



Hawkesbury City Council

extraordinary  
meeting  
business  
paper

date of meeting: 25 September 2012  
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 11:00pm. 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 3:00pm 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 request to speak about an item raised in the business paper at the Council meeting. You must register to speak at a Council meeting. To register you must lodge an application form with Council prior to 3:00pm on the day of the meeting. The application form is available on the Council's website, from the Customer Service Unit and by contacting the Manager - Corporate Services and Governance on (02) 4560 4426 or by email at [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au).

The Mayor will invite registered persons to address the Council when the item is being considered. Speakers have a maximum of five minutes to present their views. The Code of Meeting Practice allows for three speakers on the Proponent side (i.e. in support) and three for the Respondent side (i.e. in objection). If there are a large number of speakers for one item, speakers will be asked to organise for three representatives to address the Council for either the Proponent or Respondent side (six speakers in total).

### 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

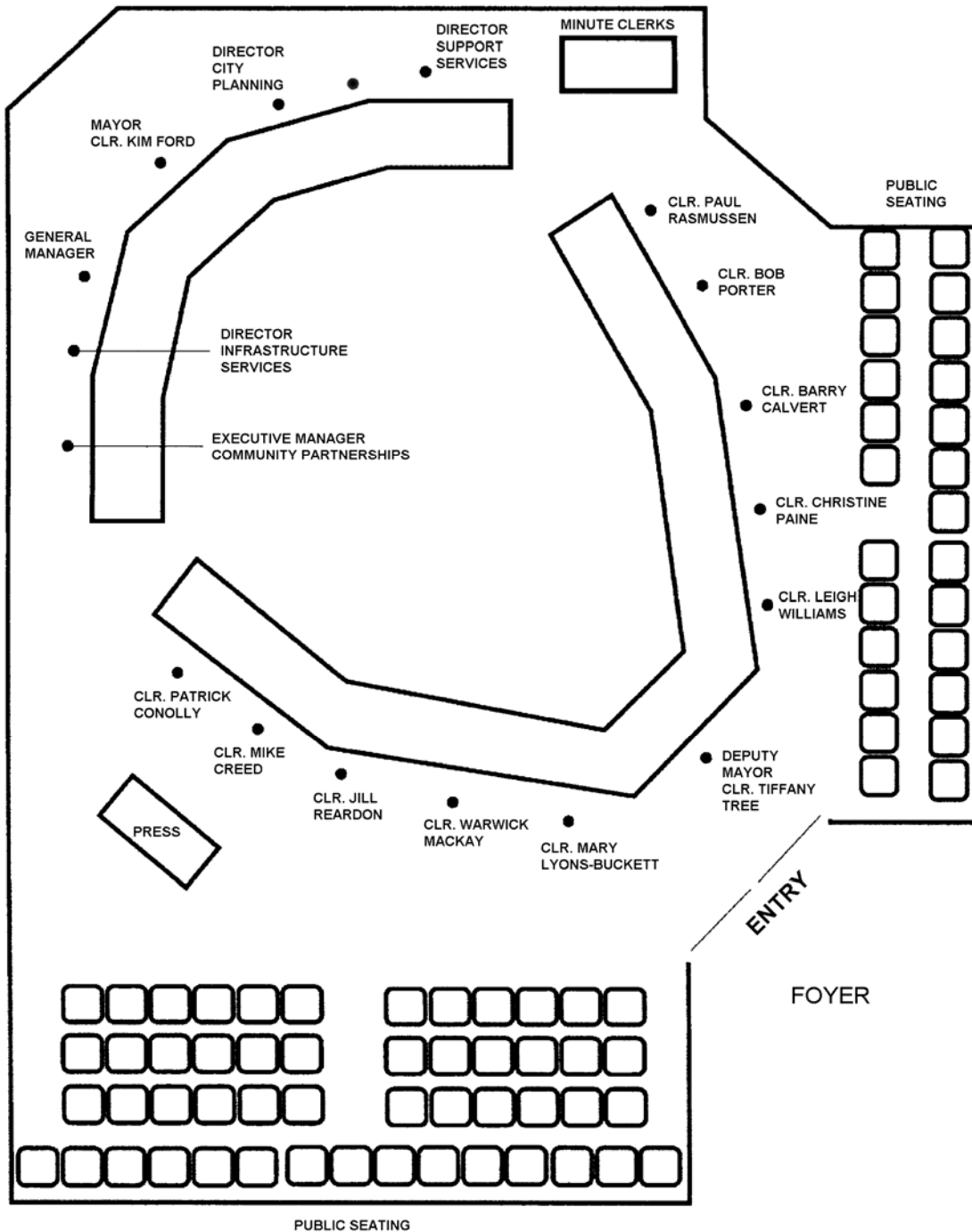
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>

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 4426.

# Hawkesbury City Council



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**SECTION 4 - Reports for Determination**

**GENERAL MANAGER**

**Item: 166            GM - Election of Mayor - (79351, 95496)**

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**REPORT:**

**Executive Summary**

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

Council, at its Extraordinary Meeting held on 20 September 2011, elected Councillor Kim Ford as its Mayor for the 2011/2012 Mayoral Term.

