

File No: 100/2018

17 August 2018

Dear Councillor,

You are kindly requested to attend the **Ordinary Meeting** of Wingecarribee Shire Council to be held in **Council Chambers**, **Civic Centre**, **Elizabeth Street**, **Moss Vale** on **Wednesday 22 August 2018** commencing at **3.30 pm**.

Yours faithfully

Ann Prendergast

General Manager

SCHEDULE

3.30pm Council Meeting begins

5.30pm Questions from the Public

to be read out

7.40pm Closed Council

O Civic Centre, Elizabeth St, Moss Vale, NSW 2577. PO Box 141, Moss Vale. t. (02) 4868 0888 f. (02) 4869 1203

RUNNING SHEET

ORDINARY MEETING OF COUNCIL

held in the Council Chambers, Civic Centre, Elizabeth Street, Moss Vale

on Wednesday, 22 August 2018 at 3.30 pm.

Time	Item
3.30pm	Opening of meeting – please remind all present that mobile phones must be switched off before the meeting and that the meeting is tape recorded and the Council Chamber now has 24 Hour Video Surveillance.
	Acknowledgement of Country - Clr L A C Whipper
3.32pm	Opening Prayer – Director Peter Thomas Capernwray Bible College
3.35pm	 Apologies (if any) Adoption of Previous Minutes – Wednesday 8 August 2018 Business Arising (if any) Declarations of Interest (if any) Mayoral Minute (if any) Public Forum (if any) Motion to move into Committee of the Whole - Clr L A C Whipper Visitor Item - Nil Council Reports
5.30pm	Motion to move into Council and the Mayor resumes the Chair
5.30pm	Questions from the Public - to be read Continuation of Council Reports General Business Questions Questions with Notice Notices of Motion
7.40pm	Closed Council
8.00pm	Meeting Closed

Ann Prendergast **General Manager**





Business

1.	OPENING OF THE MEETING
2.	ACKNOWLEDGEMENT OF COUNTRY
3.	PRAYER
4.	APOLOGIES Nil
5.	ADOPTION OF MINUTES OF PREVIOUS MEETING Ordinary Meeting of Council held on 8 August 2018
6.	BUSINESS ARISING FROM THE MINUTES
7.	DECLARATIONS OF INTEREST 1
8.	MAYORAL MINUTES
9.	PUBLIC FORUM
CON	IMITTEE OF THE WHOLE
10.	VISITOR MATTERS OPERATIONS, FINANCE AND RISK Nil CORPORATE, STRATEGY AND DEVELOPMENT SERVICES Nil
11.	EN BLOC MOTION
12.	OPERATIONS FINANCE AND RISK 12.1 Tender Report Weed Control and Identification
13.	CORPORATE STRATEGY AND DEVELOPMENT SERVICES 13.1 Draft Neighbourhood Noise Policy

Wednesday 22 August 2018



13.2 Bi-Annual Delivery Program Progress Report, January to June 2018.. 46

Mayor to resume chair at 5.30 pm

1 1 1		TERS
\mathbf{c}		

14.	GENERAL MANAGER 14.1 Legal Report		
15.	DELEGATE REPORTS		
16.	PETITIONS Nil		
17.	CORRESPONDENCE FOR ATTENTION Nil		
18.	COMMITTEE REPORTS		
	18.1 Minutes of the Finance Committee Meeting held on Wednesday, 15 August 2018		
19.	QUESTIONS WITH NOTICE		
	19.1 Question with Notice 8/2018 - High Life Property Publication108		
	19.2 Question with Notice 9/2018 - Southern Highlands Illawarra Academy of Sport Athletes		
20.	NOTICES OF MOTION		
	20.1 Notice of Motion 25/2018 - Mount Gibraltar Walking Track111		
21.	GENERAL BUSINESS		
	Nil		
22.	CLOSED COUNCIL		
	Moving into Closed Session112		
	22.1 Tender Report Weed Control and Identification (Closed) This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)d(i) as it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.		
	22.2 Tender Report Closed Mittagong Oval Lighting Renewal This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)d(i) as it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.		
	22.3 Sale of Proposed Lots 1263 and 1265 Anembo Street Moss Vale This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)d(i) as it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.		

Wednesday 22 August 2018



22.4 Proposed lease, Highlands Golf Course, Old Hume Highway Mittagong

This report is referred to Closed Committee in accordance with \$10A(2) of the Local Government Act, 1993, under clause 10A(2)d(i) as it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.

22.5 Post Tender Negotiations for the Upgrade of Braemar Avenue Culvert, Braemar (Closed)

This report is referred to Closed Committee in accordance with \$10A(2)\$ of the Local Government Act, 1993, under clause 10A(2)d(i) as it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.

22.6 Legal Report - Closed Council

This report is referred to Closed Committee in accordance with \$10A(2) of the Local Government Act, 1993, under clause 10A(2)(a) as it contains personnel matters concerning particular individuals (other than councillors), under clause 10A(2)(e) as it contains information that would, if disclosed, prejudice the maintenance of law and under clause 10A(2)(g) as it contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.

23. RESUMPTION OF OPEN COUNCIL

Resumption of Open Council Adoption of Closed Session

24. ADOPTION OF COMMITTEE OF THE WHOLE

25. MEETING CLOSURE



Our Mission, Our Vision, Our Values

OUR MISSION

To create and nurture a vibrant and diverse community growing and working in harmony with our urban, agricultural and natural environments

Leadership: 'An innovative and effective organisation with strong leadership'

People: 'A vibrant and diverse community living harmoniously, supported by innovative services and effective communication with Council'

OUR VISION

OUR VALUES

Places: 'Places that are safe, maintained, accessible, sympathetic to the built and natural environment, that supports the needs of the community'

Environment: 'A community that values and protects the natural environment enhancing its health and diversity'

Economy: 'A strong local economy that encourages and provides employment, business opportunities and tourism'

Integrity, trust and respect

Responsibility and accountability

Communication and teamwork

Service quality

Wednesday 22 August 2018



Council Chambers

Recording of Ordinary and Extraordinary Meetings of Council

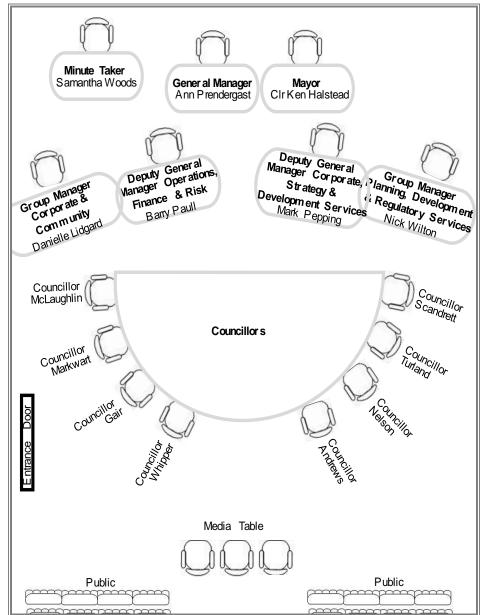
As authorised by the *Local Government Act 1993*, Wingecarribee Shire Council records the proceedings of the Ordinary and Extraordinary Meetings of Council to ensure accurate transcription of resolutions.

Recording of meetings by members of the media is permitted only for the purpose of verifying the accuracy of any report concerning such meeting. Broadcasting of any sound recording is not permitted. Video recording is also not permitted. No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of Council without prior permission of the Council.

The Council Chamber now has 24 Hour Video Surveillance.

Wednesday 22 August 2018





Wednesday 22 August 2018



ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Traditional Custodians of this land and pay my respect to Elders both past and present. I would also like to extend that respect to all Aboriginal and Torres Strait Islanders present here today.

APOLOGIES

Request for Leave of Absence – Councillor P W Nelson

Councillor Clr P W Nelson intends to be absent from all Council commitments on Wednesday, 22 August 2018, including the Ordinary Meeting of Council and Briefing Sessions that day, for personal reasons.

Under Section 234 of the *Local Government Act 1993* and Clause 235A of the *Local Government Regulations 2005* leave of absence can be granted to a Councillor with Council approval.

Council's consideration of the request for leave of absence is sought.

DECLARATIONS OF INTEREST

101/3, 101/3.1

The provisions of Chapter 14 of the *Local Government Act 1993* regulate the way in which Councillors and nominated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public trust.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest and the reasons for declaring such interest must be disclosed as soon as practicable after the start of the meeting.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussions or voting on that matter and further require that the member vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



COMMITTEE OF THE WHOLE

12 OPERATIONS FINANCE AND RISK

12.1 Tender Report Weed Control and Identification

Reference: 6330/18.01

Report Author: Team Leader Open Spaces (Bushcare)

Authoriser: A/Coordinator Open Spaces

Link to Community

Strategic Plan: Sustainably manage natural resources for broader

community benefit

PURPOSE

The purpose of this report is to present the evaluation of the Request for Weed Control and Identification Tender - Category 1 and Category 2.

RECOMMENDATION

1. <u>THAT</u> in relation to the report concerning Tender Report Weed Control and Identification, Council adopts the recommendations contained within the Closed Council report – Item 22.1.

OR

2. <u>THAT</u> the report concerning Tender Report Weed Control and Identification be considered in Closed Council – Item 22.1.

Note: In accordance with Council's Code of Meeting Practice, immediately after a motion to close part of a meeting to the public has been moved and seconded, debate on the motion should be suspended to allow the public to make representations to Council as to why the item should not be considered in Closed Council.

REPORT

BACKGROUND

Council (the Principal) sought Tenders from appropriately qualified and experienced Tenderers for the procurement of Weed Control Category 1 and Category 2 on the basis of a "Standing Offer" agreement for a period of one (1) year with an option to extend the arrangement by a further one (1) year period.

REPORT

Council has sought tenders for suitable and qualified contractors to provide a schedule of rates tender for the scope of works. The full scope of works was detailed in the tender documents.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



Category 1 of this tender is for the provision of Weed Control Services for the delivery of Council's Weed Management program.

Category 2 of this tender is for the provision of Weed Inspection Services for the delivery of Council's weed inspection programs relating to public and private property.

In accordance with the Local Government (General) Regulation 2005, 163(2), Council is required to invite tenders where estimated expenditure is greater than \$150,000 (GST inclusive).

ADVERTISING

The tender advertising period was from 30 January 2018 to 20 February 2018 (21 days).

The tender was advertised as follows:

Newspaper / Website	Date Advertised
Newspaper – Sydney Morning Herald	30 January 2018
Newspaper – Southern Highlands News	31 January, 7 February
Council's Website	For the duration of the advertising period
Council's eTendering Website	For the duration of the advertising period

TENDERS RECEIVED FOR CATEGORY 1

A total of four (4) tender submissions were received:

Company Name	Location	Postcode
Adam's Property Maintenance Pty Ltd	Silverdale	2570
Hopperus Buma Pty Ltd	Bungonia	2580
Quality Weed Management	Tallong	2579
Noble Farm Contracting	Moss Vale	2577

LATE TENDERS

Nil

TENDERS RECEIVED FOR CATEGORY 2

A total of three (3) tender submissions were received:

Company Name	Location	Postcode
Grass Roots Horticultural	Robertson	2577
Hopperus Buma Pty Ltd	Bungonia	2580
Quality Weed Management	Tallong	2579

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



LATE TENDERS

Nil

TENDER EVALUATION

A Procurement Evaluation Plan was developed which outlined the pre-determined selection criteria, the criteria weightings, and members of the tender evaluation panel.

Each submission was evaluated against the specified criteria by the tender evaluation panel with a scoring system based from 0 to 10 and weighted according to the pre-determined criteria.

SELECTION CRITERIA FOR CATEGORY 1

The pre-determined criteria used to evaluate the tender were as follows:

Mandatory Criteria:

Criteria
WHS & Environmental Management System – Evidence of
Key Qualifications / Accreditation
Public Liability – \$20 million
Workers Compensation OR [Self Employed] Personal Accident and Illness Insurance or Personal Income Protection
Motor Vehicle – Comprehensive

Tenderers were required to meet the mandatory criteria to be eligible to be shortlisted and progress any further in the evaluation process.

Non-Cost Selection Criteria & Weighting:

Non-Cost Selection Criteria	
Criteria	Weighting
Capacity	5%
Experience - relevant	15%
Fit for Purpose	5%
Local Contractor	10%
Work Health and Safety	5%
Demonstrated Skills in Conservation and Land Management	15%
Total	55%

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



Summary of Selection Criteria & Weighting:

Selection Criteria			
Criteria	Weighting		
Total Non-Cost Criteria	55%		
Total Cost Criteria	45%		
Total	100%		

SELECTION CRITERIA FOR CATEGORY 2

The pre-determined criteria used to evaluate the tender were as follows:

Mandatory Criteria:

Criteria
WHS & Environmental Management System – Evidence of
Key Qualifications / Accreditation
Public Liability – \$20 million
Workers Compensation OR [Self Employed] Personal Accident and Illness Insurance or Personal Income Protection
Motor Vehicle – Comprehensive

Tenderers were required to meet the mandatory criteria to be eligible to be shortlisted and progress any further in the evaluation process.

Non-Cost Selection Criteria & Weighting:

Non-Cost Selection Criteria		
Criteria	Weighting	
Capacity	5%	
Experience - relevant	15%	
Fit for Purpose	5%	
Local Contractor	10%	
Work Health and Safety	5%	
Demonstrated Skills in Conservation and Land Management	15%	
Total	55%	

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



Summary of Selection Criteria & Weighting:

Selection Criteria	
Criteria	Weighting
Total Non-Cost Criteria	55%
Total Cost Criteria	45%
Total	100%

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

There is no direct impact on Council's Fit for The Future Improvement Plan

CONSULTATION

Community Engagement

Tenders are part of a commercial arrangement and therefore no community engagement is required.

Internal Consultation

The specifications for the Weed Control Category 1 and Category 2 Tender have been prepared in consultation with relevant internal stakeholders most likely to utilise the Tender.

External Consultation

The technical specifications have been modified from the previous tender framework.

The Noxious Weeds Act 1993 has been replaced with the Biosecurity Act 2015, which combines 14 different pieces of legislation into a single Act of law. Council's Infrastructure Services branch was guided by the Noxious Weeds Act 1993 and Noxious Weeds Regulation 2008 in the preparation of the technical specifications for this Tender, as Council's transition to the Biosecurity Act 2015 is still to be formalised.

SUSTAINABILITY ASSESSMENT

Environment

Contractors for Category 1 must maintain an Environmental Management System that, at a minimum, contains a process for hazard identification, assessment and control.

Contractors for Category 2 must provide evidence of an Environmental Management System that, at a minimum, contains a process for hazard identification, assessment and control.

Social

Contractors for Category 1 must maintain a Work Health and Safety Management System that, at a minimum, contains a process for hazard identification, assessment and control.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



Contractors for Category 2 must provide evidence of a Work Health and Safety Management System that, at a minimum, contains a process for hazard identification, assessment and control.

• Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

This tender has been conducted in accordance with Part 7 of the Local Government (General) Regulation 2005.

RELATED COUNCIL POLICY

Council's Procurement Guidelines have been used to inform the tender process.

CONCLUSION

The tender evaluation summary and recommendation are documented in the report to Council's Closed Committee.

ATTACHMENTS

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



12.2 Tender Report Mittagong Oval Lighting Renewal

Reference: 6330/18.10

Report Author: Capital Works Project Officer Authoriser: A/Coordinator Open Spaces

Link to Community

Strategic Plan: Create welcoming and accessible community facilities that

support opportunities for people to meet and connect with

one another

PURPOSE

The purpose of this report is to present the evaluation of the Request for Tender for the Mittagong Oval Lighting Renewal.

RECOMMENDATION

1. <u>THAT</u> in relation to the report concerning Mittagong Lighting Renewal, Council adopts the recommendations contained within the Closed Council report – Item 22.2.

OR

2. <u>THAT</u> the report concerning Tender for Mittagong Lighting Renewal be considered in Closed Council – Item 22.2.

Note: In accordance with Council's Code of Meeting Practice, immediately after a motion to close part of a meeting to the public has been moved and seconded, debate on the motion should be suspended to allow the public to make representations to Council as to why the item should not be considered in Closed Council.

