



Hawkesbury City Council

extraordinary  
meeting  
business  
paper

date of meeting: 16 September 2014  
location: council chambers  
time: 6:30 p.m.



mission  
statement

***“To create opportunities  
for a variety of work  
and lifestyle choices  
in a healthy, natural  
environment”***

## **How Council Operates**

Hawkesbury City Council supports and encourages the involvement and participation of local residents in issues that affect the City.

The 12 Councillors who represent Hawkesbury City Council are elected at Local Government elections, held every four years. Voting at these elections is compulsory for residents who are aged 18 years and over and who reside permanently in the City.

Ordinary Meetings of Council are generally held on the second Tuesday of each month (except January), and the last Tuesday of each month (except December), meeting dates are listed on Council's website. The meetings start at 6:30pm and are scheduled to conclude by 11pm. These meetings are open to the public.

When an Extraordinary Meeting of Council is held, it will usually also be held on a Tuesday and start at 6:30pm. These meetings are also open to the public.

### **Meeting Procedure**

The Mayor is Chairperson of the meeting.

The business paper contains the agenda and information on the items to be dealt with at the meeting. Matters before the Council will be dealt with by an exception process. This involves Councillors advising the General Manager by 3pm on the day of the meeting, of those items they wish to discuss. A list of items for discussion will be displayed at the meeting for the public to view.

At the appropriate stage of the meeting, the Chairperson will move for all those items which have not been listed for discussion (or have registered speakers from the public) to be adopted on block. The meeting then will proceed to deal with each item listed for discussion and decision.

### **Public Participation**

Members of the public can register to speak on any items in the business paper other than the Confirmation of Minutes; Mayoral Minutes; Responses to Questions from Previous Meeting; Notices of Motion (including Rescission Motions); Mayoral Elections; Deputy Mayoral Elections; Committee Elections and Annual Committee Reports. To register, you must lodge an application form with Council prior to 3pm on the day of the meeting. The application form is available on Council's website, from the Customer Service Unit or by contacting the Manager - Corporate Services and Governance on (02) 4560 4444 or by email at [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au).

The Mayor will invite registered persons to address the Council when the relevant item is being considered. Speakers have a maximum of three minutes to present their views. The Code of Meeting Practice allows for three speakers 'For' a recommendation (i.e. in support), and three speakers 'Against' a recommendation (i.e. in opposition).

Speakers representing an organisation or group must provide written consent from the identified organisation or group (to speak on its behalf) when registering to speak, specifically by way of letter to the General Manager within the registration timeframe.

All speakers must state their name, organisation if applicable (after producing written authorisation from that organisation) and their interest in the matter before speaking.

## **Voting**

The motion for each item listed for discussion will be displayed for Councillors and public viewing, if it is different to the recommendation in the Business Paper. The Chair will then ask the Councillors to vote, generally by a show of hands or voices. Depending on the vote, a motion will be Carried (passed) or Lost.

## **Planning Decision**

Under Section 375A of the Local Government Act 1993, voting for all Planning decisions must be recorded individually. Hence, the Chairperson will ask Councillors to vote with their electronic controls on planning items and the result will be displayed on a board located above the Minute Clerk. This will enable the names of those Councillors voting For or Against the motion to be recorded in the minutes of the meeting and subsequently included in the required register. This electronic voting system was an innovation in Australian Local Government pioneered by Hawkesbury City Council.

## **Business Papers**

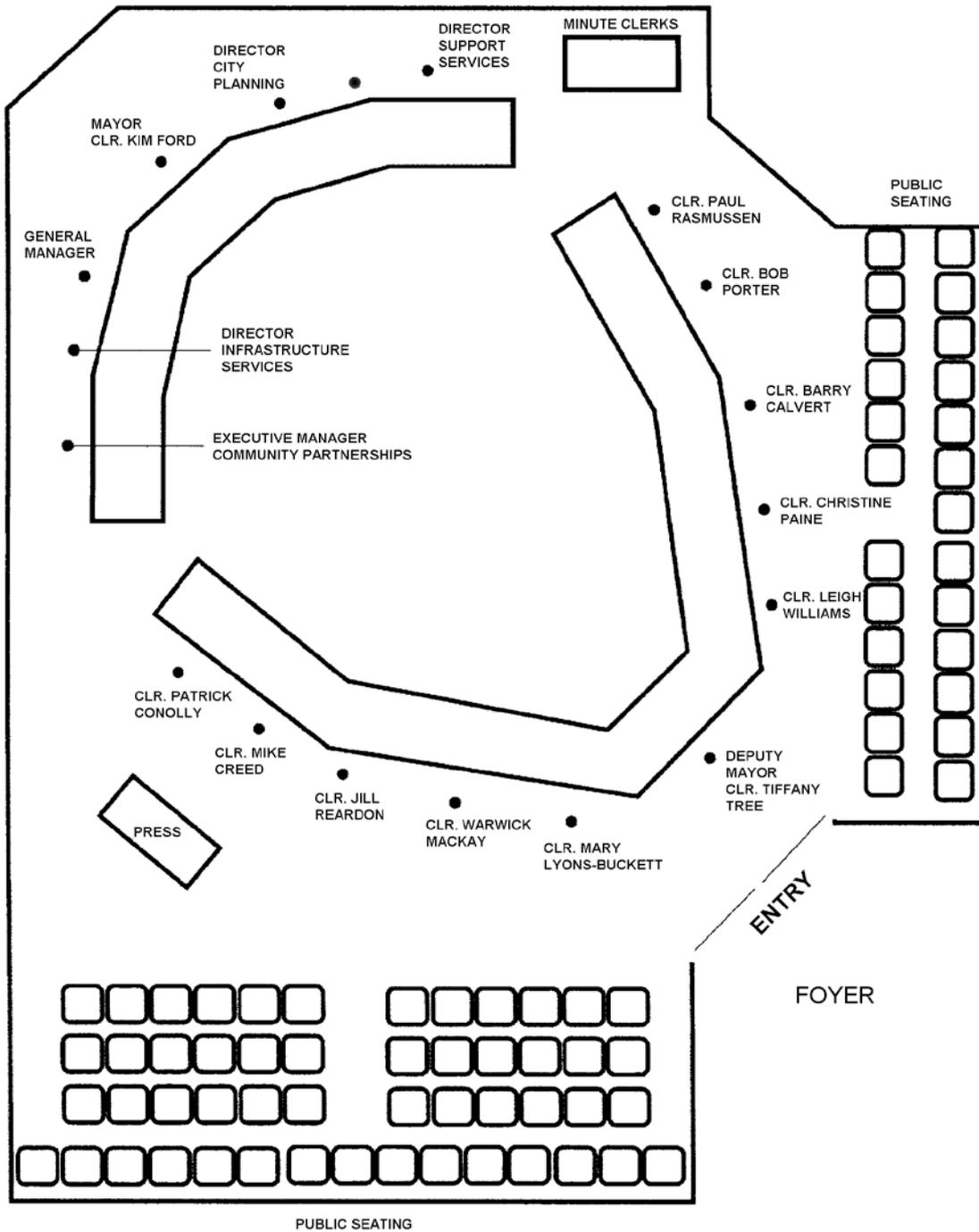
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>

