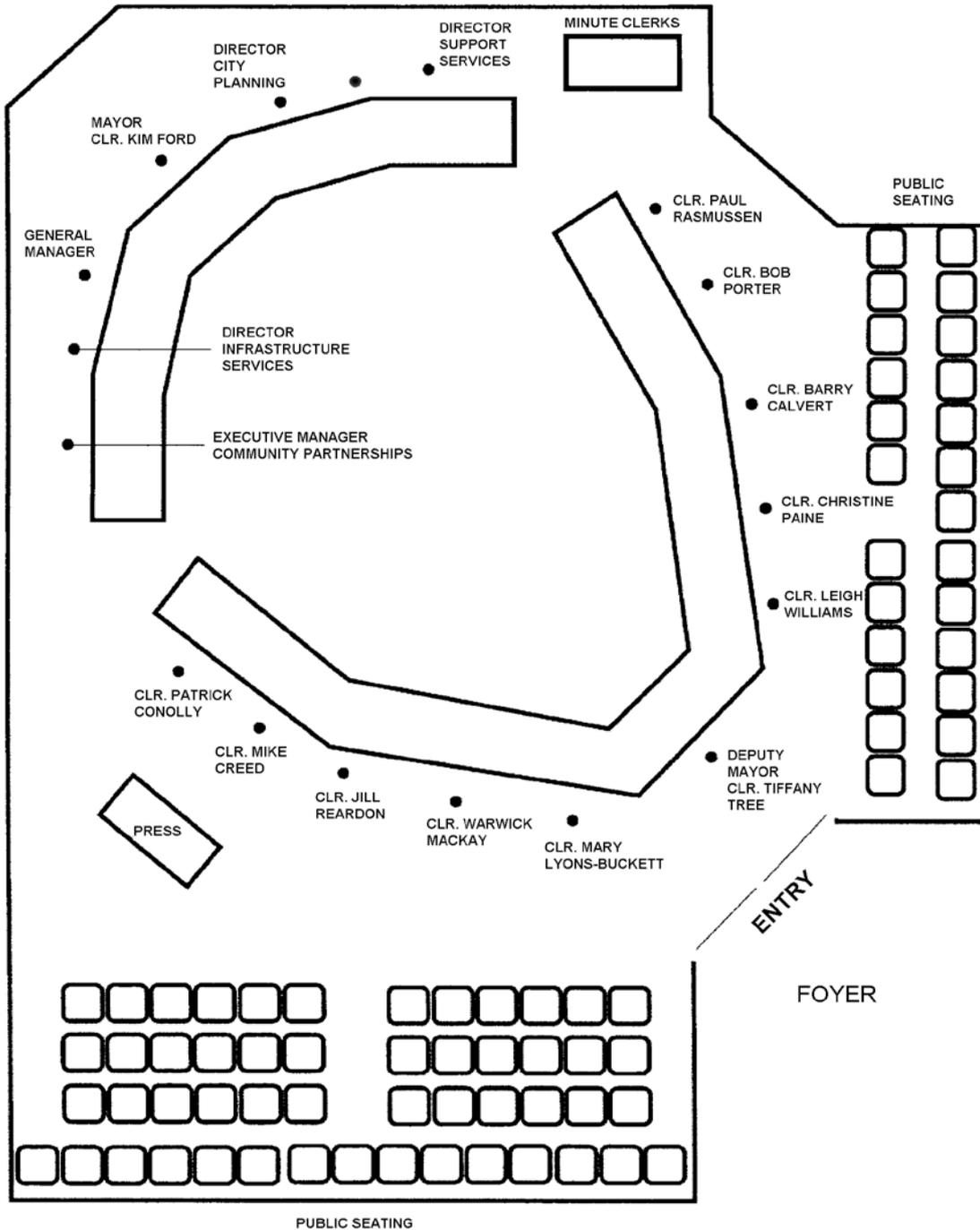
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>

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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Reports for Determination

GENERAL MANAGER

Item: 189 GM - Election of Mayor - (79351, 95496)

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 25 September 2012, elected Councillor Kim Ford as its Mayor for the 2012/2013 Mayoral Term.