Accordingly, the election of Mayor of the Council for the 2012/2013 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.*

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### **3 Election**

- (1) *If only one councillor is nominated, that councillor is elected.*
- (2) *If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*
- (3) *The election is to be held at the council meeting at which the council resolves on the method of voting.*
- (4) *In this clause:*

*"ballot" has its normal meaning of secret ballot.*

*"open voting" means voting by a show of hands or similar means.*

### **Part 2 - Ordinary ballot or open voting**

#### **4 Application of Part**

*This Part applies if the election proceeds by ordinary ballot or by open voting.*

#### **5 Marking of ballot-papers**

- (1) *If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.*
- (2) *The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

#### **6 Count—2 candidates**

- (1) *If there are only 2 candidates, the candidate with the higher number of votes is elected.*
- (2) *If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.*

#### **7 Count—3 or more candidates**

- (1) *If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.*
- (2) *If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.*
- (3) *If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.*
- (4) *A further vote is to be taken of the 2 remaining candidates.*
- (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 20 September 2011, elected Councillor Kim Ford as its Mayor for the 2011/2012 Mayoral Term.

Accordingly, the election of Mayor of the Council for the 2012/2013 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 2012/2013 Mayoral Term be carried out.

**ATTACHMENTS:**

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

**oooO END OF REPORT Oooo**

**Item: 167            GM - Election of Deputy Mayor - (79351, 95496)**

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**REPORT:**

**Executive Summary**

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

Council, at its Extraordinary Meeting held on 20 September 2011, elected Councillor Tiffany Tree as its Deputy Mayor for the 2011/2012 Mayoral Term.

Accordingly, the election of Deputy Mayor of the Council for the 2012/2013 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 20 September 2011, elected Councillor Tiffany Tree as its Deputy Mayor for the 2011/2012 Mayoral Term.

Accordingly, the election of Deputy Mayor of the Council for the 2012/2013 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 2012/2013 Mayoral Term be carried out.

**ATTACHMENTS:**

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

**oooO END OF REPORT Oooo**

## EXTRAORDINARY MEETING

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Item: 168      **GM - Appointment of Committees, Delegates and Representatives - (79351, 95496)**

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### REPORT:

#### Executive Summary

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

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

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

#### Consultation

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

#### Background

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

- a. Committees of Council – Committees established under the provisions of Section 377 of the Local Government Act 1993. These Committees perform certain functions as identified in their constitutions (which are modelled on the draft pro-forma constitution adopted by Council) and include provision for Councillor Representation. These Committees operate in accordance with Council's adopted pro-forma constitution.
- b. Statutory Committees - Committees, which are required to be established by legislation, or to meet obligations set down by Government departments and/or funding agencies. These Committees have set functions and terms of reference. They differ from Section 377 Council Committees, in that they are issue-specific and may meet irregularly on a 'as needs' basis and in practical terms cannot operate under Council's pro-forma constitution.
- c. Committees in which Council has a Financial Interest - these Committees may manage Council owned facilities or funded services auspiced by Council. They generally operate as autonomous entities (incorporated associations) in accordance with their own constitutions. These Committees have a financial relationship with Council in that Council either provides a direct (financial) or an in-kind contribution (land or facilities) to support their operations, or Council has delegated responsibility for the management of a Council funded or Council auspiced services to them.
- d. Other Committees – Committees, which operate as autonomous entities and generally perform non-Council related functions. Councillor representation on these Committees is on an invitation basis.



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

<b>Committee</b>	<b>Function</b>	<b>Current Representative/s</b>
<b>a. Committees of Council</b>		
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. Reardon
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)
Hawkesbury Mobility Plan Implementation Committee	To provide advice on the implementation on the Hawkesbury Mobility Plan.	Clr. Williams Clr. Paine (alternate)
Waste Management Advisory Committee	Established to develop options for future waste management in the City of Hawkesbury	Clr. Paine Clr. Porter Clr. Reardon Clr. Williams
Heritage Advisory Committee	Provides advice to Council regarding heritage and related issues.	Clr. Reardon Clr. Whelan (alternate)
Floodplain Risk Management Advisory Committee	Advisory Committee established to provide input in relation to floodplain management issues.	Clr. Conolly Clr. Mackay Clr. Rasmussen Clr. Reardon Clr. Whelan
General Manager's Performance Review Panel	To review the performance of the General Manager	Clr. Ford (Mayor) Clr. Rasmussen Clr. Tree (Deputy Mayor) and 1 Councillor nominated by the General Manager, if he so chooses.
Audit Committee	Provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.	Clr. Porter Clr. Rasmussen Clr. Conolly (1 <sup>st</sup> alternate) Clr. Reardon (2 <sup>nd</sup> alternate)
Hawkesbury Access and Inclusion Advisory Committee	To provide advice on improving access to services and facilities for people with disabilities and promote their inclusion and participation in community and civic life.	Clr. Paine Clr. Whelan
<b>b. Statutory Committees</b>		
Local Traffic Committee	Committee responsible for considering and recommending requests for alterations to traffic facilities and other traffic related matters.	Clr. Ford (Mayor) Clr. Tree (Deputy Mayor) (alternate)
Community Development Support Expenditure Scheme Local Committee	To consider and rank applications received under CDSE Scheme.	Clr. Ford (Mayor)

