



Hawkesbury City Council

extraordinary
meeting
business
paper

date of meeting: 15 September 2015
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

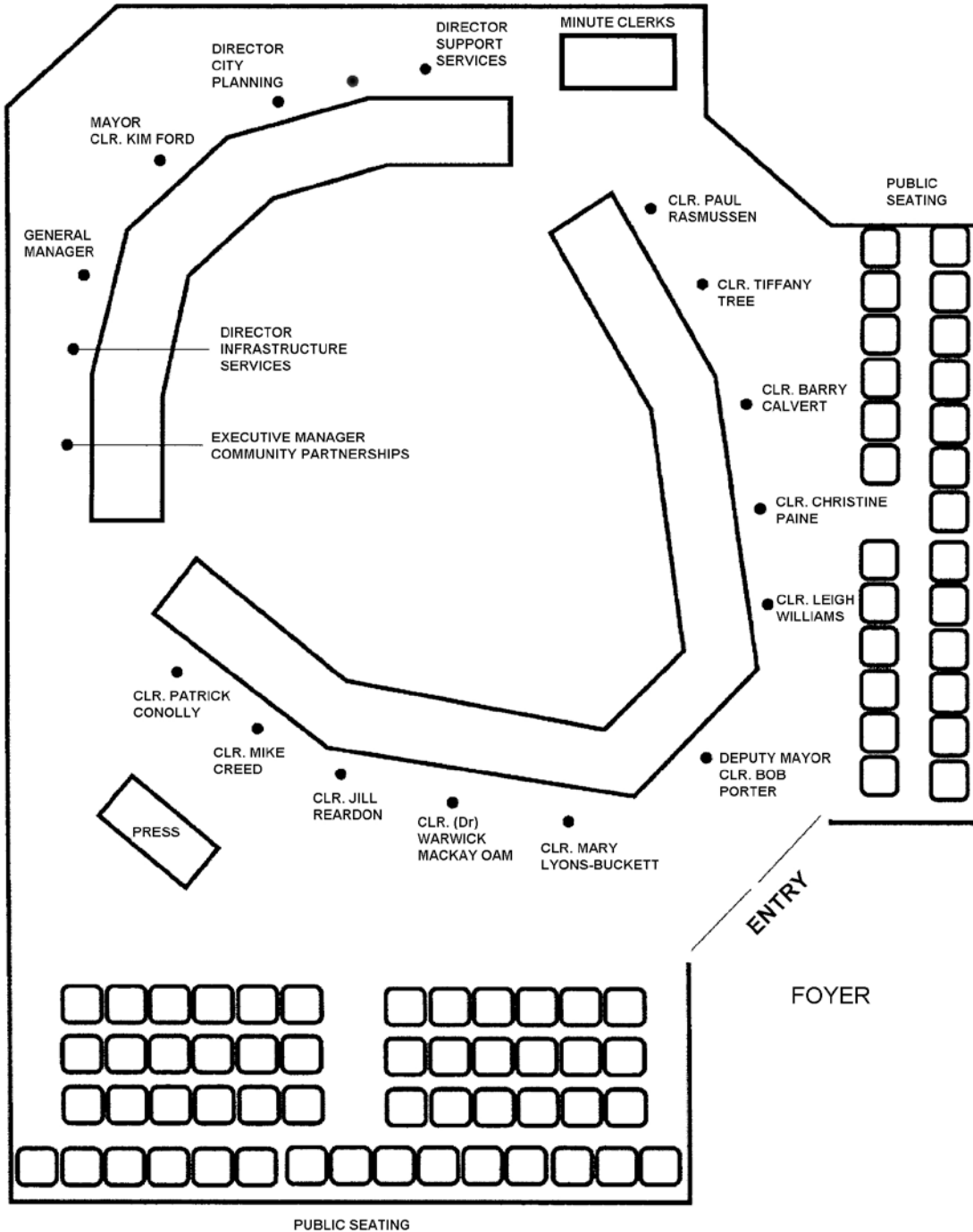
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>.

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.

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- **REPORTS FOR DETERMINATION**

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City Planning

Infrastructure Services

Support Services

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Reports for Determination

GENERAL MANAGER

Item: 152 **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 16 September 2014, elected Councillor Kim Ford as its Mayor for the 2014/2015 Mayoral Term.