Hard copies of the business paper can be viewed at Council's Administration Building and Libraries after 12 noon on the Friday before the meeting, and electronic copies are available on CD to the public after 12 noon from Council's Customer Service Unit. The business paper can also be viewed on the public computers in the foyer of Council's Administration Building.

## **Further Information**

A guide to Council Meetings is available on the Council's website. If you require further information about meetings of Council, please contact the Manager, Corporate Services and Governance on, telephone (02) 4560 4444.

# Hawkesbury City Council





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**Mayoral Minutes**

**MM Proposal to Explore a Regional Strategic Alliance - (79353, 73986, 73553)**

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**REPORT:**

**Executive Summary**

The Independent Local Government Review Panel released its final report 'Revitalising Local Government' in October 2013. The need for stronger and more effective regional groupings of councils is a consistent theme of this and other reform reports.

With the view of supporting regional cooperative arrangements as suggested by the Review Panel, discussions have recently been held with Blue Mountains and Penrith City Councils with regard to a possible alliance.

The purpose of this Mayoral Minute is to seek the endorsement of the Council to a joint proposal by Blue Mountains, Hawkesbury and Penrith City Councils to explore the potential for a regional strategic alliance between our councils.

**Background**

The Independent Local Government Review Panel released its final report 'Revitalising Local Government' in October 2013. The NSW Government has just released its response to these recommendations. An initial review suggests there may be support, including possible funding, for the approach suggested in this Mayoral Minute. The approach to be taken will have regard to that response.

The recommendations identify elements that the Panel regards as essential to effective local government reform. The need for stronger and more effective regional groupings of councils is a consistent theme of this and other reform reports.

Stronger regional alliances are seen as vital to achieving long term sustainability of local government and to ensure that local government is a more effective partner in regional planning with the State and Commonwealth Governments.

Whilst larger, amalgamated councils are one potential model, which Council's submission to the Review Panel did not support, the reform papers acknowledge that there are other models capable of achieving strategic regional alliances that are effective and can yield benefits of economies of scale and scope whilst maintaining local democracy.

The emerging sub regional groupings of Councils suggest that an alliance between Blue Mountains, Hawkesbury and Penrith City Councils would be a relevant unit in this context.

Given the acknowledged challenges facing local government, innovative approaches are needed to promote effective and sustainable local government into the future. It is considered to be in the interests of our communities to be proactive in developing appropriate strategic alliances for our sub region and region.

Preliminary discussions between Blue Mountains, Hawkesbury and Penrith City Councils have identified an opportunity to proactively engage with this issue and take the opportunity to influence the governance model as it applies to our sub-region.

## ORDINARY MEETING

### Mayoral Minutes

With this as the aim, a proposal has been drafted for the commissioning of an exploratory analysis designed to identify areas of greatest opportunity arising from a regional strategic alliance. The terms of reference are still in draft form but include matters such as a consideration of the regional governance proposals identified by the Local Government Review Panel, an identification of potential planning arrangements and projects which could benefit from a strategic alliance, as well as preparing a report on the preferred governance model and an action plan to achieve an agreed model.

The draft terms of reference also propose to seek funding support from the Office of Local Government. However before such support is finalised, the participating councils will need to agree any terms and conditions.

#### **Conformance to the Hawkesbury Community Strategic Plan**

The proposal is consistent with the Shaping Our Future Together Directions Statements:

- Maintain its independent identity and voice through strong local government and community institutions.
- Have constructive and productive partnerships with residents, community groups and institutions.

and is also consistent with the nominated strategy in the Hawkesbury Community Strategic Plan being:

- Broaden the resources and funding available to our community by working with local and regional partners as well as other levels of government.

#### **Financial Implications**

It is initially proposed to seek funding support from the Office of Local Government to commence a detailed analysis of this proposal.

#### **RECOMMENDATION:**

That Council endorses the:

1. Development of a joint proposal to explore the potential for a regional strategic alliance in collaboration with Blue Mountains and Penrith City Councils;
2. Establishment of a Working Party, initially consisting of the respective Mayors, Deputy Mayors and appropriate members of the Executive Teams of the councils, to oversee and progress the development of a joint proposal; and
3. Seeking of funding support from the Office of Local Government to develop the joint proposal, and that prior to the acceptance of any funding support the member councils agree to any associated terms and conditions.

#### **ATTACHMENTS:**

There are no supporting documents for this report.

oooO END OF MAYORAL MINUTE Oooo

Reports for Determination

GENERAL MANAGER

Item: 171                      GM - Election of Mayor - (79351, 95496)

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**REPORT:**

**Executive Summary**

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

Council, at its Extraordinary Meeting held on 17 September 2013, elected Councillor Kim Ford as its Mayor for the 2013/2014 Mayoral Term.

Accordingly, the election of Mayor of the Council for the 2014/2015 Mayoral Term now needs to be carried out.