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<b>Committee</b>	<b>Function</b>	<b>Current Representative/s</b>
Hawkesbury-Nepean Catchment Management Authority Local Government Advisory Committee	Committee established by NSW Government to co-ordinate catchment management	Clr. Reardon Clr. Rasmussen (alternate)
<b>c. Committees where Council has a Financial Interest</b>		
Westpool (See Notes 1 and 2 below)	Self-insurance agency established by consortium of participating Councils.	Clr. Paine
McMahon's Park Management Committee	Incorporated body with delegated responsibility for management and operation of McMahons Park.	Clr. Reardon Clr. Calvert (alternate)
Hawkesbury Sports Council	Incorporated body with delegated responsibility for management and operation of Council facilities.	Clr. Tree (Deputy Mayor) Clr. Mackay (alternate)
Peppercorn Services Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced community services (externally funded).	Clr. Whelan Clr. Paine (alternate)
Western Sydney Regional Organisation of Councils (See Note 1 below)	Regional Body established to co-ordinate lobbying for Western Sydney	Clr. Bassett Clr. Tree (Deputy Mayor) Clr. Ford (Mayor) (1 <sup>st</sup> alternate) Clr Reardon (2 <sup>nd</sup> alternate)
Hawkesbury River County Council	Statutory Body responsible for management of noxious weeds.	Clr. Porter Clr. Whelan
Hawkesbury Sister City Association	Incorporated Body responsible for co-ordinating Sister City activities.	Clr. Paine Clr. Whelan
<b>d. Other Committees</b>		
Destination Hawkesbury Committee	Committee established by HHART to liaise with local operators and Council regarding tourism in the Hawkesbury LGA.	Clr. Ford (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. Rasmussen

**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.**

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

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

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

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

*Westpool meetings are held between 9.30am and 2.00pm 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.*

*An introduction to a pooling training session is proposed to be held on Thursday, 4 October 2012 commencing at 9am at the Holroyd Centre, 17 Miller Street, Merrylands and new members are encouraged to attend.*

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

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

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

### **Financial Implications**

There are no financial implications applicable to this report.

### **RECOMMENDATION:**

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

### **ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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**Item: 169            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 have now submitted annual reports for the 2011/2012 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 2011/2012 Mayoral Term:

**1.    Human Services Advisory Committee**

Human Services Advisory Committee (HSAC) - formerly the Community Planning Advisory Committee (CPAC).

**Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Barry Calvert (Chair)	Ms Vickie Shackley - Community Representative
Councillor Jill Reardon (Deputy Chair)	Mr Chris McAlpine - Community Representative
	Mr Nick Sabel - EO Wentworth Community Housing
	Mr Glenn Powers - Community Representative

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Ordinary meetings of the Advisory Committee shall be held no less than four times per year. Special meetings may be convened at the discretion of the Chairperson, or, in his/her	<ul style="list-style-type: none"> <li>The Human Services Advisory Committee (HSAC) commenced as a new committee of Council at the first meeting on 23 February 2012 (having been endorsed by</li> </ul>

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<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
absence, the Deputy Chairperson	<p>the previous CPAC and the new constitution adopted by Council at the Ordinary Meeting on 13 December 2011).</p> <ul style="list-style-type: none"> <li>The HSAC has had one additional Ordinary Meeting on 17 May 2012, and one Special Meeting (Training) on 6 June 2012.</li> </ul>

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. 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 2010 - 2030</i>	<ul style="list-style-type: none"> <li>A 'Scoping Paper' for the development of a Human Service Planning Framework was requested at the first HSAC on 23 February 2012.</li> <li>The scoping paper "Planning for Community Well Being" was completed by Council staff in April 2012 and presented to the HSAC for their consideration at the 17 May 2012 HSAC meeting – for further discussion at the following HSAC meeting.</li> </ul>
b. 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"> <li>Ongoing – to be undertaken as required.</li> </ul>
c. Review the directions, strategies, and goals within the <i>Hawkesbury Community Strategic Plan 2010 - 2030</i> to undertake a gap analysis of human service needs of residents of the Hawkesbury	<ul style="list-style-type: none"> <li>This was commenced as a component of the Scoping Paper: "Planning for Community Well Being" – with a preliminary Gap Analysis.</li> </ul>
d. 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 <i>Hawkesbury Community Strategic Plan 2010 - 2030</i>	<ul style="list-style-type: none"> <li>This was commenced as a component of the Scoping Paper: "Planning for Community Well Being" – for future development.</li> <li>The Committee has also attended a Training Session on the 6 June 2012 (with other Council staff from a number of areas):- "Results Based Accountability (RBA) 101." RBA a model or 'tool' to assist in the identification of community indicators to measure progress in the improvement of well-being of residents of the Hawkesbury.</li> </ul>
e. 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"> <li>Ongoing work to be undertaken.</li> </ul>
f. 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"> <li>A "Summary of Current Issues of Concern to HSAC Members" was collated by Council staff and presented back to the Committee on 17 May 2012 for future consideration once the planning framework has been reviewed.</li> <li>Some of the ongoing matters that have been addressed at both of the HSAC meetings this year included: <ul style="list-style-type: none"> <li>- Homelessness Taskforce and</li> </ul> </li> </ul>

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Objectives in Constitution	Current Status
	strategies; - Housing Affordability; - 'Health of the Hawkesbury' (broadly); - Community Builder's Funding Program and 2011/12 Funding Round; - Community Profile and Atlas; - 2011 Community Survey Results; - 2012 Youth Summit; - Graffiti.

