



Hawkesbury City Council

extraordinary  
meeting  
business  
paper

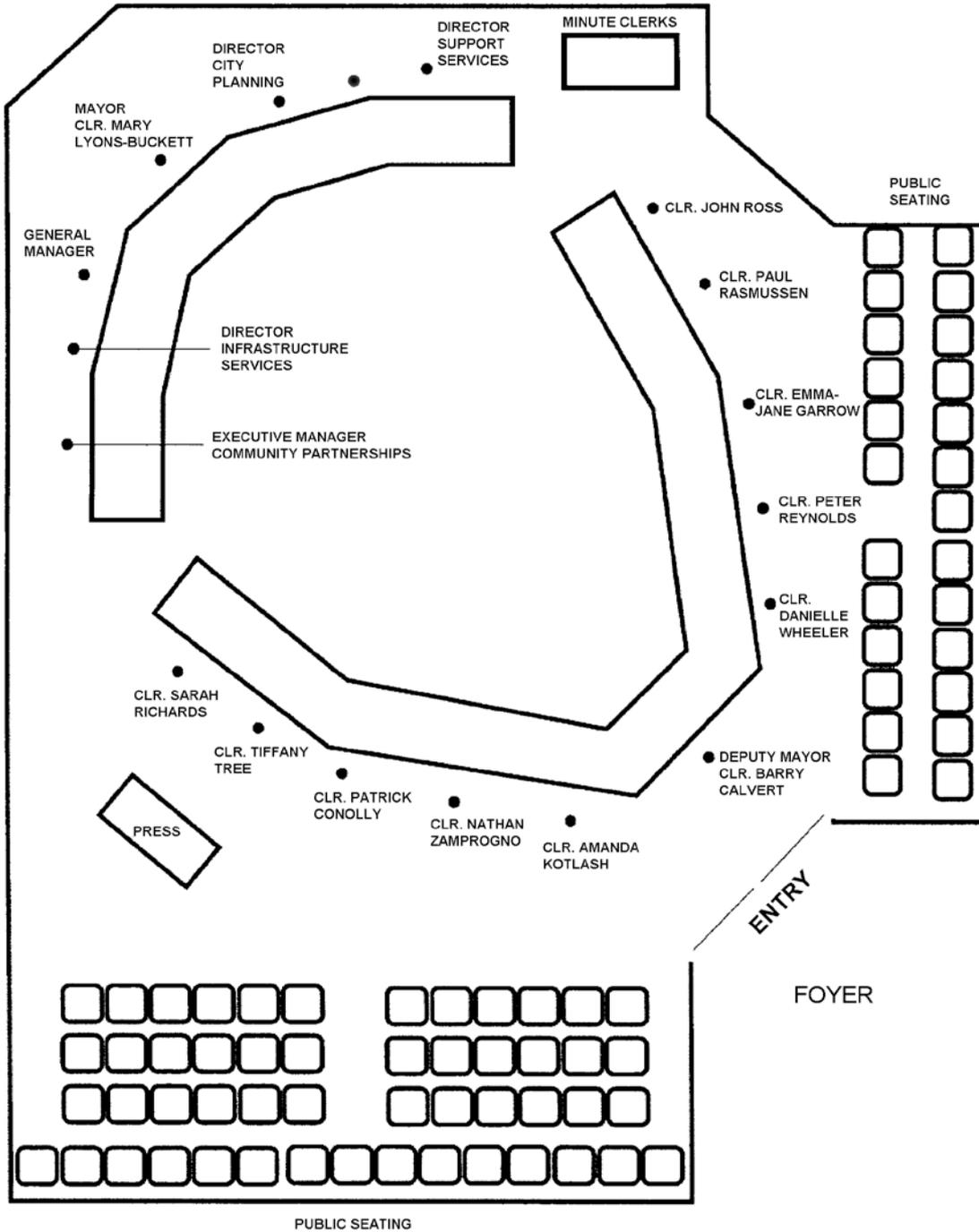
date of meeting: 18 September 2018  
location: council chambers  
time: 6:30 p.m.



mission  
statement

*Hawkesbury City Council  
leading and working  
with our community  
to create a healthy  
and resilient future.*

# Hawkesbury City Council





**EXTRAORDINARY MEETING**

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**EXTRAORDINARY MEETING**

**Procedural Matters**

**Meeting Date:** 18 September 2018

**PROCEDURAL MATTERS**

**Welcome**

The General Manager will address the Council meeting, mentioning:

- Acknowledgement of Indigenous Heritage
- Emergency Procedures
- Recording of the Council Meeting
- Statement regarding people addressing the Meeting
- Mobile phones.

**Attendance**

Attending Councillors and Council staff members will be noted for the purposes of the Minutes.

**Apologies and Leave of Absence**

The Mayor will ask for any Apologies or Leave of Absence Requests to be noted.

**Declaration of Interest**

The Mayor will ask for any Declaration of Interests from the attending Councillors. These will then be addressed at the relevant item.

ordinary

section 1

reports  
for determination

**EXTRAORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 18 September 2018**

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**Confidential Reports**

**Meeting Date:** 18 September 2018

**SECTION 3 – Reports for Determination**

**GENERAL MANAGER**

**Item: 232**                    **GM - Election of Mayor - (79351, 95496)**

**Division:**                    General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to outline the procedures for the Election of the Mayor of Hawkesbury City Council.

**EXECUTIVE SUMMARY:**

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

A Mayoral Election by Councillors must be conducted in accordance with Schedule 7 of the Regulation. This report details the process outlined in Schedule 7 of the Regulation. Section 230(i) of the Act states that a Mayor elected by Councillors holds the Office of Mayor for two years.

Council, at its Extraordinary Meeting held on 27 September 2016, elected Councillor Mary Lyons- Buckett as its Mayor for the 2016 to 2018 Mayoral Term.

Therefore, the election of Mayor of the Council for the 2018 to 2020 Mayoral Term is now required.

**RECOMMENDATION SUMMARY:**

The election of Mayor of the Council for the 2018 to 2020 Mayoral Term is now required and must be carried out in accordance with the process stipulated by the legislation and as detailed in this report.

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**REPORT:**

**Context and Background**

The following provisions of the Regulation (Schedule 7 as specified by Clause 394) apply to the election of a Mayor:

***"Part 1 - Preliminary***

**1     *Returning officer***

*The general manager (or a person appointed by the general manager) is the returning officer.*

**2     *Nomination***

- (1) *A councillor may be nominated without notice for election as mayor or deputy mayor.*

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- (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.*
- (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.*

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- (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*

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*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.*

##### **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 27 September 2016, elected Councillor Mary Lyons-Buckett as its Mayor for the 2016 to 2018 Mayoral Term.

The election of Mayor of the Council for the 2018 to 2020 Mayoral Term now needs to be carried out.

Appropriate nomination forms for this purpose were previously distributed to Councillors under separate cover.

#### **Consultation**

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

#### **Conformance to the Hawkesbury Community Strategic Plan 2017-2036**

The proposal is consistent with the following Focus Area, Directions and Strategies within the CSP.

##### Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
  - 1.1.1 Council's elected leaders will actively connect and collaborate with the community.
- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
  - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

#### **Financial Implications**

There are no financial implications applicable to this report.

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**Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

**Conclusion**

The Election of the Mayor be undertaken in accordance with the procedures outlined in this report.

**RECOMMENDATION:**

That an election for the position of Mayor of Hawkesbury City Council for the 2018 to 2020 Mayoral Term be carried out.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Ooo**

**EXTRAORDINARY MEETING**

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**Meeting Date:** 18 September 2018

**Item: 233**                      **GM - Election of Deputy Mayor - (79351, 95496)**

**Division:**                      General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to outline the procedures for the Election of the Deputy Mayor of Hawkesbury City Council.

**EXECUTIVE SUMMARY:**

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

Section 231(2) of the Local Government Act 1993 (the Act) relates to the term of office for a deputy mayor. A Deputy Mayor may be elected for the mayoral term, being from two years for 2018 to 2020, or a shorter term as determined by Council.

Council, at its Extraordinary Meeting held on 27 September 2016, elected Councillor Barry Calvert as its Deputy Mayor for the 2016 to 2018 Mayoral Term.

Therefore, the election of Deputy Mayor of the Council for a term of up to two years, as determined by Council is now required.

**RECOMMENDATION SUMMARY:**

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

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**REPORT:**

**Context and Background**

The legislation that applies to the election of a mayor by councillors that is outlined in the earlier report in this business paper also applies to the election of a deputy mayor by councillors.

Section 231(2) of the Act relates to the term of office for a deputy mayor. A deputy mayor may be elected for the mayoral term, being for two years from 2018 to 2020 or a shorter term.

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

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

Appropriate nomination forms for this purpose were previously distributed to Councillors under separate cover.

**Consultation**

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

**Conformance to the Hawkesbury Community Strategic Plan 2017-2036**

The proposal is consistent with the following Focus Area, Directions and Strategies within the CSP.

1. Our Leadership

1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.

1.1.1 Council's elected leaders will actively connect and collaborate with the community.

1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.

1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

**Financial Implications**

There are no financial implications applicable to this report.

**Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

**Conclusion**

The Election of the Deputy Mayor of the Council, for a term of up to two years as determined by Council, is to be undertaken in accordance with the procedures outlined in the earlier report in this Business Paper.

**RECOMMENDATION:**

That:

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

**ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF REPORT Ooo

**EXTRAORDINARY MEETING**

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**Item: 234**                      **GM - Appointment of Committees Delegates and Representatives - (79351, 95496)**

**Division:**                      General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to outline the procedures for Council to appoint its delegates and representatives to various Committees for the first year of the 2018 to 2020 Mayoral Term, being from September 2018 to September 2019.

**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 one of the four types, the name of each Committee, 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.

In 2016, Council also resolved to include a statement in this report regarding the creation of Working Groups.

**RECOMMENDATION SUMMARY:**

It is recommended that Council determined its delegates and representatives to the various Committees as outlined in the report for the first year of the 2018 to 2020 Mayoral Term, being from September 2018 to September 2019.

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**REPORT:**

**Context and 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.

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- 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.

In addition, Council has created Working Groups, which are generally described as follows:

- e) *Working Groups* – As well as the committee structure outlined in this report, Council can also create working group/parties as needed to investigate and make recommendations on various matters as determined by Council. The working groups/parties will:
  - be chaired by a councillor selected by Council
  - be open to all councillors to participate
  - include nominated experts and residents
  - have a defined brief and stated outcomes determined by Council
  - have a set time period in which to deliver the agreed outcomes
  - produce an annual report to be included in the report submitted to the relevant Council meeting in September each year.

Council has previously appointed Councillors to these Working Groups for the duration of the term of the Working Groups, and therefore, Council is not required to reappoint Councillors to these Working Groups. Accordingly, this report does not deal with Councillor representation on these Working Groups. It is noted that a separate report in this business paper regarding annual reports of Committees and Working Groups outlines the current Councillor membership of these Working Groups.

Each of the current Committees that fall into the Committee types, outlined in (a)(b)(c) and (d) above, together with a brief indication of their purpose, the required Councillor representation and the current Councillor representatives, are detailed in the following table.