**Consultation**

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

**Background**

The following provisions of the *Local Government (General) Regulation 2005 (Schedule 7 as specified by Clause 394)* apply to the election of a Mayor:

***"Part 1 - Preliminary***

**1     *Returning officer***

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

**2     *Nomination***

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.*
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*
- (3) The nomination is to be delivered or sent to the returning officer.*
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

**3     *Election***

- (1) If only one councillor is nominated, that councillor is elected.*
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*

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(3) *The election is to be held at the council meeting at which the council resolves on the method of voting.*

(4) *In this clause:*

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

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

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

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

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

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

(1) *If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.*

(2) *The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.*

(3) *An informal ballot-paper must be rejected at the count.*

#### **6 Count—2 candidates**

(1) *If there are only 2 candidates, the candidate with the higher number of votes is elected.*

(2) *If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.*

#### **7 Count—3 or more candidates**

(1) *If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.*

(2) *If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.*

(3) *If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.*

(4) *A further vote is to be taken of the 2 remaining candidates.*

(5) *Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.*

(6) *If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.*

**Part 3 - Preferential ballot**

**8 Application of Part**

*This Part applies if the election proceeds by preferential ballot.*

**9 Ballot-papers and voting**

- (1) *The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.*
- (2) *The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.*
- (3) *An informal ballot-paper must be rejected at the count.*

**10 Count**

- (1) *If a candidate has an absolute majority of first preference votes, that candidate is elected.*
- (2) *If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.*
- (3) *A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.*
- (4) *In this clause, "absolute majority", in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.*

**11 Tied candidates**

- (1) *If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.*
- (2) *If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.*

## EXTRAORDINARY MEETING

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### **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 17 September 2013, elected Councillor Kim Ford as its Mayor for the 2013/2014 Mayoral Term.

Accordingly, the election of Mayor of the Council for the 2014/2015 Mayoral Term now needs to be carried out.

Appropriate nomination forms for this purpose have been distributed under separate cover.

#### **Conformance to the Hawkesbury Community Strategic Plan**

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

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

#### **Financial Implications**

There are no financial implications applicable to this report.

#### **RECOMMENDATION:**

That an election for the position of Mayor of the City of Hawkesbury for the 2014/2015 Mayoral Term be carried out.

#### **ATTACHMENTS:**

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

oooO END OF REPORT Oooo

**EXTRAORDINARY MEETING**

**Meeting Date:** 16 September 2014

**Item: 172                      GM - Election of Deputy Mayor - (79351, 95496)**

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**REPORT:**

**Executive Summary**

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

Council, at its Extraordinary Meeting held on 17 September 2013, elected Councillor Tiffany Tree as its Deputy Mayor for the 2013/2014 Mayoral Term.

Accordingly, the election of Deputy Mayor of the Council for the 2014/2015 Mayoral Term now needs to be carried out.

**Consultation**

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

**Background**

The legislation that applies to the election of a Mayor by councillors that is outlined in the earlier report on this Business Paper also applies to the election of a Deputy Mayor by councillors.

Council, at its Extraordinary Meeting held on 17 September 2013, elected Councillor Tiffany Tree as its Deputy Mayor for the 2013/2014 Mayoral Term.

Accordingly, the election of Deputy Mayor of the Council for the 2014/2015 Mayoral Term now needs to be carried out.

Appropriate nomination forms for this purpose have been distributed under separate cover.

**Conformance to the Hawkesbury Community Strategic Plan**

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

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

**Financial Implications**

There are no financial implications applicable to this report.

**RECOMMENDATION:**

That an election for the position of Deputy Mayor of the City of Hawkesbury for the 2014/2015 Mayoral Term be carried out.

**ATTACHMENTS:**

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

**oooO END OF REPORT Oooo**

## EXTRAORDINARY MEETING

Meeting Date: 16 September 2014

Item: 173

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

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### REPORT:

#### Executive Summary

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

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

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

#### Consultation

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

#### Background

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

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

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

**EXTRAORDINARY MEETING**

**Meeting Date:** 16 September 2014

<b>Committee</b>	<b>Function</b>	<b>Representative/s</b>	<b>Dates and Frequency of Meetings</b>
<b>a) Committees of Council</b>			
Human Services Advisory Committee	To provide advice and recommendations for the co-ordination of community and social planning for the City of Hawkesbury and to provide a mechanism for the discussion of social issues.	Clr. Calvert Clr. Lyons-Buckett Clr. Mackay	31 October 2013 20 February 2014 8 May 2014 24 July 2014 (No quorum)  Four times per year
Hawkesbury Civics and Citizenship Committee	To consider and determine nominations for recipients of Citizenship Awards (Australia Day, Sports Medal).	Clr. Calvert Clr. Ford (Mayor) Clr. Mackay Clr. Tree (Deputy Mayor)	11 December 2013  No less than once per year
Waste Management Advisory Committee	Established to develop options for future waste management in the City of Hawkesbury	Clr. Porter Clr. Reardon Clr. Tree (Deputy Mayor) Clr Williams	9 October 2013 12 March 2014  No less than two times per year
Hawkesbury Sustainability Advisory Committee	Established to provide a forum for community representatives, Councillors and Council officers to focus on sustainability issues and to ensure a coordinated approach to the development, implementation and evaluation of Council's grant funded sustainability projects and other Council approved sustainability initiatives.	Clr. Lyons-Buckett Clr. Williams	18 November 2013 24 March 2014  Two times per year
Heritage Advisory Committee	Provides advice to Council regarding heritage and related issues.	Clr. Conolly Clr. MacKay (alternate)	6 February 2014 22 May 2014 28 August 2014  Two times per year
Floodplain Risk Management Advisory Committee	Advisory Committee established to provide input in relation to floodplain management issues.	Clr. Lyons-Buckett Clr. MacKay Clr. Porter Clr. Reardon Clr. Tree (Deputy Mayor)	3 October 2013 21 November 2013 27 February 2014 3 April 2014 12 June 2014 21 August 2014  No less than six times per year

**EXTRAORDINARY MEETING**

**Meeting Date:** 16 September 2014

<b>Committee</b>	<b>Function</b>	<b>Representative/s</b>	<b>Dates and Frequency of Meetings</b>
General Manager's Performance Review Panel	To review the performance of the General Manager	Clr Conolly Clr. Ford (Mayor) Clr Porter and one Councillor nominated by the General Manager, if he so chooses	4 March 2014 2 September 2014
Audit Committee	Provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.	Clr. Conolly Clr. Rasmussen Clr. Porter (alternate)	20 November 2013 26 February 2014 28 May 2014 27 August 2014  Four times per year
Hawkesbury Access and Inclusion Advisory Committee	Provide advice on strategies to eliminate barriers which may prevent residents and visitors from accessing services and facilities and participating in community and civic life.	Clr. Calvert Clr. Williams	28 November 2013 27 February 2014 8 May 2014 26 June 2014  No less than four times per year
Development Application Monitoring Advisory Committee	Established to primarily focus on monitoring the processing of development applications generally and those applications relating to riverfront land.	Clr. Creed Clr. Ford (Mayor) Clr Mackay Clr Porter Clr. Tree (Deputy Mayor)	31 October 2013 20 February 2014 15 May 2014 31 July 2014  Four times per year, after the end of each quarter
<b>b) Statutory Committees</b>			
Local Traffic Committee	Committee responsible for considering and recommending requests for alterations to traffic facilities and other traffic related matters.	Clr. Ford (Mayor)	
clubGrants Local Committee	To consider and rank applications received under the clubGrants Scheme.	Clr. Ford (Mayor)	