**2. Hawkesbury Civics and Citizenship Committee**

**Membership**

Councillors	Community Members and Others
Councillor Kim Ford (Mayor)	Mr Barry Adams
Councillor Tiffany Tree (Deputy Mayor)	Mr David Bertenshaw representing Hawkesbury Sports Council
Councillor Barry Calvert	Mrs Dianne Finch
Councillor Warwick Mackay	Mr Todd Miladinovic
	Mrs Jean Peare
	Mrs Jan Barkley Jack (Hawkesbury Historical Representative Only)

**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: 7 December, 2011 18 July, 2012

**Committee Business**

Objectives in Constitution	Current Status
a. Determine the winners, through a process of award recipient selection, for several awards including but not limited to; Australia Day Awards and the Sports Medal and Sports Certificate Awards.	<ul style="list-style-type: none"> <li>• Nominations for the 2012 Hawkesbury Australia Day Awards were considered and winners chosen.</li> <li>• An additional Committee determined Award was considered and determined for the 2012 Hawkesbury Australia Day Awards. The Award was the Young Achievement Award.</li> <li>• Nominations for the 2012 Hawkesbury Sports Awards were considered and determined.</li> <li>• The 2011 Hawkesbury Young Citizen of the Year was nominated, on behalf of the Committee, in the Australian of the Year Awards 2012.</li> <li>• The 2011 Hawkesbury Citizen of the Year was nominated, on behalf of the Committee, in the Australian of the Year Awards 2012.</li> </ul>
b. Review the criteria for each of the award systems and make recommendations on	<ul style="list-style-type: none"> <li>• No criteria changes were recommended this reporting period.</li> </ul>

**EXTRAORDINARY MEETING****Meeting Date:** 25 September 2012

<b>Objectives in Constitution</b>	<b>Current Status</b>
changes as to future systems.	<ul style="list-style-type: none"> <li>• At the meeting held 18 July 2012, the criteria of the Sports Awards was discussed and it was requested that it be reviewed at the next Committee meeting.</li> </ul>
c. Actively encourage nominations from the community for the awards programs to further enhance the quality and quantity of submissions Council receives.	<ul style="list-style-type: none"> <li>• Nominations were encouraged by the use of publicity via mayoral columns, mayoral speeches, website, media releases, quarterly newsletters and community report promotion.</li> <li>• The Young Citizen of the Season, Citizen of the Season and Australia Day Awards programs also featured at Council's Hawkesbury Show Tent.</li> <li>• Nominators of residents for the Local Citizens of the Year Awards were contacted and encouraged to submit nominations to the Hawkesbury Citizen of the Season program.</li> </ul>
d. To assist when requested, with recommendations for special civic or community celebrations.	<ul style="list-style-type: none"> <li>• No requests received.</li> </ul>
e. Provide advice and guidance on the administration of any Federal or State funding received for events and special celebrations.	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

**Other Matters for Consideration During Reporting Period**

At the Committee meeting held 18 July 2012 the Committee was informed that this would be the final Civics and Citizenship Committee meeting before the Local Government Elections.

Jean Peare, a current community representative, informed the Committee that she would not be reapplying to be on the Civics and Citizenship Committee.

Mayor of Hawkesbury, Councillor Kim Ford thanked Jean Peare on behalf of the Civics and Citizenship Committee for her commitment and dedication throughout her time on the Committee. She has been a member of the Committee since 2005, when it was established. The Mayor requested that Jean be presented a Certificate of Appreciation at the upcoming Hawkesbury Sports Awards Presentation.

This action was carried out and a Certificate and small Gift of Appreciation was presented at the Hawkesbury Sports Award Presentations held on 16 August 2012.