REPORT

BACKGROUND

As part of Council's capital works renewal program the Mittagong Oval sporting facilities existing field lighting system is due for upgrading to meet the growing needs of the rugby league and touch football user groups who use the facility on a regular basis. The scope of work provides for an upgrade of the existing metal halide sports field lighting to LED lighting. The new LED lighting system is designed to meet Australian standards and meet the current and future needs of the local sporting community. The system will provide improved sustainability due to lowered maintenance and power usage costs.

REPORT

Council has sought tenders for suitable and qualified contractors to provide a tender for the scope of works. The full scope of works was detailed in the design drawings and tender documents.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



In accordance with the *Local Government (General) Regulation 2005* part 7, section 163(2), Council is required to invite tenders where estimated expenditure is greater than \$150,000 (GST inclusive).

This report presents the assessment relating to the advertised tender.

ADVERTISING

The tender advertising period was from 10 April 2018 to 1 May 2018 (21 days).

The tender was advertised as follows:

Newspaper / Website	Date Advertised
Newspaper – Sydney Morning Herald	10 April 2018
Newspaper – Southern Highlands News	11 April 2018 – 18 April 2018
Council's Website	For the duration of the advertising period
Council's eTendering Website	For the duration of the advertising period

TENDERS RECEIVED

A total of Three (3) tender submissions were received:

Company Name	Location	Postcode
Concept Engineering Services Pty Ltd	Mittagong	2575
Power By Watts Pty Ltd	Moss Vale	2577
REES Electrical Pty Ltd	Hornsby	2077

LATE TENDERS

No late tender submissions were received.

TENDER EVALUATION

A Procurement Evaluation Plan was developed which outlined the pre-determined selection criteria, the criteria weightings, and members of the tender evaluation panel.

Each submission was evaluated against the specified criteria by the tender evaluation panel with a scoring system based from 0 to 10 and weighted according to the pre-determined criteria.

SELECTION CRITERIA

The pre-determined criteria used to evaluate the tender were as follows:

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



Mandatory Criteria:

Criteria
Public Liability - \$20 million
Workers Compensation OR [Self Employed] Personal Accident and Illness Insurance or Personal Income Protection
Motor Vehicle - Comprehensive
Works Insurance – 130%
Identity mandatory participation criteria e.g. Compliance with licenses, trade certificates

Tenderers were required to meet the mandatory criteria to be eligible to be shortlisted and progress any further in the evaluation process.

Non-Cost Selection Criteria & Weighting:

Criteria	Weighting
Capability & Experience	10%
Specifications, Service & Support, Fit for Purpose	20%
Quality Assurance & Innovation	20%
Community & Social (including local content)	5%
Work Health and Safety, Environment & Sustainability	10%
Works Program	5%
Total	70%

Summary of Selection Criteria & Weighting:

Selection Criteria	
Criteria	Weighting
Total Non-Cost Criteria	70%
Total Cost Criteria	30%
Total	100%

NON-COMPLIANT TENDERS

Upon evaluation no tender submissions were determined to be non-compliant.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

Consideration was given to the impact of this project on Council's Improvement Plan at the time of adopting Council's Operational Plan and Budget.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



CONSULTATION

Community Engagement

Tenders are part of a commercial arrangement and therefore no community engagement is required.

Internal Consultation

Relevant internal stakeholders have been consulted on all aspects of the tender.

External Consultation

As part of the project scope and design, Council's Parks Assets Coordinator consulted with all stakeholders that use the oval regarding the lighting design.

SUSTAINABILITY ASSESSMENT

Environment

Minimal environmental impact is expected besides normal construction wastage that will be transported to an EPA approved facility.

Positive environmental impact will be high life expectancy of lights and significant reduction of power required for lighting.

Social

The upgraded sports field lighting system will continue to meet the growing needs of local sporting groups.

Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

This tender has been conducted in accordance with Part 7 of the Local Government (General) Regulation 2005.

RELATED COUNCIL POLICY

Council's Procurement Guidelines have been used to inform the tender process.

CONCLUSION

The tender evaluation summary and recommendation are documented in the report to Council's Closed Committee.

ATTACHMENTS

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



12.3 Sale of Proposed Lots 1263 and 1265 Anembo Street Moss Vale

Reference: PN30800

Report Author: Coordinator Property Services

Authoriser: Chief Financial Officer

Link to Community

Strategic Plan: Effective financial and asset management ensure Council's

long term sustainability

PURPOSE

The purpose of this report is to inform Council of legal advice received in respect of the sale of Proposed Lots 1263 and 1265 Anembo Street Moss Vale. The purpose of the legal advice is to enable Council to consider its position in respect of the sale of the subject lots and to determine the action to be taken.

RECOMMENDATION

THAT in relation to the report concerning sale of Proposed Lots 1263 and 1265
 Anembo Street Moss Vale - Council adopts the recommendation contained
 within the Closed Council report - Item 22.3 <u>AND THAT</u> the General Manager
 read out the recommendation which Council has adopted.

OR

2. <u>THAT</u> the report concerning Sale of Proposed Lots 1263 and 1265 Anembo Street Moss Vale – be considered in Closed Council – Item 22.3.

Note: In accordance with Council's Code of Meeting Practice, immediately after a motion to close part of a meeting to the public has been moved and seconded, debate on the motion should be suspended to allow members of the public to make representations to the meeting as to why the item should not be considered in Closed Council.

ATTACHMENTS

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



12.4 Proposed lease, Highlands Golf Course, Old Hume Highway Mittagong

Reference: PN1766240

Report Author: Coordinator Property Services

Authoriser: Chief Financial Officer

Link to Community

Strategic Plan: Effective financial and asset management ensure Council's

long term sustainability

PURPOSE

The purpose of this report is to seek Council direction with respect to the terms and conditions of the future lease of the Highlands Golf Course premises at Old Hume Highway Mittagong.

RECOMMENDATION

1. <u>THAT</u> in relation to the report concerning proposed lease, Highlands Golf Course, Old Hume Highway Mittagong, Council adopts the recommendation contained within the Closed Council report – Item 22.4 <u>AND THAT</u> the General Manager read out the recommendation which Council has adopted.

OR

2. <u>THAT</u> the report concerning Proposed lease, Highlands Golf Course, Old Hume Highway Mittagong – be considered in Closed Council – Item 22.4.

Note: In accordance with Council's Code of Meeting Practice, immediately after a motion to close part of a meeting to the public has been moved and seconded, debate on the motion should be suspended to allow the public to make representations to Council as to why the item should not be considered in Closed Council.

ATTACHMENTS

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



12.5 Post Tender Negotiations for the Upgrade of Braemar Avenue Culvert, Braemar

Reference: 6330/18.4

Report Author: Project Manager

Authoriser: Manager Project Delivery

Link to Community

Strategic Plan: Manage and plan for future water, sewer and stormwater

infrastructure needs

PURPOSE

The purpose of this report is to present the outcome from the Post Tender negotiations for the Upgrade of the Braemar Avenue Culvert, Braemar.

RECOMMENDATION

1. <u>THAT</u> in relation to the report concerning Upgrade of the Braemar Avenue Culvert, Braemar, Council adopts the recommendations contained within the Closed Council report – Item 22.5.

OR

2. <u>THAT</u> the report concerning Tender for Upgrade of the Braemar Avenue Culvert, Braemar, be considered in Closed Council – Item 22.5.

Note: In accordance with Council's Code of Meeting Practice, immediately after a motion to close part of a meeting to the public has been moved and seconded, debate on the motion should be suspended to allow the public to make representations to Council as to why the item should not be considered in Closed Council.

REPORT

BACKGROUND

At the ordinary meeting of Council held 11 April 2018, Council adopted the following resolutions in relation to the report concerning Tender for the Upgrade of the Braemar Avenue Culvert. Braemar:

- 1. <u>THAT</u> Council rejects all tenders received for the Upgrade of Braemar Avenue Culvert, Braemar Tender number 6330/18.4 under 178(1)(b) of the Local Government (General) Regulation 2005 so as to allow Council to negotiate the scope of works for the gas relocation work with the utility owner.
- 2. THAT Council does not invite fresh tenders.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



3. <u>THAT</u> Council enters into negotiations with Civil Engineered Construction with a view to entering into a contract in relation to the subject matter of the tender, in accordance with clause 178(3)(e) of the Local Government (General) Regulation 2005.

REPORT

In accordance with the *Local Government (General) Regulation 2005* part 7, section 178(3)(e) and 178(1)(b), Council approved entering into negotiations with Civil Engineered Construction.

The report to Closed Council presents the assessment and recommendation relating to the outcome of the negotiation.

TENDER NEGOTIATION

A Direct Negotiation Panel Agreement was developed which outlined the pre-determined selection criteria, the criteria weightings, and members of the Direct Negotiation Panel.

The submission was evaluated against the specified criteria by the Direct Negotiation Panel with a scoring system based from 0 to 10 and weighted according to the pre-determined criteria.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

Consideration was given to the impact of this project on Council's Improvement Plan at the time of adopting Council's Operational Plan and Budget.

CONSULTATION

Community Engagement

Tenders are part of a commercial arrangement and therefore no community engagement is required.

Internal Consultation

Extensive consultation has taken place between Council's procurement area, assets, design and project delivery areas. This consultation included scope, technical requirements, budgeting, negotiation and evaluation measures.

External Consultation

Council negotiated directly with both Jemena and Civil Engineered Constructions to refine scope, technical details and cost refinements.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



Social

There are no social issues in relation to this report.

• Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

This tender has been conducted in accordance with Part 7 of the Local Government (General) Regulation 2005.

COUNCIL BUDGET IMPLICATIONS

Council's 2017/18 Operational Plan includes an allocation for this project.

RELATED COUNCIL POLICY

Council's Procurement Guidelines have been used to inform the tender process.

CONCLUSION

The tender evaluation summary and recommendation are documented in the report to Council's Closed Committee.

ATTACHMENTS

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



12.6 Closure of unformed road - Corner of Bowral Street & Bendooley Street, Bowral

Reference: PN1809540

Report Author: Coordinator Property Services

Authoriser: Chief Financial Officer

Link to Community

Strategic Plan: Effective financial and asset management ensure Council's

long term sustainability

PURPOSE

The purpose of this report is to seek Council approval to invite an application to close part of the road being corner of Bowral Street & Bendooley Street Bowral, adjoining 63 Bendooley Street Bowral.

RECOMMENDATION

- 1. <u>THAT</u> Council invite a formal application for Road Closure from the applicant (being the owner of 63 Bendooley Street, Bowral adjoining the segment of road on the corner of Bowral Street and Bendooley Street, Bowral) AND THAT it be noted that all costs in relation to the closure and potential future sale of the road are to be paid for by the applicant.
- 2. <u>THAT</u> Council give a minimum twenty eight (28) days public notice of its intention to close a segment of the Council public road adjoining 63 Bendooley Street, Bowral.
- 3. <u>THAT</u> following public notice of the proposed closure, a further report be presented to Council to formally consider the application for closure of the segment of Council public road adjacent to 63 Bendooley Street, Bowral.
- 4. <u>THAT</u> if the closure is ultimately approved, the applicant be required to consolidate the newly created lot following road closure with their adjoining property at their own cost and expense within twelve (12) months.

REPORT

BACKGROUND

Council has been approached by the owner/applicant of 63 Bendooley Street, Bowral, requesting Council consider the potential partial closure and sale of the segment of unformed road adjoining their property. The segment of road is unformed and directly adjoins the applicant's property as can be seen on the aerial map – see **Attachment 1**.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



REPORT

Council approval is sought to invite an application for partial road closure from the applicant, being the owner of 63 Bendooley Street, Bowral. In principle, Council officers have no substantive reasons to oppose the partial closure of the unformed segment of road and sale to the applicant, provided that a splay is created on the corner, as shown on the aerial map attached.

The area of the proposed segment of road that would be closed is approximately 240m2 (subject to final survey). The applicant's property is zoned R2 Low Density Residential with a minimum lot size of 700m2. The increase in lot size due to any proposed sale of the adjoining unformed road would not enable the property to be subdivided.

If the closure of the section of unformed road proceeds, a new lot would be created following registration of the Plan of Road Closure at NSW Land Registry Services. The newly created lot (being the segment of closed road) would be required to be consolidated with the title of the applicant's adjoining property at the applicant's cost.

Payment of compensation for the purchase would be determined by independent valuation when the road closure is approved.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

None identified.

COMMUNICATION AND CONSULTATION

Community Engagement

Following Council endorsement, public notice of the intention to close part of the unformed road will be advertised for a minimum of twenty eight (28) days.

Internal Communication and Consultation

The relevant branch managers and Council officers have been consulted and invited to comment on this proposal. There is no objection to this road closure proceeding, provided that a splay is retained at the corner of Bowral Street, Bowral and Bendooley Street, Bowral.

External Communication and Consultation

Adjoining owners/applicant

Government authorities/service providers (utilities)

Department of Industry – Lands & Water

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



Social

There are no social issues in relation to this report.

• Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

The request for closure and sale of a road must be reported to Council and the application endorsed.

COUNCIL BUDGET IMPLICATIONS

Payment of compensation for the purchase would be determined by independent valuation when the road closure is approved.

The adjoining owner/applicant would be responsible for the payment of all fees and charges in relation to the process involving the Application for Road Closure. Fees would include an initial application fee to Council for road closure, along with surveying, valuation fees and registration fees.

RELATED COUNCIL POLICY

None identified.

CONCLUSION

It is recommended that Council provide in-principle support to this proposal and that the adjoining owner be invited to submit a formal application for road closure.

ATTACHMENTS

1. Cadastral map showing location of segment of unformed road

12.6 Closure of unformed road - Corner of Bowral Street & Bendooley Street, Bowral

ATTACHMENT 1 Cadastral map showing location of segment of unformed road







Wingecarribee Shire Council

Any information (numerical or otherwise), representation, statement, opinion or advice expressed or implied in this publication is made in good faith but on the basis that the council of the shire of Wingecarribee, its agents and its employees are not liable (whether by reason of negligence, lack of care or otherwise) to any person for any damage or loss whatsoever which has occured or may occur in relation to that person taking or not taking (as the case may be) action in respect of any information, representation, statement, or advice referred to above.



Copyright ${\mathbb O}$ Wingecarribee Shire Council, Copyright ${\mathbb O}$ Land and Property Information (LPI) 2017

Wednesday 22 August 2018

REPORT MANAGER OPEN SPACE, RECREATION AND BUILDING MAINTENANCE



12.7 2018/19 Pool Season

Reference: 6700

Report Author: Pools and Facilities Supervisor

Authoriser: Manager Open Space, Recreation and Building Maintenance

Link to Community

Strategic Plan: Plan and deliver appropriate and accessible local services

for the community

PURPOSE

The purpose of this report is for Council to consider recommendations for the operation for the Shire's public swimming centres for the 2018/19 pool season.

RECOMMENDATION

<u>THAT</u> Council determine its position in relation to the operation of the Shire's public swimming centres for the 2018/19 pool season.

REPORT

BACKGROUND

In the 2017/18 financial year, council's position with respect to the waiver of fees for Swim Squad Clubs was (9 August 2017):

- 1. <u>THAT</u> lane hire for swim clubs' squad training across Council's Outdoor Swimming Centres be discounted by 50% in 2017/18 <u>AND THAT</u> all other use and lane hire to be charged standard hire fees.
- 2. THAT Swimming Clubs be permitted one (1) after-hours exclusive use per week where the exclusive hire and spectator fees and charges are waived

In the 2017/18 financial year, council's position with respect to the waiver of fees for Southern Highlands Water Polo was (9 August 2017):

- (a) Two x 3-hour after-hours sessions per week at Bowral Swimming Centre (Monday and Tuesday 6pm 9pm), exclusive use of the 50m pool, where the exclusive hire fee is waived <u>AND THAT</u> all other use and lane hire to be charged standard hire fees.
- (b) Up to 12 referees and 4 administration volunteers where the spectator fee and charges are waived.
- (c) A 10% discount on standard fees and charges on pool hire when holding large tournaments for NSW Water Polo such as the Country Club Championships.