Accordingly, the election of Mayor of the Council for the 2015/2016 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 16 September 2014, elected Councillor Kim Ford as its Mayor for the 2014/2015 Mayoral Term.

Accordingly, the election of Mayor of the Council for the 2015/2016 Mayoral Term now needs to be carried out.

Appropriate nomination forms for this purpose have been distributed 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 2015/2016 Mayoral Term be carried out.

ATTACHMENTS:

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

oooO END OF REPORT Oooo

EXTRAORDINARY MEETING

Meeting Date: 15 September 2015

Item: 153 **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 16 September 2014, elected Councillor Bob Porter as its Deputy Mayor for the 2014/2015 Mayoral Term.

Accordingly, the election of Deputy Mayor of the Council for the 2015/2016 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 16 September 2014, elected Councillor Bob Porter as its Deputy Mayor for the 2014/2015 Mayoral Term.

Accordingly, the election of Deputy Mayor of the Council for the 2015/2016 Mayoral Term now needs to be carried out.

Appropriate nomination forms for this purpose have been distributed 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 Deputy Mayor of the City of Hawkesbury for the 2015/2016 Mayoral Term be carried out.

ATTACHMENTS:

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

oooO END OF REPORT Oooo

Item: 154 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, current Councillor representation, and where applicable, the dates and frequency of meetings, 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 – Any other Committees, including Committees which operate as autonomous entities and generally perform non-Council related functions. Councillor representation on these Committees is generally on an invitation basis.

Each of the current Committees that fall into the above four types together with a brief indication of their purpose, current Councillor representation, and where applicable, the dates and frequency of meetings, is detailed in the following table.

EXTRAORDINARY MEETING

Meeting Date: 15 September 2015

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. Lyons-Buckett One position remains open	6 November 2014 5 February 2015 23 April 2015 30 July 2015 Four times per year
Hawkesbury Civics and Citizenship Committee	To consider and determine nominations for recipients of Citizenship Awards (Australia Day, Sports Medal).	Clr. Ford (Mayor) Clr. Creed Clr. Mackay One position remains open	3 December 2014 15 April 2015 No less than once per year
Waste Management Advisory Committee	Established to develop options for future waste management in the City of Hawkesbury	Clr. Ford (Mayor) Clr. Porter (Deputy Mayor) Clr. Reardon Clr Williams	8 October 2014 11 March 2015 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. Williams Clr. Calvert (alternate)	17 November 2014 30 March 2015 Two times per year
Heritage Advisory Committee	Provides advice to Council regarding heritage and related issues.	Clr. Conolly Clr. MacKay (alternate)	27 November 2014 19 February 2015 7 May 2015 27 August 2015 Two times per year
Floodplain Risk Management Advisory Committee	Advisory Committee established to provide input in relation to floodplain management issues.	Clr. Ford (Mayor) Clr. Porter (Deputy Mayor) Clr. Lyons-Buckett Clr. MacKay Clr. Reardon	20 November 2014 25 February 2015 9 April 2015 11 June 2015 6 August 2015 No less than six times per year

EXTRAORDINARY MEETING

Meeting Date: 15 September 2015

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 Porter (Deputy Mayor) Clr Conolly and one Councillor nominated by the General Manager, if he so chooses	3 March 2015 1 September 2015
Audit Committee	Provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.	Clr. Conolly Clr. Rasmussen Clr. Porter (Deputy Mayor) (alternate)	26 November 2014 25 February 2015 27 May 2015 26 August 2015 Four times per year
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.	Clr. Calvert Clr. Williams	2 September 2014 23 October 2014 26 February 2015 7 May 2015 27 August 2015 No less than four times per year
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 Porter (Deputy Mayor) Clr. Creed Clr Mackay Clr. Rasmussen	6 November 2014 26 March 2015 3 September 2015 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)	
clubGrants Local Committee	To consider and rank applications received under the clubGrants Scheme.	Clr. Ford (Mayor)	

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Meeting Date: 15 September 2015