**EXTRAORDINARY MEETING****Meeting Date:** 25 September 2012**3. Hawkesbury Mobility Plan Implementation Committee**

Hawkesbury Mobility Plan Implementation Committee (HMPIC)

**Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Leigh Williams (Chair)	Mr Alan Aldrich (Deputy Chair)
Councillor Christine Paine (Alternate)	Mr Doug Bathersby
	Mr Chris Cameron
	Ms Sandra Long
	Mr John Street
	Mr Phil Williams
	Senior Constable Brad Phillips, LAC
	RMS Representative (not filled during reporting period)

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Four times per year	Meeting was held on: 15 August 2012  (Note: Frequency of meetings are aligned with Council budget cycle and RTA funding submission time frames)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Advise and assist Hawkesbury City Council staff in the implementation of the Hawkesbury Mobility Plan.	<ul style="list-style-type: none"> <li>Mobility Plan adopted by Council in May 2010.</li> <li>The priority work within the Plan is for the completion of the Richmond to Windsor shared pathway link. The Committee has monitored the implementation of this work.</li> <li>Representations have been forwarded to Roads and Maritime Services NSW to request their assistance in progressing the identified Mobility Plan works which fall on state and regional roads managed by RMS.</li> </ul>
b. Advise and assist Hawkesbury City Council staff to identify annual projects for Cycleways and pedestrian access improvements which are consistent with the priorities within the Hawkesbury Mobility Plan for consideration by Council.	<ul style="list-style-type: none"> <li>A works program for the staged completion of the Richmond to Windsor shared pathway link has been adopted. A works program for kerb ramps was also identified.</li> </ul>
c. Provide advice and guidance to Hawkesbury City Council staff on strategies to raise community awareness about mobility access issues impacting on residents of the City of Hawkesbury and, where required, to recommend actions for Council's consideration in relations to these matters.	<ul style="list-style-type: none"> <li>Committee members participated in local Bike Week 2011 events and the 'launch' of the shared pathway extension on Hawkesbury Valley Way.</li> </ul>



**EXTRAORDINARY MEETING****Meeting Date:** 25 September 2012**Other Compliance to Constitution Issues**

At the end of the reporting period there were two unfilled community representative positions while Roads & Maritimes Services were yet to confirm a nominated representative.

**4. Waste Management Advisory Committee****Membership**

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

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Ordinary meetings of the Advisory Committee shall be held no less than two 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: 9 November 2011 18 April 2012 4 July 2012

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Advise Council about information, research and analysis required to provide future options for waste management for our city;	<ul style="list-style-type: none"> <li>• Implementation of a reusable alternative landfill daily cover system to reduce the usage of soil for night cover.</li> <li>• Carbon price impacts and mitigation options information on the impacts, risk and options relating to Council's Waste Management Facility determined.</li> <li>• Construction and development of an improved drop off facility for various materials at the Hawkesbury City Waste Management Facility commenced</li> </ul>
b. Recommend to Council preferred options for our future waste management strategies, systems and technologies;	<ul style="list-style-type: none"> <li>• Employment of a Waste Education Officer to implement actions identified through the Local Government Strategic Waste Action Plan.</li> </ul>
c. Liaise with local communities on waste management issues, to ensure that the community's views are included in the decision making processes of Council;	<ul style="list-style-type: none"> <li>• A Litter and Illegal Dumping Plan and Implementation Program developed.</li> <li>• Develop, implement and report on a community consultation program to determine willingness to pay for a kerbside garden waste program.</li> <li>• Implement cooking oil recycling collection vessel located at the Hawkesbury City Waste Management Facility.</li> <li>• Installation of a recycling station at Council Administration Building and the Hawkesbury City Waste Management Facility to collect batteries, CDs, mobile phones, printer cartridges and corks.</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date: 25 September 2012**

Objectives in Constitution	Current Status
	<ul style="list-style-type: none"> <li>Community education including composting workshops, Hawkesbury Show, high school and primary school presentations, World Environment Day, Caring for Redbank Creek Event and waste educational talks to parents/staff and pre-schoolers at Childcare Centres.</li> </ul>
d. Liaise with neighbouring Councils and government agencies, to ensure the best outcomes of any considered strategies, systems and technologies;	<ul style="list-style-type: none"> <li>Sustainable Events Management Policy adopted. Main objectives are :-                             <ul style="list-style-type: none"> <li>Increase peoples awareness of alternative ways of management waste- avoid, reduce, re-use, and recycle.</li> <li>Reduce total waste produced.</li> <li>Maximise diversion of waste through recycling, repurposing or composting.</li> </ul> </li> </ul>
e. Advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required;	<ul style="list-style-type: none"> <li>Chemical CleanOut held on Sunday 26 August at the Hawkesbury City Waste Management Facility. Attended by 387 residents and surrendered 24 tonnes of unwanted chemicals from their homes. This was an increase of 8.2 tonnes of materials collected when compared with last year's event.</li> <li>Paints continue to make up over 50% of materials collected, with oils and batteries remaining in the top 3 materials surrendered.</li> </ul>

**5. Heritage Advisory Committee**

**Membership**

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

**Meetings Held**

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Two meetings per year	Four meetings were scheduled for 2011/2012 as follows: <ul style="list-style-type: none"> <li>9 February 2012</li> <li>8 March 2012</li> <li>31 May 2012</li> <li>9 August 2012</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date:** 25 September 2012