Wednesday 22 August 2018

REPORT MANAGER OPEN SPACE, RECREATION AND BUILDING MAINTENANCE



REPORT

In July 2018, Council officers circulated the 2018/19 pool operational questionnaire to local representatives from swimming user groups and offered an opportunity for those members to respond or meet to discuss operational aspects of the seasonal swimming centres for the upcoming season.

Following circulation of the questionnaire, swimming user groups provided feedback for the operation of the swimming centres over the 2018/19 swimming season.

Swim Club's Squad Program 2018-19 Requests

For the 2018/19 swim season the Swim Squad Clubs have requested the following:

- Lane hire fees for the 2018/19 swim season are discounted by 50% for the entire season on the grounds that they would not be able to provide affordable squad lessons to participants and that their Squad program is not a commercial operation.
- One (1) after-hours exclusive use per week to run their club events where the exclusive hire fee is waived.

Southern Highlands Water Polo 2018-19 Requests

For the 2018/19 pool season, Southern Highlands Water Polo (SHWP) has requested the following:

- Two after-hours sessions on a Monday and Tuesday night, 6pm 9pm free of charge.
- Pool usage fees to be waived during normal operating hours for the hire of the Bowral/Mittagong Swimming Centre for 15 minutes on Monday evening 5:45pm – 6pm and 1 hour on Tuesday evening 5pm – 6pm.
- 12 referees and 4 administration volunteers where the spectator fees and charges are waived.
- 10% discount on standard fees and charges on pool hire when holding large tournaments for NSW Water Polo such as the Country Club Championships.

In previous years, SHWP have been required to pay the standard adopted fees and charges in normal operating hours.

SHWP's request to use the 50m pools during normal operating hours will reduce the opening hours to the public in school terms and impact community use of the facilities.

In the past Council has offered two after-hours sessions on a Monday and Tuesday night, 6pm – 9pm free of charge. Other requests are charged out at standard adopted fees and charges. SHWP requested waiving the additional booking fees from 5:45pm–6pm Monday and 5pm–6pm Tuesday to allow additional time to set up the water polo equipment.

In 2016 SHWP representatives raised concern that Council's fees and charges were too high and would result in Water Polo NSW not holding events in Council pools. SHWP representatives feel those events bring many families to the area, which in turn support local businesses. Therefore SHWP request the 10% discount to remain on pool hire for large tournaments.

Wednesday 22 August 2018

REPORT MANAGER OPEN SPACE, RECREATION AND BUILDING MAINTENANCE



Season Length, Duration and Operating Times

Following is the season length, duration and operating hours of the swimming centres:

- a. Bowral Swimming Centre's season is to be 21 weeks commencing on Saturday 13 October 2018 and close on Sunday 10 March 2019.
- b. Bundanoon Swimming Centre's season is to be 16 weeks commencing on Saturday 17 November 2018 and close on Sunday 10 March 2019.
- c. Mittagong Swimming Centre's season is to be 20 weeks commencing on Saturday 10 November 2018 and close on Sunday 31 March 2019.
- d. Swimming Centres are to be open each day of the swimming season excluding Christmas Day and Boxing Day. Only Mittagong Swimming Centre opens on Boxing Day.

The proposed opening and closing times of each of the centres are:

Bowral:	
Monday – Friday	6am to 6pm
Saturday	8:30am to 6pm
Sunday	9:30am to 6pm
Public Holidays (excl. Christmas and Boxing Day)	10am to 5pm

Mittagong:	
Monday – Friday	6am - 9am / 2pm - 6pm*
Saturday	8:30am to 6pm
Sunday	9:30am to 6pm
Public Holidays (excl. Christmas Day)	10am to 5pm

Bundanoon:	
Monday	6am - 8am / 3pm - 6pm
Tuesday	3pm – 6pm
Wednesday	6am - 8am / 3pm - 6pm
Thursday	3pm – 6pm
Friday	3pm – 6pm
Saturday	10am to 5pm
Sunday	10am to 5pm
Public Holidays (excl. Christmas and Boxing Day)	10am to 5pm

^{*}On evenings that Water Polo runs their club nights the Learn to Swim and Splash Pad will remain open until 7:30pm.

Variations to operating hours:

1. Should patronage be less than 20 people (10 at Bundanoon) and the weather is not conducive to swimming, the Pool Supervisors may close the pools an hour early.

Wednesday 22 August 2018

REPORT MANAGER OPEN SPACE, RECREATION AND BUILDING MAINTENANCE



- On inclement days or where temperatures fall below 18 degrees two of the three Swimming Centres be closed from 9:00am and that signage be provided to advise that the pools have been closed due to inclement weather and details of which pool remains open.
- 3. The operating hours of Bundanoon and Mittagong Swimming Centre will be extended during the day in school holidays and the Centres will remain open when required for functions with significant numbers e.g. School Swimming Carnivals.
- 4. If the forecast temperature is greater than 35 degrees, Bowral pool will remain open until 7pm conditional that the pool is not already being utilised by Swim Club or a casual booking.
- 5. When Bowral Swimming Centre closes on 10 March 2019 Mittagong Swimming Centre will remain open between 6am 6pm on weekdays.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

None Identified.

COMMUNICATION AND CONSULTATION

Community Engagement

Determination of swimming season is an operational matter. Engagement with the community is not required.

Internal Communication and Consultation

Staff from the following branches were consulted:

- Infrastructure services Pools and Facilities
- Assets Projects

External Communication and Consultation

Council Officers circulated the 2018/19 pool operational questionnaire to local representatives from swimming user groups and offered an opportunity for those members to respond or meet to discuss operational aspects of the seasonal swimming centres for the upcoming season.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

Swimming centres play an important role in community life, providing swimming lessons, squad training, social swimming, water polo and swim club meets. The swimming centres are also used widely by the local schools for carnivals and sport programs.

Wednesday 22 August 2018

REPORT MANAGER OPEN SPACE, RECREATION AND BUILDING MAINTENANCE



Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

In accordance with the *Local Government Act 1993*, the swimming centres' fees and charges were placed on exhibition with Council's Fees and Charges policy for the community to provide feedback.

COUNCIL BUDGET IMPLICATIONS

The adopted budget for the pool facilities has been based on the proposed operational strategies for the 2018/19 season and taking into account the Works Program for the Shire's public swimming centres.

Use of Council pool facilities after hours requires additional staff supervision to facilitate the use of the facilities as per lifeguarding standards. The hourly cost incurred to operate the facilities for exclusive after hours bookings is approximately \$100per hour of operation.

RELATED COUNCIL POLICY

There is no related policy.

OPTIONS

The options available to Council are:

Option 1

Approve the fees and charges and after hours use as adopted for the 2017/18 swimming season for all pool user groups.

Approve the season length, duration and operating hours and variation to those hours.

Option 2

Approve the requested fees and charges and after hours use as presented by swim clubs and Southern Highlands Water Polo for the 2018/19 swimming season.

Approve the season length, duration and operating hours and variation to those hours.

Option 3

Decline the requested fees and charges and after hours use by pool user groups for the 2018/19 swimming season. Fees and charges will be applied in accordance with Council's adopted Operational Plan, Revenue Policy and budget.

Approve the season length, duration and operating hours and variation to those hours.

CONCLUSION

The report is presented for Council's consideration.

Wednesday 22 August 2018

REPORT MANAGER OPEN SPACE, RECREATION AND BUILDING MAINTENANCE



ATTACHMENTS

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



12.8 Investment Report - July 2018

Reference: 2104

Report Author: Deputy Chief Financial Officer

Authoriser: Chief Financial Officer

Link to Community

Strategic Plan: Effective financial and asset management ensure Council's

long term sustainability

PURPOSE

The purpose of this report is to present Council's Investment Portfolio held at 31 July 2018.

RECOMMENDATION

<u>THAT</u> the information on Council's Investments as at 31 July 2018 be received and noted.

REPORT

In accordance with Part 9, Division 5, Section 212 of the *Local Government (General)* Regulation 2005, the Responsible Accounting Officer must provide Council with a written report setting out details of all money that Council has invested under section 625 of the *Local Government Act 1993*.

This report provides details of Council's Investment Portfolio as at 31 July 2018.

<u>Attachment 1</u> to this report provides Council's Investment Portfolio, detailing investments held and a summary of the portfolio by the institution invested with and their credit rating.

In accordance with Paragraph 212(1)(b) of the Local Government (General) Regulations, the investments listed in **Attachment 1** have been made in accordance with:

- The Local Government Act, 1993,
- The Local Government (General) Regulations 2005,
- The Ministerial Investment Order 2011, and
- Council's Investment Policy.

Interest earned from investments totalled \$340,437.79 for the one (1) month to 31 July 2018.

Investment Policy Review

Council adopted its revised Investment Policy on 25 July 2017. In adopting the Policy, Council requested a further report be submitted to Council after 12 months outlining the performance of the Policy.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



A Councillor Information session will be held in August/September which will detail the performance of the Policy during the period July 2017 – July 2018.

ATTACHMENTS

1. Investment Report Summary for July 2018

Barry W Paull **Deputy General Manager Operations, Finance and Risk**Friday 17 August 2018

12.8 Investment Report - July 2018
ATTACHMENT 1 Investment Report Summary for July 2018



ATTACHMENT 1

Wingecarribee Shire Council Investment Report Summary

For the period ending 31 July 2018

List of Investments

Council's investment portfolio as at 31July 2018 consists of the following investments:

INVESTMENT PORTFOLIO AS AT JULY 2018						
Institution	Туре	Amount	Interest Rate	Maturity Date	Investment Term - Days	% Investment Portfolio
Bendigo	Term Deposit	5,000,000	2.70%	2/08/2018	365	3.29%
IMB	Term Deposit	3,000,000	2.60%	8/08/2018	364	1.97%
ME	Term Deposit	5,000,000	2.60%	23/08/2018	365	3.29%
ME	Term Deposit	5,000,000	2.59%	27/08/2018	272	3.29%
NAB	Term Deposit	5,000,000	2.56%	28/08/2018	365	3.29%
NAB	Term Deposit	5,000,000	2.60%	31/08/2018	365	3.29%
ME	Term Deposit	5,000,000	2.55%	6/09/2018	365	3.29%
MyState	Term Deposit	5,000,000	2.65%	12/09/2018	365	3.29%
BDCU	Term Deposit	2,500,000	2.75%	20/09/2018	365	1.64%
NAB Auswide	Term Deposit	5,000,000 5,000,000	2.62% 2.65%	27/09/2018 28/09/2018	365 365	3.29% 3.29%
ME	Term Deposit Term Deposit	5,000,000	2.65%	11/10/2018	365	3.29%
ING	Term Deposit	4,000,000	2.57%	24/10/2018	365	2.63%
MyState	Term Deposit	5,000,000	2.65%	30/10/2018	365	3.29%
BDCU	Term Deposit	3,000,000	2.62%	9/11/2018	365	1.97%
AMP	Term Deposit	5,000,000	2.65%	26/11/2018	272	3.29%
WBC	Term Deposit	4,000,000	2.57%	5/12/2018	365	2.63%
WBC	Term Deposit	4,000,000	2.58%	14/12/2018	365	2.63%
				20/12/2018		
CUA	Term Deposit	3,000,000	2.65%		365	1.97%
CUA	Term Deposit	6,000,000	2.69%	24/01/2019	365	3.95%
WBC	Term Deposit	2,000,000	2.64%	31/01/2019	365	1.32%
CBA	Term Deposit	3,500,000	2.66%	7/02/2019	365	2.30%
CUA	Term Deposit	3,000,000	2.67%	21/02/2019	365	1.97%
CBA	Term Deposit	5,000,000	2.63%	2/03/2019	365	3.29%
BDCU	Term Deposit	3,000,000	2.65%	8/03/2019	365	1.97%
CUA	Term Deposit	2,000,000	2.71%	22/03/2019	365	1.32%
СВА	Term Deposit	3,000,000	2.78%	18/04/2019	365	1.97%
СВА	Term Deposit	2,000,000	2.78%	19/04/2019	365	1.32%
Bendigo	Term Deposit	5,000,000	2.80%	17/05/2019	365	3.29%
MyState	Term Deposit	5,000,000	2.81%	24/05/2019	365	3.29%
Auswide	Term Deposit	2,500,000	2.90%	19/06/2019	365	1.64%
Auswide	Term Deposit	5,000,000	2.92%	27/06/2019	365	3.29%
MyState	Term Deposit	5,000,000	2.90%	3/07/2019	365	3.29%
AMP	Term Deposit	5,000,000	2.91%	11/07/2019	365	3.29%
Bendigo	Term Deposit	5,000,000	2.76%	25/07/2019	365	3.29%
NAB	<u> </u>			25/07/2019 NA	365	
	Call Account	6,488,220	1.40%	NA		4.27%
Total Investme	ents	\$151,988,220				100.00%

Institution Legend

AMP = AMP Limited

ANZ = Australia & New Zealand Banking Group Auswide = Auswide Bank BOQ = Bank of Queensland

BDCU = Berrima District Credit Union Bendigo = Bendigo & Adelaide Bank CBA = Commonwealth Bank of Australia CUA = Credit Union Australia

CUA = Credit Union Australia IMB = IMB Bank ING = ING Direct

ME = Members Equity Bank MyState = MyState Bank NAB = National Australia Bank Newcastle = Newcastle Permanent St George = St George Bank WBC = Westpac Banking Corporation

Investment Report Summary - July 2018

Page 1



For the period ending 31 July 2018

Policy Compliance

Council's Investment Policy provides clear direction for the diversification of Council's investment portfolio. This ensures credit and diversification risk is managed in accordance with the adopted risk management framework, as outlined in Council's Policy.

Individual Institution Limits

A summary of investments placed by institution is as follows:

Institution	S&P Short Term Rating	Maximum %	Actual %	Invested \$	Supports Fossil Fuels	Policy Compliance
NAB	A1+	40%	14.15%	21,488,220	YES	YES
CBA	A1+	40%	8.88%	13,500,000	YES	YES
WBC	A1+	40%	6.58%	10,000,000	YES	YES
AMP	A1	25%	6.58%	10,000,000	YES	YES
ING	A1	25%	2.63%	4,000,000	YES	YES
BDCU	A2	15%	5.59%	8,500,000	NO	YES
Bendigo	A2	15%	9.87%	15,000,000	NO	YES
CUA	A2	15%	9.21%	14,000,000	NO	YES
ME	A2	15%	13.16%	20,000,000	NO	YES
IMB	A2	15%	1.97%	3,000,000	NO	YES
MyState	A2	15%	13.16%	20,000,000	NO	YES
Auswide	A3	10%	8.22%	12,500,000	NO	YES
Total			100.00%	151,988,220		

Portfolio Credit Limits

A summary of investments placed by credit limit is as follows:

S&P Short Term Rating	Maximum %	Actual %	Invested \$	Policy Compliance
A1+	100%	29.61%	44,988,220	YES
A1	80%	9.21%	14,000,000	YES
A2	60%	52.96%	80,500,000	YES
A3	20%	8.22%	12,500,000	YES
Govt	25%	0.00%	0	YES
Total		100.00%	151,988,220	

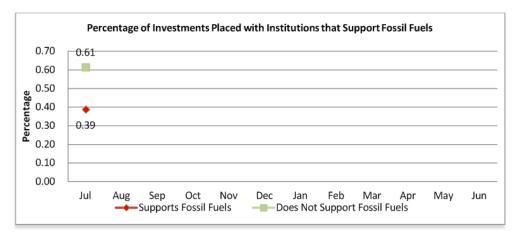


For the period ending 31 July 2018

Non-Fossil Fuel Investment Preferencing

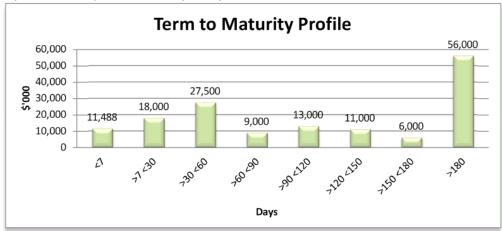
Council's adopted Investment Policy states a preference for placing funds with institutions that do not support the fossil fuel industry. The chart below identifies Council's percentage of investments placed with institutions that do not support the fossil fuel industry.

