



Hawkesbury City Council

supplementary  
ordinary  
meeting  
business  
paper

date of meeting: 09 October 2012  
location: council chambers  
time: 6:30 p.m.

**ORDINARY MEETING - Supplementary**

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**SECTION 4 - Reports for Determination**

**SUPPLEMENTARY REPORTS**

**Item: 188**            **GM - Review of the Hawkesbury Community Strategic Plan 2010-2030 - (79351)**

**Previous Item:**     280, Ordinary (11 December 2007)  
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**REPORT:**

**Executive Summary**

Council's current Hawkesbury Community Strategic Plan 2010-2030 (HCSP) was adopted by Council on 13 October 2009 following an extensive process that was commenced by Council in 2008 in anticipation of the introduction of an integrated planning and reporting framework for local councils in NSW being proposed by the State Government at the time.

The subsequent legislation to introduce the Integrated Planning and Reporting Framework was introduced into the Parliament in mid 2009 and commenced in October 2009. The Framework requires NSW councils to produce a Community Strategic Plan (CSP) with a minimum timeframe of 10 years, supported by a Resourcing Strategy (RS) together with a Delivery Program (DP) with a timeframe of 4 years (term of the council), an annual Operational Plan (OP) and an Annual Report (AR).

The relevant legislation requires each newly elected council to review its CSP and develop a new DP by 30 June in the year following the local government elections. The review of the CSP also needs to be supported by a Community Engagement Strategy (CES). As the CSP informs the development of the DP and subsequent OP and annual budget it is essential for Council to commence its review of the CSP as soon as possible to enable it to inform these subsequent documents and meet the required timeframes.

The purpose of this report is to outline requirements in this regard and suggest a program to enable Council to review the CSP and develop a new DP, OP and budget to all be finalised by 30 June 2013.

**Consultation**

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. Legislation requires Council to prepare a Community Engagement Strategy for use when developing/reviewing its Community Strategic Plan and a proposed strategy, to be implemented in conjunction with Council's Community Engagement Policy, for this purpose is outlined in this report.

**Background**

Council's current HCSP was adopted by Council on 13 October 2009 following a process that was commenced by Council in 2008 in anticipation of the introduction of an integrated planning and reporting framework for local councils in NSW being proposed by the State Government at the time.

The subsequent legislation to introduce the Integrated Planning and Reporting Framework was introduced into the Parliament in mid 2009 and commenced in October 2009. Councils are required to address all essential elements of the legislation in their plans and prepare a compliance report in accordance with the

Local Government Act (the Act). Guidelines and a Manual to assist councils in this process have been prepared and issued by the Division of Local Government (DLG).

The following diagram, sourced from the DLG Planning and Reporting Manual, shows the basic structure and interrelated nature of the integrated planning and reporting framework:



Local Government Planning and Reporting framework

In summary, all councils are now required to have in place the following planning processes:

- a CES that sets out how each council will engage its community when developing or reviewing its CSP,
- a CSP (minimum timeframe of 10 years),
- a RS that includes a long term financial plan, a workforce management strategy and an asset management policy, strategy and plans,
- a DP (four years),
- an OP, including a statement of revenue policy, and a detailed annual budget.

To comply with the requirements of the legislation and the *Planning and Reporting Guidelines for local government in NSW*, councils will also need to have in place the following reporting processes:

- an AR outlining achievements against the DP,
- a State of the Environment Report (SOER) as part of the AR, which outlines achievements in relation to the environmental objectives in the CSP,
- audited financial statements as part of the AR,
- an end of term report by each outgoing council outlining the achievements in implementing the CSP presented to the final meeting of that council (In respect of Hawkesbury City Council this effectively commences with this term of Council).

The CSP must contain:

- A community vision statement,
- Strategic objectives addressing social, economic and civic leadership, and
- Strategies for achieving each objective.

The CSP is considered to be the highest level plan the Council will prepare and needs to be considered at a high level as other plans will address more detailed aspects flowing from the CSP. All corporate planning documents and reporting needs to be consistent with the CSP and demonstrate strong, consistent links between the hierarchy of plans. Council's current HCSP, DP, OP, RS and other related documents and reports have been prepared on this basis.

The relevant legislation requires each newly elected council to review its CSP by 30 June in the year following the local government elections and in doing so it can either endorse the existing plan, review and amend the existing plan or develop a new plan. Prior to adoption the reviewed plan must be placed on public exhibition for at least 28 days and any submissions considered by Council before endorsement. On this occasion it is proposed that Council review the existing HCSP. The review of the CSP also needs to be supported by a Community Engagement Strategy (CES) which is addressed in a subsequent section of this report.

A new DP is also required to be developed by the Council by 30 June in the year following the local government elections. As the CSP informs the development of the DP and subsequent OP and annual budget it is essential for Council to commence its review of the CSP as soon as possible to enable the development of this document to inform these subsequent documents and meet the required timeframes.