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Advise Council about heritage assistance, grant applications review and recommendations.	<ul style="list-style-type: none"> <li>• Receipt of annual funding under Local Government Heritage Management Program –for engagement of Heritage Advisor to assist Council with heritage management responsibilities.</li> <li>• Key actions as set out in the 3 Year Heritage Strategy 2011/12 - 2013/14 prioritised for future funding rounds.</li> </ul>
b. Advise and make recommendations to Council in relation to the nomination and deletion of Heritage Listed items from the Local Environmental Plan (LEP) and to identify items of State significance, which should be included in the NSW Heritage Office State Heritage Register or of National significance.	<ul style="list-style-type: none"> <li>• Committee is pursuing proposal to State Heritage list Macquarie Town Plans of Windsor, Wilberforce and Richmond. To date no response received from DoP despite repeated requests.</li> <li>• Ongoing concern relating to level of listing for Belmont House - St John of God Hospital and Thompson Square / Windsor Bridge.</li> </ul>
c. Liaise with local communities and businesses in organising 'Heritage Week' events and to provide advice to Council on heritage programming, exhibitions, education and tourism events.	<ul style="list-style-type: none"> <li>• Agreed to participation 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 would provide a more comprehensive collection of historical records and artefacts and potentially bring recognition and/or national significance to the area.</li> </ul>
d. Advise Council and work with the community to increase awareness of heritage matters through education such as publications, seminars, public displays and award recommendations.	<ul style="list-style-type: none"> <li>• In process of preparing discussion paper for analysis by sub committee to promote awareness of cemeteries in Hawkesbury area.</li> </ul>
e. Provide Council with advice on the management of heritage within the area. This includes reviewing Council or government policies that affect the Local Government Area heritage, recommending conservation objectives, policies and strategies and providing advice on these matters where appropriate.	<ul style="list-style-type: none"> <li>• Committee reviewed and identified additional heritage provisions to be included in the draft DCP 2012, and were instrumental in the preparation of a separate Heritage Conservation chapter.</li> </ul>
f. Provide Council with advice on the consistent management and balanced treatment of heritage places forming the cultural heritage of the area by identifying places of cultural significance within the city and to encourage their conservation for today's and future generations.	<ul style="list-style-type: none"> <li>• Review of Heritage Listing Schedule and engagement of consultant pending, subject to gazettal of LEP.</li> </ul>
g. Act as a reference and peer review body as required for heritage surveys, conservation reports, planning studies and other heritage related bodies of work.	<ul style="list-style-type: none"> <li>• No reports prepared for review in reporting period.</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date:** 25 September 2012

Objectives in Constitution	Current Status
h. Work with the community in the promotion, education, advocacy, encouragement, understanding, use and enjoyment of the cultural heritage of the city and to provide advice thereon to Council.	<ul style="list-style-type: none"> <li>Review of Sustainability Living Guide on Council's website in train, with the objective to add Sustainable Heritage Management topic to the website to enhance heritage conservation focus.</li> </ul>

**6. Floodplain Risk Management Advisory Committee**

**Membership**

Councillors	Community Members and Others
Councillor Kevin Conolly (Chair)	Mr David Avery - OEH
Councillor Paul Rasmussen (Deputy Chair)	Mr Harry Panagopoulos -OEH - (in lieu of Mr Avery - post August 2011)
Councillor Warwick Mackay	Ms Sue Ribbons - OEH
Councillor Jill Reardon	Mr Chris Ransom - RAAF
Councillor Bill Whelan	Snr Insp Robert Bowman - Dept of Primary Industries
	Mr Kevin Jones - SES
	Mr Peter Cinque - SES
	Mr Geoffrey Bessell (Community Member)
	Mr John Miller (Community Member)
	Mr Les Sheather (Community Member)
	Mr Alexander (Phil) Windebank (Community Member)
	Mr Ian Johnston (Community Member)
	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	The Floodplain Risk Management Advisory Committee - (FRMAC) met on the following dates: 31 October 2011 12 December 2011 5 March 2012 23 July 2012

**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"> <li>Considered during preparation of the Floodplain Risk Management Study and Plan (FRMS&amp;P) for the Hawkesbury River. The draft FRMS&amp;P has been prepared and resolved by Council to be placed on exhibition.</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date:** 25 September 2012

<b>Objectives in Constitution</b>	<b>Current Status</b>
b. Advise Council about town planning measures and standards considered necessary to minimise risk to life and property in Hawkesbury LGA;	<ul style="list-style-type: none"> <li>The Committee contributed towards preparation of the draft Flood Risk Management Chapter of the Hawkesbury Development Control Plan 2002.</li> </ul>
c. Advise Council about road and drainage infrastructure and other physical works required to minimise risk to life and property in Hawkesbury LGA;	<ul style="list-style-type: none"> <li>The capacity of flood evacuation routes in the Hawkesbury (including Jim Anderson Bridge) was considered during preparation of the Floodplain Risk Management Study and Plan for the Hawkesbury River.</li> </ul>
d. Advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required;	<ul style="list-style-type: none"> <li>Education programs considered during preparation of the Floodplain Risk Management Study and Plan for the Hawkesbury River.</li> </ul>
e. Recommend to Council measures to reduce flood risk to Council's infrastructure and buildings;	<ul style="list-style-type: none"> <li>Measures discussed and recommended measures contained in the draft Floodplain Risk Management Study and Plan for the Hawkesbury River.</li> </ul>
f. Liaise with State agencies and neighbouring Councils involved in the Hawkesbury Nepean Floodplain Management Strategy;	<ul style="list-style-type: none"> <li>Achieved through membership of the Committee and external meetings and close liaison with representatives of the Technical Working Group (see <i>Other Compliance to Constitution Issues</i> below).</li> </ul>
g. Advise Council in relation to representations to other levels of government in support of initiatives to reduce flood risk to life and property in Hawkesbury LGA.	<ul style="list-style-type: none"> <li>The Committee recommended Council adopt a flood mitigation related policy which includes input/action from the NSW State Government. Preparation and adoption of Regional Flood Mitigation in the Hawkesbury Nepean Valley Policy followed.</li> </ul>
h. Assist the Council in the development and implementation of a Flood Risk Management Plan.	<ul style="list-style-type: none"> <li>Considered during preparation of Floodplain Risk Management Study and Plan for the Hawkesbury River.</li> </ul>