**EXTRAORDINARY MEETING**

**Meeting Date:** 16 September 2014

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

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<b>Committee</b>	<b>Function</b>	<b>Representative/s</b>	<b>Dates and Frequency of Meetings</b>
NSW Public Libraries Association	Established to represent and support the interests of NSW public libraries.	Clr. Ford (Mayor)	
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney	Clr. Creed	
Golf Hawkesbury Project Committee	Established by Richmond Club Limited and the Hills, Hawkesbury & Riverlands Tourism to oversee the development and implementation of the Golf Hawkesbury Project in the Hawkesbury and to liaise with local businesses.	Clr. Creed	
Local ANZAC Centenary Committee	Established to aid the distribution of a Federal grant to aid community groups with refurbishing and establishing World War I commemorations.	Clr. Reardon	

**Notes:**

1. As Council's representatives on these organisations are actually appointed as "Board Members" it would be desirable if the appointment was, effectively, made for the term of the Council.
2. Council is a member of Westpool and United Independent Pools which are insurance mutuals established via a joint partnership of councils. Westpool was established in 1988 to provide public and professional liability insurance and it has served the nine member councils now for over 25 years.

United Independent Pools is a joint partnership of 18 councils established in 2005 to manage first party losses like property, motor vehicle and crime cover. Both Pools are member-owned and member-driven organisations with substantial self-insured layers and prudential margins equivalent to APRA standards.

The Pools are recognised by the Office of Local Government as the best example of council joint ventures.

The insurance pools attempt to maintain stable insurance costs in an otherwise cyclical and sometimes volatile insurance market. They also support the member councils through providing risk management training and professional development.

Further details are available on the following websites:

Westpool: [www.westpool.nsw.gov.au](http://www.westpool.nsw.gov.au)  
 United Independent Pools: [www.unitedindependentpools.org](http://www.unitedindependentpools.org)

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

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

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

**Conformance to the Hawkesbury Community Strategic Plan**

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

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

**Financial Implications**

There are no financial implications applicable to this report.

**RECOMMENDATION:**

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

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**EXTRAORDINARY MEETING**

**Meeting Date:** 16 September 2014

**Item: 174**

**GM - Various Committees - Annual Reports - (79351, 95496)**

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**REPORT:**

**Executive Summary**

Council has established various Committees under the provisions of Section 377 of the Local Government Act, 1993. Incorporated in the constitution of each of Council's Committees is a requirement for each Committee to submit an annual report.

Each of Council's Committees has now submitted annual reports for the 2013/2014 Mayoral Term, which are outlined in this report. Also comments are provided regarding youth involvement in the Committees.

It is recommended that the various Committee annual reports be received.

**Consultation**

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

**Background**

Council has established various Committees under the provisions of Section 377 of the Local Government Act, 1993. These Committees perform certain functions as identified in their constitutions and include provision for Councillor Representation.

Incorporated in the constitution of each of Council's Committees is a requirement for each Committee to submit an annual report to the Council to enable Council to annually review compliance to the adopted constitution.

Each of Council's Committees have now submitted the following annual reports for the 2013/2014 Mayoral Term:

**1. Human Services Advisory Committee**

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Four times per year	Meetings held on: 31 October 2013 20 February 2014 8 May 2014 24 July 2014 (no quorum - cancelled)

**EXTRAORDINARY MEETING**

**Meeting Date:** 16 September 2014

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Barry Calvert (Chair) (3 meetings attended)	Ms Vicky Shackley (Deputy Chair) (3 meetings attended)
Councillor Mary Lyons-Bucket (2 meetings attended)	Ms Denise Handcock (2 meetings attended)
Councillor Warwick Mackay (Nil meetings attended)	Mr Douglas Carbery (1 meeting attended)
	Mr Nick Sabel (1 meeting attended)
	Mr Glenn Powers (1 meeting attended)
	Ms Jacquie Menzies (2 meetings attended)
	Ms Birgit Walter (2 meetings attended)
	Ms Jane Uff (1 meeting attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
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 (HCSP) 2013 - 2032.	<ul style="list-style-type: none"> <li>• Elements of an integrated human services planning framework have been undertaken through:                             <ul style="list-style-type: none"> <li>- Gap analysis of human service needs of residents of the Hawkesbury (consistent with the Hawkesbury Community Strategic Plan 2013 – 2032);</li> <li>- Training in Results Based Accountability (RBA) as a model for responding to/and measuring human service needs;</li> <li>- Developing benchmarks for the provision of human services as identified through Social Impact Assessments (SIA's) for key growth areas of the Hawkesbury.</li> </ul> </li> </ul>
b) To provide advice to Council on consultative strategies for inviting submissions and comments in relation to the Human Services Planning Strategy;	<ul style="list-style-type: none"> <li>• Advice was provided to Council staff and planning undertaken through the Committee's SIA working groups, regarding the provision of human service needs and infrastructure in proposed growth areas of North Richmond (2 meetings) and Glossodia (2 meetings). The Committee were also involved in the consultations for the development of the Hawkesbury Homeless Action Plan in 2013 and 2014.</li> </ul>
c) To review the directions, strategies, and goals within the Hawkesbury Community Strategic Plan 2013 - 2032 to undertake a gap analysis of human service needs of residents of the Hawkesbury.	<ul style="list-style-type: none"> <li>• A gap analysis of human service needs in reviewing the directions, strategies, and goals within the Hawkesbury Community Strategic Plan 2013 - 2032 was undertaken in 2013.</li> </ul>