As investments mature Council will actively seek investments with institutions that do not support the fossil fuel industry, on the basis that they offer equivalent returns and are compliant with legislation and the objectives and parameters of the Investment Policy.



Term to Maturity

Investments have been placed giving due consideration to Council's liquidity requirements. Sufficient Working Capital is available to ensure Council continues to meet its ongoing cash flow requirements for operational and capital expenditure.



Investment Report Summary – July 2018

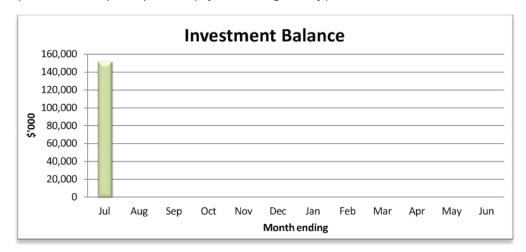
Page 3



For the period ending 31 July 2018

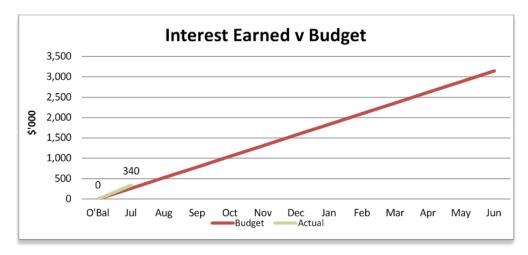
Portfolio Performance

Council's investment balance at the end of July 2018 was \$151.988 million. This has decreased by \$2.015 million since the end of June 2018. The decrease in investments is a result of operational and capital expenditure payments during the July period.



Interest Revenue

Council is currently exceeding budget expectations. Council's investment portfolio performed above budget due to Council actively seeking the best interest rates available and, high levels of funds to invest.





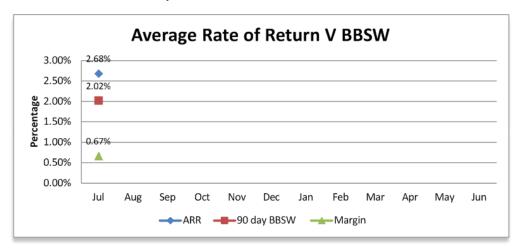
For the period ending 31 July 2018

Performance against Benchmark

Council's investment portfolio is benchmarked against the 90 day Bank Bill Swap Rate (BBSW).

The average rate of return (ARR) achieved for July 2018 was 2.68% which has increased by 0.03% since June 2018. There was a decrease in the BBSW to 2.02%

The margin above BBSW has increased in July 2018 by 0.10% as rates available in the fixed interest market remain relatively stable.



Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



13 CORPORATE STRATEGY AND DEVELOPMENT SERVICES

13.1 Draft Neighbourhood Noise Policy

Reference: 5450/28.4

Report Author: Environmental Policy Officer

Authoriser: Manager Environment and Sustainability

Link to Community

Strategic Plan: Work collaboratively to reduce pollution and its impact on

our environment

PURPOSE

This report seeks approval to place the draft Neighbourhood Noise Policy, at **Attachment 1**, on public exhibition.

RECOMMENDATION

<u>THAT</u> the draft Neighbourhood Noise Policy at Attachment 1 be placed on public exhibition for 28 days.

REPORT

BACKGROUND

Council, together with other agencies, has a role in managing neighbourhood noise.

A brief review of Council records between 2012 and 2016 showed that Council deals with approximately 10-20 complaints about barking dogs each year and the same number for all other types of neighbourhood noise complaints. Excluding barking dogs, air conditioners and outdoor pumps contribute the highest number of residential complaints. Complaints that involve businesses contribute approximately 30 percent of complaints (excluding barking dogs). These complaints usually refer to machinery noise, such as power tools and generators.

Council previously had a Noise Nuisance Policy (1992) which lapsed. A new draft Policy has been prepared with input from Council's compliance staff.

The draft Policy focuses on common neighbourhood noise issues including dogs, air conditioners, pumps, roosters, trail bikes on private properties and musical instruments. The draft Policy does not focus on complaints about development activities as these are dealt with through the development compliance process.

A Councillor briefing introducing some of the key concepts of the draft Policy was held on 6 June 2018.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



REPORT

The draft Policy aims to provide information for the community about how Council manages noise complaints and how decisions on regulatory actions are made. The draft Policy aims to improve transparency of decision making and provide a consistent approach to noise complaints.

Key concepts embedded in the Policy are below:

- Council aims to take the most appropriate actions to give the best, long lasting outcome for the community.
- Council will take an educational approach in resolving noise issues. This includes
 providing information that may help to resolve the issue before taking regulatory
 actions, where appropriate. Referral to the Community Justice Centre is also part of
 an educational approach.
- Every complaint will be reviewed, however not all complaints will require a full investigation. A staged investigation process is used which relies on evidence being available.
- Council will only take regulatory action if robust evidence is available.

The key stages in responding to neighbourhood noise issues are below. Not all complaints will need to undertake each stage and the assessment of the best action will be undertaken by an authorised officer based on the evidence available.

- Stage 1 Complaint form submitted.
- Stage 2 Initial review of complaint. Information provided to assist in resolving the complaint including referral to the Community Justice Centre.
- Stage 3 Investigation and gathering evidence. This may include a site visit and noise assessment. Completion of a Noise Log and gathering independent statements may be required in this stage.
- Stage 4 Decision on any regulatory actions required.

The draft Policy is supported by other information and processes. This includes a standard complaint form to ensure full information is available at the start of the complaint process. Other materials include Fact Sheets on the complaint process and legislative requirements for various common noise issues.

It is recommended that the draft Policy be placed on public exhibition, detailed below. Following the exhibition period a report will be prepared for Council.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

The draft Policy does not have an impact on Council's Fit for the Future Improvement Plan.

COMMUNICATION AND CONSULTATION

Community Engagement

If approved, the draft Policy would be placed on exhibition for 28 days. The exhibition period would be advertised in the Southern Highland News and on Council's website. The draft Policy would be available on Council's website, on request at the Civic Centre, Moss Vale or by phoning Council. All submissions will be considered in finalising the draft Policy.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



The supporting material, such as the fact sheets, will also be available on Council's website during the consultation period.

Internal Communication and Consultation

The draft Policy was developed with input from the following managers and teams: Group Manager Planning, Development and Regulatory Services; Manager Environment and Sustainability; Manager Open Space, Recreation and Building Maintenance; Certification and Compliance; Rangers Services; Environment and Sustainability; Business Services; Corporate Strategy and Governance.

External Communication and Consultation

Information from other councils' noise policies was considered in the development of the draft Policy. The Community Justice Centre was consulted in the development of the draft Policy.

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

The development of a Neighbourhood Noise Policy and supporting materials will provide the community with accessible information on common noise issues and processes for resolving issues. The Policy also provides information about how decisions are made about noise issues.

• Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

The Neighbourhood Noise Policy enables a consistent approach for managing common noise issues and ensuring robust evidence is available to support any regulatory action.

COUNCIL BUDGET IMPLICATIONS

The Neighbourhood Noise Policy has no additional impact on Council's budget.

RELATED COUNCIL POLICY

Not applicable

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



OPTIONS

The options available to Council are:

Option 1

<u>THAT</u> the draft Neighbourhood Noise Policy at **Attachment 1** be placed on public exhibition for 28 days.

Option 2

<u>THAT</u> further changes are made to the draft Neighbourhood Noise Policy at **Attachment 1** prior to public exhibition.

Option 1 is the recommended option to this report.

CONCLUSION

A draft Neighbourhood Noise Policy has been developed to provide information for the community, and to outline the actions Council takes in assessing and managing neighbourhood noise complaints. It is recommended that the draft Policy at **Attachment 1** is placed on exhibition for community consultation.

ATTACHMENTS

1. Draft Neighbourhood Noise Policy



Neighbourhood Noise Policy

ATTACHMENT 1

ENVIRONMENT

4.1 WINGECARRIBEE'S DISTINCT AND DIVERSE NATURAL ENVIRONMENT IS PROTECTED AND ENHANCED

Adoption Date: Council Reference:

Policy Owner: Group Manager Planning, Development and

Regulatory Services, and

Manager Environment and Sustainability

Next review date:

File Reference: 5450/28.4

Related Policies/Legislation: Protection of the Environment Operations Act

1997

Protection of the Environment Operations (Noise

Control) Regulation 2017

SEPP (Exempt and Complying Development

Codes) 2008

Companion Animal Act 1998 Local Government Act 1993 EPA Noise Policy for Industry 2017

EPA Noise Guide for Local Government 2013

Related Documents: WSC Neighbourhood Noise Procedure

OBJECTIVES

The objectives of this policy are to:

- prioritise investigation and compliance actions based on risk to public safety, human health and the impact on the community
- provide consistency, transparency, procedural fairness and natural justice in enforcement matters of environmental noise control.

POLICY STATEMENT

Neighbourhood noise can lead to serious environmental amenity issues and can have an impact upon human health. Noise nuisance can cause stress, sleep disturbance and can increase the risk of health problems.

Council, together with other agencies outlined in Table 1, have a role in managing local and neighbourhood noise complaints.



Wingecarribee Shire Council – Neighbourhood Noise Policy Version:

www.wsc.nsw.gov.a

Adoption Date:



Neighbourhood Noise Policy

Table 1. Appropriate regulatory authority for different noise issues			
Type of noise	Contact		
Noise from licenced activities – such as large	Environment Protection Authority		
industrial sites			
Noise from pubs and clubs	Liquor and Gaming NSW		
Noise associated with antisocial behaviour	Police		
such as parties and afterhours music			
Construction noise where there is a private	Private certifier		
certifier			
Properties with strata title, such as units	Owners corporation		
Other neighbourhood noise and noise from	Council		
development or business activities			
Council operations	Council or the Environment Protection		
	Authority		

Council strives to provide good customer service while also managing available resources. All reports of noise issues are reviewed. Not all reports of noise issues will require a full investigation. When reviewing noise reports Council considers the ability or likelihood for the issue to be resolved through information and mediation. More detail on the process is outlined below.

In managing available resources, Council prioritises responses to the following noise issues:

- Noise that is likely to be harmful.
- Construction noise where the impact is significant.
- · Business operations (home business, industrial, commercial and retail).
- Noise causing widespread community annoyance.
- · Noise causing sleep disturbance.
- Activities associated with development without consent or a breach of consent, complying or exempt development activities.

Council has an educational approach and provides information and referral to free mediation with the Community Justice Centre. This is particularly relevant to some noise issues such as noise from air conditioners, pumps and tools where the *Protection of the Environment Operations (Noise Control) Regulation 2017* or other legislation has clear criteria for the time equipment can be audible and the level of noise.

Where noise issues are complex, persistent, or have been unable to be resolved through mediation, Council may undertake an investigation. Council generally does not investigate noise issues based on anonymous complaints unless there is significant public risk related to the issue. In addition, if Council is of the view that continued complaints by one person about another are perceived to be vexatious or unsubstantiated then Council may decide not to act on the complaint.



Wingecarribee Shire Council – Neighbourhood Noise Policy Version:

www.wsc.nsw.gov.a

Adoption Date:



Neighbourhood Noise Policy

Council decisions about neighbourhood noise are guided by the *Protection of the Environment Operations (Noise Control) Regulation 2017, SEPP (Exempt and Complying Development Codes) 2008, Environment Protection Authority (EPA) Noise Policy for Industry 2017, and the EPA Noise Guide for Local Government 2013.*

NEIGHBOURHOOD NOISE COMPLAINT PROCESS

There are a number of pathways residents can use to resolve neighbourhood noise issues.

- Residents are encouraged to discuss the issue with the person responsible for the noise. The person may not be aware that the noise is causing a problem and will often take steps to fix the issue once they know.
- Residents can seek free, independent mediation through the Community Justice Centre.
- Court action is also available to residents at any time by seeking a Noise Abatement Order from the local court.

Before lodging a complaint with Council, residents should consider talking with the person responsible for the noise as this may be one of the best ways to solve the issue. Regulatory control may not always achieve the same result that talking to the person responsible can.

Lodging a complaint

If talking with the person responsible for the noise or mediation with the Community Justice Centre does not resolve the issue, a written complaint can be submitted to Council using the form on Council's website and also available by phoning Council. The exact address of the noise needs to be identified along with other information about the issue.

There are three phases for Council's response to noise complaints: an initial review, a detailed investigation and a decision on whether regulatory action is suitable. Not all phases of investigation will be required or suitable for all complaints.

Initial review stage

The initial review stage allows Council to determine the initial action required. In this stage Council:

- checks if the noise problem is likely to be related to development activities or requires a priority response, as outlined above
- · checks if there are previous related complaints
- provides information to help residents resolve the noise issue. This may be through a
 phone call, visit or letter.
- provides information on the free mediation from the Community Justice Centre.

Council uses its discretion on what issues will require investigation.

Investigation

A more detailed investigation may be undertaken at the discretion of Council staff based on the evidence available. There is a need to base any regulatory action on credible and reliable information and evidence. Investigation could include a site visit, a request to complete a



Wingecarribee Shire Council – Neighbourhood Noise Policy Version:

www.wsc.nsw.gov.a

Adoption Date:



Neighbourhood Noise Policy

noise diary, measurement of the noise issue where this is required, and additional statements from neighbours.

Any information provided to Council may be used at any court hearing should this step be required. The noise diary contains a statement of agreement to act as a witness and provide evidence if the matter proceeds to Court.

Decision on regulatory action

Following a detailed investigation and assessment of evidence, Council decides whether any regulatory action is required. Council will not proceed past the first advisory letter stage unless there is clear evidence that a legitimate case exists based on an assessment by the authorised officer. Council officers will consider, amongst other things, a noise diary kept for two weeks continuously, statements from other neighbours and evidence that Community Justice Centre mediation has been attempted. Council may decide not to take regulator action, for example when the noise issue does not meet the assessment for offensive noise or not enough evidence is available. Where Council decides not to undertake regulatory action, the complainant and person responsible for the noise are advised of the outcome and reasons for the outcome of the investigation, and no further action will be taken.

Where Council decides to take regulatory actions, Council has a range of powers for regulatory action of noise issues, which are outlined below. The regulatory action taken will depend on the individual context of the noise issue.

Residents are able to apply on their own behalf to the Local Court for a noise abatement order at any time. Useful information on applying for a noise abatement order is available on the Law Access NSW website at www.lawaccess.nsw.gov.au.

ASSESSING NEIGHBOURHOOD NOISE

The following section describes how noise issues are assessed. The *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (Noise Control) Regulation 2017* applies in most instances and this section of the policy deals primarily with these types of noise issues. Noise from a barking dog is also controlled through the *Companion Animals Act 1998*.

There are two primary ways that neighbourhood noise is restricted under the *Protection of the Environment Operations (Noise Control) Regulation 2017* - by restricting the times that noisy equipment can be audible and, secondly restricting offensive noise.

Time restrictions for noisy equipment and machinery

The types of equipment restricted and times restrictions are detailed in the Wingecarribee Shire Council Neighbourhood Noise Fact Sheet. During the restricted times, equipment and machinery should not be able to be heard in a habitable room of another residential premise.

Offensive noise

The Protection of the Environment Operations Act 1997 defines "offensive noise", noting that noise can be considered offensive according to its audibility, duration or inherently offensive characteristics. Noise can be offensive based on time of use or the character and nature of



Wingecarribee Shire Council – Neighbourhood Noise Policy Version:

www.wsc.nsw.gov.a

Adoption Date:



Neighbourhood Noise Policy

the noise regardless of the time of use. Assessment and decisions about offensive noise are made by an authorised officer. Officers will use their discretion about whether to take action based on the evidence available.

The offensive noise test relates to noise impacts on residential areas regardless of whether the activity is commercial or non-commercial. There are also additional controls for commercial activities in the Wingecarribee Local Environment Plan and conditions of development consent.

There are six questions that inform decisions about potentially offensive noise. Not every question needs to apply to the given context and the questions are used in combination to assess a situation rather than as stand-alone criteria. This policy serves to provide further information on these questions.