**Other Compliance to Constitution Issues:**

The focus of the Floodplain Risk Management Advisory Committee during 2011/2012 was its involvement in the preparation of a Floodplain Risk Management Study & Plan undertaken by Bewsher Consulting Pty Ltd.

**7. Audit Committee**

**Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Bob Porter	Ms Nisha Maheshwari (Chair)
Councillor Paul Rasmussen	Mr David Gregory (Deputy Chair)
Councillor Kevin Conolly (1 <sup>st</sup> Alternate)	Mr Harry Khouri
Councillor Jill Reardon (2 <sup>nd</sup> Alternate)	Mr Mike Barry

**EXTRAORDINARY MEETING****Meeting Date:** 25 September 2012**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Four times per year	Meetings were held on: 27 September 2011 30 November 2011 14 March 2012 30 May 2012

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Control Framework	<ul style="list-style-type: none"> <li>• Internal Audit Charter developed in accordance with Division of Local Government guidelines and adopted by Audit Committee.</li> <li>• Internal Audit Operational Plan for 2012 developed and adopted by Audit Committee.</li> <li>• Internal Audit Procedures Manual developed to outline the operations of Internal Audit and to provide cohesive guidelines and procedures for audit activities.</li> <li>• 2011 Internal Audit Annual Report adopted by Audit Committee February 2012</li> </ul>
b. External Accountability	<ul style="list-style-type: none"> <li>• Annual financial statements for 2010/2011 presented to Audit Committee for consideration in September 2011.</li> </ul>
c. Legislative Compliance	<ul style="list-style-type: none"> <li>• Legislative compliance audits included in the 3 Year Strategic Internal Audit Plan.</li> </ul>
d. Internal Audit	<ul style="list-style-type: none"> <li>• Audits completed 2011 - 2012 include <ul style="list-style-type: none"> <li>- Accounts Payable</li> <li>- Delegations</li> <li>- Selection &amp; Recruitment</li> <li>- OHS – Work Cover Audit</li> <li>- Development Applications</li> <li>- Governance Health Check</li> <li>- Waste Management Facility</li> <li>- Cash Management</li> <li>- RMS (DRIVES) Database</li> <li>- Fraud Prevention Plan</li> </ul> </li> </ul>
e. External Audit	<ul style="list-style-type: none"> <li>• Council's External Auditor, Mr Dennis Banicevic from PricewaterhouseCoopers attends the Audit Committee meetings.</li> </ul>
f. Risk Management	<ul style="list-style-type: none"> <li>• High Level Risk Assessment reviewed in August 2012 and a Risk Management Framework for Internal Audit developed.</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date: 25 September 2012**

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

**Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Christine Paine	Kate Murdoch - Nepean Blue Mountains Local Health District
Councillor Bill Whelan	Debbie Court - YMCA Hawkesbury
	Alan Aldrich (Community Representative)
	Ken Ferris (Community Representative)
	Carolyn Lucas (Community Representative)
	Jenny Luke (Community Representative)
	Wendy Sledge (Community Representative)
	Mary-Jo McDonnell (Community Representative)
	Janine Plummer (Community Representative)
	Desmond Crane (Community Representative)
	Robert Bosshard (Community Representative)

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
The constitution states that Advisory Committee meetings shall be held no less than four times per year.	Meeting were held on: 6 October 2011 24 November 2011 23 February 2012 26 April 2012 28 June 2012 (no quorum)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a. Assist Hawkesbury City Council with the drafting of a Hawkesbury Disability Action Plan	<ul style="list-style-type: none"> <li>Work toward developing draft Access and Inclusion Plan (formerly Disability Action Plan) was commenced but is incomplete.</li> </ul>
b. Provide advice to Hawkesbury City Council staff on consultative strategies for inviting submissions and comments in relation to the draft Hawkesbury Disability Action Plan and other Council Plans	<ul style="list-style-type: none"> <li>Committee considered this matter and agreed to commission an online Access and Inclusion Plan survey and to engage an external facilitator to conduct community workshops.</li> </ul>
c. Provide advice to Hawkesbury City Council staff on the planning and design of the built environment and public domain to ensure that people with disabilities are not restricted from accessing services and facilities.	<ul style="list-style-type: none"> <li>The Committee provided advice on draft design for proposed change room upgrades at Hawkesbury Oasis and has developed and implemented an Access and Inclusion Audit Tool to identify access issues and make and recommend access improvements.</li> <li>Audits were completed for Council Customer Service Centre, Deerubbin Centre and YMCA Indoor Sports Stadium.</li> </ul>
d. Provide advice to Hawkesbury City Council staff on the design of footpaths, pedestrian crossings, kerb ramps, and transition zones, which may be required 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	<ul style="list-style-type: none"> <li>Advice provided by Committee members through Access and Inclusion audits.</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date:** 25 September 2012