Accordingly, the election of Mayor of the Council for the 2013/2014 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.

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 25 September 2012, elected Councillor Kim Ford as its Mayor for the 2012/2013 Mayoral Term.

Accordingly, the election of Mayor of the Council for the 2013/2014 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 2013/2014 Mayoral Term be carried out.

ATTACHMENTS:

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

oooO END OF REPORT Oooo

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Item: 190 GM - Election of Deputy Mayor - (79351, 95496)

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 25 September 2012, elected Councillor Tiffany Tree as its Deputy Mayor for the 2012/2013 Mayoral Term.

Accordingly, the election of Deputy Mayor of the Council for the 2013/2014 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 25 September 2012, elected Councillor Tiffany Tree as its Deputy Mayor for the 2012/2013 Mayoral Term.

Accordingly, the election of Deputy Mayor of the Council for the 2013/2014 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 2013/2014 Mayoral Term be carried out.

ATTACHMENTS:

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

oooO END OF REPORT Oooo

Item: 191 GM - Appointment of Committees, Delegates and Representatives - (79351, 95496)

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.

Committee	Function	Representative/s	Dates and Frequency of Meetings
a) Committees of Council			
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.	Clr. Calvert Clr. Conolly Clr. Reardon	2 May 2013 11 July 2013 29 August 2013 31 October 2013 Four times per year
Hawkesbury Civics and Citizenship Committee	To consider and determine nominations for recipients of Citizenship Awards (Australia Day, Sports Medal).	Clr. Calvert Clr. Ford (Mayor) Clr. Mackay Clr. Tree (Deputy Mayor)	5 December 2012 10 July 2013 Two times per year
Waste Management Advisory Committee	Established to develop options for future waste management in the City of Hawkesbury	Clr. Creed Clr. Porter Clr. Reardon Clr. Tree (Deputy Mayor)	27 March 2013 13 June 2013 9 October 2013 No less than two times per year
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.	Clr. Lyons Buckett Clr. Reardon	New Committee - yet to meet Two times per year
Heritage Advisory Committee	Provides advice to Council regarding heritage and related issues.	Clr. Conolly Cl. MacKay (alternate)	21 February 2013 9 May 2013 22 August 2013 7 November 2013 Two times per year
Floodplain Risk Management Advisory Committee	Advisory Committee established to provide input in relation to floodplain management issues.	Clr. Creed Clr. MacKay Clr. Porter Clr. Reardon Clr. Tree (Deputy Mayor)	11 February 2013 15 April 2013 3 June 2013 22 July 2013 30 September 2013 18 November 2013 No less than six times per year

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Committee	Function	Representative/s	Dates and Frequency of Meetings
General Manager's Performance Review Panel	To review the performance of the General Manager	Clr. Ford (Mayor) Clr. Rasmussen Clr. Tree (Deputy Mayor) and one 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. Creed (first alternate) Clr. Reardon (second alternate)	20 February 2013 8 May 2013 14 August 2013 20 November 2013 Four times per year
Hawkesbury Access and Inclusion Advisory Committee	Established to complete the preparation of the Hawkesbury Access and Inclusion Plan and for working with staff to implement the Pedestrian Access and Mobility Plan component of the Hawkesbury Mobility Plan.	Nil at present	Committee is yet to meet
Development Application Monitoring Advisory Committee	Established to primarily focus on monitoring the processing of development applications generally and those applications relating to riverfront land.	Clr. Ford (Mayor) Clr. Tree (Deputy Mayor) Clr. Creed Clr Mackay Clr Porter	Four times per year, after the end of each quarter
b) Statutory Committees			
Local Traffic Committee	Committee responsible for considering and recommending requests for alterations to traffic facilities and other traffic related matters.	Clr. Ford (Mayor) Clr. Creed (alternate)	
clubGrants Local Committee	To consider and rank applications received under the clubGrants Scheme.	Clr. Ford (Mayor)	
Hawkesbury-Nepean Catchment Management Authority Local Government Advisory Committee	Committee established by NSW Government to co-ordinate catchment management	Clr. Ford (Mayor) Clr. Rasmussen (alternate)	