<b>Committee</b>	<b>Function</b>	<b>Councillor Representation</b>	<b>Current Councillor Representatives</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.	Four Councillors	Clr Lyons-Buckett (Mayor) Clr Calvert (Deputy Mayor) Clr Garrow Clr Richards
Hawkesbury Civics and Citizenship Committee	To consider and determine nominations for recipients of Citizenship Awards (Australia Day, Sports Medal).	Three Councillors	Clr Lyons-Buckett (Mayor) Clr Richards Clr Zamprogno

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<b>Committee</b>	<b>Function</b>	<b>Councillor Representation</b>	<b>Current Councillor Representatives</b>
Waste Management Advisory Committee	Established to develop options for future waste management in the City of Hawkesbury	Four Councillors	Clr Lyons-Buckett (Mayor) Clr Rasmussen Clr Richards Clr Wheeler
Hawkesbury Sustainability Advisory Committee	Established to provide a forum for community representatives, Councillors and Council officers to focus on sustainability issues and to ensure a coordinated approach to the development, implementation and evaluation of Council's grant funded sustainability projects and other Council approved sustainability initiatives.	Two Councillors	Clr Kotlash Clr Wheeler
Heritage Advisory Committee	Provides advice to Council regarding heritage and related issues.	Three Councillors	Clr Reynolds Clr Wheeler Clr Zamprogno
Floodplain Risk Management Advisory Committee	Advisory Committee established to provide input in relation to floodplain management issues.	Five Councillors	Clr Lyons-Buckett (Mayor) Clr Kotlash Clr Rasmussen Clr Reynolds Clr Wheeler
General Manager's Performance Review Panel	To review the performance of the General Manager	Mayor, two Councillors and one Councillor nominated by the General Manager, if he or she so chooses	Clr Lyons-Buckett (Mayor) Clr Conolly Clr Rasmussen And one Councillor nominated by the General Manager, if he so chooses.
Audit Committee	Provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.	Two Councillors One alternate Councillor	Clr Rasmussen Clr Ross Clr Conolly (alternate)
Hawkesbury Access and Inclusion Advisory Committee	Provide advice on strategies to eliminate barriers which may prevent residents and visitors from accessing services and facilities and participating in community and civic life.	Two Councillors	Clr Calvert (Deputy Mayor) Clr Ross

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<b>Committee</b>	<b>Function</b>	<b>Councillor Representation</b>	<b>Current Councillor Representatives</b>
Hawkesbury Tourism Advisory Committee	Established to support the implementation of the Hawkesbury Tourism Strategy.	Three Councillors	Clr Garrow Clr Rasmussen Clr Richards
Infrastructure Committee	To both lobby and influence other tiers of government and their agencies, as well as consider strategic positioning relating to infrastructure provision	Mayor (Chairperson) Three Councillors	Clr Lyons-Buckett (Mayor) Clr Rasmussen Clr Reynolds Clr Zamprogno
<b>b) Statutory Committees</b>			
Local Traffic Committee	Committee responsible for considering and recommending requests for alterations to traffic facilities and other traffic related matters.	One Councillor	Clr Reynolds
clubGrants Local Committee	To consider and rank applications received under the clubGrants Scheme.	Mayor	Clr Lyons-Buckett (Mayor)
Greater Sydney Local Land Services Local Government Advisory Group	Committee established by NSW Government to co-ordinate catchment management	One Councillor	Clr Kotlash
<b>c) Committees where Council has a Financial Interest</b>			
Regional Strategic Alliance <b>(See Note 1 below)</b>	Regional Strategic Alliance between Hawkesbury, Penrith and Blue Mountains Councils established with the objective to enhance each Council's local government areas and its broader subregion.	Mayor Deputy Mayor One alternate Councillor	Clr Lyons-Buckett (Mayor) Clr Calvert (Deputy Mayor) Clr Conolly (alternate)
CivicRisk West/CivicRisk Mutual <b>(See Notes 2 and 3 below)</b>	Self-insurance agency established by consortium of participating Councils.	One Councillor	Clr Rasmussen
McMahon's Park Management Committee	Incorporated body with delegated responsibility for management and operation of McMahons Park.	One Councillor One alternate Councillor	Clr Conolly Clr Kotlash (alternate)
Hawkesbury Sports Council	Incorporated body with delegated responsibility for management and operation of Council facilities.	One Councillor One alternate Councillor	Clr Richards Clr Garrow (alternate)

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<b>Committee</b>	<b>Function</b>	<b>Councillor Representation</b>	<b>Current Councillor Representatives</b>
Peppercorn Services Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced community services (externally funded).	One Councillor	Clr Garrow
Western Sydney Regional Organisation of Councils <b>(See Note 2 below)</b>	Regional Body established to co-ordinate lobbying for Western Sydney	Two Councillors One alternate Councillor	Clr Calvert (Deputy Mayor) Clr Zamprogno Clr Lyons-Buckett (Mayor) (alternate)
Hawkesbury River County Council <b>(See Note 4 below)</b>	Statutory Body responsible for management of noxious weeds.	Two Councillors	Clr Kotlash Clr Zamprogno
Hawkesbury Sister City Association	Incorporated Body responsible for coordinating Sister City activities.	Two Councillors	Clr Conolly Clr Garrow Clr Rasmussen (alternate) Clr Wheeler (alternate)
<b>d) Other Committees</b>			
NSW Public Libraries	Established to represent and support the interests of NSW public libraries.	One Councillor	Clr Lyons-Buckett (Mayor)
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney.	One Councillor (not compulsory)	Clr Reynolds Clr Calvert (Deputy Mayor) (alternate)
Council Budget Preparation Process <b>(See Note 5 below)</b>	To attend the annual Council budget preparation process meetings.	One Councillor (Council previously also appointed an additional Councillor)	Clr Lyons-Buckett (Mayor) Clr Conolly

**Notes:**

1. The Mayor and Deputy Mayor are to be appointed as Council's representatives on the Regional Strategic Alliance Board. An Alternate is also to be appointed.
2. As Council's representatives on these organisations are actually appointed as "Board Members" it would be desirable if the appointment was, effectively, made for the term of the Council.
3. Council is a member of CivicRisk West (formerly Westpool) and CivicRisk Mutual (formerly United Independent Pools) which are insurance mutuals established via a joint partnership of councils. CivicRisk West was established in 1988 to provide public and professional liability insurance and it has served the member councils now for over 25 years.

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CivicRisk Mutual 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 website: [www.civicriskmutual.com.au](http://www.civicriskmutual.com.au)

CivicRisk West and CivicRisk Mutual 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.

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

4. Council, at its meeting on 11 October 2016, held an election for Council's representation on the Hawkesbury River County Council. Councillor Kotlash and Councillor Zamprogno were elected as members on the Hawkesbury River County Council for the four year term of Council being 2016 to 2020.
5. Council, at its meeting on 28 April 2015 resolved, in part, as follows:

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

For the 2019/2020 Budget, the Draft Budget Executive Management meetings will occur over two weeks during March 2019. Meetings may be in the morning or afternoon with a maximum duration of three hours each.

#### Consultation

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

#### Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

#### Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
  - 1.1.1 Council's elected leaders will actively connect and collaborate with the community.

#### Financial Implications

There are no financial implications applicable to this report.

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**Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

**Conclusion**

The appointment of Council's delegates and representatives to the various committees outlined in the report be undertaken.

**RECOMMENDATION:**

That the delegates and representatives to the Committees for the first year of the 2018 to 2020 Mayoral Term, being from September 2018 to September 2019, as determined by Council, be approved.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Ooo**

**EXTRAORDINARY MEETING**

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**Meeting Date:** 18 September 2018

**Item: 235**                    **GM - Various Committees and Working Groups - Annual Reports - (79351, 95796)**

**Division:**                    General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present to Council the annual reports of Council's various Committees and Working Groups.

**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 second year of the 2016 to 2018 Mayoral Term, being from September 2017 to September 2018. In addition, Council's Working Groups have submitted annual reports for the second year of the 2016 to 2018 Mayoral Term. Each of the Committee's and Working Group's annual reports are attached as Attachment s1 to 14 to this report. Also, comments are provided regarding youth involvement in the Committees and Working Groups.

**RECOMMENDATION SUMMARY:**

It is recommended that the various Council Committee and Working Group annual reports for the second year of the 2016 to 2018 Mayoral Term, being from September 2017 to September 2018, be received.

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**REPORT:**

**Context and 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.

Also, Council at its meeting on 27 September 2016, resolved that Working Groups created by Council, submit annual reports to the Council.

The overall format and details contained in the various annual reports has been recently reviewed to provide a more consistent approach in reporting, and to ensure that the functions of the various Committees and Working Groups link back to the directions outlined in Council's Community Strategic Plan. The web page has been enhanced to improve community access to information about the committees. Further improvements to the web page are planned for 2018.

Each of Council's Committees and Working Groups have now submitted annual reports for the second year of the 2016-2018 Mayoral Term, and are attached as Attachment 1 to this 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 *Young People - Community Participation and Civic Leadership* 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, 31 March 2015 and 5 April 2017 to continue the dialogue between Council and Young People.

The outcomes and recommendations of the 2017 Youth Summit were reported to Council on 30 May 2017 with Council adopting the eight recommendations in the *Hawkesbury Youth Summit 2017 Outcomes: Get involved, be heard, and make a difference* Report. The adoption of the recommendations has provided the primary focus for Council's youth engagement and participation activities in 2017/2018.

To give effect to the findings and recommendations of the 2107 Youth Summit, Council's Youth Participation Officer has focused on connecting service providers with schools and young people, to strengthen youth service provision in the Hawkesbury. This has been done by:

- assisting in connecting young people to relevant services via attendance at the WESTEC links to learning local advisory group;
- resourcing and providing training focused on cyber bullying for schools working directly with young people;
- resourcing and supporting the Hawkesbury Youth Interagency and Schools Partnership Group;
- providing opportunities for young people to be involved in initiatives of the Enhancing the Arts Working Group;
- promoting and supporting the participation of young people in waste education and bushcare initiatives, student leadership programs and employment skills workshops;
- developing and implementing a comprehensive program of youth week events driven by young people, which in 2018 included a range of live performances by young people and a focus on waste education initiatives,
- initiating the process for the planning, design and staging of the 2019 Youth Summit;
- partnering with the YMCA to develop a Hawkesbury based youth hub leadership program;
- planning a youth focused Mental Health Month event 'Share the Journey', in consultation with young people which will include live performances and activities in collaboration with local community service providers.

In September 2017, Council considered a report outlining a proposed framework for the measuring progress in the implementation of the recommendations of the 2017 Summit Report. As part of this framework, Council requested that the Youth Participation Officer engage with young people and the Hawkesbury Youth Interagency to develop a young people's well-being on-line survey tool to measure and track progress against the issues identified in the 2017 Youth Summit report.

To give effect to this resolution the Youth Participation Officer has been working with the North Richmond Youth Group to liaise with young people about mechanisms to collect data on young people's well-being and is currently working with young people to address their concerns about the purpose, shape and value of the proposed survey.

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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 and working groups 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.

Hawkesbury Civics and Citizenship Committee – The contributions of young people have been recognised in the 2018 Sports Awards and the Australia Day Awards with young people receiving awards under the Hawkesbury Environmental Award, Junior Sportsperson of the Year, Sports Team of the Year and the Hawkesbury Sport Awards Commemorative Plaque.

Hawkesbury Access and Inclusion Advisory Committee - The Committee's membership includes community representatives who care or work with for 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. One of the initiatives championed by the Committee during the reporting period was a project aimed at increasing employment and post-school training options for young people with a disability.

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.

Enhancing the Arts Working Group - The Youth Participation Officer is one of three Councillor Officers in attendance at the Enhancing the Arts in the Hawkesbury Working Group's meetings to provide advice on how young people can be engaged in arts activities and a point of liaison between young people and youth groups, and the Working Group. The Live & Local Music Hawkesbury project engaged 20 acts which included 111 performers. 23 of the performers were young people. The Gallery has engaged young musicians to perform at exhibition openings as a result of the Live & Local Music Hawkesbury project.

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.

### Consultation

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

### Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

#### Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

1.1.1 Council's elected leaders will actively connect and collaborate with the community.

**Financial Implications**

There are no financial implications applicable to this report.

**Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

**Conclusion**

The annual reports of Council's various Committees and Working Groups are submitted for the consideration of Council.

**RECOMMENDATION:**

That the contents of the report and the annual reports of the various Council Committees and Working Groups for the second year of the 2016-2018 Mayoral Term, being from September 2017 to September 2018, as attached to the report, be received.

**ATTACHMENTS:**

- AT - 1** Annual Report – Human Services Advisory Committee
- AT - 2** Annual Report – Hawkesbury Civics and Citizenship Committee
- AT - 3** Annual Report – Waste Management Advisory Committee
- AT - 4** Annual Report – Hawkesbury Environmental Sustainability Advisory Committee
- AT - 5** Annual Report – Heritage Advisory Committee
- AT - 6** Annual Report – Floodplain Risk Management Advisory Committee
- AT - 7** Annual Report – Audit Committee
- AT - 8** Annual Report – Hawkesbury Access and Inclusion Advisory Committee
- AT - 9** Annual Report – Hawkesbury Tourism Advisory Committee
- AT - 10** Annual Report – Infrastructure Committee
- AT - 11** Annual Report – Town Centres Master Plan Project Group
- AT - 12** Annual Report – Enhancing the Arts in the Hawkesbury Working Group
- AT - 13** Annual Report – Hawkesbury Companion Animal Shelter Working Group
- AT - 14** Annual Report – Reconciliation Action Plan (RAP) Working Group

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

**AT-1 Annual Report – Human Services Advisory Committee**

**Name of Committee**

Human Services Advisory Committee

**Term**

Term of Council – 4 years

**Community Strategic Plan**

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Community

- 2.1 Community safety is improved - Enable a shared responsibility for community safety and disaster management
  - 2.1.1 Meet the needs of our community through effective flood, fire and other natural disaster management plans that promote the protection of life, property and infrastructure.
  - 2.1.2 Make the Hawkesbury a friendly place where people feel safe.
- 2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future
  - 2.3.1 Encourage and facilitate community partnerships.
  - 2.3.2 Support and expand active volunteering.
  - 2.3.3 Advocate and facilitate constructive and productive partnerships with residents, community groups and institutions.
  - 2.3.4 Develop opportunities for active involvement of residents in the management of parks and public spaces in the Hawkesbury.
- 2.4 Community wellbeing and local services - Build on a sense of community and wellbeing
  - 2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantaged and vulnerable groups, and to build stronger and more cohesive communities.
  - 2.4.2 Provide flexible services that can adapt to changing community needs and service demands.
- 2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage
  - 2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life.