Committee	Function	Representative/s	Dates and Frequency of Meetings
Greater Services Local Land Services Local Government Advisory Group. Note: this Group replaced the Hawkesbury-Nepean Catchment Management Authority Local Government Advisory Committee	Committee established by NSW Government to co-ordinate catchment management	Clr. Lyons-Buckett Clr. Rasmussen (alternate)	
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. Rasmussen Clr. Porter (Deputy Mayor) (alternate)	
Peppercorn Services Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced community services (externally funded).	Clr. Ford (Mayor)	
Western Sydney Regional Organisation of Councils (See Note 1 below)	Regional Body established to co-ordinate lobbying for Western Sydney	Clr. Creed Clr. Tree Clr. Ford (Mayor) (first alternate) Clr. Reardon (second alternate)	
Hawkesbury River County Council	Statutory Body responsible for management of noxious weeds.	Clr. Porter (Deputy Mayor) Clr. MacKay	
Hawkesbury Sister City Association	Incorporated Body responsible for co-ordinating Sister City activities.	Clr. Calvert One position remains open	
d) Other Committees			
NSW Public Libraries Association	Established to represent and support the interests of NSW public libraries.	Clr. Ford (Mayor)	
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney	Clr. Creed	

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Committee	Function	Representative/s	Dates and Frequency of Meetings
Local ANZAC Centenary Committee	Established to aid the distribution of a Federal grant to aid community groups with refurbishing and establishing World War I commemorations.	Clr. Reardon	
Council Budget Preparation Process (See Note 3 below)	To attend the annual Council budget preparation process meetings	No representative elected	(See Note 3 below)

Notes:

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

- 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.*"

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For the 2016/2017 Budget, the following is a **draft** timetable of the scheduled Budget meetings:

Date	Time	Branch
2 March 2016	1pm - 2:30pm	Risk Management
2 March 2016	2:30pm - 5pm	Corporate Governance
3 March 2016	9am - 10am	Human Resources
3 March 2016	10am - 10:30am	Internal Audit
3 March 2016	10:30am - 12pm	Community Services
3 March 2016	1pm - 3pm	Cultural Services
3 March 2016	3pm - 5pm	Information Services
4 March 2016	9am - 10:30am	City Planning
4 March 2016	10:30am - 12pm	Emergency Services
4 March 2016	1pm - 2:30pm	Financial Services
4 March 2016	2:30pm - 3pm	Design & Mapping Services
4 March 2016	3pm - 5pm	Communications
7 March 2016	9am - 10am	Legal Services, Executive Services, Elected Members
7 March 2016	10am - 12pm	Strategic Activities
7 March 2016	1pm - 3pm	Environment & Regulatory Services (incl. Domestic Waste)
7 March 2016	3pm - 5pm	Development Services
8 March 2016	9am - 12pm	Waste Management
8 March 2016	1pm - 5pm	Parks & Recreation Services
9 March 2016	1pm - 5pm	Building Services
10 March 2016	9am - 12pm	Construction & Maintenance - Roads
14 March 2016	1pm - 5pm	Finalisation of Draft Budget

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

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Item: 155 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 2014/2015 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 2014/2015 Mayoral Term:

1. Human Services Advisory Committee

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Four times per year.	Meetings held on: 6 November 2014 5 February 2015 23 April 2015 30 July 2015

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Barry Calvert (Vice Chair) (4 meetings attended)	Ms Vickie Shackley (Chair) (3 meetings attended)
Councillor Mary Lyons-Buckett (4 meetings attended)	Mr Nick Sabel (3 meetings attended)
	Mr Glenn Powers (4 meetings attended)

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Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
	Ms Denise Handcock (3 meetings attended)
	Ms Birgit Walters (3 meetings attended)
	Mr Douglas Carbery (3 meetings attended)
	Ms Jacqui Menzies (2 meetings attended)

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 Hawkesbury Community Strategic Plan.	<ul style="list-style-type: none"> • Elements of an integrated human services planning framework have been undertaken through: <ul style="list-style-type: none"> - Gap analysis of human service needs of residents of the Hawkesbury (consistent with the Hawkesbury Community Strategic Plan; - Training in Results Based Accountability (RBA) as a model for responding to/and measuring human service needs; - Developing benchmarks for the provision of human services as identified through Social Impact Assessments (SIA's) for key growth areas of the Hawkesbury.
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"> • Advice was provided to Council staff and planning undertaken through the HSAC's support for SIA's, VPA's (e.g. Jacaranda Ponds), and support for priority actions from the Hawkesbury Homelessness Action Plan (HHAP) including quarterly updates.
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 of human service needs of residents of the Hawkesbury has been undertaken through SIA's for key growth areas of the Hawkesbury.
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"> • Endorsement of Community Indicators that address the measures and goals within the Hawkesbury Community Strategic Plan.