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c) Committees where Council has a Financial Interest			
Westpool (See Notes 1 and 2 below)	Self-insurance agency established by consortium of participating Councils.	Clr. Creed	
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. MacKay Clr. Tree (Deputy Mayor) (alternate)	
Peppercorn Services Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced community services (externally funded).	Clr. Creed Clr. Conolly (alternate)	
Western Sydney Regional Organisation of Councils (See Note 1 below)	Regional Body established to co-ordinate lobbying for Western Sydney	Clr. Ford (Mayor) Clr. Tree (Deputy Mayor) Clr. Creed (first alternate) Clr Reardon (second alternate)	
Hawkesbury River County Council	Statutory Body responsible for management of noxious weeds.	Clr. MacKay Clr. Porter	
Hawkesbury Sister City Association	Incorporated Body responsible for co-ordinating Sister City activities.	Clr. Conolly Clr. Reardon	
d) Other Committees			
Destination Hawkesbury Committee	Committee established by HHART to liaise with local operators and Council regarding tourism in the Hawkesbury LGA.	Clr. Ford (Mayor)	
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 (Mayor)	
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney	Clr. Creed	
Golf Hawkesbury Project Committee	Established by Richmond Club Limited and the Hills, Hawkesbury & Riverlands Tourism to oversee the development and implementation of the Golf Hawkesbury Project in the Hawkesbury and to liaise with local businesses.	Clr. Creed	

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Notes:

1. 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.
2. 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 nine member councils now for almost 25 years.

United Independent Pools is a joint partnership of 17 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 Division 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
United Independent Pools: 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.

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.

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

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 2012/2013 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 2012/2013 Mayoral Term:

1. Human Services Advisory Committee (HSAC)

Membership

Councillors	Community Members and Others
Councillor Barry Calvert (Chair)	Mr Vickie Shackley (Vice-Chair)
Councillor Jill Reardon	Mr Chris McAlpine
Councillor Patrick Conolly	Mr Nick Sabel
	Mr Glenn Powers
	Ms Denise Handcock
	Mr Doug Carbery
	Mr Matt Randell
	Council staff representative/s

EXTRAORDINARY MEETING**Meeting Date:** 17 September 2013**Meetings Held**

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Four times per year	<p>Meetings were held on:</p> <p>2 May 2013</p> <p>11 July 2013</p> <p>29 August 2013</p> <p>The new Committee's commencement was delayed until the meeting of May 2013.</p>

Committee Business

Objectives in Constitution	Current Status
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 <i>Hawkesbury Community Strategic Plan</i> .	<ul style="list-style-type: none"> Progress report in establishing an integrated human service framework presented to the HSAC on 2 May 2013.
b) To provide advice to Council on consultative strategies for inviting submissions and comments in relation to the Human Services Planning Strategy.	<ul style="list-style-type: none"> HSAC invited on 11 July 2013 to assist Council staff with identifying human and community services and social infrastructure that needs to be addressed in a Social Impact Assessments (SIA's).
c) To review the directions, strategies, and goals within the Hawkesbury Community Strategic Plan to undertake a gap analysis of human service needs of residents of the Hawkesbury.	<ul style="list-style-type: none"> Gap analysis undertaken.
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.	<ul style="list-style-type: none"> A draft list of Community Indicators was endorsed by the HSAC at its meeting on 11 July 2013.
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.	<ul style="list-style-type: none"> Progress report in establishing an integrated human service framework presented to the HSAC on 2 May 2013.
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.	<ul style="list-style-type: none"> HSAC members attended a Homelessness Workshop on 26 June 2013 which was reported to Council at the next Ordinary Meeting on 30 July 2013. A list of recommendations from that Workshop was presented. Council adopted the recommendations of the report.