**EXTRAORDINARY MEETING****Confidential Reports**

Meeting Date: 18 September 2018

**Meetings Held**

Constitution Requirement for Frequency	Dates and Compliance to Number Required
No less than four times per year	Meetings held on: 9 November 2017 8 February 2018 3 May 2018 26 July 2018

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

**Membership**

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Barry Calvert Chairperson (four meetings attended)	Ms Vickie Shackley Deputy Chairperson (three meetings attended)
Mayor, Councillor Mary Lyons-Buckett (three meetings attended)	Mr Peter Webb (three meetings attended)
Councillor Emma-Jane Garrow (three meetings attended)	Mr Simon Griffin (four meetings attended)
Councillor Sarah Richards (three meetings attended)	Mr Strehon Billingham (three meetings attended) (one meeting attended by Mr Scott Dazcko – Hawkesbury District Health Service - in lieu of)
	Ms Karen Kobier (one meeting attended)
	Mr Ben Jackson (four meetings attended)
	Ms Birgit Walter – North Richmond Community Centre (four meetings attended)
	Ms Stephanie Oatley – Platform Youth Services (nil meetings attended)
	Ms Leonnie Carroll and Ms Kerry Dolaghan joined as at 29 May 2017 as alternative representatives of Wentworth Community Housing (four meetings attended by Ms Dolaghan)

**Committee Business**

Objectives in Constitution	Annual Status Report
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"> <li>• Discussions within Committee focused on: <ul style="list-style-type: none"> <li>- Objectives of the Committee.</li> <li>- Input and feedback into Council's submission on the liveability objectives of the Revised Draft Western City District Plan process being undertaken by the</li> </ul> </li> </ul>

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

Objectives in Constitution	Annual Status Report
	<p>Greater Sydney Commission.</p> <ul style="list-style-type: none"> <li>- Heading Home Ending Homelessness Program.</li> <li>- Affordable Housing.</li> <li>- Health Services.</li> <li>- Census Data.</li> <li>- Hawkesbury Unite For Better Services.</li> <li>- Disability Inclusion Action Plan.</li> <li>- Development of the Health and Wellbeing Action Framework.</li> </ul>
<p>b) To provide advice to Council on consultative strategies for inviting submissions and comments in relation to the Human Services Planning Strategy.</p>	<ul style="list-style-type: none"> <li>• The Committee provided input into the Hawkesbury human service priorities for the Greater Sydney Commission's (GSC) Draft Western City District Plan in order to inform Council's submission to the GSC.</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• The Committee continued to receive updates regarding the priority projects relating to Initiatives to End Homelessness through proposed affordable rental housing partnerships and a specific community housing proposal was presented for the Committee's consideration.</li> <li>• The Committee's Affordable Housing Working Group examined various avenues to assist with housing affordability which were adopted by Council on 29 May 2018.</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• The Hawkesbury Community Indicators that the Committee assisted in developing are being used to measure progress in achieving the outcomes of the Hawkesbury Community Strategic Plan.</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• Elements of an integrated human services planning framework were undertaken through:               <ul style="list-style-type: none"> <li>- Investigating gaps in health services in the Hawkesbury LGA by inviting representatives from health services to assist the committee in developing partnership approaches to improving health and wellbeing outcomes for Hawkesbury residents.</li> </ul> </li> <li>• The Committee also received regular updates on priority areas such as: affordable housing; homelessness; and the health and well-being of Hawkesbury residents. The Committee identified two priority areas during the reporting period, including: affordable housing, and health services to the Hawkesbury area.</li> </ul>
<p>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</p>	<ul style="list-style-type: none"> <li>• The Committee has informed Council about human services issues and sought representation and/or lobbying with regard to:               <ul style="list-style-type: none"> <li>- affordable housing</li> </ul> </li> </ul>

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

<b>Objectives in Constitution</b>	<b>Annual Status Report</b>
issues through representation, lobbying and/or advocating to government agencies and/or elected representatives.	<ul style="list-style-type: none"><li>- homelessness</li><li>- disability inclusion</li><li>- health and wellbeing</li><li>- hospital services</li><li>• The Committee's Affordable Housing Working Group met four times before making 20 recommendations to Council which were adopted on 29 May 2018.</li><li>• The Working Group for the Health and Wellbeing Action Framework commenced and continues to meet to develop the framework.</li></ul>

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

Election of Chairperson and Deputy Chairperson were held at the 9 February 2017 meeting of the Human Services Advisory Committee.

Note: A review of the objectives of the Committee was undertaken and amendments to the objectives were endorsed by Council at its Extraordinary Meeting on 26 September 2017.

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

Working Groups of the Committee were formed in respect of:

- Affordable Housing Working Group.
- Health and Wellbeing Action Framework Working Group.

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

**AT-2 Annual Report – Hawkesbury Civics and Citizenship Committee**

**Name of Committee**

Hawkesbury Civics and Citizenship Committee

**Term**

Term of Council – 4 years

**Community Strategic Plan**

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

Our Community

2.2 Participate in recreational and lifestyle activities is increased

2.2.1 Healthy, active aging programs are promoted in partnership with government agencies and community organisations

2.2.2 Encourage active participation in a range of sporting and recreational pursuits

Our Community

2.5 Cultural Development and Heritage

2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life

Our Future

5.4 Cultural Development and heritage

5.4.1 Celebrate and use our rivers for a range of recreational, leisure, tourism and event activities

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
No less than once per year. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson.	Meetings held on: 11 December 2017 9 April 2018

Meetings are generally held depending on availability of Committee members, usually on a Wednesday at 4pm.

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Mayor, Councillor Mary Lyons-Buckett (two meetings attended)	David Bertenshaw, Hawkesbury Sports Council Representative (two meetings attended)
Councillor Sarah Richards (two meetings attended)	Barry Adams, Community Representative (two meeting attended)

**EXTRAORDINARY MEETING****Confidential Reports**

Meeting Date: 18 September 2018

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Nathan Zamprogno (one meeting attended)	Elizabeth Hitches, Community Representative (two meetings attended)
	Melissa Barry, Community Representative (two meetings attended)
	Ian Jack, Historical Society Representative, Australia Day Cultural Heritage Award only (one meeting attended)
	Sponsor - Lynwood Country Club Representative (nil meetings attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Annual Status Report</b>
a) To facilitate the selection of award recipients for several awards including but not limited to; Australia Day Awards and the Hawkesbury Sports Awards.	<ul style="list-style-type: none"> <li>A meeting was held on 11 December 2017 to select the recipients of the Australia Day Awards and a meeting was held on the 9 April 2018 to select the recipients of the Sports Awards.</li> </ul>
b) To review the criteria for each of the award systems and make recommendations on changes as to future systems.	<ul style="list-style-type: none"> <li>Completed at the meeting held on 9 April 2018 where minor changes were proposed for the criteria for the award system for the Hawkesbury Sports Awards.</li> </ul>
c) Actively encourage nominations from the community for the awards programs to further enhance the quality and quantity of submissions Council receives.	<ul style="list-style-type: none"> <li>Nominations for the Awards were encouraged through Hawkesbury Events Facebook posts Council Facebook posts, Mayor and Councillors Facebook posts, information available on Council website, regular advertisements in the local newspapers.</li> </ul>
d) To assist when requested, with recommendations for special civic or community celebrations.	<ul style="list-style-type: none"> <li>The Australia Day Awards ceremony was held as part of the inaugural Australia Day on the Hawkesbury celebration at Governor Phillip Park, Windsor which included a community celebration for Australia Day 2018, the Australia Day Awards and a Citizenship Ceremony.</li> </ul>
e) To provide advice and guidance on the administration of any Federal or State funding received for events and special celebrations.	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>

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

Not applicable.

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

- The inaugural Australia Day on the Hawkesbury was held between 4-9pm at Governor Phillip Park, Windsor with Australia Day Awards and Citizenship Ceremony as part of morning Australia Day celebrations. More than 4000 people attended the evening event which included rides, craft, food trucks and fireworks on the banks of the Hawkesbury River. Sponsorship was provided for the event by Windsor RSL, the Hawkesbury Raceclub, the Crown and the Richmond Club.

**EXTRAORDINARY MEETING**

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**Meeting Date:** 18 September 2018

- The Australia Day on the Hawkesbury will be held at Governor Phillip Park, Windsor on 26 January 2019 and the Australia Day Awards and Citizenship Ceremony will be held on the evening prior to Australia Day at Governor Phillip Park. Planning for these events is currently underway.
- For the second year the Hawkesbury Sports Awards were held in May 2018 at Lynwood Country Club, sponsored by Castle Hill RSL Group.

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

**AT-3 Annual Report – Waste Management Advisory Committee**

**Name of Committee**

Waste Management Advisory Committee

**Term**

Term of Council – 4 years

**Community Strategic Plan**

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Environment

3.2 To live sustainably and reduce our ecological footprint - Identify and make best use of our local resources and awareness of contribution to the environment

3.2.1 Our community is informed and acts to reduce our ecological footprint.

3.2.2 Alternative forms of energy are embraced throughout the Hawkesbury.

3.2.3 Become a carbon neutral Local Government Area

3.3 We reduce, reuse and recycle - Identify ways for our community to reduce, reuse and recycle waste

3.3.1 Develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation.

3.3.2 Undertake community education on best practice environmental sustainability and climate change issues.

3.4 The sustainability of our environment is improved - Encourage and enable our community to make sustainable choices

3.4.1 Work with businesses and tourism operators to promote good practice and sustainability principles.

3.4.2 Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources.

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
No less than two times per year.	Meetings held on: 4 October 2017 21 March 2018

Meetings are held on a Wednesday at 4pm.