- 1) Is the noise loud in an absolute sense? Is it loud relative to other noise in the area?
- 2) Does the noise include characteristics that make it particularly irritating?
- 3) Does the noise occur at times when people expect to enjoy peace and quiet? How long does the noise last?
- 4) Is the noise atypical for the area?
- 5) Does the noise occur often?
- 6) Are a number of people affected by the noise? Are there other households also affected by the noise?

Intrusive noise

Noise is considered intrusive if it is noticeably louder than the background noise and considered likely to disturb or interfere with those who can hear it. Based on the EPA Noise Policy for Industry 2017, noise that is 5dB(A) above background levels is considered intrusive in most situations. Noise measurements are required to establish the level of noise above background levels. Intrusive noise may require mitigation measures to reduce the noise.

Sleep disturbance

When investigating noise where sleep disturbance is reported, Council officers will take into account the EPA Noise Policy for Industry 2017 for industrial sources of noise and the EPA Noise Guide for Local Government for other noise issues.

For non-industrial noise issues, a sleep disturbance complaint is considered to be substantiated where the noise exceeds one or both of the sleep disturbance screening criteria suggested in the EPA Noise Guide for Local Government.

Characteristics of an area

The characteristics of an area influence how noise is perceived. In deciding what type of noise is typical for an area, Council considers land uses permitted for that zone under the Wingecarribee Local Environment Plan and any activities that could reasonably be expected to be associated with the permitted land uses. Any relevant conditions of development consent are also taken into consideration when investigating noise issues.



Wingecarribee Shire Council – Neighbourhood Noise Policy Version:

www.wsc.nsw.gov.a

Adoption Date:



Neighbourhood Noise Policy

Number of people affected

The number of people and households affected by the noise can play a part in the assessment of the noise and is particularly important where Council undertakes regulatory action. Robust evidence is required for regulatory action and this may require statements from more than one independent person such as other neighbours.

Bird scare guns

Audible bird scare devices are used by some orchardists and viticulturists to protect their crops. The noise, whilst seasonal, may present a noise problem for residents in close proximity to these properties.

The offensive noise test applies to bird scare guns. All practical measures must be undertaken to ensure the impact of the use of the scare gun on adjoining properties is minimised. Use of bird scare guns should comply with the performance criteria of the South Australian EPA Audible Bird Scaring Devices Environmental Noise Guidelines. Council uses both the performance criteria and management principles in the SA EPA Guidelines to guide decision making.

REGULATORY ACTIONS

If regulatory action is required for a neighbourhood noise issue, there are different pathways depending on the issue. These include: issuing a noise control notice, prevention notice or penalty notice under the *Protection of the Environment Operations Act 1997*; issuing a local order under the *Local Government Act 1993* and; issuing an animal nuisance order under the *Companion Animals Act 1998*.

Before issuing a notice or order, Council notifies the person responsible for the noise of its intention to issue a notice or order. The person may make representations to Council in writing (or verbally in certain situations such as emergencies) within the time frame specified about why the order or notice should not be issued, the conditions of the order/notice or the timeframes for actions to be undertaken. Council considers any submissions prior to issuing an order or notice.

After a noise control notice, local order or a prevention notice has been given, an appeal can be made to the Land and Environment Court within 21 days of being served with it, unless a different period is specified in the *Protection of the Environment Operations (Noise Control) Regulation 2017.*

The maximum penalty for failure to comply with a noise control notice under the *Protection of the Environment Operations Act 1997* is \$60,000 for corporations and \$30,000 for individuals, plus daily penalties for continuing offences. The maximum penalty for failure to comply with a prevention notice is \$1,000,000 for corporations and \$250,000 for individuals, plus daily penalties for continuing offences.

The maximum penalty for failure to comply with a nuisance order issued in relation to a dog is \$880 for a first offence and \$1650 for a second or subsequent offence.



Wingecarribee Shire Council – Neighbourhood Noise Policy Version:

www.wsc.nsw.gov.a

Adoption Date:



Neighbourhood Noise Policy

SCOPE

This policy applies to Council staff and the public when dealing with neighbourhood noise issues where Council is the appropriate regulatory authority.

DEFINITIONS

Authorised officers – A Council employee appointed and delegated to undertake regulatory actions under section 187 of the *Protection of the Environment Operations Act 1997*.

Bird scare gun – An audible bird scare gas gun operated to deter bird damage of crops and other facilities.

dB(A) - A-weighted decibels, a measure of the relative loudness of sounds in air as perceived by the human ear.

Offensive noise – As defined under the *Protection of the Environment Operations Act 1997*, noise:

- (a) that, by reason of its level, nature, character or quality, or the time at which it is made, or any other circumstances:
 - (i) is harmful to (or is likely to be harmful to) a person who is outside the premises from which it is emitted, or
 - (ii) interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted, or
- (b) that is of a level, nature, character or quality prescribed by the regulations or that is made at a time, or in other circumstances, prescribed by the regulations.



Wingecarribee Shire Council – Neighbourhood Noise Policy Version:

www.wsc.nsw.gov.a

Adoption Date:



Neighbourhood Noise Policy

RESPONSIBILITIES

Responsibilities for implementing this policy are shared between Councillors, Executive and staff as follows:

otali do followo.			
Position	Responsibility		
Councillors	To lead the community in understanding this Policy.		
Executive	To lead staff, either directly or through delegated authority, in the understanding of and compliance with this Policy.		
Manager Environment and Sustainability	Review and update the Policy in conjunction with Group Manager Planning, Development and Regulatory Services		
Group Manager Development, Planning and Regulatory Services, and Council Authorised Officers	Implement this Policy and related procedures when responding to and assessing neighbourhood noise issues.		

PERFORMANCE MEASURES

The success of this policy will be measured by:

- Provision of easily accessible information for the community
- Consistency in Council's response to noise issues and best use of Council resources.

APPROVED BY:

WINGECARRIBEE SHIRE COUNCIL

(Insert Date)



Wingecarribee Shire Council - Neighbourhood Noise Policy

www.wsc.nsw.gov.a

Version:

Adoption Date:

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



13.2 Bi-Annual Delivery Program Progress Report, January to June 2018

Reference: 501/2013

Report Author: Group Manager Corporate and Community
Authoriser: Deputy General Manager Corporate, Strategy and

Development Services

Link to Community

Strategic Plan: An enhanced culture of positive leadership, accountability

and ethical governance that guides well informed decisions

to advance agreed community priorities

PURPOSE

This report presents the Bi-Annual Delivery Program Progress Report for the period 1 January to 30 June 2018, which records Council's progress towards achieving the four year actions of the Delivery Program 2017-2021.

RECOMMENDATION

<u>THAT</u> Council receives and adopts the Bi-Annual Delivery Program Progress Report for the period 1 January 2018 to 30 June 2018.

REPORT

BACKGROUND

Under the *Local Government Act 1993* and the Integrated Planning and Reporting (IP&R) Framework, Council must have a Delivery Program detailing its principal activities. The Delivery Program outlines where Council will take ownership of the goals and strategies of the Community Strategic Plan within its area of responsibility and its available resources.

The Bi-Annual Delivery Program Progress Report for June 2018 outlines Council's performance towards achieving the objectives of the Delivery Program 2017-2021. The Delivery Program 2017-2021 is supported by Council's Operational Plan 2017/18. The Operational Plan outlines the projects and programs that Council undertakes during the financial year towards addressing the objectives of the Delivery Program. This bi-annual review of the Delivery Program informs Council's Annual Report 2017/18, due to be presented to the Office of Local Government on 30 November 2018.

At its meeting on 14 June 2017 and in accordance with the *Local Government Act 1993* Council adopted a new Delivery Program 2017-2021. This is the second report on Council's new Delivery Program.

<u>REPORT</u>

The Delivery Program Progress Report for June 2018 (Attachment 1) provides an overview of progress made towards achieving the objectives set out in the Delivery Program

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



2017-2021. They are reported under the themes of Leadership, People, Places, Environment and Economy as set out in the Community Strategic Plan, *Wingecarribee* 2031.

This is the second report to Council on the Delivery Program 2017-2021. At the end of June 2018, 90 of the 96 objectives were 'on-track', six were classified as 'needs attention', and there were none 'on-hold' or considered 'critical'.

Full details of progress and highlights from this reporting period are outlined in the attached report.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

This report has no impact on Council's Fit for the Future Improvement Plan.

COMMUNICATION AND CONSULTATION

Community Engagement

Nil

Internal Consultation

This bi-annual review of the Delivery Program 2017-2021 has been prepared following input and assistance from both divisions and all branches within Council.

External Consultation

Nil

SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report.

Social

There are no social issues in relation to this report.

• Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

The Local Government Act and IP&R Framework require Council to report on progress towards achieving its Delivery Program every six months. This report fulfils this requirement.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



COUNCIL BUDGET IMPLICATIONS

There are no budget implications associated with this report.

RELATED COUNCIL POLICY

Nil

OPTIONS

To meet statutory requirements Council should adopt the Bi-Annual Delivery Program Progress Report.

CONCLUSION

This Delivery Program Progress Report for the period 1 January to 30 June 2018 provides an overview of Council's progress towards achieving the four-year actions of its Delivery Program 2017-2021. It has been prepared following input and assistance from both divisions and all branches within the organisation.

ATTACHMENTS

Delivery Program - Progress Report - January-June 2018

Mark Pepping

Deputy General Manager Corporate Strategy and Development Services

Friday 17 August 2018

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-





Bi-Annual Delivery Program 2017-21 Progress Report

1 January 2018 to 30 June 2018



Civic Centre, Elizabeth St, Moss Vale, NSW 2577. PO Box 141, Moss Vale. t. **(02) 4868 0888** f. (02) 4869 1203

Wednesday 22 August 2018

13.2 Bi-Annual Delivery Program Progress Report, January to June 2018

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



Contents

Introduction	3
Integrated Planning and Reporting	
Leadership	
People	
Places	19
Environment	
Economy	34

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



Introduction

This Bi-Annual Delivery Program Progress Report is for the period 1 January to 30 June 2018. It reports Wingecarribee Shire Council's progress towards achieving the 96 objectives of the Delivery Program 2017-21.

Each objective has been assigned a traffic light to signify overall progress.

= On track (green)

= Needs attention (amber)

= Critical (red)

= On-hold (grey)

At the end of June 2018, 90 of the 96 objectives were 'on-track', six were classified as 'needs attention', and there were none 'on-hold' or considered 'critical'.

Integrated Planning and Reporting

Under Section 404(5) of the *Local Government Act 1993* and the NSW Integrated Planning and Reporting Framework, Council requires a report on progress towards achieving its Delivery Program every six months. The **Delivery Program 2017-21** outlines the activities Council will undertake to achieve the objectives established in the Community Strategic Plan within the resources available under the Resourcing Strategy. The diagram below provides an overview of Council's Integrated Planning and Reporting Framework.



ATTACHMENT 1 June 2018

Delivery Program - Progress Report - January-



Leadership

Wingecarribee 2031 outlines the following Leadership Community Goals:

- 1.1 Our Council has the trust of the community and well informed decisions are made to ensure long term sustainability of our Shire
- 1.2 Council communicates and engages with the community in a diverse, open and inclusive way
- 1.3 Developing community leadership, strong networks and shared responsibility for the Shire promotes and enhances community capacity

The **Delivery Program 2017-21** includes 19 four-year actions to assist in the achievement of the **Leadership** strategies. The progress for these four-year actions for the January to June 2018 reporting period is outlined below.

DP01 Develop and implement an elected-member professional development program



Council is awaiting the release of the Councillor Induction and Professional Development Guidelines before progressing further with this action. Once finalised, the Guidelines will be issued under section 23A of the *Local Government Act 1993* which requires councils to take into consideration these guidelines before exercising any of its functions.

DP02 Strengthen Council's Integrated Planning and Reporting and Governance Frameworks



As required under the *Local Government Act 1993*, the Operational Plan and Budget was placed on public exhibition from April to May 2018 and was adopted by Council in June 2018.

To further strengthen Council's Delivery Program, revised performance measures are being developed to determine the effectiveness of the Delivery Program.

During the reporting period, a Risk Management Action Plan was implemented and a Fraud and Corruption Control Plan has been drafted along with associated policies and procedures.

DP03 Improve community understanding and awareness of Council decisions



Council continues to use a variety of communication channels to inform the community of Council decisions. Council staff continue their positive working relationships with local and regional media stakeholders to ensure Council activities and decisions are reported.

Further, notices of upcoming meetings of Council are placed in local newspapers, and Council and committee meeting agendas and minutes are published on Council's website in a timely manner.

Following a period of public exhibition, Council adopted its Media Policy in April. The policy provides a framework for Council's interaction with media outlets.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



DP04 Develop and maintain an engaged and safe workforce



Council continues to monitor all workplace incidents and where required these are investigated to reduce or eliminate future incidents. Overall, the number of days lost as a result of each lost time injury continues to decline and is now below industry average. By 30 June 2018, Council achieved a milestone with 158 days without any lost time claims.

Current Work Health and Safety initiatives are being directed towards finalisation of policy and procedural issues supported by training and infield audits commencing February 2018. A new initiative in 2018 was the launch of *TAKE 5*, designed to identify site risks for any type of work across Council. This initiative, based upon initial trials of the system, enhances risk identification and reduces other worksite paper-based systems.

Council is developing a Workplace Health Program to support wellbeing in the workplace, based on the South Western Sydney Local Health District's *Five Ways to Wellbeing*. Following a presentation of concept to the executive in early 2018, a working group charter is being developed. Upon approval of the charter, the working group will commence the rollout of this program across the organisation.

Skill shortages continue to be an issue with planners, engineers, accredited certifiers and accountants difficult to attract and retain. There are also skill shortages in areas such as water and sewer, where plant operators for water and sewer treatment plants are difficult to attract. With an ageing workforce the development of replacement staff through internal training of apprentices and cadets remains a high priority.

DP05 Implement actions from Council's Fit for The Future Improvement Program



Council has commenced implementing all 15 of the Fit for the Future Improvement Plan strategies. The adopted Long Term Financial Plan outlines projections for Council achieving the benchmarks set by the State government.

At its meeting on 14 February 2018, Council nominated to participate in the Canberra Region Joint Organisation. Joint Organisations were a key initiative of the State Government's *Fit for the Future* Local Government Reform program, and aim to provide a forum for councils and state agencies to collaborate, plan and deliver on regional priorities. The primary functions of a Joint Organisation are:

- Regional strategic planning and priority setting
- Intergovernmental collaboration
- Shared leadership and advocacy.

Council is working with Joint Organisation members to establish the appropriate governance framework to ensure it operates effectively.

DP06 Ensure Council's financial systems, procedures and practices are in line with industry best practice



The 2018/19 Budget (Including four-year forward estimates) and Long Term Financial Plan were formally adopted by Council on 13 June 2018. Council continues to demonstrate its commitment to strong financial management by adopting a four-year balanced budget. Council's projected cash expenditure budget for the 2018/19 financial year is \$132.4 million.

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



The adopted Budget includes funding for an unprecedented level of capital works. Over the next four years \$219 million of infrastructure renewal and improvement projects will be undertaken. \$107 million will be directed to water and sewer infrastructure improvements, including \$62 million towards the upgrading of Bowral and Moss Vale treatment plants. \$59 million is allocated towards roads, bridges and footpaths. \$21 million has been allocated towards community buildings and recreation areas, while \$17 million has been allocated towards storm-water drainage works.

Over the course of the next four years, Council is proposing to borrow \$48 million which will be used to fund a number of significant infrastructure projects included within the adopted Budget. Council has sufficient financial capacity to fund the debt servicing associated with these loans. Council adopted its revised Loan Borrowings Policy in May 2018.

During the course of the 2017/18 financial year Council considered variations to the budget on a quarterly basis in accordance with section 203 of the *Local Government (General) Regulation 2005*. All other statutory financial reports (including grant acquittals) were completed and submitted within required time frames.

Council's investments have been managed in accordance with Council's adopted Investment Policy, ensuring sufficient cash is available to manage operational requirements. The average rate of return on Council's investment portfolio for 2017/18 was 2.65%, compared to an average bank bill swap rate of 1.82%, an improved performance margin of 0.83%.