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Objectives in Constitution	Current Status
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"> The Committee also receives regular updates on priority areas such as: affordable housing; homelessness; and the health and well-being of Hawkesbury residents.
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"> The Committee has informed Council about human services issues and sought representation and/or lobbying with regards to: <ul style="list-style-type: none"> - Affordable Housing - Homelessness - Health Services
g) To assist in the application of Council's Sustainability Principles and Objectives contained in Council's Community Strategic Plan.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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 6 November 2014 meeting of the Hawkesbury Services Advisory Committee (in line with the Committee's Constitution).

Other Matters for Consideration During Reporting Period

With regard to young people's involvement in council committees - the Committee supports the recommendations of past Youth Summits that youth consultation should be specific to young people and that Council representatives support youth specific forums and consultations. Committee members have attended youth specific events during the 2014/2015 reporting period and continue to discuss ways to support youth engagement in Council's processes and consultations.

2. Hawkesbury Civics and Citizenship Committee

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
No less than once per year.	Meetings held on: 3 December 2014 15 April 2015

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Kim Ford (Mayor) (2 meetings attended)	Mr David Bertenshaw, Hawkesbury Sports Council Representative (2 meetings attended)

EXTRAORDINARY MEETING**Meeting Date:** 15 September 2015

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Mike Creed (1 meeting attended)	Mr Geoff Luscombe, Richmond Club Representative (2 meetings attended)
Councillor Warwick Mackay (2 meetings attended)	Mr Ted Brill, Historical Society Representative (2 meetings attended)
	Mr Barry Adams Community Representative (2 meetings attended)

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 the Australia Day Awards and the Sports Medal and Sports Certificate Awards.	<ul style="list-style-type: none"> Nominations for the 2015 Hawkesbury Australia Day Awards were considered and winners chosen. Hawkesbury Sport Awards were not conducted due to a review of the Awards system.
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"> The Citizen / Young Citizen of the Season, Australia Day and Sports Awards programs were completely reviewed and a report presented to the Committee on 15 April 2015. The Committee subsequently made a number of recommendations which were incorporated into two reports submitted to Council at its meeting held 28 July 2015, and were adopted with the inclusion of an additional Awards category for Senior Sports Person of the Year. The review of the entire Awards system included a review of the criteria for each Award type.
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"> Nominations for the 2015 Australia Day Awards were encouraged through media channels, including paid advertising. As the Award System was under review, no nominations were encouraged for Citizen of the Season or Young Citizen of the Season. The implementation of a rebranded Awards system to encourage nominations, formed part of the review process.
d) To assist when requested, with recommendations for special civic or community celebrations.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> Not applicable

EXTRAORDINARY MEETING**Meeting Date:** 15 September 2015**3. Waste Management Advisory Committee****Meetings Held**

Constitution Requirement for Frequency	Dates and Compliance to Number Required
No less than 2 times per year.	Meetings held on: 8 October 2014 11 March 2015

Membership

Councillors	Community Members and Others
Councillor Kim Ford (Mayor) (2 meetings attended)	Ms Robin Woods, Community Member (2 meetings attended)
Councillor Bob Porter (Deputy Mayor) (2 meetings attended)	Mr Geoffrey Bessell, Community Member (1 meeting attended)
Councillor Jill Reardon (2 meetings attended)	Professor Basant Maheshwari (2 meetings attended)
Councillor Leigh Williams (1 meeting attended)	

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"> A Western Sydney Regional Waste Management Strategy (2014-2017) has been developed and adopted by Council. A Council waste strategy is in progress based on this regional document.
b) To recommend to Council preferred options for our future waste management strategies, systems and technologies.	<ul style="list-style-type: none"> Based on regional waste planning, Council's waste strategy will specify the most appropriate technology and system fit for the Hawkesbury. This will be submitted to Council in due course.
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 Committee, and their views are sought as part of the discussion and decision making process, by the Committee and by Council. A recent waste education consultation was conducted which identified a number of matters for inclusion in Council's waste strategy.
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 and government authorities 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"> The 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 needs. These are reported to the Committee.