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Mayor, Councillor Mary Lyons-Buckett Chairperson (two meetings attended)	Mr Bill Sneddon (two meetings attended)
Councillor Danielle Wheeler Deputy Chairperson (two meetings attended)	Mr Eric Brocken (two meetings attended)
Councillor Sarah Richards (one meeting attended)	Professor Basant Maheshwari (two meetings attended)
Councillor Paul Rasmussen (nil meetings attended)	

**Committee Business**

<b>Objectives in Constitution</b>	<b>Annual Status Report</b>
a) To advise Council about information, research and analysis required to provide future options for waste management for our city.	<ul style="list-style-type: none"> <li>• Discussions within Committee focused on: <ul style="list-style-type: none"> <li>- Objectives of the Committee.</li> <li>- Reports on NSW Environment Protection Authority Funding.</li> <li>- Updates on Community Recycling Centre.</li> <li>- EPA Better Waste Funding and allocation of funding to projects for 2018/2019.</li> <li>- Bin Inspection Program and Waste Audits.</li> <li>- Waste 2 Art Competition.</li> <li>- Compost Revolution.</li> <li>- Plastic Bag Free Hawkesbury.</li> <li>- Container Deposit Scheme.</li> <li>- Public Place Recycling – Hawkesbury Show.</li> <li>- Domestic Waste Kerbside Audit</li> <li>- War on Waste</li> </ul> </li> </ul>
b) To recommend to Council preferred options for our future waste management strategies, systems and technologies.	<ul style="list-style-type: none"> <li>• Council's Waste Strategy is currently being drafted based on the Regional Waste Strategy. The aim for Council's Waste Strategy is to specify the most appropriate option for the Hawkesbury Local Government Area, and its regional partners where possible. Updates on the progress of the development of the Waste Management Strategy were presented to the Committee on 4 October 2017. The draft Waste Strategy when completed will be submitted to the Committee for discussion/feedback prior to being forwarded to Council for adoption.</li> </ul>
c) To liaise with local communities on waste	<ul style="list-style-type: none"> <li>• Through Community Members and</li> </ul>

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018

<b>Objectives in Constitution</b>	<b>Annual Status Report</b>
management issues, to ensure that the community's views are included in the decision making process of Council.	nominated Councillors, the community are represented on the Committee, and their views are sought as part of the discussion and advice provided by the Committee to Council. Additionally, as reported to the Committee, Council's waste education programs provide the opportunity for direct feedback with identified issues/solutions included in the consideration associated with the preparation of 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"> <li>• Discussion with neighbouring Councils and government authorities has been ongoing as part of a regional approach to waste management. The impacts of the NSW Container Deposit Legislation and the Chinese Green Sword (ban on accepting recyclables from Australian Materials Recovery Facilities MRFs) effects on Council recycling programs have been the main topics for discussion and liaison between WSROC Council members during the reporting period.</li> </ul>
e) To advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required.	<ul style="list-style-type: none"> <li>• Opportunities have been provided for direct feedback and input into the various programs undertaken by Council's Waste Education Officer who undertakes a range of awareness programs, marketing and education activities in line with State Government funding and Council's direction. The status of these programs is reported to the Committee on an ongoing basis for information and to seek input in terms of potential improvements. The Hawkesbury Community Strategic Plan has a particular emphasis on sustainability and increasing the opportunities to reduce, reuse and recycle. Whilst there is a degree of cross over with the focus of the Environmental Sustainability Advisory Committee, the Waste Management Advisory Committee has provided and continues to provide specific direction in terms of public awareness of waste management. The outcomes of the Waste Audit process will provide the opportunity for the Committee to consider more targeted education and awareness programs.</li> </ul>

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

Election of Chairperson and Deputy Chairperson at the 5 April 2017 meeting of the Waste Management Advisory Committee.

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

No other matters to report

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

**AT-4 Annual Report – Hawkesbury Environmental Sustainability Advisory Committee**

**Name of Committee**

Hawkesbury Environmental Sustainability Advisory Committee

**Term**

Term of Council – 4 years

**Community Strategic Plan**

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Environment

- 3.1 The natural environment is protected and enhanced - Value, protect and enhance our unique natural environment
  - 3.1.1 Encourage effective management and protection of our rivers, waterways, riparian land, surface and ground waters, and natural eco-systems through local action and regional partnerships.
  - 3.1.2 Act to protect and improve the natural environment including working with key agency partners.
  - 3.1.3 Minimise our community's impacts on habitat and biodiversity and protect areas of conservation value.
  - 3.1.4 Use a range of compliance measures to protect the natural environment.
  
- 3.2 To live sustainably and reduce our ecological footprint - Identify and make best use of our local resources and awareness of contribution to the environment
  - 3.2.1 Our community is informed and acts to reduce our ecological footprint.
  - 3.2.2 Alternative forms of energy are embraced throughout the Hawkesbury.
  - 3.2.3 Become a carbon neutral Local Government Area
  
- 3.3 We reduce, reuse and recycle - Identify ways for our community to reduce, reuse and recycle waste
  - 3.3.1 Develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation.
  - 3.3.2 Undertake community education on best practice environmental sustainability and climate change issues.
  
- 3.4 The sustainability of our environment is improved - Encourage and enable our community to make sustainable choices
  - 3.4.1 Work with businesses and tourism operators to promote good practice and sustainability principles.
  - 3.4.2 Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources.

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
No less than two times per year.	Meetings held on: 27 November 2017 5 February 2018 14 May 2018

Meetings are held on a Monday at 5pm.

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Amanda Kotlash Deputy Chairperson (three meetings attended)	Ms Olivia Leal-Walker Chairperson (two meetings attended)
Councillor Danielle Wheeler (three meetings attended)	Mr David Gregory (three meetings attended)
	Ms Jennifer Moses (three meetings attended)
	Mr Justin Hechinger (resigned on 31 January 2018)
	Mr Eric Brocken (one meeting attended - member as at 14 May 2018)
	Dr Jane DeGabriel Office of Environment & Heritage (two meetings attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Annual Status Report</b>
To support, advise and assist Council and the Hawkesbury community in the achievement of the key environmental goals contained in the Hawkesbury Community Strategic Plan 2017-2036.	<ul style="list-style-type: none"> <li>• Discussions within Committee focused on: <ul style="list-style-type: none"> <li>- objectives of the Committee</li> <li>- energy strategy</li> <li>- funding opportunities available for Council and targeting of resources in terms of those funding opportunities</li> <li>- education programs</li> <li>- protection and remediation of wetlands</li> <li>- dam dewatering</li> <li>- Citizen Science Project</li> <li>- Office of Environment &amp; Heritage - Sustainability Advantage Program</li> <li>- Whole of Hawkesbury River System Coastal Management Program Scoping Study</li> <li>- Responsible Cafes – joint partnership between Council and Hawkesbury</li> </ul> </li> </ul>

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

Objectives in Constitution	Annual Status Report
	<p>Environmental Network</p> <ul style="list-style-type: none"> <li>- investigating alternative energy options</li> <li>- new land management and biodiversity conservation reforms</li> <li>- urban food production</li> <li>- education in the use of plastic bags within the Hawkesbury LGA.</li> </ul> <p>The Committee has encouraged and supported Council's efforts to meet the Community Indicators, and to further promote its sustainability and community education projects.</p>
<p><b><i>The natural environment is protected and enhanced</i></b></p>	
<ul style="list-style-type: none"> <li>• Encourage effective management and protection of our rivers, waterways, riparian land, surface and ground waters, and natural eco-systems through local action and regional partnerships.</li> </ul>	<ul style="list-style-type: none"> <li>• Consideration and endorsement by the Committee of Hawkesbury City Council's membership on a steering committee to develop a Scoping Study for a whole of the Hawkesbury River System Coastal Management Program.</li> </ul>
<ul style="list-style-type: none"> <li>• Act to protect and improve the natural environment including working with key agency partners.</li> </ul>	<ul style="list-style-type: none"> <li>• The committee has worked with a number of key agencies to protect and improve the natural environment including:                             <ul style="list-style-type: none"> <li>- Office of Environment &amp; Heritage</li> <li>- Lower Hawkesbury Estuary Management Plan Committee</li> <li>- Hawkesbury Environmental Network</li> <li>- Hawkesbury District Agricultural Association</li> <li>- Greater Sydney Commission</li> <li>- Western Sydney University</li> <li>- WIRES</li> <li>- Penrith-Hawkesbury Environmental Educators Network</li> <li>- National Parks &amp; Wildlife Service</li> <li>- Sydney Water Hawkesbury Nepean Catchment Community Reference Group.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Minimise our community's impacts on habitat and biodiversity and protect areas of conservation value.</li> </ul>	<ul style="list-style-type: none"> <li>• Input and feedback was sought from the Committee on:                             <ul style="list-style-type: none"> <li>- protection and remediation of wetlands</li> <li>- new land management and biodiversity conservation reforms</li> <li>- development of a scoping study for a whole of Hawkesbury River System Coastal Management Program.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Use a range of compliance measures to protect the natural environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Representations have been made to relevant agencies and authorities responsible for the protection of wetlands in the Hawkesbury City Local Government Area which are currently under threat.</li> </ul>

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

<b>Objectives in Constitution</b>	<b>Annual Status Report</b>
<b><i>To live sustainably and reduce our ecological footprint</i></b>	
<ul style="list-style-type: none"> <li>• Help our community to be informed and act to reduce our ecological footprint.</li> </ul>	<ul style="list-style-type: none"> <li>• Input and discussions on ways to educate the community and increase awareness of our ecological footprint have been undertaken in relation to the new Land Management and Biodiversity Conservation Reforms.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that alternative forms of energy are embraced throughout the Hawkesbury.</li> </ul>	<ul style="list-style-type: none"> <li>• An Energy Working Group was formed to investigate alternate forms of energy supply with funding provided in the 2018/19 Operational Plan for these investigations.</li> </ul>
<ul style="list-style-type: none"> <li>• Become a carbon neutral Local Government Area.</li> </ul>	<ul style="list-style-type: none"> <li>• Investigations into increasing tree canopy in residential areas of the LGA to address urban heat island impacts will also assist in becoming carbon neutral together with work being undertaken by the Committee's Energy Working Group in increasing solar supplied energy for the city</li> </ul>
<b><i>We reduce, reuse and recycle</i></b>	
<ul style="list-style-type: none"> <li>• Develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation in conjunction with the Waste Management Advisory Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunities were provided to the Committee to provide direct feedback and input into Council's various waste education programs including a range of awareness programs, marketing and education activities in line with State Government funding and Council's direction. The status of these programs has been reported to the Committee for information and to seek input in terms of potential improvements. The Hawkesbury Community Strategic Plan has a particular emphasis on sustainability and increasing the opportunities to reduce, reuse and recycle. Whilst there is a degree of cross over with the work of the Sustainability Advisory Committee and the Waste Management Advisory Committee, the two committees both provide input into the promotion of resource recovery in the LGA.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake community education on best practice environmental sustainability and climate change issues</li> </ul>	<ul style="list-style-type: none"> <li>• As considered by the Committee, Council's Waste Education Officer who undertakes a range of awareness programs, marketing and education activities in line with State Government funding, reports to the Committee and seeks input in terms of potential improvements in line with the Hawkesbury Community Strategic Plan which has a particular emphasis on sustainability and addressing climate change.</li> </ul>
<b><i>Community partnerships continue to evolve</i></b>	
<ul style="list-style-type: none"> <li>• Encourage and facilitate community partnerships.</li> </ul>	<ul style="list-style-type: none"> <li>• The Committee engaged with a number of community groups with a partnership being formed with the Hawkesbury Environmental Network to deliver the Responsible Cafes</li> </ul>

**EXTRAORDINARY MEETING****Confidential Reports**

Meeting Date: 18 September 2018

Objectives in Constitution	Annual Status Report
	Program.
<ul style="list-style-type: none"> <li>Support and expand active volunteering.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible Cafes is a joint partnership between Council and Hawkesbury Environmental Network (HEN) and has been supported by the Committee. Volunteers from HEN have been instrumental in gathering information from local cafes regarding the opportunities in promoting reusable coffee cups in cafes and restaurants in the city.</li> </ul>
<ul style="list-style-type: none"> <li>Advocate and facilitate construction and productive partnerships with residents, community groups and institutions.</li> </ul>	<ul style="list-style-type: none"> <li>Through a Working Group, the Committee is currently assisting in the development of an Energy Strategy which will focus on provision of solar energy on Council facilities.</li> </ul>
<p><b><i>The sustainability of our environment is improved</i></b></p>	
<ul style="list-style-type: none"> <li>Work with businesses and tourism operators to promote good practice and sustainability principles.</li> </ul>	<ul style="list-style-type: none"> <li>Through a Working Group, the Committee is currently assisting in the development of an Energy Strategy which will engage business and educate the community.</li> </ul>
<ul style="list-style-type: none"> <li>Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources.</li> </ul>	<ul style="list-style-type: none"> <li>Input and feedback has been sought from the Committee in regard to: <ul style="list-style-type: none"> <li>protection and remediation of wetlands</li> <li>development of guidelines for the dewatering of dams</li> <li>Council's new Development Control Plan.</li> </ul> </li> </ul>

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

Election of Chairperson and Deputy Chairperson were held at the 6 March 2017 Meeting of the Sustainability Advisory Committee.

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

Note: A review of the objectives of the Committee was undertaken and amendments to the objectives were endorsed by Council at its Ordinary Meeting on 30 January 2018. At that meeting it was also resolved to amend the name of the Sustainability Advisory Committee to the Environmental Sustainability Advisory Committee.

On 31 January 2018 a position for membership on the Committee became vacant due to the resignation of Mr Hechinger.

The matter was subsequently reported to Council on 27 February 2018 where previous Expressions of Interest for community representation on the Committee were considered. Council resolved to appoint Mr Eric Brocken as a community representative to the Environmental Sustainability Advisory Committee.

An Energy Strategy Working Group was formed.

**AT-5 Annual Report – Heritage Advisory Committee**

**Name of Committee**

Heritage Advisory Committee

**Term**

Term of Council – 4 years

**Community Strategic Plan**

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

Our Community

2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage

2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations.