EXTRAORDINARY MEETING**Meeting Date:** 17 September 2013**2. Hawkesbury Civics and Citizenship Committee (HC&C)****Membership**

Councillors	Community Members and Others
Councillor Kim Ford (Mayor)	Mr David Bertenshaw - Hawkesbury Sports Council Representative
Councillor Tiffany Tree (Deputy Mayor)	Mr Geoff Luscombe - Richmond Club Representative
Councillor Barry Calvert (resigned February 2013)	Mr Alan Aldrich - Historical Society Representative
Councillor Warwick Mackay	Mr Barry Adams - Community Representative
	Mr Tod Miladinovic - Community Representative

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Ordinary meetings of the Advisory Committee shall be held no less than once per year.	Meetings were held on: 5 December 2012 10 July 2013

Committee Business

Objectives in Constitution	Current Status
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"> • Nominations for the 2013 Hawkesbury Australia Day Awards were considered and winners chosen. • Nominations for the 2013 Hawkesbury Sports Awards were considered and determined.
b) To review the criteria for each of the award systems and make recommendations on changes as to future systems.	<p>At the meeting held 5 December 2012 the criteria for the Citizen of the Season, Young Citizen of the Season and Hawkesbury Sports Award Program was reviewed and it was resolved that:</p> <ul style="list-style-type: none"> a) Current criteria for the Citizen of the Season, Young Citizen of the Season and Hawkesbury Sports Award Program be maintained in its current form. b) Mayor engage sporting associations to encourage nominations for the Hawkesbury Sports Awards programs to increase the range and scope of nominations received. Engagement is to specifically target Hawkesbury Netball Association in the coming year.

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Objectives in Constitution	Current Status
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"> A targeted promotional campaign was implemented for the Young Citizen of the Season Program including letters, eye catching posters and postcards, with limited success. Nominations were also encouraged by the use of publicity via mayoral columns, mayoral speeches, website, media releases and quarterly newsletter promotion.
d) To assist when requested, with recommendations for special civic or community celebrations.	No requests were received
e) To provide advice and guidance on the administration of any Federal or State funding received for events and special celebrations.	Not applicable

3. Waste Management Advisory Committee (WMAC)**Membership**

Councillors	Community Members and Others
Councillor Jill Reardon	Ms Robin Woods Community Member
Councillor Bob Porter	Mr Geoffrey Bessell Community Member
Councillor Tiffany Tree	Professor Basant Maheshwari
Councillor Mike Creed	

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
No less than 2 times per year	Meetings were held on: 27 March 2013 12 June 2013

Committee Business

Objectives in Constitution	Current Status
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"> Future waste management options for the city are investigated and discussed. Current discussion is focused on four models identified in the future strategy and master plan for the waste management facility site. Based on discussions at the WMAC advice will be provided to Council about the available options for the site.

EXTRAORDINARY MEETING

Meeting Date: 17 September 2013

Objectives in Constitution	Current Status
b) To recommend to Council preferred options for our future waste management strategies, systems and technologies.	<ul style="list-style-type: none"> Future waste management strategies are currently being investigated and discussed. Four models have been investigated as part of the strategy and master plan. These options will be presented to and discussed with Council.
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"> The community are represented on the WMAC. Their views are sought as part of the discussion and decision making process at WMAC and by Council.
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"> Ongoing discussion is being undertaken with neighbouring Councils as part of a regional approach to waste management.
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"> Public awareness strategies will be developed as part of the current strategy and master plan for the waste management facility. These strategies will be used to seek public feedback on the proposals for the site. Council will be advised on the outcome of this consultation.