### **Proposed Review Process**

Accordingly, a suggested process to facilitate the review of the HCSP is as follows:

- Report to this meeting to commence review process.
- Overview of review process proposed for subsequent Workshop provided at Councillors Briefing Session on 23 October 2012 currently scheduled for Induction Session 3 regarding Code of Conduct.
- Councillor workshop to be held on weekend of 3 and 4 November 2012:
  - Workshop to be attended by councillors and other appropriate senior staff and assisted by other directional documents prepared by Council and results of last Community Survey.
  - Workshop to be guided by an independent facilitator. It is proposed to utilise Mr J Allen of Allen Management Solutions who is experienced in this field and facilitated the original development of Council's current HCSP and has also assisted Council in other related areas.
  - Workshop to be held off-site.
- Draft of reviewed CSP prepared and developed following workshop.
- Draft document presented and discussed at Councillor Briefing Session on 4 December 2012.
- Draft document presented to Council meeting of 11 December 2012 for endorsement to be placed on public exhibition.
- December 2012 – mid January 2012 draft document prepared for public exhibition.
- Mid January – mid March 2013 draft document placed on public exhibition. (see subsequent section of report re Community Engagement Strategy)
- Mid March – early April 2013 submissions on draft document considered and report to Council prepared.
- Report on results of public exhibition of CSP submitted to Council meeting of 9 April 2013 with a view to its adoption.

From approximately November 2012 Council staff will commence the preparation of the DP, OP and RS, including the 2013/2014 draft budget. However, it is important that this work and documents are able to be informed by the draft of the reviewed CSP which highlights the importance of the review process and the timetable suggested above.

## **Community Engagement Strategy**

As indicated previously in this report, as part of the integrated planning and reporting process councils are required to develop a CES that sets out how each council will engage its community when developing or reviewing its CSP. When Council developed the current HCSP the CES that was utilised at the time was a structured consultation process that was implemented in conjunction with Council's Community Engagement Policy (CEP). It is proposed that a similar process be utilised on this occasion.

Under Council's CEP the review of the HCSP would represent a Level 1 trigger for community engagement. In order to meet the recommend level of community engagement under the CEP for a Level 1 trigger event it is proposed that the methods of communication and engagement include:

### **Consultation Period**

*A consultation period of 8 weeks (mid January to mid March 2013 as referred to previously).*

### **Actual printed plan**

*Copies of the draft reviewed HCSP be printed in full colour for distribution.*

### **Media**

*Media Releases be issued:*

- 1. At the release of the document*
- 2. Midway through the consultation period to advise the public of the submission process*
- 3. In the final week to encourage last minute submissions prior to the close of the consultation period.*

*The weekly and monthly Mayoral Columns in local publications to be utilised to emphasise the importance of community input into the process.*

*A Media Briefing be given to journalists of the local area regarding the review of the HCSP, the various ways Council is seeking input..*

### **Advertising**

*At least two advertisements be placed in the Council Notices advertisement in the Hawkesbury Courier and two display advertisements be placed in local publications..*

### **FAQ Fact Sheet**

*A Frequently Asked Questions Fact Sheet which outlines the process of consultation and the integration with other plans be prepared.*

### **Website**

*The Council's website will provide access to the document, FAQ fact sheet, submission sheet and relevant reports to Council as well as links to the results of the community survey.*

### **Messages on hold**

*A short message directing people to more information be placed on Council's message on hold system.*

### **Feedback form**

*A standard feedback form be developed to provide a framework for community members to provide their thoughts and feelings on the draft HCSP.*

### **Enquiries Phone Number**

*Staffed by the Strategic Planning team this number will directly assist people to find out more information or to access a submission sheet to provide their feedback on the draft HCSP.*

**Telephone Answering machine service**

*A phone number with a dedicated answering machine be provided so that people who find it difficult to articulate their thoughts in the written form, can leave messages about their thoughts of the plan verbally.*

**Dedicated email address**

*To ensure relevant documentation is appropriately captured from the public, Council create a dedicated email addresses for feedback purposes. This gives the public the confidence that their thoughts will be specifically directed to this consultation process.*

**Unmanned Physical Displays**

*Several large laminated displays of the draft HCSP be created to be placed on display boards in Council and community facilities.. \*

**Staffed Roadshow**

*Manned displays to be featured at several large Shopping Centres – ie. Richmond, Windsor and North Richmond Shopping Centres. It is acknowledged that although many residents do their local shopping within their own neighbourhood precincts, many residents in the outer-lying districts travel to these central locations for major shopping outings.*

**Radio**

*Hawkesbury Radio be approached to feature information about this important consultation process.*

**Community Participation Forum**

*It is important in this process to engage a widely represented portion of the Hawkesbury Community. It is proposed that instead of the traditional public meeting where a large portion of attendees remain unheard, that a different format of public participatory forum be utilised. This would involve the public being invited to a presentation of the draft HCSP with the opportunity to ask questions followed by an interactive process where people actually write their submissions and pin them to enlarged sections of the plan.*

*Alternatively staff would be available to assist members of the community who felt they had trouble putting into words their thoughts or feelings by scribing.*

**Agenda item in Business Paper council committees**

*An agenda item will be included in the business paper of Council Committees that will meet during the consultation period. This will target those individuals that are already involved and interested in Council's planning processes and will effectively utilise the structure of Council's consultation process already established*

**Mayoral Speeches**

*The Mayor often speaks at numerous functions and events and the opportunity will be taken to refer to the review of the HCSP, and how people can be actively involved in the process.*

The Act requires that a councils CSP is based, amongst other criteria, on social justice principles of equity, access, participation and rights and that the CES for engagement with the local community when developing/reviewing the CSP is also based upon these principles. As such, both the review of the HCSP and the implementation of the CES will have regard to these principles.

**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**

Funding to enable the review of the HCSP as required by legislation has been included with the 2012/2013 budget.

**RECOMMENDATION:**

That as required under the Local Government Act 1993 Council commence the process to review the Hawkesbury Community Strategic Plan 2010-2030 on the basis of the process, timeframe and Community Engagement Strategy outlined in the report in this regard.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**





ordinary  
meeting

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This business paper has  
been produced  
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