DP07 Manage Council's Fleet to ensure maximum value is obtained



Council's annual plant and light vehicle replacement program was adopted in June 2017 as part of the 2017/18 Operational Plan and Budget. The total replacement value for the 2017/18 financial year was \$2.3 million.

This included the purchase of a rear delivery patching truck in May 2018. This truck will be used to support Council's increased road maintenance activities funded through the *Investing in our Future* Special Rate Variation.

Other major items of plant that were replaced during the year included the materials handler at the Resource Recovery Centre, the Southern Highlands Community Transport Community Bus and two wing deck mowers for the open spaces team in late June 2018.

Council has commenced work on a number of the recommendations raised through the plant and fleet internal audit conducted in early 2018. This has involved reviewing and updating a number of fleet management policies, further refining plant expenditure and utilisation reports, and developing an implementation plan for Council's fleet management software.

DP08 Manage council's property portfolio to maximise community benefit



Council's property portfolio continues to be managed in accordance with legislative requirements and within the policy direction set by Council. This has included a range of property acquisitions and disposals, the execution of a number of leases and licences with community groups and commercial operators, road closures and administration of other property matters.

Council has acquired two strategic parcels of land during the 2017/18 financial year – one in the Bowral CBD, which will allow for future parking improvements, and the other adjacent to the Bowral Cemetery, which will provide for additional burial plots and potential future access improvements.

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



A number of small residential land sales have been approved and finalised by Council during the 2017/18 financial year. This includes land at Moss Vale and Bowral.

The enforcement of site access arrangements for the Mt Gibraltar Telecommunications Tower also continues to ensure Council's ongoing compliance with legislative and safety requirements.

DP09 Procurement activities are undertaken to achieve best value while underpinned by a robust ethical framework which enables local supplier participation



Council formally adopted its Procurement Policy in May 2018. The adoption of this Policy was the final stage of a significant review of Council's procurement guidelines and procedures. The Policy and Guidelines were developed to reflect Council's position that all procurement activities will:

- · comply with legislation
- demonstrate best value for money
- · consider long-term financial, environmental and social outcomes, and
- · be conducted in a transparent, fair and ethical manner.

The procurement guidelines and other procurement procedures have been reviewed and updated to provide clear direction on how staff are to undertake procurement activities within Council.

Council has continued to manage its panel arrangements to ensure work is undertaken to a high standard and in accordance with contract rates. A number of major contracts have been renegotiated over the past 12 months including the renewal of the plant and equipment hire panel contract, vegetation and bushland panel contract and the renewal of the tree management panel contract.

A range of initiatives have been introduced to encourage local supplier participation through advertising in local papers, holding pre-lodgement briefings and the inclusion of a mandatory non-cost selection criteria for local participation (weighting of 10%) for all formally evaluated tenders and quotations within Council's Procurement Policy.

DP10 Develop and implement enhanced asset management practices



Asset Management practices are continually being improved to ensure compliance with legislation and policy. Online digital data entry, processing and sign-off for Council's project completion forms (PCFs) has been introduced. Prior to introducing this change, PCFs were managed manually, using a paper based system. The introduction of online digital processing enables staff to access all relevant documentation, check designs linked to the project and check pricing and budgets, which was not easily accessible previously.

Notable achievements include:

- · Desktop review for customer levels of service
- · Updating and development of new asset management plans
- Refinement of capital works program for all reportable asset classes
- Revaluation of water and sewerage assets as well as linking to the Integrated Water Cycle Management (IWCM) process
- Updating the asset register
- · Collection of renewal information and updated renewal programs

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



- Collection of new asset data including new developments
- Updated risk management system and risk registers including risk management planning for water, sewerage, roads and drainage assets
- Introduction of electronic tablet-based technology for staff to collect and receive asset data, saving time and improving delivery of services onsite and in the field
- Interpolation of data between flooding information and sewerage system information to
 prioritise and manage the risk for manholes and surcharge of effluent into the environment
 during high rainfall events
- Introduction of a new asset inspection regime to ensure correlation of asset data registers to the physical location and condition of assets in the field
- Improved road network data and confirmation of asset improvement priority.

DP11 Develop and Implement Business Transformation Program



The Business Transformation Program is underway, with project teams identifying priority improvements for the first four priority projects, being:

- 1. Delivering a customer first culture
- 2. Development application determination times
- 3. Maintenance delivery management Infrastructure Services and Water and Sewer
- 4. Assets quality control

DP12 Enhance customer interaction with Council



One of the focuses of the Business Transformation program is enhancing Council's interaction with customers. During the reporting period a 'customer first' working group was established to review all customer contact channels in order to develop an improvement action plan.

DP13 Ensure council services are delivered efficiently and effectively



Council's Service Delivery Review Programs continue to progress well. Following a Councillor briefing in March 2018 on the Southern Regional Livestock Exchange Service Delivery Review, further analysis on comparative saleyards within NSW has been conducted. Council is also awaiting the outcome of a grant application for proposed upgrade works through the NSW Government Growing Local Economies fund. At a further Councillor briefing in June 2018, the comparative information and an update on the grant application were presented. It was agreed that a report go to Council in July 2018 to provide a status update on the review.

It is anticipated that the Aquatic Services Review will be completed in late 2018.

DP14 Identify opportunities for regional collaboration



Council formally resolved on 14 February 2018 to become a member of the Canberra Joint Organisation. The legislation under the *Local Government Act 1993* which formally enacts the commencement of the Joint Organisations took effect on 1 July 2018.

Council also continues to work with other nearby Councils on joint funded programs such as the Regional Illegal Dumping Program (RID).

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



DP15 Provide quality, timely and accessible information to the community

Council continues to provide quality, timely and accessible information to the community. News items are proactively sought from throughout the organisation, and communicated through multiple channels including media releases, quarterly publications of Wingecarribee Today, radio and television interviews, staff newsletters, Council's online digital Media Centre and via Council's Facebook and Twitter social media sites. Further, Council and committee meeting materials are published to Council's website in a timely manner.

Staff monitor social media sites and provide prompt feedback to queries or concerns. During the reportable period, 63 media releases were issued and 118 Facebook posts published. The March and June issues of Wingecarribee Today were also distributed across the Shire.

There were 25 formal access applications submitted in accordance with the *Government Information* (*Public Access*) *Act 2009* (GIPA Act) during the reporting period, and three of these remained open at its conclusion. Twenty-five formal access applications were finalised in the reporting period (including three carried forward from the last reporting period), within the timeframes prescribed by legislation. Ten of the finalised applications were withdrawn with the consent of the applicant, as Council could deal with the applications informally in accordance with the GIPA Act.

There were an additional 407 applications for access to Council information handled under the proactive release or informal release provisions of the GIPA Act during this period.

DP16 Implement an effective Community Engagement Framework



Council's community engagement work is guided by a policy and strategy. A review of these commenced in 2017 and continued in 2018.

A survey about communication and community engagement has been developed to seek information about how residents, businesses and property owners look for and access information, and how they expect to be consulted. The survey results will be used to inform the final review of the Community Engagement Strategy and Policy. The survey is scheduled for launch in July 2018.

During this reporting period the community was invited to consider exhibited documents or provide feedback for the following projects:

- Draft Operational Plan and Budget 2018/19
- · Draft Urban Tree Policy
- Swimming Pool satisfaction surveys
- Playgrounds survey

DP17 Support Council committees and working groups



Council has commenced an internal review of the committee governance framework, and the outcome of the review has been timed to coincide with the expiry of the two-year term for Councillor representation on committees in September 2018.

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



DP18 Actively build capacity for community participation in leadership including mentoring and support



The development of the draft Economic Development Strategy has included a number of actions related to community leadership capacity including a skills exchange ecosystem. A proposed Southern Highlands Innovation Partnership aims to leverage community-wide leadership by facilitating continuous learning and 'can do' leadership.

DP19 Develop partnerships and networking with community, government and business



Council continues to engage extensively with individual members of the community as well as sector groups, community groups, businesses, community organisations, Local, State and Federal Government agencies and non-government organisations by attending meetings, forums and workshops.

Page 10 of 37

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



People

Wingecarribee 2031 outlines the following People Community Goals:

- 2.1 Our people have the opportunity for a happy and healthy lifestyle
- 2.2 We are an inclusive community which actively reduces barriers for participation in community life
- 2.3 Wingecarribee values and nurtures a diverse, creative and vibrant community

The **Delivery Program 2017-21** includes 19 four-year actions to assist in the achievement of the **People** strategies. The progress for these four-year actions for the January to June 2018 reporting period is outlined below.

DP20 Advocate for improved health services in the Shire



Council staff continue to participate in the South West Sydney Primary Health Network (SWSPHN) and associated initiatives, encourage outreach of services to the Aboriginal Cultural Centre, and assist in promoting preventative health initiatives.

Health related initiatives during this reporting period include:

- A Positive Ageing Forum was held during the Seniors Festival, focusing on the Five Ways to Wellbeing.
- Distribution of fresh food for families to access at the Aboriginal Cultural Centre.
- The appointment of Council staff to the SWSPHN Community Advisory Committee.
- The appointment of Council staff to the Headspace Consortium. The Headspace Consortium commenced a weekly support group for a group of students identified at one of the local secondary schools.
- Coordination and delivery of the Love Bites program to 130 students at a local high school.
- Delivery of the Aboriginal Go 4 Fun program in Term 2 at the Aboriginal Cultural Centre.
- · Youth Week events were delivered under the banner of Five Ways to Well Being.
- Funding applications were submitted to Liveable Communities to increase participation of seniors in the Arts Trail, and to South West Sydney Local Health District to incorporate Five Ways to Well Being into the Community Services Expo.
- Continuation of the Tackling the Challenge Talking Local Men's Health project, aiming to
 empower men to tell their story of overcoming life's obstacles and encouraging men to seek
 help in times of need.

DP21 Partner with community based organisations in provision of services



Partnerships and collaboration are a key part of all activities and events undertaken by Council. The Seniors Festival and Youth Week were major annual events held during this reporting period. The success of both of these celebrations was enhanced due to the partnerships that were created to deliver a range of different activities across the Shire.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



DP22 Partner with State and community organisations to provide a broad range of health and wellness programs to target specific needs of the community



In April, both Youth Week and the Seniors Festival provided great opportunities to showcase South Western Sydney Local Health District's *Five Ways to Wellbeing* program. The *Five Ways to Wellbeing* films developed by Moss Vale High School students continue to be shown at the Empire Cinema prior to film screenings.

Partnerships with other service providers have seen an increase in the services available at the Aboriginal Cultural Centre. The Aboriginal *Go 4 Fun* 10-week healthy lifestyle program was a productive partnership with South West Sydney Local Health District, and partnership with OzHarvest and Red Cross means that families can now access free fresh food on a weekly basis at the Aboriginal Cultural Centre.

DP23 Provide affordable sport, recreation and leisure services



Council continued the maintenance schedule of facilities, including maintenance at the following sports grounds:

- Stephens Park top dressing and aeration, completion of line marking, and changeover of the goal posts
- · Mittagong Oval direct seeding and aeration of the playing surface
- · Upgrade of the sewer pipes at Bundanoon amenities, and
- · Installation of a cricket pitch cover at Welby Oval.

Capital works completed over the reporting period include:

- · Lake Alexandra picnic shelter and table installed
- · Central Control irrigation system installed at seven facilities
- · Resurfacing and cleaning of Robertson Tennis Courts
- Welby weir/Box Vale Track foot bridge renewed
- Mittagong Pool amenities flooring resurfaced
- Bowral Pool amenities building rendered
- · New AFL goal posts storage container installed at Welby Oval, and
- New flooring installed in the Bowral Pool plant room and canteen.

The pool season has been completed for 2017/18. The Moss Vale War Memorial Aquatic Centre contract was awarded to Bluefit for the operation and management of the facility. Bluefit will transition into the facility from 1 July 2018.

DP24 Partner with Police, business and community representatives to implement the Community Safety Plan



Council facilitates the Wingecarribee Community Safety Committee, which aims to provide a safer community for all people in our Shire. Information promoted in Wingecarribee Today and in the local newspaper highlights the contact numbers and portals available for members of the community to contact Police.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



The Southern Highlands Domestic Violence Forum has addressed initiatives to support women with or without children escaping domestic violence to remain living in this community. It remains a prevalent issue in our community requiring a coordinated approach. A banner stating *Southern Highlands Says No to Domestic Violence* has begun a tour of the Shire, being displayed at different schools and sporting events.

A funding grant was submitted to the Crime Prevention Strategy to address issues of vandalism identified at Corbett Gardens.

DP25 Partner with agencies to ensure emergency management processes and procedures are in place



The Local Emergency Management Committee (LEMC) met in February and again in May. The Committee finalised and endorsed the Wingecarribee Local Snow Plan following the snow event in 2015 that resulted in a natural disaster declaration and significant damage in the Shire. The LEMC determined to base their annual emergency management exercise on a significant snow event in order to test the plan. The exercise was successfully held as a 'Desktop Discussion' exercise in June.

During Seniors Week in April the LEMC presented a two-hour workshop at Mittagong RSL called *Fire and Ice*, with the assistance of the Office of Environment and Heritage, the State Emergency Service, the NSW Rural Fire Service and NSW Police. The aim of the workshop was to engage with seniors to build resilience to extreme weather events. In support of the workshop Council staff wrote an editorial piece for the Climate Council, which was syndicated in 78 newspapers around Australia, highlighting that communities around the country are realising the importance of building community resilience in the face of climate change.

The workshop's success, along with enquires from other councils around the country following publication of the editorial piece, prompted Council to apply for a Community Resilience Innovation Program grant. This application was successful, allowing Council to further develop the workshop and collateral materials into a portable community engagement and education module to build greater community resilience to natural disasters.

DP26 Implement public health and safety regulatory programs



As part of Council's renewed commitment to public health and safety programs, Council has adopted the State Government *Scores on Doors* Food Safety Program. During the reporting period Council undertook 216 food safety inspections with 133 of food shops inspected receiving a score of 5 stars, and 36 receiving 4 stars. The remainder received 3 stars or less.

Council has continued its education and awareness campaign associated with the program ensuring that food operators are made aware of their obligations under the Act to promote public health through food safety.

DP27 Assess the changing profile of the Shire and prioritise services accordingly



A range of data requests both internally and externally have been received and managed. Data remains an important factor for funding applications and gaining an understanding of the changing needs of our community.

ATTACHMENT 1 June 2018

Delivery Program - Progress Report - January-



Council's active participation in a range of stakeholder networks and interagency meetings provides opportunities to work closely with local service providers and be aware of potential and future needs or issues and devise strategies to address them.

The exchange of experiences and expertise along with the communication of research and best practice contribute to the delivery of services in the community sector

DP28 Provide children services to support family life



Council continues to support families across the Shire with the Family Day Care Program and the Out of School Hours Service based at Mittagong Public School.

Both services are preparing for the transition to the new Child Care Subsidy Package (CCS) commencing on 1 July 2018. This is the biggest reform in this area since the introduction of subsidies for child care.

With the successful application of the Family Day Care Service for a Community Child Care Fund Grant - Sustainability, the Service is looking to develop a business and marketing plan to ensure the ongoing viability of Family Day Care into the future. Over the next three years the Service will be working towards a sustainable future and looking for ways to try and increase numbers of Family Day Care Educators, particularly in outlying areas where there is a lack of available child care services to support families.

DP29 Support agencies to implement community programs and initiatives



Council has assisted a range of community groups to implement community programs and initiatives through the provision of financial assistance.

The Wingecarribee Community Assistance Scheme program was actively promoted with 73 applications received, requesting a total of \$207,250 in funding and an additional \$12,243 from the Environment Levy. Of these, 59 applications were recommended for funding for a total of \$120,000 plus \$9,200 from the Environment Levy.

Contingency Funds were reviewed and a streamlined application process and guidelines were adopted to assist community groups organising one-off events or seeking sponsorship.

Council promoted and facilitated Club Grants, with Mittagong RSL and Moss Vale Services Club providing \$50,000 for community groups.

DP30 Provide companion animal services



Council continues to promote responsible companion animal management and work with pet owners in the Shire to ensure they meet their legislative obligations. This is achieved using a combination of education and regulatory enforcement. Council has conducted proactive patrols of off-leash hot spots to educate dog owners on their responsibilities when using public spaces as well as responding to customer reports of dog attacks, barking dogs and strays.