4. Sustainability Advisory Committee (SAC)

Membership

Councillors	Community Members and Others
Councillor Mary Lyons Buckett	Ms Vickii Lett
Councillor Jill Reardon	Mr John Street
	Ms Jen Dollin, Sustainability Coordinator, University of Western Sydney

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Two meetings per year	Nil meetings

Committee Business

Objectives in Constitution	Current Status
a) To assist in the achievement of the key environmental goals contained in Council's Community Strategic Plan.	Nil to report
b) To facilitate information sharing, education and support necessary for informed action on sustainability throughout the community.	Nil to report
c) To maximise resource reduction, reuse and recycling.	Nil to report
d) To establish and maintain natural resource management (NRM) networks.	Nil to report

EXTRAORDINARY MEETING

Meeting Date: 17 September 2013

Objectives in Constitution	Current Status
e) To support and progress an active volunteer network for NRM and other sustainable activities.	Nil to report
f) To engage the community in the development and implementation of sustainability initiatives and activities.	Nil to report

Other Compliance to Constitution Issues (if necessary)

See below.

Other Matters for Consideration during Reporting Period

Council resolved to establish the Hawkesbury Sustainability Advisory Committee (SAC) as a new Committee of Council under Section 377 of the *Local Government Act 1993*. A brief history of the formation of the Committee is set out below.

13 November 2012 - Notice of Motion regarding the possible establishment of a SAC was reported to Council. It was subsequently determined a report be submitted to Council regarding the possible establishment of a SAC or alternatively expansion of the Waste Management Advisory Committee (WMAC).

11 December 2012 - Report to Council regarding the possible expansion of the existing WMAC to incorporate the proposed SAC principles. It was subsequently determined the WMAC and SAC operate as two separate Committees.

5 February 2013 - Report to Council setting out the proposed structure and membership of the SAC. It was subsequently determined to establish a SAC and to appoint two Councillors and four community representatives in accordance with its Constitution. Councillors Lyons Bucket and Reardon were appointed as Councillor representatives.

Advertisements were subsequently placed seeking expressions of interest from members of the community to act as community representatives on the SAC, by way of advertisements in the Courier newspaper and on Council's website.

14 May 2013 - Report to Council advising nominations received from Ms Lett and Mr Street expressing their interest in becoming members of the SAC. It was subsequently determined to appoint those nominees to the Committee.

30 May 2013 - invitation sent to external government organisations inviting membership as per the SAC Constitution. To date confirmation has been received for a representative from one government organisation.

It is noted the Constitution provides for four community appointments. As vacancies still exist for membership on this Committee, together with the pending Extraordinary Meeting on 17 September, 2013 wherein Mayoral elections and the appointment of Committees, delegates and representatives for the 2013/14 term will be determined, it is thought prudent to inaugurate the Committee once all vacancies are filled and Councillor representation for the new term of this Committee has been determined.

EXTRAORDINARY MEETING**Meeting Date:** 17 September 2013**5. Heritage Advisory Committee (HAC)****Membership**

Councillors	Community Members and Others
Councillor Patrick Conolly	Mr Glenn Falson
	Ms Janice Hart
	Professor Ian Jack
	Mr Jonathan Auld
	Ms Michelle Nichols
	Mr John Miller
	Ms Carol Roberts
	Ms Judith Newland

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Two meetings per year	Meetings were held on: 21 February 2013 9 May 2013 22 August 2013

Committee Business

Objectives in Constitution	Current Status
a) Advise Council about heritage assistance, grant applications review and recommendations.	<ul style="list-style-type: none"> • Receipt of annual funding under Local Government Heritage Management Program –for engagement of Heritage Advisor to assist Council with heritage management responsibilities. • Three Year Heritage Strategy revised to provide for generational diversity including social media and key actions prioritised for future funding rounds.
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"> • Committee is still pursuing proposal to State Heritage list Macquarie Town Plans of Windsor, Wilberforce and Richmond. To date no response received from the Department of Planning despite repeated requests. • Committee is supporting National listing request for Thompson Square.