**EXTRAORDINARY MEETING****Meeting Date:** 16 September 2014

<b>Objectives in Constitution</b>	<b>Current Status</b>
<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 2013 - 2032.</p>	<ul style="list-style-type: none"> <li>• The Draft Final Community Indicators were endorsed by the Committee on 8 May 2014 and recommended for adoption by Council (reported to Council's Ordinary Meeting on 29 July 2014). The Community Indicators were aligned with the Hawkesbury Community Strategic Plan 2010 – 2030 and for incorporation of these indicators into Council's biennial Community Survey.</li> <li>• Training has also been provided to the Committee in using RBA to measure progress in the improvement of well-being of residents of the Hawkesbury.</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>• An integrated human service planning framework has been used in developing the SIA's recommendations for growth areas of the Hawkesbury. RBA thinking was also applied in relation to priority human service needs of the Hawkesbury in the planning and development of the Hawkesbury Homeless Action Plan (July 2014). The Committee also receives regular updates on priority areas such as: affordable housing; homelessness; and the health and well-being of Hawkesbury residents.</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 issues through representation, lobbying and/or advocating to government agencies and/or elected representatives.</p>	<ul style="list-style-type: none"> <li>• Recommendations from the Committee were forwarded to Council at the Ordinary Meeting of 26 August 2014 regarding the Non Provision of Funded Allied Health Services to Hawkesbury Residents - for representation to and advocating elected representatives/ministers of government.</li> <li>• The Committee also endorsed the (Final Draft) Hawkesbury Homeless Action Plan (HHAP, July 2014) which was developed in conjunction with the Hawkesbury Housing Forum as per the Council resolution. The draft HHAP was reported to and endorsed by Council on 29 July 2014.</li> </ul>

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

Election of Chairperson and Deputy Chairperson were held at the 31 October 2013 meeting of the HSAC (in line with the HSAC Constitution).

**EXTRAORDINARY MEETING**

**Meeting Date:** 16 September 2014

**2. Hawkesbury Civics and Citizenship Committee**

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
No less than once per year.	Meeting held on: 11 December 2013

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Kim Ford (Mayor) (1 meeting attended)	David Bertenshaw - Hawkesbury Sports Council Representative (1 meeting attended)
Councillor Tiffany Tree (Deputy Mayor) (Nil meetings attended)	Geoff Luscombe - Richmond Club Representative (1 meeting attended)
Councillor Barry Calvert (Nil meetings attended)	Ted Brill - Historical Society Representative (1 meeting attended)
Councillor Warwick Mackay(1 meeting attended)	Barry Adams - Community Representative (1 meeting attended)
	Tod Miladinovic - Community Representative (Resigned 11 January 2014) (Nil meetings attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a) To determine the winners, through a process of award recipient selection, for several awards including but not limited to; Australia Day Awards and the Sports Medal and Sports Certificate Awards.	<ul style="list-style-type: none"> <li>Nominations for the 2014 Hawkesbury Australia Day Awards were considered and winners chosen.</li> <li>Nominations for the 2014 Hawkesbury Sports Awards were sought. No nominations received. The matter was referred to the General Manager and discussed with the Mayor. It was determined that the Hawkesbury Sports Awards would not proceed for 2014.</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>At the meeting held 1 December 2013 the criteria for the Hawkesbury Sports Award program was reviewed and it was proposed that a review be undertaken of all current award programs. It was resolved: <i>"That the Committee receive the reviewed criteria for the Hawkesbury Sports Award Program and support the review of all award programs."</i></li> <li>The review of the Awards will be undertaken in the coming year.</li> </ul>

**EXTRAORDINARY MEETING****Meeting Date:** 16 September 2014

<b>Objectives in Constitution</b>	<b>Current Status</b>
c) Actively encourage nominations from the community for the awards programs to further enhance the quality and quantity of submissions Council receives.	<ul style="list-style-type: none"> <li>• Nominations were also encouraged by the use of publicity via mayoral columns, mayoral speeches, website, media releases and quarterly newsletter promotion.</li> <li>• Banners for both the Australia Day Award Program and Hawkesbury Sports Award Program were erected on the community banner poles.</li> <li>• Local nominations for Australian of the year were encouraged to be resubmitted to the Hawkesbury's Citizen of the Season Award program.</li> </ul>
d) To assist when requested, with recommendations for special civic or community celebrations.	<ul style="list-style-type: none"> <li>• No requests were received</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>

**3. Waste Management Advisory Committee****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: 9 October 2013 12 March 2014

**Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Jill Reardon (1 meeting attended)	Ms Robin Woods - Community Member (1 meeting attended)
Councillor Bob Porter (1 meeting attended)	Mr Geoffrey Bessell - Community Member (2 meetings attended)
Councillor Tiffany Tree (Deputy Mayor) (1 meeting attended)	Professor Basant Maheshwari - (1 meeting attended)
Councillor Leigh Williams (2 meetings attended)	

**EXTRAORDINARY MEETING****Meeting Date:** 16 September 2014**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</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>Future waste management options for the City are investigated and discussed. A master plan has been prepared for the Hawkesbury City Waste Management Facility. Options identified in the master plan are being explored. Based on discussions at the Committee advice will be provided to Council about the available options for the site.</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>Future waste management strategies, systems and technologies are currently being investigated and discussed at the Committee. These options will be presented to and discussed with Council.</li> </ul>
c) To liaise with local communities on waste management issues, to ensure that the community's views are included in the decision making process of Council.	<ul style="list-style-type: none"> <li>The community are represented on the Committee. Their views are sought as part of the discussion and decision making process at Committee and by Council.</li> </ul>
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>Ongoing discussion is being undertaken with neighbouring councils and government authorities as part of a regional approach to waste management.</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>Public awareness strategies will be developed as part of the current strategy and master plan for the Waste Management Facility. These strategies will be used to seek public feedback on the proposals for the site. Council will be advised on the outcome of this consultation.</li> </ul>

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

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Two times per year.	Meetings held on: 18 November 2013 24 March 2014