EXTRAORDINARY MEETING**Meeting Date:** 15 September 2015**Other Compliance to Constitution Issues (if necessary)**

Not Applicable

Other Matters for Consideration During Reporting Period (if necessary)

Nil

4. Hawkesbury Sustainability Advisory Committee**Meetings Held**

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Two times per year.	Meetings held on: 17 November 2014 30 March 2015

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Mary Lyons-Buckett (Chair) (2 meetings attended)	Mr John Street (Deputy Chair) (2 meetings attended)
Councillor Leigh Williams (1 meeting attended)	Ms Jen Dollin, UWS Community Representative (2 meetings attended)
	Ms Jean Downie, Community Representative (2 meetings attended)
	Ms Vickii Lett, Community Representative (1 meeting attended)
	Ms Janice Bagot, Community Representative (1 meeting attended)

Committee Business

Objectives in Constitution	Current Status
a) To assist in the achievement of the key environmental goals contained in the Hawkesbury Community Strategic Plan.	<ul style="list-style-type: none"> Community Indicators adopted by Council on 29 July 2014 have also been adopted as Sustainability Indicators. These Indicators have been developed with regard to the Hawkesbury Community Strategic Plan.
b) To facilitate information-sharing, education and support necessary for informed action on sustainability throughout the community.	<ul style="list-style-type: none"> The meetings are a forum for sharing of information and education about sustainability on a broad scale and in the Hawkesbury.
c) To maximise resource reduction, reuse and recycling.	<ul style="list-style-type: none"> The adoption of the Sustainability Indicators will assist with the reduction, reuse and recycling of resources by establishing targets and measuring the achievement of these goals.

EXTRAORDINARY MEETING**Meeting Date:** 15 September 2015

Objectives in Constitution	Current Status
d) To establish and maintain Natural Resource Management (NRM) networks.	<ul style="list-style-type: none"> The membership of the Committee has helped to establish networks of people in the community who are passionate about NRM.
e) To support and progress an active volunteer network for NRM and other sustainable activities.	<ul style="list-style-type: none"> The opportunities for volunteers involved in NRM and sustainable activities will be facilitated through the adoption of Sustainability Indicators.
f) To engage the community in the development and implementation of sustainability initiatives and activities.	<ul style="list-style-type: none"> The Committee offers an opportunity for the community to be engaged in the development of sustainability initiatives and activities.

Other Compliance to Constitution Issues (if necessary)

Not Applicable

Other Matters for Consideration During Reporting Period (if necessary)

Nil

5. Heritage Advisory Committee**Meetings Held**

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Two times per year	Meetings held on: 27 November 2014 19 February 2015 7 May 2015 27 August 2015

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Patrick Conolly (3 meetings attended)	Mr Glenn Falson (4 meetings attended)
Councillor (Dr) Warwick Mackay OAM (Alternate) (Nil meetings attended)	Ms Janice Hart (4 meetings attended)
	Professor Ian Jack (3 meetings attended)
	Mr Jonathan Auld (4 meetings attended)
	Ms Michelle Nichols (3 meetings attended)
	Mr John Miller (1 meeting attended) (resigned)
	Ms Carol Roberts (2 meetings attended)

EXTRAORDINARY MEETING

Meeting Date: 15 September 2015

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
	Ms Judith Newland (4 meetings attended)
	Council staff representative/s

Committee Business

Objectives in Constitution	Current Status
a) Advise Council about heritage assistance, grant applications review and recommendations.	<ul style="list-style-type: none"> • Successful in obtaining financial assistance grant to specifically target landowners with gravestones in cemeteries requiring urgent repair or stabilisation. • Successful in gaining funding for Heritage Advisor. Also successful in gaining funding for a Conservation Management Plan (CMP) for Thompson Square. Council is contributing matching funding for each project.
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"> • Endorsement of preparation of listing sheets for LEP 2012 and corrections for General amendment change to LEP 2012.
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"> • Committee provided input into programming for events during Heritage Week based on annual theme.
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"> • Committee sought Council's assistance in: <ul style="list-style-type: none"> - Preparing the draft 3 year Heritage Strategy - Heritage Incentive Scheme funding for slab barn minor works as part of 2014 grants
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"> • Endorsement of preparation of brief for Conservation Management Plan for Thompson Square
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"> • Provide input into strategic context in relation to proposed Heritage of Western Sydney (HoWS) app for smart phones.