EXTRAORDINARY MEETING

Meeting Date: 17 September 2013

Objectives in Constitution	Current Status
<p>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.</p>	<ul style="list-style-type: none"> Continues to participate in the Western Sydney Regional Heritage Project, a cross-council project (in its infancy) where western Sydney councils invited to come together to better co-ordinate aspects of history in the region. The utilisation and sharing of existing resources provides a more comprehensive collection of historical records and artefacts and potentially bring recognition and/or national significance to the area.
<p>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.</p>	<ul style="list-style-type: none"> The Committee prepared and endorsed a Draft Heritage Education and Awareness Strategy called "Heritage in the Hawkesbury" with three key themes: Knowing our Heritage; Sharing our Heritage; and Heritage Connections. Strategy seeks to provide for generational diversity.
<p>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.</p>	<ul style="list-style-type: none"> Committee reviewed and identified additional heritage provisions to be included in the Draft Development Control Plan 2012, and were instrumental in the preparation of a separate Heritage Conservation chapter.
<p>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.</p>	<ul style="list-style-type: none"> Review of Heritage Listing Schedule and engagement of consultant pending, which was subject to gazettal of LEP 2012, however is now deferred pending planning staff availability and then due to commence in early 2014. Peer review of proposed draft wording, locations and materials for construction of monument to honour George William Evans and William Cox in surveying and construction of road through Blue Mountains.
<p>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.</p>	<ul style="list-style-type: none"> No reports prepared for review in reporting period.
<p>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.</p>	<ul style="list-style-type: none"> The Committee prepared and endorsed a Draft Heritage Education and Awareness Strategy called "Heritage in the Hawkesbury" with 3 key themes: Knowing our Heritage; Sharing our Heritage; and Heritage Connections.

EXTRAORDINARY MEETING**Meeting Date:** 17 September 2013

Objectives in Constitution	Current Status
i) Advise Council about heritage assistance, grant applications review and recommendations.	<ul style="list-style-type: none"> The Committee has discussed assistance, review and potential grants in general throughout the year but no specific recommendations were made.

6. Floodplain Risk Management Advisory Committee**Membership**

Councillors	Community Members and Others
Councillor Bob Porter (Chair)	Mr Peter Cinque OAM
Councillor Tiffany Tree (Deputy Chair)	Mr Harry Panagopoulos
Councillor Mike Creed	Ms Kirstan Smelcher
Councillor Jill Reardon	Snr Inspector Robert Bowman
Councillor Warwick Mackay OAM	Mr Les Sheather
	Mr Kevin Jones
	Mr Geoffrey Bessell
	Mr Damian Moon
	Mr Trevor Devine
	Mr Ted Books
	Ms Louise Markus MP - Federal Member for Macquarie (or representative)
	Mr Ray Williams MP (Member for Hawkesbury)
	Mr Bart Bassett MP (Member for Londonderry)

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Ordinary meetings of the Advisory Committee shall be held no less than six times per year. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson	Meetings were held on: 11 February 2013 15 April 2013 3 June 2013 22 July 2013

Committee Business

Objectives in Constitution	Current Status
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"> Discussions within Committee focussed on impacts of dredging, insurance premiums, existing and proposed development controls.

EXTRAORDINARY MEETING

Meeting Date: 17 September 2013

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"> The Committee discussed controls proposed in the draft Flood Risk Management Chapter of the Hawkesbury Floodplain Risk Management Study and Plan. No proposed changes at this time given proposed legislation changes in planning Legislation.
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"> The Committee considered a report regarding clearing works on Hawkesbury Watercourses.
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"> Committee considered a report which included proposed education programs as part of the implementation of the Floodplain Risk Management Study and Plan for the Hawkesbury River. No action taken.
e)	Recommend to Council measures to reduce flood risk to Council's infrastructure and buildings;	<ul style="list-style-type: none"> Committee considered a report which included preparation and maintenance of flood emergency management plans for special uses and utilities as part of the implementation of the Floodplain Risk Management Study and Plan for the Hawkesbury River. No action taken.
f)	Liaise with State agencies and neighbouring Councils involved in the Hawkesbury Nepean Floodplain Management Strategy;	<ul style="list-style-type: none"> Achieved through membership of the Committee.
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"> The Committee has made recommendations to Council in relation to raising Warragamba Dam, dredging and works to build a spillway at Sackville Gorge.
h)	Assist the Council in the development and implementation of a Flood Risk Management Plan.	<ul style="list-style-type: none"> Floodplain Risk Management Study and Plan for the Hawkesbury River adopted by Council in December 2012. Committee is charged with the implementation of the Plan.