**EXTRAORDINARY MEETING****Meeting Date:** 16 September 2014**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Mary Lyons-Buckett (Chair) (2 meetings attended)	Mr John Street – Community Representative (2 meetings attended)
Councillor Leigh Williams (Nil meetings attended)	Ms Jen Dollin (Deputy Chair) – UWS (2 meetings attended)
	Ms Jean Downie – Community Representative (1 meeting attended)
	Ms Vickii Lett – Community Representative (2 meetings attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a) To assist in the achievement of the key environmental goals contained in Council's Community Strategic Plan.	<ul style="list-style-type: none"> <li>A series of Community Indicators have been discussed. These Indicators have been developed with regard to the Community Strategic Plan. Discussion regarding the Indicators is ongoing.</li> </ul>
b) To facilitate information-sharing, education and support necessary for informed action on sustainability throughout the community.	<ul style="list-style-type: none"> <li>The meetings are a forum for sharing of information and education about sustainability on a broad scale and in the Hawkesbury.</li> </ul>
c) To maximise resource reduction, reuse and recycling.	<ul style="list-style-type: none"> <li>The development and adoption of Indicators will assist with the reduction, reuse and recycling of resources. The Indicators will set targets to achieve this goal.</li> </ul>
d) To establish and maintain natural resource management (NRM) networks.	<ul style="list-style-type: none"> <li>The membership of the Committee has helped to establish networks in the community of people who are passionate about NRM.</li> </ul>
e) To support and progress an active volunteer network for NRM and other sustainable activities.	<ul style="list-style-type: none"> <li>The opportunities for volunteers involved in NRM and sustainable activities will be facilitated through the adoption of community/sustainability indicators.</li> </ul>
f) To engage the community in the development and implementation of sustainability initiatives and activities.	<ul style="list-style-type: none"> <li>The Committee offers an opportunity for the community to be engaged in the development of sustainability initiatives and activities. The first step in this process is the development of Sustainability Indicators.</li> </ul>

**EXTRAORDINARY MEETING****Meeting Date:** 16 September 2014**5. Heritage Advisory Committee****Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Two times per year.	Meetings held on: 6 February 2014 22 May 2014 28 August 2014

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Patrick Conolly (1 meeting attended)	Mr Glenn Falson (1 meeting attended)
	Ms Janice Hart (2 meetings attended)
	Professor Ian Jack (3 meetings attended)
	Mr Jonathan Auld (1 meeting attended)
	Ms Michelle Nichols (1 meeting attended)
	Mr John Miller (2 meetings attended)
	Ms Carol Roberts (3 meetings attended)
	Ms Judith Newland (3 meetings attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a) Advise Council about heritage assistance, grant applications review and recommendations.	<ul style="list-style-type: none"> <li>Successful in obtaining financial assistance grant of \$9,000 from NSW Office of Environment and Heritage. Funds to specifically target landowners with slab barns requiring urgent repair or stabilisation. Council contributing matching potential allocation of \$18,000</li> </ul>
b) Advise and make recommendations to Council in relation to the nomination and deletion of Heritage Listed items from the Local Environmental Plan (LEP) and to identify items of State significance, which should be included in the NSW Heritage Office State Heritage Register or of National significance.	<ul style="list-style-type: none"> <li>Anomalies brought to the attention of staff in relation to certain items (including St Gregory's Catholic Church at Kurrajong) inadvertently omitted from heritage list during development of current LEP.</li> </ul>
c) Liaise with local communities and businesses in organising 'Heritage Week' events and to provide advice to Council on heritage programming, exhibitions, education and tourism events.	<ul style="list-style-type: none"> <li>Formation of sub-committee to assist in compilation of draft list of actions in preparation for the National Trust Heritage Festival 2015.</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date:** 16 September 2014

<b>Objectives in Constitution</b>	<b>Current Status</b>
<p>d) Advise Council and work with the community to increase awareness of heritage matters through education such as publications, seminars, public displays and award recommendations.</p>	<ul style="list-style-type: none"> <li>• Committee sought Council's assistance in:                             <ul style="list-style-type: none"> <li>- Placing in-kind notices in media to promote National Trust Heritage Festival 2014 event held in April-May;</li> <li>- Consulting with the Richmond RAAF Base in relation to erecting interpretative signage in Ham Common carpark, which describes the history of RAAF as being the second largest RAAF base in Australia.</li> </ul> </li> </ul>
<p>e) Provide Council with advice on the management of heritage within the area. This includes reviewing Council or government policies that affect the Local Government Area heritage, recommending conservation objectives, policies and strategies and providing advice on these matters where appropriate.</p>	<ul style="list-style-type: none"> <li>• Endorsement of investigation into apparent alignment anomalies in Thompson Square - State listing line of Thompson Square Conservation Area differs from Council's LEP.</li> </ul>
<p>f) Provide Council with advice on the consistent management and balanced treatment of heritage places forming the cultural heritage of the area by identifying places of cultural significance within the city and to encourage their conservation for today's and future generations.</p>	<ul style="list-style-type: none"> <li>• Peer review of strategic and operational context in relation to proposed installation of plaques on heritage sites and concept of development of heritage walks.</li> </ul>
<p>g) Act as a reference and peer review body as required for heritage surveys, conservation reports, planning studies and other heritage related bodies of work.</p>	<ul style="list-style-type: none"> <li>• Committee requested survey of historical milemarkers and boundary stones as identified by Roads and Maritime Services. Survey subsequently undertaken by Council heritage advisor and survey sheets prepared.</li> </ul>
<p>h) Work with the community in the promotion, education, advocacy, encouragement, understanding, use and enjoyment of the cultural heritage of the city and to provide advice thereon to Council.</p>	<ul style="list-style-type: none"> <li>• Implementation of education program for landowners in relation to slab barns with information session presented to slab barn landowners on 19 August 2014. Educational seminars to be subsequently developed and delivered.</li> </ul>
<p>i) Assist in the application of Council's Sustainability Principles and Objectives contained in Council's Community Strategic Plan.</p>	<ul style="list-style-type: none"> <li>• Committee actively supports promotion of awareness of sustainable development as a tool for heritage conservation and contributes to ongoing review of sustainability website to enhance heritage conservation focus.</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date:** 16 September 2014

**6. Floodplain Risk Management Advisory Committee**

**Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
No less than six times per year.	Meetings held on: 3 October 2013 21 November 2013 27 February 2014 3 April 2014 12 June 2014 21 August 2014