<p>e. Provide advice and guidance to Council staff on strategies to raise community awareness about disability issues impacting on residents of the City of Hawkesbury and where required to recommend actions for Council's consideration in relation to these matters.</p>	<ul style="list-style-type: none"> <li>• Strategies to raise awareness about disability issues include representations to Council on National Disability Insurance Scheme.</li> </ul>
<p>f. Prepare and submit on at least an annual basis, a schedule of identified rectification works which would improve access for people with disabilities and/or address barriers preventing people with disabilities from accessing services and facilities, which can be considered by Council in conjunction with the preparation of Council's management plan</p>	<ul style="list-style-type: none"> <li>• Recommendations were identified in conjunction with Access and Inclusion audits. To be finalised following completion of Access and Inclusion Plan.</li> </ul>
<p>g. Provide a mechanism through which Council can be informed of disability issues where Council may be in a position to seek a resolution or advice regarding these issues through representations, lobbying, and/or advocating to government agencies and/or elected representatives.</p>	<ul style="list-style-type: none"> <li>• Committee has recommended that Council make representations to Commonwealth Government to support National Disability Insurance Scheme and to Rail Corp to ensure upgrades to local station platforms are consistent with access guidelines.</li> </ul>
<p>h. Consider and undertake such projects, subject to the availability of resources, which would generally assist people with disabilities to access service and facilities and promote their inclusion and participation in community and civic life.</p>	<ul style="list-style-type: none"> <li>• Projects supported by the Committee included:             <ul style="list-style-type: none"> <li>- Equipment and facility upgrades at Hawkesbury Oasis;</li> <li>- Gala Sports Day to celebrate International Day of People with a Disability in conjunction with YMCA Hawkesbury and continued support of Inclusive Sports programs held within YMCA Hawkesbury.</li> </ul> </li> </ul>

**Youth Participation**

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

One of the key recommendations in the *Report* related to the staging and funding of regular Youth Summits. The first Hawkesbury Youth Summit was held on Tuesday the 24 November, 2009 with a further Youth Summit held on 29 March 2012 to continue the dialogue between Council and young people. The Summit 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 and recommendations of the 2012 Youth Summit are yet to be reported and considered by Council. However, following on from the 2009 Youth Summit findings, 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.



## EXTRAORDINARY MEETING

Meeting Date: 25 September 2012

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

- The planning, design and staging of the 2012 Youth Summit;
- Developing key findings and recommendations from the 2012 Summit to be reported to Council;
- Developing and promoting youth week events;
- Contributing to *Hawkesbury Loudspeaker* (youth web-site);
- An on-line youth consultation held in conjunction with the Hawkesbury Character Study;
- A youth-specific on-line focus group to contribute to the Hawkesbury Community Survey 2012 findings;
- A photographic competition (proposed to be held in conjunction with the review of the Hawkesbury Cultural Plan).

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

In summary, young people have indicated a preference for participation strategies with which they are comfortable. For many young people, direct involvement or membership on Council committees is not a preferred option – as evidenced in the absence of nominations from young people to sit on ‘adult oriented’ Council committees. The findings of the *Citizenship Report* and the Youth Summits have identified and reinforced the clear youth participation preferences of young people. Council has established the capacity to deliver on these preferences.

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

Hawkesbury Human Services Planning Advisory Committee - supported youth specific on-line consultations conducted in conjunction with Hawkesbury Community and Hawkesbury Character Surveys.

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

Hawkesbury Mobility Plan Implementation Committee – The Hawkesbury Mobility Plan was informed by a ‘walking and cycling’ questionnaire distributed to high schools across the Hawkesbury. A representative from a local high school sits on the Committee.

Hawkesbury Access and Inclusion Committee - The Committee's membership includes community representatives who care or work with young people living with a disability. The Committee has also worked with the YMCA to develop an inclusive sports program for young people living with a disability.

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.

### **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.

**EXTRAORDINARY MEETING**

**Meeting Date:** 25 September 2012

**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 2011/2012 Mayoral Term as detailed in the report be received.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



**EXTRAORDINARY MEETING**

**Meeting Date:** 25 September 2012

**RECOMMENDATION:**

That:

1. Attendance of nominated Councillors, and staff members as considered appropriate by the General Manager, at the 2012 Local Government Association of NSW Annual Conference, at an approximate cost of \$1,940.00, plus travel expenses per delegate, be approved.
2. Council nominate four voting delegates to attend the 2012 Local Government Association of NSW Annual Conference.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



extraordinary  
meeting

end of  
business  
paper

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