Our Future

5.2 Management of Aboriginal and Non Aboriginal and the Built Environment - Value, protect and enhance our built environment as well as our relationship to Aboriginal and Non Aboriginal history

5.2.1 Our planning and actions will ensure that Aboriginal and Non Aboriginal heritage are integral to our City.

5.2.2 Encourage and implement progressive urban design, sensitive to environment and heritage issues.

5.2.3 Sympathetic adaptive and creative uses for heritage sites and buildings across the City will be encouraged and promoted.

5.2.4 As a community, we will identify ways to become better connected with our Aboriginal people, their history and culture.

5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community

5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.

5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.

5.5.3 Assist our town and village centres to become vibrant local hubs

5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression

5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.

5.6.2 Masterplanning processes will be prepared in consultation with the community, key stakeholders and partners to establish the specific strategies for town and village centres.

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
No less than two times per year.	Meetings held on: 23 November 2018 8 March 2018 24 May 2018 2 August 2018

Meetings are generally held on a Thursday at 5:30pm.

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Danielle Wheeler Chairperson (four meetings attended)	Mr Graham Edds Deputy Chairperson (three meetings attended)
Councillor Peter Reynolds (three meetings attended)	Ms Abigail Ball (four meetings attended)
Councillor Nathan Zamprogno (two meetings attended)	Ms Deborah Hallam (three meetings attended)
	Mr Michael Edwards (four meetings attended)
	Ms Janice Hart (four meetings attended)
	Professor Ian Jack (four meetings attended)
	Ms Helen Mackay (four meetings attended)
	Ms Michelle Nichols (one meeting attended)
	Ms Venecia Wilson (three meetings attended)
	Mr Steve Rawling AM (four meetings attended)
	Ms Judy Newland (four meetings attended)
	Mr Otto Cserhalmi OCP Architects Heritage Advisor for Hawkesbury City Council (three meetings attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Annual Status Report</b>
a) To promote the recognition of the heritage of the Hawkesbury through advice to Council	<ul style="list-style-type: none"> <li>• Discussions within Committee focused on:               <ul style="list-style-type: none"> <li>- objectives of the Committee</li> </ul> </li> </ul>

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

Objectives in Constitution	Annual Status Report
<p>about heritage assistance, grant applications review and recommendations.</p>	<ul style="list-style-type: none"> <li>- funding opportunities available for Council and targeting of resources in terms of those funding opportunities</li> <li>- Heritage Awards</li> <li>- Heritage Information/Assistance Guidelines</li> <li>- Heritage Near Me grant funding</li> <li>- Local Heritage Assistance Fund</li> <li>- Hawkesbury Community Heritage Study and Inventory Sheets.</li> <li>- Thompson Square Conservation Management Plan</li> <li>- Potential listing of the Macquarie Towns</li> <li>- Release of Heritage of Western Sydney Colonial Heritage App</li> <li>- Historic Milemarkers.</li> </ul>
<p>b) To 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.</p>	<ul style="list-style-type: none"> <li>• Formation of Working Group on Heritage Inventory Sheets</li> <li>• Input sought from the Committee on various potential listings</li> <li>• Advice received from the Committee on the potential State Listing of the town plans of the Macquarie Towns.</li> </ul>
<p>c) To promote the history and heritage of the Hawkesbury and its links to the tourism economy, and to liaise with local communities and businesses in organising heritage events and to provide advice to Council on heritage programming, exhibitions, education and heritage related tourism events.</p>	<ul style="list-style-type: none"> <li>• Committee discussions/input focused on:               <ul style="list-style-type: none"> <li>- Establishing a heritage gateway being the Windsor Government Precinct inclusive of the Peninsular which is the earliest colonial government precinct that exist in the Hawkesbury which has the potential to attract tourists</li> <li>- Windsor Toll House which could potentially become an interpretation centre</li> <li>- Advice provided on grant funding application for these projects.</li> </ul> </li> </ul>
<p>d) To advise Council and work with the community to increase awareness of heritage matters through education such as publications, seminars, public displays and award recommendations.</p>	<ul style="list-style-type: none"> <li>• The Committee provided feedback on the design and layout of proposed Heritage Information/Assistance Guidelines currently being compiled</li> <li>• Advice sought on grant funding applications for Heritage Study/Inventory Sheets, works to individual properties and cemeteries management including the education/awareness components to these.</li> </ul>
<p>e) To 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</p>	<ul style="list-style-type: none"> <li>• The Committee provided comments and input in relation to the Draft Thompson Square Conservation Management Plan prepared by Lucas Stapleton Johnson</li> <li>• The Committee endorsed and recommended to Council that the Draft Thompson Square</li> </ul>

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018

<b>Objectives in Constitution</b>	<b>Annual Status Report</b>
strategies and providing advice on these matters where appropriate.	Conservation Management Plan be adopted for exhibition purposes.
f) To 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>• Working Group formed to consider Heritage Inventory Sheets</li> <li>• Advice provided in terms of Council's application for funding of the Community Based Heritage Study</li> <li>• The Committee provided comments and input in relation to the Draft Thompson Square Conservation Management Plan prepared by Lucas Stapleton Johnson</li> <li>• Combined Meetings commenced during the period between the Heritage Advisory Committee, Town Centres Project Group and Tourism Committee.</li> </ul>
g) To 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>• The Committee provided comments and input in relation to: <ul style="list-style-type: none"> <li>- Draft Thompson Square Conservation Management Plan prepared by Lucas Stapleton Johnson</li> <li>- Heritage Study/Inventory Sheets</li> <li>- Grant funding</li> <li>- Working Group Outcomes.</li> </ul> </li> </ul>
h) To work with the community and heritage item owners in the promotion, education, advocacy, encouragement, understanding, use and enjoyment of the cultural heritage of the Hawkesbury and to provide advice thereon to Council.	<ul style="list-style-type: none"> <li>• The Committee has highlighted the need to ensure processes associated with heritage items allow the community to understand and engage with heritage through the provision of more readily available and understandable materials in a variety of forms such as the Heritage Information Guides</li> <li>• The Committee has formed a Working Group in order to investigate the potential for Heritage Awards that are inclusive, and engage with the whole community around heritage.</li> <li>• Feedback and input from the Committee was received in respect of Council's Local Heritage Assistance Fund and potential improvements which have been implemented to positive effect.</li> </ul>
i) To advise and assist the Council in the implementation of strategies associated with heritage matters contained within the Hawkesbury Community Strategic Plan.	<ul style="list-style-type: none"> <li>• In considering opportunities for funding of heritage related matters, the Committee has provided valuable input into the priorities of Council listed in the Hawkesbury Community Strategic Plan. The primary priority for this term of Council is to undertake a Heritage Study, and the work of the Committee and the Working Group assisting in the preparation of Heritage Inventory Listings will assist in this essential process.</li> </ul>
j) To showcase Hawkesbury's heritage by making heritage more accessible and	<ul style="list-style-type: none"> <li>• The Committee has highlighted the need to ensure processes associated with heritage items allow the community to understand and</li> </ul>

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

<b>Objectives in Constitution</b>	<b>Annual Status Report</b>
attractive to everyone.	engage with heritage through the provision of more readily available and understandable materials in a variety of forms.

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

Election of Chairperson and Deputy Chairperson were held at the 23 February 2017 meeting of the Heritage Advisory Committee.

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

Note: A review of the objectives of the Committee was undertaken and amendments to the objectives were endorsed by Council at its Extraordinary Meeting on 26 September 2017.

Formation of Working Groups for:

- Heritage Study/Inventory Sheets
- Heritage Awards

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

**AT-6 Annual Report – Floodplain Risk Management Advisory Committee**

**Name of Committee**

Floodplain Risk Management Advisory Committee

**Term**

Term of Council – 4 years

**Community Strategic Plan**

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

Our Community

2.1 Community safety is improved - Enable a shared responsibility for community safety and disaster management

2.1.1 Meet the needs of our community through effective flood, fire and other natural disaster management plans that promote the protection of life, property and infrastructure.

Our Future

5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement

5.1.1 Council's planning is integrated and long term.

5.1.2 Council's decision making on all matters is transparent, accessible and accountable.

5.1.3 Council will continually review its service provision to ensure best possible outcomes for the community.

5.1.4 Encourage increased community participation in planning and policy development.

5.1.5 The needs of our community will be reflected in Local, State and Regional Plans.

5.4 Celebrating our Rivers - Protect, enhance and celebrate our rivers

5.4.3 Encourage agricultural production, vegetation conservation, tourism, recreation and leisure uses within our floodplains

**Meetings Held**

Constitution Requirement for Frequency	Dates and Compliance to Number Required
No less than six times per year.	Meetings held on: <ul style="list-style-type: none"> <li>19 October 2017</li> <li>7 December 2017</li> <li>15 February 2018</li> <li>19 April 2018</li> <li>28 June 2018</li> <li>23 August 2018</li> </ul>

Meetings are held on a Thursday at 4pm.

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Mayor, Councillor Mary Lyons-Buckett Chairperson (five meetings attended)	Ms Carol Edds (six meetings attended)
Councillor Paul Rasmussen Deputy Chairperson (four meetings attended)	Mr Harry Terry (five meetings attended)
Councillor Amanda Kotlash (five meetings attended)	Ms Margaret Mackisack (five meetings attended)
Councillor Danielle Wheeler (six meetings attended)	Mr Kim Ford (four meetings attended)
Councillor Peter Reynolds (four meetings attended)	Mr Maurice Smith (five meetings attended)
	Snr Inspector Robert Bowman (Dept of Primary Industries) (nil meetings attended)
	Mr Kevin Jones (SES Headquarters) (three meetings attended)
	Mr Peter Cinque OAM (SES Sydney Western Div.) (two meetings attended)
	Mr Harry Panagopoulos (Office of Environment & Heritage) (four meetings attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Annual Status Report</b>
a) To advise Council about information, research and analysis required to understand the nature and degree of flood risk in Hawkesbury LGA generally and in particular localities.	<ul style="list-style-type: none"> <li>• Discussions within Committee focused on: <ul style="list-style-type: none"> <li>- objectives of the Committee</li> <li>- the NSW State Governments Hawkesbury Nepean Valley Flood Risk Management Strategy</li> <li>- funding opportunities available for Council and targeting of resources in terms of those funding opportunities</li> <li>- implementing the Hawkesbury Floodplain Risk Management Study and Plan</li> <li>- Foundation for Rural &amp; Regional Renewal (FRRR) and Office of Emergency Management (OEM) Get Ready North Richmond Disaster Resilient Future Ready Pilot Program</li> <li>- experiences from the Lismore flood event and hurricane "Harvey" and the resultant</li> </ul> </li> </ul>

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

Objectives in Constitution	Annual Status Report
	<p>flooding in Houston USA and how this related to the Hawkesbury-Nepean flooding issues</p> <ul style="list-style-type: none"> <li>- Learnings from the Floodplain Managers Conference</li> </ul>
<p>b) To advise Council about town planning measures and standards considered necessary to minimise risk to life and property in Hawkesbury LGA.</p>	<ul style="list-style-type: none"> <li>• A review of the actions contained within Part 4 (Town Planning) of the Hawkesbury Floodplain Risk Management Plan was presented to the Committee for advice which will be addressed in the Flood Risk Management chapter of Council's Development Control Plan and the review of the Interim Flood Policy. Ongoing work in respect of this policy work has been delayed by a significant period of time waiting for the release by Infrastructure NSW of the new Regional Flood Study that was expected to be released in late 2017/early 2018.</li> </ul>
<p>c) To advise Council about road and drainage infrastructure and other physical works required to minimise risk to life and property in Hawkesbury LGA.</p>	<ul style="list-style-type: none"> <li>• The Committee considered new policy guidelines related to the recovery of road and drainage infrastructure after flood events, in relation to minimising possible delays in repairing road and drainage infrastructure after such events</li> <li>• The Committee has met with representatives from Infrastructure NSW and SES on a number of occasions to discuss and progress implementation of flood evacuation capacity strategies contained within the Hawkesbury Nepean Flood Risk Management Strategy.</li> </ul>
<p>d) To advise Council about education and public awareness strategies associated with floodplain management and to act on Council's behalf to implement these Council adopted strategies as required.</p>	<ul style="list-style-type: none"> <li>• The Committee has met with representatives from Infrastructure NSW on a number of occasions to discuss and progress implementation of the Hawkesbury Nepean Flood Risk Management Strategy on behalf of Council</li> </ul>
<p>e) To recommend to Council measures to reduce flood risk to Council's infrastructure and buildings.</p>	<ul style="list-style-type: none"> <li>• Council and the Committee have been waiting for the release of the Regional Flood Study by Infrastructure NSW before this objective can be addressed.</li> </ul>
<p>f) To assist the Council in advocating, consideration of, and implementing the strategies contained within the Hawkesbury Nepean Floodplain Review Taskforce report, 'Resilient Valley, Resilient Communities' in partnership with relevant state agencies and stakeholders.</p>	<ul style="list-style-type: none"> <li>• The Committee has met with representatives from Infrastructure NSW and SES on a number of occasions to discuss and progress implementation of the Hawkesbury Nepean Flood Risk Management Strategy.</li> </ul>
<p>g) To advise Council in relation to representations to other levels of government in support of initiatives to reduce flood risk to life and property in</p>	<ul style="list-style-type: none"> <li>• Based on advice and resolutions from the Committee, Council is making representations are being made to other levels of government and relevant bodies on</li> </ul>