EXTRAORDINARY MEETING

Meeting Date: 15 September 2015

Objectives in Constitution	Current Status
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"> Committee requested survey of historical mile markers and boundary stones as identified by Roads and Maritime Services. Survey subsequently undertaken by Council heritage advisor and survey sheets prepared.
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"> Implementation of education program for landowners in relation to cemeteries with information session presented to slab barn landowners on July 2015. Educational seminars to be subsequently developed and delivered.
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"> 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.

Other Compliance to Constitution Issues (if necessary)

Nil to report.

Other Matters for Consideration During Reporting Period (if necessary)

Nil 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.	<p>Meetings held on: 20 November 2014 25 February 2015 9 April 2015 11 June 2015 6 August 2015</p> <p>Only five meetings of the Committee have been held this year. The scheduled meeting in September 2014 was cancelled due to unavailability of staff to service that meeting and lack of agenda items at that time.</p>

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Kim Ford (Chair) (5 meetings attended)	Mr Peter Cinque OAM, SES Sydney Western Division (1 meetings attended)

EXTRAORDINARY MEETING**Meeting Date:** 15 September 2015

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Bob Porter (Deputy Chair) (5 meetings attended)	Mr Harry Panagopoulos, Office of Environment and Heritage (3 meetings attended)
Councillor Mary Lyons-Buckett (5 meetings attended)	Ms Kirstan Smelcher, Department of Defence, (Nil meetings attended)
Council Jill Reardon (4 meetings attended)	Snr Inspector Robert Bowman, Industry and Investment NSW (Nil meetings attended)
Councillor (Dr) Warwick Mackay OAM (4 meetings attended)	Mr Kevin Jones, SES Headquarters (1 meeting attended)
	Mr Les Sheather, Community Member (5 meetings attended)
	Mr Geoffery Bessell, Community Member (4 meetings attended)
	Mr Damian Moon, Community Member (4 meetings attended)
	Mr Trevor Devine, Community Member (5 meetings attended)
	Mr Ted Books, Community Member (4 meetings attended)

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 focused on dredging, evacuation, and the Hawkesbury Nepean Valley Floodplain Management Review.
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"> Nil to report.
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"> Discussions within Committee focused on dredging, evacuation routes and evacuation centres, use of Warragamba Dam for flood mitigation, flood markers, monitoring stations.
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"> Nil to report.
e) Recommend to Council measures to reduce flood risk to Council's infrastructure and buildings.	<ul style="list-style-type: none"> Nil to report.

Other Compliance to Constitution Issues (if necessary)

Nil

EXTRAORDINARY MEETING

Meeting Date: 15 September 2015

Other Matters for Consideration During Reporting Period (if necessary)

Nil

Young Persons involvement

Nil

7. Audit Committee**Meetings Held**

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Four times per year.	Meetings held on: 26 November 2014 25 February 2015 27 May 2015 26 August 2015

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Patrick Conolly (2 meetings attended)	Ms Nisha Maheshwari (Chair) (3 meetings attended)
Councillor Paul Rasmussen (3 meetings attended)	Mr Harry Khouri (Deputy Chair) (3 meetings attended)
Councillor Bob Porter (alternate) (No meetings attended)	Mrs Ellen Hegarty (4 meetings attended)

Committee Business

Objectives in Constitution	Current Status
a) Control Framework	<ul style="list-style-type: none"> Independent members appointed following Local Government elections in 2012. Internal Audit Management Plan 2014-2017 developed and adopted by Audit Committee. Internal Audit Operational Plan 2015/2016 developed and adopted by Audit Committee. Audit Committee Charter reviewed and adopted by Audit Committee.
b) External Accountability	<ul style="list-style-type: none"> Annual Financial Statements for 2013/2014 presented to Committee in October 2014.
c) Legislative Compliance	<ul style="list-style-type: none"> Legislative compliance audits included in 3 Year Internal Audit Management Plan.

EXTRAORDINARY MEETING

Meeting Date: 15 September 2015

Objectives in Constitution	Current Status
d) Internal Audit	<ul style="list-style-type: none"> • Audits completed in 2014/2015 include: <ul style="list-style-type: none"> - Payroll - Investments - Cash Management - Insurances - Companion Animal Shelter - Workers Compensation - Risk Management - RMS Drives Database
e) External Audit	<ul style="list-style-type: none"> • Council's External Auditor attends the Audit Committee meetings.
f) Risk Management	<ul style="list-style-type: none"> • Risk Management Framework developed for the organisation and endorsed by the Audit Committee.