**Membership**

<b>Councillors</b>	<b>Community Members and Others</b>
Councillor Bob Porter (Chair) (6 meetings attended)	Mr Peter Cinque OAM - SES (Nil meetings attended)
Councillor Tiffany Tree (Deputy Mayor) (Nil meetings attended)	Mr Harry Panagopoulos - OEH (4 meetings attended)
Councillor Mary Lyons-Buckett (6 meetings attended)	Ms Kirstan Smelcher - RAAF (Nil meetings attended)
Councillor Jill Reardon (4 meetings attended)	Snr Inspector Robert Bowman - DPI (1 meeting attended)
Councillor Warwick Mackay (5 meetings attended)	Mr Les Sheather (5 meetings attended)
	Mr Kevin Jones - SES (2 meetings attended)
	Mr Geoffrey Bessell (5 meetings attended)
	Mr Damian Moon (6 meetings attended)
	Mr Trevor Devine (Deputy Chair) (6 meetings attended)
	Mr Ted Books (6 meetings attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a) Advise Council about information, research and analysis required to understand the nature and degree of flood risk in Hawkesbury LGA generally and in particular localities.	<ul style="list-style-type: none"> <li>Discussions within Committee focused on impacts of dredging, insurance premiums, existing and proposed development controls, raising Warragamba Dam wall, evacuation, the Hawkesbury Nepean Valley Flood Management Review.</li> </ul>
b) Advise Council about town planning measures and standards considered necessary to minimise risk to life and property in Hawkesbury LGA.	<ul style="list-style-type: none"> <li>The Committee received a report explaining controls proposed in the draft Flood Risk Management Chapter of the Hawkesbury Floodplain Risk Management Study and Plan.</li> </ul>

**EXTRAORDINARY MEETING****Meeting Date:** 16 September 2014

<b>Objectives in Constitution</b>	<b>Current Status</b>
c) Advise Council about road and drainage infrastructure and other physical works required to minimise risk to life and property in Hawkesbury LGA.	<ul style="list-style-type: none"> <li>The Committee received a report on civil construction works associated with the Bligh Park Evacuation Route Options Study. The Committee resolved to form a technical working party to comprising representatives from RMS, SES, community representatives and staff to facilitate discussion and consider a way forward and to investigate implementation of dual outbound lanes on Jim Anderson Bridge during flood emergencies and lane duplication options, east of Jim Anderson Bridge.</li> </ul>
d) Advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required.	<ul style="list-style-type: none"> <li>Committee discussed promotional opportunities with OEH representative to raise public awareness of various works undertaken by Council's Infrastructure department in relation to flooding.</li> </ul>
e) Recommend to Council measures to reduce flood risk to Council's infrastructure and buildings.	<ul style="list-style-type: none"> <li>Nil to report</li> </ul>
f) Liaise with State agencies and neighbouring Councils involved in the Hawkesbury Nepean Floodplain Management Strategy.	<ul style="list-style-type: none"> <li>Achieved through membership of the Committee.</li> </ul>
g) Advise Council in relation to representations to other levels of government in support of initiatives to reduce flood risk to life and property in Hawkesbury LGA.	<ul style="list-style-type: none"> <li>The Committee discussed raising Warragamba Dam wall and dredging of the Hawkesbury River.</li> </ul>
h) Assist the Council in the development and implementation of a Flood Risk Management Plan.	<ul style="list-style-type: none"> <li>Floodplain Risk Management Study and Plan for the Hawkesbury River adopted by Council in December 2012. Committee is charged with the implementation of the Plan.</li> </ul>

**7. Audit Committee****Meetings Held**

<b>Constitution Requirement for Frequency</b>	<b>Dates and Compliance to Number Required</b>
Four times per year.	Meetings held on: 20 November 2013 26 February 2014 28 May 2014 27 August 2014

**EXTRAORDINARY MEETING****Meeting Date:** 16 September 2014**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Patrick Conolly (2 meetings attended)	Ms Nisha Maheshwari (Chair) (3 meetings attended)
Councillor Paul Rasmussen (2 meetings attended)	Mr Harry Khouri (Deputy Chair) (2 meetings attended)
Councillor Bob Porter (Alternate) (1 meeting attended)	Mrs Ellen Hegarty (4 meetings attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a) Control Framework	<ul style="list-style-type: none"> <li>• Independent members appointed following Local Government elections in 2012.</li> <li>• Internal Audit Management Plan 2014-2017 developed and adopted by Audit Committee.</li> <li>• Internal Audit Operational Plan 2014/2015 developed and adopted by Audit Committee.</li> <li>• Audit Committee Charter reviewed and adopted by Audit Committee.</li> </ul>
b) External Accountability	<ul style="list-style-type: none"> <li>• Annual Financial Statements for 2012/2013 presented to Committee in October 2013.</li> </ul>
c) Legislative Compliance	<ul style="list-style-type: none"> <li>• Legislative compliance audits included in three year Internal Audit Management Plan.</li> </ul>
d) Internal Audit	<ul style="list-style-type: none"> <li>• Audits completed in 2013/2014 include: <ul style="list-style-type: none"> <li>- Business Continuity</li> <li>- Records Management</li> <li>- Grants Administration</li> <li>- Section 94 Contributions</li> <li>- Waste Management Facility</li> <li>- Risk Management</li> <li>- RMS Drives Database</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>• Risk Management Framework developed for the organisation and endorsed by the Audit Committee.</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date:** 16 September 2014

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

**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: 28 November 2013 27 February 2014 8 May 2014 26 June 2014

**Membership**

<b>Councillors (Number of meetings attended)</b>	<b>Community Members and Others (Number of meetings attended)</b>
Councillor Barry Calvert (1 meeting attended)	Mr Alan Aldrich (3 meetings attended)
Councillor Leigh Williams (2 meetings attended)	Mr Robert Bosshard (3 meetings attended)
	Ms Debbie Court (3 meetings attended)
	Mr Desmond Crane (4 meetings attended)
	Mr Ken Ferris (1 meeting attended)
	Ms Carolyn Lucas (3 meetings attended)
	Mar-Jo McDonnell (2 meetings attended)
	Mr Robert Bosshard (3 meetings attended)
	<b>Appointed for part of reporting period:</b>
	Mr Gary London (2 meetings attended)
	Ms Melanie Oxenham (1 meeting attended)
	Ms Kate Barlow (1 meeting attended)