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018

<b>Objectives in Constitution</b>	<b>Annual Status Report</b>
Hawkesbury LGA.	matters relating to Insurance, Regional Flood Study and Flood Markers.
h) To assist the Council in the development and implementation of a Flood Risk Management Plan to increase the Hawkesbury community's resilience in responding to flood events.	<ul style="list-style-type: none"> <li>A review of the actions contained within Part 4 (Town Planning) of the Hawkesbury Floodplain Risk Management Plan was presented to the Committee for advice which will be addressed in the Flood Risk Management chapter of Council's Development Control Plan and the review of the Interim Flood Policy. Ongoing work in respect of this policy work has been delayed by a significant period of time waiting for the release by Infrastructure NSW of the new Regional Flood Study that was expected to be released in late 2017/early 2018.</li> </ul>
i) To advise the Council on the implementation of strategies associated with floodplain management contained within the Hawkesbury Community Strategic Plan.	<ul style="list-style-type: none"> <li>The Committee continually advises Council through reports of the Minutes of Committee Meetings of the progress on implementation of strategies associated with floodplain management contained within the Hawkesbury Community Strategic Plan regarding meeting our community's needs through effective flood disaster management plans that promote the protection of life, property and infrastructure.</li> </ul>
j) To advise the Council in respect of funding opportunities and potential partnerships in respect of Floodplain Risk Management.	<ul style="list-style-type: none"> <li>The Committee has given consideration and advice regarding granting funding opportunities in respect of Floodplain Risk Management throughout the reporting period.</li> </ul>

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

Election of Chairperson and Deputy Chairperson were held at the 16 February 2017 Meeting of the Floodplain Risk Management Advisory Committee.

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

Note: A review of the objectives of the Committee was undertaken and amendments to the objectives were endorsed by Council at its Extraordinary Meeting on 26 September 2017.

**EXTRAORDINARY MEETING****Confidential Reports**

Meeting Date: 18 September 2018

**AT-7 Annual Report – Audit Committee****Name of Committee**

Audit Committee

**Term**

Term of Council - 4 years

**Community Strategic Plan**

The Audit Committee objectives/activities are linked to the following Focus Area, Direction and Strategies within the Community Strategic Plan:

**Our Leadership**

- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
- 1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.
- 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.
- 1.6.2 Council's workforce, systems and processes will support high performance and optimal service delivery for our community

**Meetings Held**

<b>Charter Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Meetings to be held no less than four times per year	Meetings held on: 7 February 2018 21 March 2018 June 2018 12 September 2018

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Paul Rasmussen (two meetings attended)	Ms Nisha Maheshwari Chairperson (four meetings attended)
Councillor John Ross (four meetings attended)	Mrs Ellen Hegarty Deputy Chairperson (two meetings attended)
Councillor Patrick Conolly (Alternate) (nil meetings attended)	Mr Craig Bennett (three meetings attended)

**Committee Business**

<b>Objectives in Charter</b>	<b>Annual Status Report</b>
a) Control Framework	<ul style="list-style-type: none"> <li>Independent members appointed following Local Government elections in 2016.</li> <li>The 2018/2019 Internal Audit Program approved by the Audit Committee. The adopted Program includes four audits to be carried out during 2018/2019.</li> </ul>

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018

<b>Objectives in Charter</b>	<b>Annual Status Report</b>
b) External Accountability	<ul style="list-style-type: none"><li>• Annual General Purpose Financial Statements and Special Purpose Financial Statements for year ended 30 June 2018 presented and endorsed by Committee.</li></ul>
c) Legislative Compliance	<ul style="list-style-type: none"><li>• Legislative compliance audit included in future Internal Audit Program.</li></ul>
d) Internal Audit	<ul style="list-style-type: none"><li>• Audit / Reviews completed in 2017/2018 were:<ul style="list-style-type: none"><li>– Accounts Payable</li><li>– Commercial Leases and Property Management</li><li>– IT Disaster Recovery Plan</li><li>– Cyber Security</li><li>– Workers Compensation and Return to Work</li><li>– Regulatory Inspectorate</li><li>– RMS Drives Compliance</li><li>– Delegations</li><li>– Council Owned Operational Plant and Equipment</li></ul></li></ul>
e) External Audit	<ul style="list-style-type: none"><li>• Council's External Auditor attends the Audit Committee meetings.</li></ul>
f) Risk Management	<ul style="list-style-type: none"><li>• Review the Risk Management Framework of the organisation currently underway.</li></ul>

**Other Compliance to Charter Issues**

- Review of Audit Committee Charter
- Audit Committee Self Assessment
- Election of Chairperson and Deputy Chairperson

**Other Matters for Consideration During Reporting Period**

During the reporting period the Audit Committee also considered various other reports including the following:

- Management Actions Status Reports
- Internal Audit Program Status Reports
- Council Financial Reports including monthly investment reports and quarterly review reports
- Notifiable Data Breaches Scheme
- Draft Borrowings Policy

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

**AT-8 Annual Report – Hawkesbury Access and Inclusion Advisory Committee**

**Name of Committee**

Hawkesbury Access and Inclusion Advisory Committee

**Term**

Term of Council – 4 years

**Community Strategic Plan**

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Direction and Strategy:

Our Community

2.4 Community Wellbeing and Local Services

2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantage and vulnerable groups, and to build stronger and more cohesive communities.

**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	Meetings held on: 19 October 2017, 23 November 2017, 28 June 2018 22 February 2018,

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Barry Calvert (two meetings attended)	David Briggs (nil meetings attended)
Councillor John Ross (four meetings attended)	Jessica Brunskill (two meetings attended)
	Kirsty Carpenter (four meetings attended)
	Desmond Crane (three meetings attended)
	David Gearin (three meetings attended)
	Melanie Lawson (two meetings attended)
	Jennifer Moses (four meetings attended)
	Terri Mottram (four meetings attended)

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
To advise and assist Hawkesbury City Council staff in the drafting of the Hawkesbury Access and Inclusion Plan to eliminate barriers which may prevent residents and visitors from accessing services and facilities and participating fully in community and civic life.	<ul style="list-style-type: none"> <li>The Disability Inclusion Action Plan was 2017 - 2021 was completed and adopted by Council on 11 July 2017.</li> </ul>
To provide advice to Hawkesbury City Council staff on consultative strategies for inviting submissions and comments in relation to the draft Hawkesbury Disability Inclusion Action Plan and other Council Plans.	<ul style="list-style-type: none"> <li>The Committee reviewed Council's Community Engagement Policy and extended engagement strategies to improve inclusion have been implemented by Council. These suggestions, including provision of Auslan interpretation, transport assistance to Town Meetings and production of Easy Read versions of Council's documents.</li> </ul>
To provide advice to Hawkesbury City Council staff on the application of 'good practice' access and inclusion principles as they apply to the design of buildings and public spaces and the delivery of services	<ul style="list-style-type: none"> <li>Nine Access and Inclusion Principles identified and incorporated into Access and Inclusion Policy (adopted by Council in March 2012). Policy also includes guidelines and actions for implementing these principles. The Committee has informed the design of buildings and public spaces including pedestrian access to Wilberforce Shopping Precinct, Pound Paddock Park and Governor Phillip Park.</li> </ul>
Provide advice to Hawkesbury City Council staff on the design of footpaths, pedestrian crossings, kerb ramps, transition zones which may be required to ensure that as far as possible new developments and plans of management for Council's parks and open spaces include provision for disability access and social inclusion.	<ul style="list-style-type: none"> <li>Advice has been provided on an ad-hoc basis or where committee members have requested information on proposed capital works. Council Managers have attended meetings to brief Committee on proposed works.</li> <li>The Committee reviewed the 2018/19 capital works program and identified proposed works to seek further information from Managers on provision for access and inclusion.</li> </ul>
To provide advice and guidance to Hawkesbury City Council staff on strategies to raise community awareness about access and inclusion issues impacting on residents of the City of Hawkesbury, and where required to recommend actions for Council's consideration in relation to these matters.	<ul style="list-style-type: none"> <li>The Committee made recommendations to inform Council works including signage and amenity improvements to Windsor Library and upgrades to Governor Phillip Park.</li> <li>The Committee made presentations to business groups on access and inclusion issues. The Committee oversaw Council participation in a partnership project with Penrith and Blue Mountains Councils that raised community awareness and promoted employment of people with disabilities.</li> </ul>
To prepare and submit, at least on an annual basis, a schedule of identified rectification works which would improve access for people with	<ul style="list-style-type: none"> <li>The Committee has developed an Access and Inclusion Checklist and a process for undertaking access audits. Where rectification</li> </ul>

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018

<b>Objectives in Constitution</b>	<b>Current Status</b>
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.	works are identified, these are tasked to relevant Manager for response. Where the access audits identify that additional resources are required to undertake rectification works, the Committee have reported to Council requesting works be budgeted for in future works programs.
To provide a mechanism through which Council can be informed of access and inclusion issues where Council may be in a position to seek a resolution or advice regarding these issues through representations, lobbying and/or advocating to government agencies and/or elected representatives.	<ul style="list-style-type: none"> <li>The Committee designed and implemented a consultative strategy to inform the content of the Hawkesbury Disability Inclusion Action Plan 2017 - 2021, including disability-specific focus groups and Mental Health Forums. The Committee is working with both State and Federal agencies to implement the strategies from the Hawkesbury Disability Inclusion Action Plan 2017 – 2021 that aim to improve service access.</li> </ul>
To consider and undertake such projects, subject to the availability of resources, which would generally assist residents and visitors to access services and facilities and promote their inclusion and participation in community and civic life.	<ul style="list-style-type: none"> <li>The Committee worked with the Local Business Awards to implement the Community Access and Inclusion Award. The Committee continued to implement the Access and Inclusion Checklist during the reporting period. Council provided Auslan interpretation and transport assistance to Town Meetings in response, to improve inclusion in Council processes.</li> </ul>

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

No other matters to report.

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

No other matters to report.

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

**AT-9 Annual Report – Hawkesbury Tourism Advisory Committee**

**Name of Committee**

Hawkesbury Tourism Advisory Committee

**Term**

Term of Council – 4 years

**Community Strategic Plan**

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Future

- 5.4 Celebrating our Rivers - Protect, enhance and celebrate our rivers
  - 5.4.1 Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities.
- 5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community
  - 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
  - 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
  - 5.5.3 Assist our town and village centres to become vibrant local hubs
- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression
  - 5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
  - 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.
  - 5.7.2 Develop Hawkesbury Tourism to enhance and strengthen opportunities within our tourism sector.