8. Hawkesbury Access and Inclusion Advisory Committee

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
No less than four times per year.	Meetings held on: <ul style="list-style-type: none"> 2 September 2014 23 October 2014 26 February 2015 7 May 2015 27 August 2015

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Barry Calvert (4 meetings attended)	Alan Aldrich (4 meetings attended)
Councillor Leigh Williams (4 meetings attended)	Robert Bosshard (1 meeting attended)
	Debbie Court (5 meetings attended)
	Desmond Crane (5 meetings attended)
	Ken Ferris (1 meeting attended)
	Carolyn Lucas (3 meetings attended)
	Mary-Jo McDonnell (3 meetings attended)
	Gary London (3 meetings attended)
	Melanie Oxenham (4 meetings attended)

EXTRAORDINARY MEETING

Meeting Date: 15 September 2015

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
	Appointed for part of reporting period
	Kate Barlow (1 meeting attended)
	Alison Baildon (4 meetings attended)

Committee Business

Objectives in Constitution	Current Status
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"> The Hawkesbury Access and Inclusion Plan 2014-2017 was completed and adopted by Council on 14 October 2014.
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"> The Committee designed and implemented a consultative strategy to inform the content of the Hawkesbury Access and Inclusion Plan. The Strategy included on-line survey and consultative forums.
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"> Nine Access and Inclusion Principles identified an incorporated into Access and Inclusion Policy (adopted by Council in March 2012). Policy also includes guidelines and actions for implementing these principles.
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"> 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 the Committee on proposed works. The Committee reviewed the 2015/2016 Capital Works Program and identified proposed works to seek further information from Managers on provision for access and inclusion.
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"> Information Stall held at Hawkesbury Show 2015. Committee made presentations to business groups on access and inclusion issues. In conjunction with the Committee, Council submitted a successful grant application for accessible fitness equipment, and identified resources for the purchase of assisted reading equipment at the Hawkesbury Regional Library.

EXTRAORDINARY MEETING**Meeting Date:** 15 September 2015

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"> The Committee has developed an Access and Inclusion Checklist and a process for undertaking access audits. Where rectification works are identified, these are tasked to relevant Manager for response.
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"> No issues were identified for reporting to Council.
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"> The continued implementation of the Access and Inclusion Checklist is the primary project which the Committee was engaged in during the reporting period.

Other Compliance to Constitution Issues (if necessary)

No matters to report.

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 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. 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: 15 September 2015

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

- the planning, design and staging of the 2015 Youth Summit which included presentations by Council staff from Human Resources, Parks and Recreation, Town Planning, Information Services, Companion Animal Shelter, Waste Education, Strategic Planning, Cultural Services and Community Services
- the continued implementation of the key findings and recommendations from the 2012 Youth Summit
- the development and implementation of a comprehensive program of youth week events
- a youth-specific consultation held in conjunction with the 2015 Youth Summit to provide a young person's perspective on the future of the Hawkesbury through the Hawkesbury Horizon Initiative.

The YPO Facebook page continues to be a critical tool in facilitating these activities and connecting young people with Council.

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.

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.

Human Services Advisory Committee - The Committee continues 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 and consultations. The Committee members have attended Youth Specific events in the 2014/2015 reporting period.

Hawkesbury Civics and Citizenship Committee - The Hawkesbury Civics and Citizenship Committee administers various awards programs including the Young Citizen of the Year as part of the Australia Day Awards.

The Award program is currently being rebranded to appeal to a wider demographic including young people. This is being undertaken in consultation with the Youth Participation Officer.

Hawkesbury Access and Inclusion Advisory Committee - The Committee's membership includes community representatives who care for or work with young people living with a disability. The Committee has also continued to work with YMCA NSW to deliver an inclusive sports program for young people living with a disability. Young people also participated in the focus group held in conjunction with the development of the draft Hawkesbury Access and Inclusion Plan.

Hawkesbury Sustainability Advisory Committee - The Committee has recognised that young people are likely to have a key interest in sustainability issues and will continue to explore opportunities for facilitating the involvement of young people in the activities of the Committee in conjunction with the University of Western Sydney University.

The operating briefs and terms of reference for Council's other committees - Floodplain Risk Management Advisory Committee; Waste Management Advisory Committee; Heritage Advisory Committee and 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.

EXTRAORDINARY MEETING

Meeting Date: 15 September 2015

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 2014/2015 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 business paper

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