Under Council management the Wingecarribee Animal Shelter has continued to provide a high standard of care for the stray and unwanted animals of the Shire. Council staff continue to work with local stakeholder groups such as Friends of Wingecarribee Animal Shelter to achieve commendable re-homing rates under Council's Alternatives to Euthanasia policy. The Shelter continues to achieve excellent community engagement through media such as its Facebook page, and volunteers and community groups.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



DP31 Support initiatives which enhance opportunities for learning and skill development



Council has developed a draft Economic Development Strategy, which aims to include initiatives and actions to provide increased learning opportunities in the Shire and improved skills development particularly for young people. The draft Strategy is expected to be presented to Council in late 2018 and will be followed by consultation with the community.

In conjunction with Regional Development Australia Southern Inland, Council has begun development of a digital "hub" for job seekers and businesses to connect in the region. The hub will provide information to Council on skills gaps, employment rates, and skilled visa requirements. It is designed to be used by a wide range of people, including those with disabilities or on work visas.

The hub will provide a Skills Gap Analysis to each applicant, identifying opportunities to skill up and increase their employability. This collated data will facilitate our work with training partners in the region to assist job seekers to skill up for the work that exists. Overall the hub will assist in the creation of a workforce and education "ecosystem" for our region designed to connect all community participants through one technology-enabled platform.

DP32 Provide a range of services and programs through Council Library service



Council continues to provide library services to the Shire. Over the reporting period, there was no substantial change to the number of loans when compared to previous reporting periods, although the type of material and format is evolving to accommodate an increasingly online environment.

Visitation is slightly down over the reporting period. Interlibrary loans continue to fall, indicating the current collection meets community needs. A new library website is under development, and will allow greater access and interactivity through the use of mobile devices. The use of Facebook as a communication tool has been reviewed, in particular with respect to advertising children's services within the Library, as attendance fills quickly to these events.

	2017-2018	2016-2017	% Change
Library Loans	114,635	117,526	-2.5%
E-Book and E-Audio Loans	7,307	5,096	43.4%
E-Magazine Loans	2,909	1,898	53.3%
TOTAL Loans	124,851	124,520	0.3%
Visits	80,560	83,710	-3.8%
New members	804	737	9.1%
Interlibrary Loans	122	138	-11.6%
Internet Sessions	7,473	8,401	-11%
Wireless Internet Sessions	7,361	6,980	5.5%
Library Website visits	26,889	24,300	10.7%
Beamafilm Downloads	565	1,366	-58.6%
Facebook Reach/Views	17,319	38,317	-54.8%
Story time attendance	1,883	1,758	7.1%
Baby Rhyme Time Attendance	777	978	-20.6%
Scratch and HTML Coding Graduations	17	16	6.3%
LEGO Club Attendance	201	122	64.8%
Class visits	36	16	125%
Local Studies Visits	49	-	-
Local Studies Enquiries	13	-	-

Page 15 of 37

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



The NSW Public Libraries Association South East Zone Meeting was successfully held at Bowral in February and Shellharbour in June. The Association exists to provide a strong single voice for public libraries across NSW and at the national level as a member of the Australian Public Libraries Alliance. Topics included new consortia agreements for e-collections, the NSW State Government's announcement on reduced funding for NSW public libraries, the State Library of NSW report, the Children's and Youth report, and a tour of the \$56 million facility at Shellharbour Council.

The Wingecarribee Library Service took part in the State Library of NSW's Enquiry Completion Rate Survey in March and May 2018. This survey's primary purpose is to calculate how many reference enquiries have been made at each library service for the year. It was calculated that the staff of the Wingecarribee Library Service answer approximately 39,575 enquiries each year with approximately 2,998 enquiries answered by each staff member.

The new online BorrowBox service was launched in February 2018. This service allows Wingecarribee Library customers access to new eBooks and eAudiobooks from the BorrowBox app, which can be easily downloaded to their mobile devices and computers. Library staff gave a presentation to Councillors on 7 March 2018 as part of the extensive BorrowBox promotion.

The Friends of the Wingecarribee Library (FOWL) conducted the annual book sale in the Memorial Hall in March. The book sale was a success with net profit of \$1,642.15.

Three activities were offered by the Library Service as part of the January School Holidays Program:

- The Vegetable Plot: Award winning musical comedy. 100 children attended the show at Bowral on 10 January 2018.
- Solar System Scratch Art: 30 children attended the activity at the Bowral, Moss Vale and Mittagong Branch Libraries. This activity was booked out with a maximum of ten participants at each event.
- Bingo: 30 children attended the activity at the Bowral, Moss Vale and Mittagong Branch Libraries. This activity was booked out with a maximum of ten participants at each event.

The Summer Reading Club for children aged 5-16 years ran throughout December 2017 to the end of January 2018 and had 155 participants, an increase of 31.4% from the same reporting period last year. The Summer Reading Club is an annual promotion that the library uses to encourage reading during the school holidays. Each participant registers and receives an activity pack to record what they have read. There are incentives including tickets to enter the main prize draw (\$100 Big W gift voucher), certificates, stickers and other giveaways. This program is proudly supported by FOWL.

As part of the Local Studies Collection, the stocktake of all local history items by the Information Services Officer is nearing completion. This information will be used with strategic planning, grant applications and storage requirements. This project will be completed by September 2018.

A new semi-permanent exhibition is now being created. The *Postcards from our Past* exhibition is drawn from the Wingecarribee Public Library Local Studies collection and will explore the memories and moments captured across the Southern Highlands from the 1900s onwards. This exhibition will promote the local history collection, improve the aesthetics of the gallery space when not in use, and form part of the Tulip Time Festival 'Creating Memories' 2018 Art Trail.

DP33 Implement sector plans that address key barriers to participation in community life



Youth participation was a key element of the Youth Week planning and coordination. Fortnightly meetings at the Youth Hub allowed for active participation and input into the planning and delivery of celebrations.

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



The Seniors Community Reference Group actively participated in the planning and delivery of the Seniors Festival with inclusion and access a key component of all the events.

In 2017, Council finalised its Disability Inclusion Action Plan. The Plan presents an opportunity for Council to work towards sustainable outcomes while striving for equity, access, participation and equal rights for everyone. During this reporting period, Council commenced implementation of a number of initiatives to achieve better access and inclusion for people with a disability, including:

- distribution of Missed Business Guides across the Shire to retail and small businesses,
- commencement of construction of a pedestrian bridge over the Unanderra railway line at Moss Vale,
- · preparation of a Play Spaces Strategy,
- · implementation of the Public Toilet Strategy commenced,
- inclusion of a disability access question in the annual public swimming pool survey, and participation in the development and review of the LGNSW online inclusive tourism training modules.

DP34 Develop and implement initiatives that support new residents participating in community life



A new initiative for this period was the development of the FunFinder App, which aims to provide children, young people and their families easy access to a broad range of activities and events in and around our Shire. The app was an initiative of the Highlands Child, Youth and Family Network that applied for funds from Wingecarribee Club Grants, and was administered and financially supported by Council.

DP35 Support intergenerational programs and projects



An intergenerational activity took place at Lake Alexandra during the cross over between the Seniors Festival and Youth Week. This event involved students from Bowral High School spending time with local older residents, including residents from the Harbison dementia unit. The connections, conversations and shared stories led to a greater understanding and appreciation of each generation.

Council has applied to the NSW Government for funding to support a Grandparents Day event in late October 2018.

DP36 Support and co-ordinate a diverse range of community festivals and celebrations



The Seniors Festival commenced in April and ran for 14 days with over 40 events and activities covering every day of the festival. This year the festival promoted inclusiveness and encouraged seniors to remain active and engaged in the community. It is estimated that over 150 people participated in the festival.

National Youth Week commenced in April with a calendar of six events planned in collaboration with young people and youth services. The week culminated in an outdoor cinema event at Leighton Gardens attended by over 120 young people.

NAIDOC Week 2018 planning has been supported by a \$1,000 grant.

A Grandparents Day funding application has been submitted to the NSW Government for an intergenerational event to be held on Grandparents Day in October 2018.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



DP37 Promote and deliver initiatives which enhance community understanding of Aboriginal cultural heritage



Red Room Poetry Workshops were held in April, and engaged Aboriginal school students in workshops to explore poetry in first language to celebrate, share and preserve knowledge of First Nation languages and culture. The project aimed to strengthen the connection of First Nation students to country, language and community to enable them to feel pride in their cultural identities.

The Wingecarribee Aboriginal Cluster Group continues to meet monthly under a new title - Wingecarribee Aboriginal Network (WAN).

DP38 Facilitate the promotion of community arts, emerging artists and cultural awareness and activities



Professional development and capacity building of artists remains an important part of the Arts and Culture Strategic Plan. Council has designed and delivered a range of workshops to the local arts community, including legal workshops.

Council has signed up to a project that will create a directory of artists in our local community, where individual artists can upload their information. This directory will provide a great resource for others wanting to access a range of local artists.

The Foyer Gallery exhibitions continue to be very popular and provide local artists an opportunity to display their works and promote upcoming exhibitions in the Shire.

Staff are in the process of preparing a submission for the second round of the Regional Cultural Fund for the redevelopment of Bowral Memorial Hall.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



Places

Wingecarribee 2031 outlines the following Places Community Goals:

- 3.1 We have an integrated and efficient network of public transport and shared pathways
- 3.2 Wingecarribee has maintained a distinct character and separation of towns and villages
- 3.3 Our built environment creates vibrant and inviting public spaces
- 3.4 We have safe, maintained and effective assets and infrastructure

The Delivery Program 2017-21 includes 23 four-year actions to assist in the achievement of the Places strategies. The progress for these four-year actions for the January to June 2018 reporting period is outlined below.

DP39 Undertake advocacy activities to further the development of an integrated public transport network



Council staff regularly attend regional forums with Roads and Maritime Services (RMS), the Heavy Vehicle Forum, and the Institute of Public Works Engineers Australia (IPWEA) and participate in grant funding opportunities to further the development of an integrated public transport network.

Council staff incorporate the efficient connections and interface between various transport modes including rail, road, buses, taxis, cycling, pedestrian and other forms of public transport within asset management plans.

During the reporting period, staff held meetings with key RMS staff to discuss and plan for improved network outcomes within the Shire, and have also attended Infrastructure Working Group (IWG) meetings to plan regional integrated public transport networks.

DP40 Provide infrastructure linkages between public transport hubs



Council has developed a robust capital works program which includes delivery of key infrastructure projects that improve links between public transport hubs.

Projects delivered or underway include:

- Station Street upgrade, Bowral
- Berrima Road bypass, Moss Vale
- Old South Road rehabilitation, Bowral
- · Merrigang Street planning and upgrade, Bowral
- Pedestrian Bridge over railway line, Moss Vale
- · Kirkham Road planning and funding, Bowral

Council received grant funding of \$1.43 million under the NSW Fixing Country Roads Program for the reconstruction of Kirkham Road, Bowral between Mittagong Road and Wingecarribee Street bridge. This project has been included in the capital works program for delivery in 2018/19.

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



An expression of interest application was submitted for the Moss Vale bypass road project for consideration under the NSW Growing Local Economies Program. Concurrently, a submission was made under the Federal Regional Development Fund. Funding from both State and Federal governments is required for the project to proceed. The project consists of three stages extending between Berrima Road and Moss Vale Road, located primarily on existing road reserves. Although this project has not received initial grant funding, staff will continue to apply for grants and progress the design in readiness for future delivery.

DP41 Promote public transport options and linkages across the Shire



Council is in the process of updating the Shire's road network model. The model looks at how linkages across the Shire interact and how they are utilised. The project includes reviewing current and future traffic projections, identifying network deficiencies and developing projects to address deficiencies. The model output will inform future capital works programs and contribution plans.

Benefits may include:

- · Improved safety
- · Less road congestion at network nodes
- Improved future planning
- · Development information
- · Up-to-date information for Council and other road authorities
- · Alternative transport options, promoting health, economic savings and convenience, and
- · Energy savings.

DP42 Expand our network of footpaths and cycle ways to improve connectivity of the Shire



Council has developed a capital works program that includes the expansion of footpaths and cycleways.

Key projects completed or in progress include:

- Construction of the Pedestrian Bridge over the Unanderra railway line in Moss Vale
- · Design of a shared pathway between East Bowral and Moss Vale along Eridge Park Road
- A grant application was submitted for the construction of pathways from Kings Road to Moss Vale Showground.

Development of Stage 3 of the Bicycle Strategy and a review of the Pavement Access and Mobility Plans has begun.

Council is looking at opportunities to install pedestrian and cycle pathways to link the Shire, when other major infrastructure is being constructed. This may include opportunities whilst constructing roads, water or sewer pipelines.

DP43 Partner with agencies to advocate for improved transport services



Council staff participated in the annual Roads and Maritime Services (RMS) Regional Forum held in Wollongong, the NSW Road Congress held at Parliament House Sydney, and attended numerous Institute of Public Works Engineers Australia (IPWEA) transport forums at various locations in NSW.

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



The forums provided Council with up-to-date technical information, funding and grant information, provided networking opportunities and built strong professional relationships with service providers and leaders.

Council has become a member of the Canberra Joint Organisation (JO), and is playing an active role in advocacy of regional transport as part of the JO Infrastructure Working Group (IWG). The IWG are investigating improvements to traditional transport services and intermodal transport options.

DP44 Provide a rigorous planning assessment framework which reflects State legislation and Council's adopted land use strategy to ensure appropriate development outcomes



The Wingecarribee Local Environmental Plan (LEP) is currently being amended in line with the recently completed Local Planning Strategy to ensure the overriding planning framework is reflective of the community's expectations. Those planning proposals that have been supported though the Local Planning Strategy process have received a gateway determination.

All Planning Proposal submissions continue to be assessed in accordance with the Departmental guidelines, and Council's template and guidelines have been reviewed and updated to ensure proposals are assessed fairly and in a consistent and efficient way.

Council's planning assessment framework will be progressively updated over the next two to three years to reflect changes to NSW planning legislation which came into effect on 1 March 2018. Council is awaiting further guidance from the State Government to effect these changes.

DP45 Review and prepare planning strategies, policies and studies that retain the character of the Shire's towns and villages



Council recently completed the Wingecarribee Local Planning Strategy which described the character and important attributes of the Shire's towns and villages. The Local Planning Strategy will inform a comprehensive review of Council's Development Control Plans (DCPs) which will guide future development in the Shire to ensure the character of towns and villages can be retained. The Development Control Plan comprehensive review has been commenced and will continue over the next 6 months. The Department of Planning and Environment has advised of changes to the *Environmental Planning and Assessment Act 1979* that are likely to require content of the DCP to be in a standard format.

DP46 Implement initiatives that promote and protect cultural heritage



Council continues to run initiatives to promote and protect cultural heritage, such as the biannual Heritage Awards that were held in May 2018, the heritage grants scheme and contributing to the annual National Trust Heritage Festival to build awareness of Council's heritage activities.

Council has recently incorporated over 90 new heritage items into schedule 5 of the Wingecarribee Local Environment Plan 2010, which will ensure that these heritage significant buildings are protected both through their ability to attract future funding for maintenance and repair but also to ensure that future development is appropriately assessed to reduce or ameliorate any impact on the items.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



DP47 Implement a program of towns and village centre improvements



Council remains committed to the ongoing maintenance and improvement of the Shire's town and village centres. Proactive and reactive maintenance has been undertaken in all central business district (CBD) areas including street sweeping, pavement cleaning and trip hazard removal.

Other planned projects include the design for the Corbett Gardens infrastructure upgrade and the design for the Bowral Memorial Hall redevelopment.

Service-level maintenance plans for village and town CBDs are being developed.

DP48 Implement the Street Tree Master Plan



Street tree plantings have been completed, with a further 120 trees planted in various locations in this reporting period. Planning is under way for additional planting this spring.

Council has updated the Urban Tree Policy and it was adopted by Council in May. The Tree Risk Management Plan was endorsed in June.