**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	Meetings held on: 13 November 2017 20 April 2018 30 May 2018

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Emma-Jane Garrow (three meetings attended)	Martin Boetz (one meeting attended)
Councillor Paul Rasmussen (three meetings attended)	Sophie Devine (three meetings attended)

**EXTRAORDINARY MEETING****Confidential Reports**

Meeting Date: 18 September 2018

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Sarah Richards (three meetings attended)	Vanessa Hanna (three meetings attended)
	Tony Jeffcott (three meetings attended)
	Ian Knowd (two meetings attended)
	Declan O'Connor (three meetings attended)
	Venecia Wilson (two meetings attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a) To support the implementation of the Hawkesbury Tourism Strategy.	<ul style="list-style-type: none"> <li>Primary purpose of Committee noted for the term.</li> </ul>
b) To assist in the achievement of the actions and activities of the Hawkesbury Tourism Strategy to support the local economy.	<ul style="list-style-type: none"> <li>Committee business action plan in development, to guide activities over four years. Plan to be finalised as soon as Hawkesbury Visitor Economy Advisory Committee strategies become available.</li> </ul>
c) To advise and assist Council on how best to undertake its tourism program activities to support the local economy.	<ul style="list-style-type: none"> <li>Committee provided advice at meetings. To be captured within scope of business action plan to focus implementation of tourism strategy.</li> </ul>
d) To engage the tourism sector, other entities undertaking tourism activities and the community to help develop the tourism offerings and visitor experience in the area.	<ul style="list-style-type: none"> <li>Committee provides feedback on industry ideas discussed with members. To be addressed within scope of business action plan.</li> </ul>
e) To progress the tourism sectors use of Council's visitor services.	<ul style="list-style-type: none"> <li>Hawkesbury Visitor Information Centre staff now attending RSA Meetings and Tourism Advisory Committee Meetings.</li> </ul>
f) To support and progress participation in promotional and marketing opportunities, which showcase the Hawkesbury to tourism target markets and as a destination.	<ul style="list-style-type: none"> <li>Committee working with Regional Strategic Alliance and Hawkesbury Visitor Economy Advisory Committee.</li> </ul>
g) To advise on tourism trends, tourism markets dynamics and tourism infrastructure and development needs to understand the Hawkesbury tourism offering.	<ul style="list-style-type: none"> <li>Committee considered tourism research and work of other groups.</li> </ul>
h) To work collaboratively with the Regional Tourism Entity to optimise regional tourism opportunities.	<ul style="list-style-type: none"> <li>Committee briefed by: <ul style="list-style-type: none"> <li>RSA Tourism Committee</li> <li>Hawkesbury Visitor Economy Advisory Committee</li> </ul> </li> </ul>

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

Resignation of Committee Member – Ms Sarah Rieger received and accepted by Committee.

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

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

The Committee held off on finalising specific plans and actions to allow for better alignment with the pending release of the Local Member's Hawkesbury Visitor Economy Advisory Committee.

Council staff arranged meetings between the Regional Strategic Alliance Tourism Committee and the Hawkesbury Visitor Economy Advisory Committee.

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

**AT-10 Annual Report – Infrastructure Committee**

**Name of Committee**

Infrastructure Committee

**Term**

Term of Council – 4 Years

**Community Strategic Plan**

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Assets

4.1 Transport infrastructure and transport connections.

4.1.3 Have a comprehensive transport system of well-maintained local and regional linkages that are financially and environmentally sustainable and respond to community safety, priorities and expectations.

4.2 Utilities

4.2.1 Our community's current and future utility infrastructure needs (water, sewer, waste, stormwater, gas, electricity and telecommunications) are identified and delivered.

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Meetings are to be held no less than three times per year, with additional meetings convened at the discretion of the Chairperson.	Meetings were held on: 18 April 2018 18 July 2018

Meetings are generally held on a Wednesday at 2:30pm.

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Mary Lyons-Buckett (two meetings attended)	N/A
Councillor Paul Rasmussen (two meetings attended)	
Councillor Nathan Zamprogno (two meetings attended)	
Councillor Peter Reynolds (two meetings attended)	

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
<p>a) To provide advice and recommendation to Council on strategic infrastructure projects and policies.</p>	<ul style="list-style-type: none"> <li>• The Committee has established a list of agenda topics to be prioritised and discussed at future meetings.</li> <li>• The Hawkesbury Traffic Study has commenced: <ul style="list-style-type: none"> <li>– The Committee has reviewed the work carried out in Stage 1 of the Hawkesbury Traffic Study</li> <li>– The Committee and subsequently Council has endorsed the completion of Stage 2 of the Hawkesbury Traffic Study</li> <li>– It is anticipated that this will be completed in October/November 2018 at which time findings and recommendations will be reported back to the Committee.</li> </ul> </li> </ul>
<p>b) To act as a vehicle to lobby and engage with stakeholders and agencies to secure infrastructure investment.</p>	<ul style="list-style-type: none"> <li>• The Committee has met with and been presented to by: <ul style="list-style-type: none"> <li>– Endeavour Energy's Liaison Officer for the Hawkesbury LGA regarding power supply matters</li> <li>– Fire and Rescue NSW Zone Commander for Blue Mountains, Lithgow and Hawkesbury</li> </ul> </li> <li>• Future Committee meetings anticipate representatives from: <ul style="list-style-type: none"> <li>– NSW Rural Fire Service</li> <li>– National Parks and Wildlife Service.</li> </ul> </li> </ul>
<p>c) To act as a reference body to assist staff in managing strategic responses to policy relating to infrastructure provision.</p>	<ul style="list-style-type: none"> <li>• The Committee has identified a range of infrastructure issues which are to be prioritised and incorporated into a program for review.</li> </ul>

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

Election of Deputy Chairperson was held at the 18 April 2018 meeting of the Infrastructure Committee (in line with the Committee's Constitution).

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

No other matters to report.

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

**AT-11 Annual Report – Town Centres Master Plan Project Group**

**Name of Working Group**

Town Centres Master Plan Project Group

**Term**

The term of the Project Group will run for the period of time required to achieve the objectives contained within the Terms of Reference of the Project Group.

**Community Strategic Plan**

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Future

5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community

5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.

5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.

5.5.3 Assist our town and village centres to become vibrant local hubs

5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression

5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.

5.6.2 Masterplanning processes will be prepared in consultation with the community, key stakeholders and partners to establish the specific strategies for town and village centres.

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
No less than four times per year.	Meetings held on: 19 September 2017 8 November 2017 14 December 2017 17 April 2018 28 June 2018 27 July 2018 24 August 2018

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Danielle Wheeler - Chairperson (seven meetings attended)	Ms Joanne Wilbow (four meetings attended)
Councillor Emma-Jane Garrow - Deputy	Mrs Alicia Goldstien

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Chairperson (six meetings attended)	(two meetings attended)
	Ms Venecia Wilson (four meetings attended)
	Ms Abigail Ball (four meetings attended)
	Ms Sue Wingate (three meetings attended)
	Mr Darren Pead (three meetings attended)

**Committee Business**

<b>Objectives in Terms of Reference</b>	<b>Annual Status Report</b>
<p>a) To provide advice to Hawkesbury City Council staff on the preparation of a brief to engage a suitable consultant to prepare Master Plans for the Windsor and Richmond Town Centres based on the following objectives:</p> <ul style="list-style-type: none"> <li>• provide the communities of Windsor and Richmond and the Hawkesbury with a plan to maintain vibrant and commercially viable town centres</li> <li>• produce a workable accessibility, traffic and car-parking strategy including safe and accessible pedestrian and cycle routes linking key destination and public transport nodes supported by a way-finding and signage plan</li> <li>• guide future land use and development of public and private lands within the Windsor and Richmond Town Centres to maximise public benefit, realise optimal land use and support the economic vitality of these town centres</li> <li>• guide the design, maintenance and renewal of key public domain asset and physical infrastructure to support community events and visitation</li> <li>• guide the activation and showcasing of the foreshore, park and heritage assets within the town centres as foci for public activity.</li> </ul>	<p>Discussions held at meetings during the reporting period have considered the following matters:</p> <ul style="list-style-type: none"> <li>- Learnings from Cities and Town Conference and Night time Economy Forum</li> <li>- Approaches to town centre revitalisation</li> <li>- Peoples connection to visual character of the town centres</li> <li>- Parking for buses and traffic movements in Thompson Square</li> <li>- Vision of creating a distinctive space in Windsor Mall by using art and culture</li> <li>- Short term recreational vehicle parking in Macquarie Park Windsor</li> <li>- Events strategies</li> <li>- Making better use of public spaces such as town centres</li> <li>- Place Score survey input and results of the survey outcomes</li> <li>- Funding mechanisms for town centre revitalisation</li> <li>- Resourcing of actions</li> <li>- Tender processes for engaging a consultancy to develop a draft Master Plan for the revitalisation of Windsor and Richmond Town Centres</li> <li>- Providing events on appropriate spaces close to the Hawkesbury River</li> <li>- Windsor and Richmond Christmas celebrations.</li> </ul>
<p>b) To act as a reference group to assist Council staff to manage the works program, methodology and stakeholder engagement processes to be delivered by the consultant engaged to prepare draft Master Plans for the Windsor and Richmond Town Centres.</p>	<p>The Project Group has assisted in developing a comprehensive brief to address practical outcomes associated with the Hawkesbury's retail precincts. The group is also working on a business plan to secure funding for town centre revitalisation.</p>
<p>c) To provide advice to Hawkesbury City</p>	<p>The Project Group will address these issues once</p>

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

<b>Objectives in Terms of Reference</b>	<b>Annual Status Report</b>
Council staff on consultative strategies for inviting submissions and comments in relation to the preparation and public exhibition of draft Master Plans for Windsor and Richmond.	the preparation of the draft Master Plans for Windsor and Richmond have commenced.
d) To develop a framework for the testing of town centre revitalisation concepts in a methodical and sensible manner encouraging active participation and involvement by the community.	The Project Group will address these issues once the preparation of the draft Master Plans for Windsor and Richmond have commenced.

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

The term of the Project Group will run for the period of time required to achieve the objectives contained within the Terms of Reference of the Project Group.

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

No other matters to report.

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

**AT-12 Annual Report – Enhancing the Arts in the Hawkesbury Working Group**

**Name of Working Group**

Enhancing the Arts in the Hawkesbury Working Group

**Term**

The Working Group term shall be the time period required to fulfil the objectives (refer to Committee Business).

**Community Strategic Plan**

The purpose of the Enhancing the Arts in the Hawkesbury Working Group is to provide constructive advice and practical support and assistance to Council in enhancing the arts in the Hawkesbury. It will work on a project basis: seeking external funding, facilitating local arts activities/events and encouraging audience participation.

The Working Group's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Community

2.3. Community partnerships continue to evolve – Increase the range of local partnerships and plan for the future.

2.3.1 Encourage and facilitate community partnerships.

2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage

2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life.

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Ordinary meetings of the Working Group shall be held no less than four times per year. Special meetings may be convened at the discretion of the Chairperson	Meetings held on: 14 December 2017 11 January 2018 8 February 2018 8 March 2018 12 April 2018 10 May 2018 14 June 2018 16 August 2018

Note: A meeting is to take place on 13 September 2018, but due to time limitations for the printing of the Business Paper, this meeting will be reported on in the 2018-2019 annual report.

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Peter Reynolds (8 meetings attended)	Phillip Routley (Deputy Chair) Macquarie Towns Orchestra (7 meetings attended)
Councillor Emma-Jane Garrow (2 meetings attended)	James Glendenning, Music Director of Sydney Blues and Roots Festival (6 meetings attended)
	Jenny Lloyd, visual artist (7 meetings attended)

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
	Alison Egan, musician and music teacher (7 meetings attended)
	Oonagh Sherrard, musician (2 meetings attended)
	Josephine Blue Harper, Hawkesbury Community Arts Workshop (5 meetings attended)
	Nicola Coady, Ferry Artists Gallery (4 meetings attended)
	<b>Guests:</b>
	Mayor, Councillor Mary Lyons-Buckett (2 meetings attended)
	Sabine Stola, Hawkesbury Musicians' Network (3 meetings attended)

1. Enhancing the Arts in the Hawkesbury Working Group established, and two councillors appointed as councillor representatives, by resolution of Council at the Ordinary Meeting held on 25 July 2017.
2. Seven community members appointed by resolution of Council at the Ordinary Meeting held on 14 November 2017.