**Committee Business**

<b>Objectives in Constitution</b>	<b>Current Status</b>
a) To advise and assist Hawkesbury City Council staff in the drafting of the Hawkesbury Access and Inclusion Plan to eliminate barriers which may prevent residents and visitors from accessing services and facilities and participating fully in community and civic life.	<ul style="list-style-type: none"> <li>Draft Access and Inclusion Plan completed and reported to Council on 29 July 2014 and placed on public exhibition.</li> </ul>
b) To provide advice to Hawkesbury City Council staff on consultative strategies for inviting submissions and comments in relation to the draft Hawkesbury Access and Inclusion Plan and other Council Plans.	<ul style="list-style-type: none"> <li>Committee designed and implemented consultative strategy to inform the content of the draft Hawkesbury Access and Inclusion Plan. Strategy included on-line survey and consultative forums.</li> </ul>
c) To provide advice to Hawkesbury City Council staff on the application of 'good practice' access and inclusion principles as they apply to the design of buildings and public spaces and the delivery of services	<ul style="list-style-type: none"> <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.</li> </ul>

**EXTRAORDINARY MEETING**

**Meeting Date:** 16 September 2014

Objectives in Constitution	Current Status
<p>d) Provide advice to Hawkesbury City Council staff on the design of footpaths, pedestrian crossings, kerb ramps, transition zones which may be required to ensure that as far as possible new developments and plans of management for Council's parks and open spaces include provision for disability access and social inclusion.</p>	<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 been requested to attend meetings to brief Committee on proposed works. A more formal process for facilitating commentary on developments and plans may be developed following adoption of the Access and Inclusion Plan.</li> </ul>
<p>e) To provide advice and guidance to Hawkesbury City Council staff on strategies to raise community awareness about access and inclusion issues impacting on residents of the City of Hawkesbury, and where required to recommend actions for Council's consideration in relation to these matters.</p>	<ul style="list-style-type: none"> <li>Proposed actions for raising community awareness about access and inclusion issues have been included in the Draft Access and Inclusion Plan. These actions will be implemented following the adoption of the Plan. The Access and Inclusion Checklist (see below) has also been developed to raise awareness about access and inclusion issues.</li> </ul>
<p>f) To prepare and submit, at least on an annual basis, a schedule of identified rectification works which would improve access for people with disabilities and/or address barriers preventing people from accessing services and facilities, which can be considered by Council in conjunction with the preparation of Council's Management Plan.</p>	<ul style="list-style-type: none"> <li>Committee developed Access and Inclusion Checklist to identify and respond to access and inclusion barriers. Checklist was piloted and reported to Council in March 2014 where it was adopted by Council for implementation. The intent of the Checklist is to assist Council Managers to undertake access and inclusion audits to identify rectification works which can be considered in conjunction with the preparation of Council's Management Plan.</li> </ul>
<p>g) To provide a mechanism through which Council can be informed of access and inclusion issues where Council may be in a position to seek a resolution or advice regarding these issues through representations, lobbying and/or advocating to government agencies and/or elected representatives.</p>	<ul style="list-style-type: none"> <li>No issues were identified for reporting to Council. However, the Draft Access and Inclusion Plan includes a number of actions where Council has been requested to undertake advocacy role in relation to specific access and inclusion matters. These matters will be pursued following the adoption of the Plan. In addition, a number of 'in house' issues were identified and followed up by Council staff.</li> </ul>
<p>h) To consider and undertake such projects, subject to the availability of resources, which would generally assist residents and visitors to access services and facilities and promote their inclusion and participation in community and civic life.</p>	<ul style="list-style-type: none"> <li>The primary project which has been completed has been the development and implementation of the Access and Inclusion Checklist (as identified above) and the inclusion of an 'Accessibility Improvements' category within Councils Community Sponsorship Program Guidelines.</li> </ul>

**Youth Participation**

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

One of the key recommendations in the Report related to the staging and funding of regular Youth Summits. The first Hawkesbury Youth Summit was held on 24 November, 2009 with a further Youth Summit held on 29 March 2012 to continue the dialogue between Council and Young People. Planning for the 2015 Youth Summit is underway. The outcomes and recommendations of the Youth Summits have been reported to Council and their recommendations adopted. The adoption of the recommendations has provided the primary focus for Council's youth engagement and participation activities. The key measures that have been implemented to improve the participation of young people in Council planning and policy making (as recommended by the young people through the Youth Summits) have been the appointment of a Youth Participation Officer (YPO) and the establishment of a social media Facebook page to exchange information with young people.

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

- the preliminary planning and design for the staging of the 2015 Youth Summit;
- the implementation of the key findings and recommendations from the 2012 Youth Summit;
- the development and implementation of a comprehensive program of youth week events;
- a photographic competition held in conjunction with the review of the Hawkesbury Cultural Plan – the "click" competition was designed to capture the views of young people about what the Hawkesbury means to them. 50 young people participated with their photos exhibited at the Deerubbin Centre during Youth Week 2014;
- a youth-specific consultation on youth homelessness held in conjunction with the Hawkesbury Youth Interagency (HYI), with the findings yet to be reported to the HYI

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

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

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

Human Services Advisory Committee - The Committee continues to support the recommendations of Youth Summits that require youth consultation to be specific to young people and that Council representatives support youth specific forums and consultations. The Committee members have attended Youth Specific events in the 2013/2014 reporting period (e.g. Youth Homelessness event in Bligh Park).

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

Hawkesbury 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. Young people also participated in the focus group held in conjunction with the development of the draft Hawkesbury Access and Inclusion Plan.

## EXTRAORDINARY MEETING

Meeting Date: 16 September 2014

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

The operating briefs and terms of reference for Council's other committees - Floodplain Risk Management Advisory Committee; Waste Management Advisory Committee; Heritage Advisory Committee and Audit Committee – do not easily lend themselves to youth participation and involvement. However the Youth Participation Officer is available to facilitate communication with young people on relevant issues where the views of young people are required as part of the work of Council committees.

### **Conformance to the Hawkesbury Community Strategic Plan**

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

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

### **Financial Implications**

There are no financial implications applicable to this report.

### **RECOMMENDATION:**

That the contents of the report and the annual reports of the various Council Committees for the 2013/2014 Mayoral Term as detailed in the report be received.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



extraordinary  
meeting

end of  
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