7. Audit Committee

Membership

Councillors	Community Members and Others
Councillor Bob Porter	Ms Nisha Maheshwari (Chair)
Councillor Paul Rasmussen	Mr Harry Khouri (Deputy Chair)
Councillor Mike Creed (first alternate)	Mrs Ellen Hegarty
Councillor Jill Reardon (second alternate)	

EXTRAORDINARY MEETING**Meeting Date:** 17 September 2013**Meetings Held**

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Four times per year	Meetings were held on: 5 December 2012 20 February 2013 8 May 2013 14 August 2013

Committee Business

Objectives in Constitution	Current Status
a) Control Framework	<ul style="list-style-type: none"> Independent members appointed following Local Government elections in September 2012 Internal Audit Operational Plan for 2013 developed and adopted by Audit Committee 2012 Internal Audit Annual Report adopted by Audit Committee February 2013
b) External Accountability	<ul style="list-style-type: none"> Annual financial statements for 2011/2012 presented to Audit Committee in October 2012
c) Legislative Compliance	<ul style="list-style-type: none"> Legislative compliance audits included in three year Strategic Internal Audit Plan
d) Internal Audit	<ul style="list-style-type: none"> Audits completed 2011/2012 include <ul style="list-style-type: none"> Procurement Fraud Control Fleet management Payroll Investments RMS DRIVES Database Waste Management Facility
e) External Audit	<ul style="list-style-type: none"> Council's External Auditor, Mr Dennis Banicevic from PricewaterhouseCoopers attends the Audit Committee meetings
f) Risk Management	<ul style="list-style-type: none"> Fraud Risk assessment completed and action plan for Internal Audit developed

8. Hawkesbury Access and Inclusion Advisory Committee

The Hawkesbury Access and Inclusion Committee did not meet during the reporting period. In November 2012, Council resolved to discontinue the Committee. Council subsequently resolved on 14 May 2013 to re-establish the Committee. The membership of the re-established committee was not confirmed until September 2013. As a consequence, the Committee has not had the opportunity to meet within the reporting period.

EXTRAORDINARY MEETING

Meeting Date: 17 September 2013

Youth Participation

As previously reported to Council, Council's current youth participation approach has been informed by the outcomes of consultations undertaken with young people and youth service providers. - initially through the recommendations outlined in the *Young People - Community Participation and Civic Leadership Report*, which was adopted by Council in October 2008, and subsequently through two Youth Summits held in 2009 and 2012 (the staging and funding of regular Youth Summits was a key recommendation within the 2008 Report).

The 2012 Youth Summit was held on 29 March 2012 and was attended by sixty five young people from across the Hawkesbury, with participants representing five Hawkesbury High Schools, including Richmond, Hawkesbury, Colo and Windsor High Schools, and Bede Polding College. The Summit was also attended by Councillor representatives. The outcomes of the Summit were reported to Council in October 2012 with the findings and six recommendations from the Summit summarised in the "*Youth Summit 2012 Outcomes: Imagine Create Inspire Report*" which was appended to the Council Report. Council resolved to adopt the Youth Summit 2012 recommendations and these recommendations have largely been implemented. Planning is underway for the Youth Summit 2014.

Based on the recommendations of the 2008 Report and two Youth Summits, Council has implemented key measures to improve the participation of young people in Council planning and policy making. These measures included the appointment of a Youth Participation Officer (YPO) and the establishment of a social media Facebook page, to exchange information with young people and advise young people of Council activities.

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 Summits have identified and reinforced the clear youth participation preferences of young people. Council has established the capacity to deliver on these preferences.

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 2012/2013 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

end of
draft
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.