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a) Identify a series of arts projects, develop a set of attainable goals for each, which include identifying adequate resources, such as funds, expertise and human resources, to achieve them.	<p>The Working Group has identified a series of arts projects, but faces challenges in developing a set of attainable goals for each, which include identifying adequate resources, such as funds, expertise and human resources, to achieve them. Matching resources to identified needs is a challenge.</p> <p>The Working Group has identified the following as important:</p> <ul style="list-style-type: none"> <li>• Identifying and providing affordable access to suitable performing arts venues for community-based groups</li> <li>• Enhancing parks, riverside landscapes and public spaces through the visual and performing arts (eg murals, busking, music performances and community events)</li> <li>• Incorporating the visual and performing arts into events and festivals and Council events.</li> <li>• Celebrating our history (colonial and indigenous) with events and public art projects</li> <li>• Streamlining processes and Council requirements of the arts sector in the presentations of arts activities and events in public and commercial spaces</li> <li>• Creating stronger links between business and the arts so there is greater business recognition and participation in events.</li> <li>• Developing opportunities for young</li> </ul>

**EXTRAORDINARY MEETING****Confidential Reports**

Meeting Date: 18 September 2018

Objectives in Constitution	Current Status
	people to participate in the arts
b) Apply for external grant funding or seek sponsorships and partnerships that are required to develop and present arts projects.	Council unsuccessfully applied for funding through the <i>17/18 Western Sydney Strategic Opportunities Fund</i> , to resource the 'creation of a supportive policy and partnership framework for arts activities and cultural events in the Hawkesbury'.  This funding application was made in order to resource the implementation of the NoM noted in <b>Other Matters for Consideration</b> .
c) Implement arts projects as approved by Council or where Council has received external grants or sponsorship.	The Working Group provided constructive advice and practical support and assistance to Council in the presentation of Live & Local Music Hawkesbury, for which Council had received external grant funding.
d) Contribute to the review and evaluation of the arts projects.	The Working Group: <ul style="list-style-type: none"> <li>• Assisted in evaluation of Live &amp; Local Music Hawkesbury events and strongly supports the continuation of similar events</li> <li>• Contributed to the review of the Windsor Mall Policy</li> <li>• Expressed strong support of the payment of performing artists at Council events</li> </ul>

**Other Compliance to Constitution Issues**

A representative of Hawkesbury Musicians' Network is a regular guest at the Working Group meetings. This is in compliance with the Terms of Reference, specifically:

The Working Group may co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance, but such co-opted members shall only serve on the Working Group for the period of time required, and will not, whilst serving in the position of co-opted member, have any voting rights.

**Other Matters for Consideration During Reporting Period**Notice of Motion - Encouraging and Facilitating Enhancement of the Arts in the Hawkesbury

Council, at its meeting on 30 January 2018 considered the subject Notice of Motion from Councillor Reynolds and resolved as follows:

*"That a report be prepared with a view to encouraging and facilitating enhancement of the arts in the Hawkesbury, review its policies, requirements, fees and charges, as well as Council and State regulatory frameworks for public and indoor spaces, for the following:*

- *presentation of cultural activities*
- *arts and performances*
- *installations*
- *busking"*

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

Councillor Reynolds advised that for some time, community groups have expressed frustration with the procedures required to use our public spaces for community events. This motion sought to garner the relevant information concerning these procedures with a view to developing a simple, streamlined process which will facilitate and encourage the use of our public and indoor spaces to benefit community groups and therefore the wider community itself.

This report has not yet been completed and resourcing of this project will continue to be explored.

**EXTRAORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 18 September 2018

**AT-13 Annual Report – Hawkesbury Companion Animal Shelter Working Group**

**Name of Working Group**

Hawkesbury Companion Animal Shelter Working Group

**Term**

The Working Group term shall be the time period required to fulfil the objectives outlined the Group's Terms of Reference.

**Community Strategic Plan**

The Working Group's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

Our Leadership

- 1.2 Communication and engagement - Encourage an informed community and enable meaningful engagement.
  - 1.2.2 Council's communication will be enhanced to ensure community awareness and understanding of the role Council plays in everyday life in the Hawkesbury.
  - 1.2.3 Provide quality customer service to the community.
- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
  - 1.4.2 Achieve higher strategic capacity through strategic alliances and partnerships.

Our Community

- 2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future
  - 2.3.1 Encourage and facilitate community partnerships

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Meeting as required until objectives are completed. Frequency is quarterly.	Meetings held on: 5 March 2018 29 May 2018 21 August 2018

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Danielle Wheeler (3 meetings attended)	Judy Wong – Community representative (3 meetings attended)
Councillor Peter Reynolds (1 meeting attended)	Kellie Drury – Community representative (3 meetings attended)
	Alira Fontana – Community representative (3 meetings attended)
	Anne Robbie – Community representative (3 meetings attended)

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
Analyse statistics and trends including but not limited to the following: <ul style="list-style-type: none"> <li>• handling staff to animal ratio</li> <li>• vaccination rates and costs</li> <li>• de-sexing rates and costs</li> <li>• number of animals taken from each LGA</li> <li>• estimated cost for each LGA</li> <li>• funds sought and recovered from each LGA</li> <li>• number of animals returned to previous owners, number rehomed and number rehomed via rescue group</li> <li>• number animals euthanised and number dogs euthanised due to aggressive behaviour</li> <li>• volunteer numbers and hours worked.</li> </ul>	Completed
Make recommendations to Council to ensure that the Hawkesbury Companion Animal Shelter meets or exceeds best practice guidelines for monitoring, caring for and exercising animals as well as cleaning and security of facilities.	Ongoing
Review the operating hours of the Shelter to best reflect the needs of Hawkesbury families and improve access.	To be discussed
Recommended website content to promote the retrieval and rehoming of animals at the Shelter (including a photo, type of dog/cat, gender, description, location and date of retrieval, date the dog is due for release), and works to improve public education about animal ownership to reduce the number of lost, stray and dumped animals and identify programs recommending high volume, low cost de-sexing programs to reduce the number of lost, stray and dumped animals.	Completed
The identification of suitable animal care training packages for staff involved in animal handling, with the minimum being a Certificate II in Animal Studies.	To be discussed
Recommended ongoing reporting arrangements to Council and the wider community.	To be discussed
Analyse information from WSROC and other councils regarding a region wide rationalisation of companion animal shelters."	Completed

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

## Structure and Membership

- a) The structure and membership of the Working Group shall be as follows, and all the undermentioned appointments will have voting rights:
- (i) two Councillors of the Hawkesbury City Council

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- (ii) four community appointments, with expertise and/or knowledge of the operation of a Companion Animal Shelter following the calling of applications as detailed in Clause 6(b) of these Terms of Reference.
- b) The Working Group shall, at its first meeting following appointment, elect a Councillor delegate appointed under clause 5(a)(i) to be the Chairperson of the Working Group, and one of its members appointed under Clause 5 to be Deputy Chairperson, who shall act in the absence of the Chairperson.
- c) No staff member of Hawkesbury City Council shall be elected as Chairperson or Deputy Chairperson of the Working Group.
- d) Each member of the Working Group entitled to vote shall only have one vote except that of the casting vote of the Chairperson in the case of equality of votes.

**Appointment and Election of Members**

- a) Two Councillors will be appointed to the Working Group in accordance with practices and procedures of the Council.
- b) The Council shall select and appoint the community representatives to the Working Group.
- c) Members of the Working Group shall cease to hold office:
  - (iii) if the Working Group is dissolved by Council
  - (iv) upon written resignation or death
  - (v) if absent without prior approval of the Working Group for three consecutive meetings
  - (vi) if the Council by resolution determines that the member has breached Hawkesbury City Council's Code of Conduct (as it is in force from time to time).
- d) For the purposes of sub-clause 6(e)(iv), the Code of Conduct is to be taken to apply to community and representative members as referred to in clause 5(a) in the same way as the Code of Conduct applies to Councillors.

**Procedures and General**

- a) Ordinary meetings of the Working Group shall be held no less than four times per year. Special meetings may be convened at the discretion of the Chairperson.
- b) The Director City Planning shall be the Executive Officer to the Working Group, and will be responsible for preparation of specialist reports, and any and all correspondence associated with the Working Group.
- c) The Council will provide a Minute Clerk for the purpose of recording the Minutes of the Working Group and for the distribution of Minutes following meetings of the Working Group.
- d) No meeting of the Working Group shall be held unless three clear days' notice has been given to all members.
- e) The rules governing meetings and the procedures of the Working Group shall, so far as they apply, be those covered by the Hawkesbury City Council's Code of Meeting Practice, as may be altered from time to time by resolution of the Council.
- f) A quorum of the Working Group shall be constituted by four members being present at meetings.

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- g) Any members having a pecuniary interest in any matters being discussed by the Working Group shall declare such interest at the meeting of the Working Group and refrain from voting or discussion thereon.
- h) The requirements applying to pecuniary interests for members as detailed in clause 7(g) above shall apply equally to any other appointed or invited observers or co-opted members, and also to the Executive Officer/Secretary.
- i) Any recommendations of the Working Group shall, as far as adopted by the Council, be resolutions of the Council, provided that recommendations or reports of the Working Group shall not have effect unless adopted by the Council.
- j) It shall be competent for the Working Group to appoint a sub-committee or specific work groups comprised of members or non-members to exercise and carry out specific investigations for the Working Group, and then to report back to the Working Group. These appointed sub-committees or work groups may be dissolved by the Working Group at any time.

Any appointed sub-committees or work groups have no power to make any decisions whatsoever on behalf of the Working Group and any recommendations of any sub-committee or work group will only have effect once adopted by the Working Group, or by the Council, as the case may be.

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

No other matters to report.

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**AT-14 Annual Report – Reconciliation Action Plan (RAP) Working Group**

**Name of Working Group**

Reconciliation Action Plan (RAP) Working Group

**Term**

The term set out in the terms of reference is that the Working Group shall set the schedule of dates and times for meetings at the inaugural meeting. Meeting dates were set as fortnightly for an initial 3 month period with future meetings to be held according to working group member availability.

**Community Strategic Plan**

The Reconciliation Action Plan Working Group objectives and activities are linked to the following Community Strategic Plan Focus Area, Direction and Strategy:

Our Future

5.2 Management of Aboriginal and Non Aboriginal Heritage and the Built Environment

5.2.4 As a community, we will identify ways to become better connected with our Aboriginal people, their history and culture

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Terms of Reference states the Working Group to set frequency of dates following fortnightly meetings for a 3 month period.	Meetings were held on: 27 February 2018, 20 March 2018, 3 April 2018, 17 April 2018

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Emma-Jane Garrow (four meetings attended)	Shaun Middlebrook (nil meetings attended)
	Christine Miller (three meetings attended)
	Melissa Stubbings (three meetings attended)
	Vicki Thom (four meetings attended)
	Erin Wilkins (three meetings attended)

**EXTRAORDINARY MEETING****Confidential Reports****Meeting Date:** 18 September 2018**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
Development of a RAP that includes all of Reconciliation Australia's minimum elements for endorsement, within the context of the Council's core business and Community Strategic Plan.	<ul style="list-style-type: none"> <li>A facilitator was engaged to assist the Working Group to prioritise and categorise all strategies to meet both Reconciliation Australia's minimum elements for endorsement and to relate to Council's core business and Community Strategic Plan.</li> <li>The draft RAP will be developed in accordance with Working Group recommendations and within this framework.</li> </ul>
The establishment of a collaborative/consultative process for engaging community members and staff across the organisation so that they can provide ideas for the RAP and feedback on RAP draft documents.	<ul style="list-style-type: none"> <li>The Terms of Reference has been developed to accommodate 2 'casual' Council officer positions for the purpose of enabling each section of Council to nominate a staff person to participate on a rotating basis to enable each section of Council to offer input on the RAP.</li> <li>A number of collaborative and consultative strategies have been put forward by the Working Group during RAP development discussions. The draft RAP will be developed to include these practical actions for collaborating and consulting with community members and staff.</li> </ul>
Development of a timeline to guide development, launch and implementation of the RAP, including consultation with Reconciliation Australia at such milestones.	<ul style="list-style-type: none"> <li>It was considered key by the Working Group that majority of members be present to inform the content of the draft RAP. Accordingly, this has affected the RAP timeline.</li> </ul>
Consideration of RAP implementation issues and consultation with relevant community groups and stakeholders.	<ul style="list-style-type: none"> <li>A number of prospective issues have been put forward by the Working Group during RAP development discussions. Public exhibition and consultation for the draft RAP will be tailored with consideration to these prospective issues and a broad, accessible engagement process be undertaken as advised by the Working Group to consult and engage with relevant community groups and stakeholders.</li> </ul>
Design and presentation of the final RAP Document.	<ul style="list-style-type: none"> <li>Council staff are currently preparing the content of a draft RAP to be finalised by the Working Group to enable design of the final document.</li> </ul>

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

No other matters to report.

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

It was considered key by the Working Group that majority of members be present to inform the content of the draft RAP. Accordingly, the timeline to guide development, launch and implementation of the draft RAP has been kept according to Working Group availability.

**oooO END OF REPORT Ooo**



extraordinary  
meeting

end of  
business  
paper

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been produced  
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