DP49 Provide and maintain high quality community facilities across the Shire



Council is implementing a number of operational actions that will improve the quality of facilities provided to the community. These include:

- · A draft Play Spaces Strategy
- · The Parks Asset Management Plan, and
- · A Public Toilet Strategy.

Designs for the Civic Centre have been completed and the Civic Centre refurbishment has been submitted for development approval. The tender process for construction of the Civic Centre upgrade will commence as soon as possible, once approval has been received.

Other facilities being designed or being delivered include:

- · Welby Hockey second synthetic field
- · Lake Alexandra playground softfall renewal
- · Design of the Iron Mines Oval amenities building
- · Leighton Gardens public toilet refurbishment
- Winifred West Park public toilet refurbishment, and
- · Design of the Corbett Gardens infrastructure upgrade.

DP50 Undertake the redevelopment of Bowral Memorial Hall



Significant progress has been made for the redevelopment of the Bowral Memorial Hall project with a development approval issued and an application made to the State Government for 50% funding of the project.

The design is well progressed and will be completed by the end of the 2018/19 financial year, with construction scheduled to take place in the 2019/20 financial year. Council Staff are continuing to progress this project in accordance with the Delivery Program and available funding.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



DP51 Effectively plan for and deliver on the diverse needs of people with a disability



The Disability Inclusion Action Plan first year report has been submitted to the NSW Government. Council will continue to fund the Ageing and Disability Officer role within Council following the cessation of funding from the State Government for this role.

The Missed Business Guide continues to be distributed with a focus on Berrima during this period. The Guide provides local businesses with strategies on how to attract customers and staff by providing better access to their business.

Support and partnerships for projects and events supporting disability inclusion and awareness remains an important strategy. Funding was sought from the Liveable Communities grant program for a project which aimed to increase participation of people with disabilities in the Arts Festival to be held in November. Unfortunately, this application was unsuccessful.

DP52 Ensure planning controls allow for diversity of housing choice



In 2017, Council adopted a Local Planning Strategy that was endorsed by the New South Wales Department of Planning. As Council did not identify any additional or new urban release areas and instead relied upon infill development within Council's existing towns and villages, the Department specifically excluded the residential component. Council has continued its work on developing a residential strategy which identifies additional new urban release areas and new re-zoning opportunities throughout the Shire to enable diversity of housing choice. This is supported by land use zoning and variation in minimum lot size.

In 2018, Council has considered a number of planning proposals that were supported through the Local Planning Strategy. Those matters are currently being pursued through a planning proposal process that will enable greater diversity in housing choice.

A local housing strategy will be further pursued once Council has certainty over the guidelines proposed for such a strategy from the NSW Department of Planning later in 2018.

DP53 Partner with agencies to plan and deliver a program of road upgrades, renewals and maintenance



Council has developed a comprehensive capital works program and delivery plan for the 2018/19 financial year. The majority of the capital works program will be utilising a combination of in-house resources and contractors.

The following projects were completed during the reporting period:

- · Old South Road rehabilitation and road widening between Merrigang Street and Bowral Road
- · Wombeyan Caves Road rehabilitation
- Wilson Drive road rehabilitation, and
- · Exeter Road rehabilitation and upgrade (Blackspot funded).

Construction work for the Berrima Deviation Project is continuing.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



DP54 Implement a long term solution for the use and disposal of road side spoil



Council road and drain construction projects are being designed with a view to minimising spoil (excavated public road material) needing to be taken to a disposal facility. This includes the implementation of co-projects such as Clear Zone safety improvements facilitating the reuse of cut and fill material. Clear Zone safety improvements include managing road verges so that cars leaving the road at speed do not immediately hit an object or go over an embankment.

A number of sites are being investigated regarding the practicality of creating council depots for reusable material and stockpile management. Where identified as viable, the intention is to obtain Environmental Processing Licences to further reuse options.

DP55 Review and implement Water Master Plan



Council has resources committed to the development of long term strategies for infrastructure within water and sewer. Council has reviewed and updated its Integrated Water Cycle Management Plan, which has incorporated the long term capital works plan, a review of current supply zones, and the long term utilisation/upgrades of both of the Wingecarribee and Bundanoon supply schemes.

DP56 Review and implement Sewage Treatment Plant Upgrade Strategy



Council is in the final stages of obtaining approval for the Integrated Water Cycle Management (IWCM) Strategy. The adopted IWCM Strategy scenario, which forms part of the overall sewerage strategy, supports the upgrade of Moss Vale, Bowral and Mittagong Waste Water Treatment Plants (WWTPs) over the next seven years at a total cost of \$85 million.

The following projects have been included in the capital works program:

- Upgrade Moss Vale WWTP (design 2018/19, construction 2019/21) total \$28 million
- Upgrade Bowral WWTP (design 2018/19, construction 2019/21) total \$34 million
- Upgrade Mittagong WWTP (design 2018/19, construction 2019/21) total \$23 million

Expressions of interest have been prepared for consideration under the NSW Government Safe and Secure Water Program for 25% funding for the design and construction of Bowral and Moss Vale Waste Water Treatment Plants.

DP57 Improve stormwater management across the Shire



Throughout the reporting period, Council has continued work to improve stormwater management across the Shire, delivering the following during the reporting period:

- The Floodplain Management Strategy is progressing with the Office of Environment and Heritage confirming successful grant applications for Whites Creek Flood Study and Nattai Ponds Risk Management Study.
- The tender process for Whites Creek and Nattai Ponds flood study has been completed and the flood studies by specialist consultants have begun.
- Community consultation and feedback, which will feed into the flood study, is almost complete.
- Ongoing maintenance of Shire drains, creeks and reserves.

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



DP58 Drinking water quality management



Council continues to work through commitments and actions associated with the adopted Drinking Water Management System. The following actions have been achieved within the reporting period:

- The delivery of primary treated water was 100% compliant with the Australian Drinking Water Guidelines
- The delivery of Council's annual system review for NSW Health
- The review and re-adoption of Council's Drinking Water Policy
- The adoption of Council's Backflow Management Policy
- Continuous staff training and development
- Customer stakeholder liaison
- · Water sampling and analysis programs
- · Implementation of water theft management protocols, and
- · The delivery of associated scopes and projects for enhancing associated water infrastructure.

DP59 Ensure the integrity of water and sewer infrastructure



Council has continued to conduct both planned and reactive maintenance of its infrastructure. Reviews and modifications of structure, skill base and work practices are continually ongoing to maximise business efficiencies and customer service standards.

Council staff continue to review policies, with revised policies on Trade Waste, Drinking Water and Backflow Management adopted in the last six months, which complement the management practices on water theft and illegal property connections.

DP60 Ensure regulatory compliance of sewerage infrastructure



The Environment Protection Agency (EPA) regulatory annual returns for five waste water treatment schemes were completed between March and May 2018. The sixth annual return will occur in September 2018. Four of the schemes were fully compliant. The Berrima scheme had a pH non-compliance associated with its final treated effluent. The pH management of its effluent has been previously raised with the EPA, and an agreed Environmental Improvement Program is currently in place to manage this long term issue.

Council has conducted a review of its licence parameters with the EPA and new achievable parameters have been agreed as part of the new licence conditions. Further licence parameters will be reassessed once the capital delivery program scoping for the three Waste Water Treatment Plant upgrades has been confirmed in 2018/19.

The last six months has also seen the successful delivery of infiltration smoke testing compliance assessments on properties in Bundanoon, which follows on from previous annual programs conducted in Bowral and Moss Vale. Smoke testing involves pumping a non-toxic mist into the sewer main to highlight any damaged assets or illegal customer connections, and is undertaken to stop the infiltration of stormwater into the sewage system.

Council has also reviewed and implemented its Pollution Response Incident Management Plans, which are essential for managing risks that may occur at all six of Council's waste water schemes.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



DP61 Facilitate and advocate for enhanced access to telecommunication networks



Council is working with telecommunications carriers to determine viable options for improved telecommunications in the region.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



Environment

Wingecarribee 2031 outlines the following Environment Community Goals:

- 4.1 Wingecarribee's distinct and diverse natural environment is protected and enhanced
- 4.2 Sustainable living practices are actively encouraged
- 4.3 Wingecarribee achieves continuous reduction in waste generation and disposal to landfill
- 4.4 Wingecarribee addresses, adapts, and builds resilience to climate change

The Delivery Program 2017-21 includes 23 four-year actions to assist in the achievement of the Environment strategies. The progress for these four-year actions for the January to June 2018 reporting period is outlined below.

DP62 Manage public natural assets



Environmental management activities continue to be successfully implemented by the Environment Levy funded Bushcare program across 38 bushland sites.

Seven revegetation projects commenced during this period, at Berrima Weir Reserve, Berrima Stone Quarry Walk, Bowral Centennial Park, Moss Vale Cosgrove Park, Burrawang George Street Wetland, Robertson Caalong Creek and Mittagong Chinamans Creek.

The Community Nursery continues to operate with volunteer support, with over 6,000 plants produced in the reporting period.

The use of portable cameras for biodiversity and natural asset management has commenced. This will be a vital tool for Council for the management of bushland assets including the monitoring of biodiversity and vertebrate pests and control of damaging activities.

The Southern Highlands Koala Conservation Project continues. The Southern Highlands Platypus Conservation Project commenced, utilising community engagement, citizen science and a Platypus Spotter App that has been developed by Council.

The Southern Highlands Glossy Black Cockatoo Conservation Project commenced. Council has partnered with the NSW Office of Environment and Heritage and the "Friends of the Glossy Black Cockatoo" community group on a collaborative and citizen science based approach with our community to help save the endangered Glossy Black Cockatoo. The project is called "Glossies in the Mist" and focuses on the Southern Highlands and Southern Tablelands. It is being funded through the NSW Government 'Saving Our Species' program and will initially operate for three years with a budget of approximately \$110,000 over this period.

The project will include actions to address critical threats of loss of hollow trees, loss and degradation of important foraging habitat, inappropriate fire regimes, availability of surface water in proximity to nesting and feeding habitat, lack of awareness of the species and its habitat requirements, and loss of local and regional scale habitat connectivity. Particular focus will be on improving management for the species within the Regional Wildlife Corridor mapped in Council's LEP in the Canyonleigh area.

The Local Government NSW Roadside Environmental Management Plan Project has commenced with grant funding of \$46,000 received from Local Government NSW. The project will be completed by March 2019.

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



DP63 Maintain and build high value environmental lands and corridors



During the reporting period, Council continued implementation of the Private Land Biodiversity Conservation Strategic Plan. Council encourages conservation on private land through a three tiered program to support different types of landholders and conservation values.

In total, 188 properties are registered with Council's Habitat For Wildlife program, and 117 properties are registered with the Land For Wildlife program. One new Vegetation Conservation Agreement was entered into to protect and enhance Robertson Basalt Rainforest on private land.

The NSW Office of Environment and Heritage is continuing to develop the Green Web Corridors project. This uses draft vegetation mapping in conjunction with koala satellite tracking data and predictive distribution of koala habitat. Green Web is anticipated to be completed in the second half of 2018.

DP64 Ensure the impacts of development on biodiversity are assessed, monitored and mitigated



Council continues to utilise section 4.15 of the *Environmental Planning and Assessment Act 1979* as the basis to ensure that impacts of development on biodiversity are assessed, monitored and mitigated. A more rigorous assessment process has been introduced following the adoption of the *Biodiversity Conservation Act 2016*. All applications that involve an impact on biodiversity are now considered by a dedicated staff member who is qualified in Biodiversity Impact Assessment.

DP65 Build community partnerships and education programs to reduce pollution



Council continues to operate an investigation and enforcement program for pollution and illegal dumping matters. During the reporting period, investigations have resulted in enforcement notices being issued for a number of matters.

Council ran two community workshops on the correct operation of wood heaters to minimise air pollution, delivered two school-based education programs focused on water quality, and ran the Household Chemical Clean Out event in May which saw the removal of over 14 tonnes of unwanted waste chemicals from our community.

DP66 Reduce the impact from Council infrastructure and operations



Council undertakes Environmental Assessments of the potential impact from Council works, utilising Council's adopted procedure and assessment tool for this function. These tools have been reviewed to reflect changes in the relevant legislation and new biodiversity legislation. Controls to minimise and mitigate environmental impacts are identified through this process.

The Local Government NSW Grant funded Roadside Vegetation Project has commenced. This project will see the development and implementation of Environmental guidelines which will relate to works within Council's road reserves that affect roadside vegetation.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



DP67 Develop and implement policies that support reduction in pollution across the Shire



Council aims to ensure up-to-date environment and sustainability policies are adequate and appropriate to address our community's needs and emerging issues.

During this reporting period Council has developed a Noise Policy, procedure, fact sheets and supporting documents, and these are ready for exhibition in late 2018.

The new Urban Backyard Burning of Vegetation Policy and supporting actions have been fully implemented. The next update of the map outlining which properties can and can't undertake backyard burning will soon take place, with some data improvements. These improvements will also have a flow-on benefit for other areas of Council.

DP68 Implement planning controls that protect the Shire's natural resources



The Wingecarribee Local Environmental Plan (LEP) is currently being amended in line with the recently completed Local Planning Strategy to ensure the overriding planning framework is reflective of the community's expectations to protect the Shire's natural resources. All planning proposals to amend the LEP are assessed against relevant State Environmental Planning Policies and Ministerial Directions, which seek to protect the Sydney drinking water catchment, environmentally sensitive lands and important agricultural lands.

The planning proposal to amend the LEP is progressively moving towards gazettal.

All planning proposal submissions received by Council and included in the Local Planning Strategy have been provided with a gateway determination and have been publicly exhibited.

DP69 Advocate to State and Federal government to ensure planning control and State plans reflect community priorities



Council continues to advocate to both the State and Federal governments to ensure planning controls and State plans are reflective of community expectations. Submissions on proposed legislative and policy changes have recently been made, including the introduction of Complying Development for Medium Density Development.

Council will continue to liaise with the Department of Planning to ensure proposed legislative changes can be implemented in a way that is consistent with community expectations and priorities.

DP70 Develop partnerships with community and agencies to identify update and maintain awareness of key natural resources



Council website pages relating to environmental information are regularly reviewed and amended to ensure currency and reliability of information.

Council maintains a number of Geographic Information Systems (GIS) environmental datasets for development assessment, planning considerations and environmental assessments of Council projects. Processes are in place to ensure currency of this information.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



During the reporting period, Waterwatch Program monitoring activities were undertaken at Mittagong Creek, Whites Creek, Lake Alexandra, Medway Rivulet and Caalong Creek. The aim of the monitoring is to understand catchment health by collecting data on the trends in water quality and stream condition. Results are published on Council's website and entered into the NSW Atlas of Living Australia. Council also undertakes stream macroinvertebrate sampling.

Council, in partnership with South East Local Land Services, continues to conduct 'Who's Living on My Land' workshops for Rural landholders, and has delivered two Hotspot fire management workshops.

Two editions of Wingecarribee Web e-newsletter were published and distributed to over 1,000 subscribers.

A number of citizen science tools have been developed and deployed including:

- · Platypus Spotter
- Glossy Black Cockatoo Hollow Bearing Tree recorder
- · Wombat Mange Treatment Tracker
- Koala Spotter

Further tools are in development.

DP71 Implement community awareness programs that promote sustainable living



During the reporting period, Council was awarded a grant from the Community Resilience Innovation Program through the Office of Emergency Management to develop a program focused on assisting senior citizens to build resilience for dealing with extreme weather events.

Council also facilitated three 'Demystifying Energy' workshops with the Office of Environment and Heritage (OEH). Those who attended were encouraged to bring their electricity bills for assessment and were provided impartial advice on the suitable size for solar installations based on their energy consumption.

Development of the School Based Storm Water Program continues. Council has supported several schools during the reporting period providing storm water education sessions to students at local waterways. These sessions will be formalised into a package that can be offered to schools within the Shire.

In March, an Earth Hour event organised by Council in conjunction with Southern Highlands Botanic Gardens, local artists and Regional Arts was a great success with over 300 people attending. A local student spoke to the crowd about sustainability issues, and local renewable energy experts and OEH's energy team were on-hand to talk to the community on renewable energy and energy efficiency. Children were introduced to solar lighting through a lantern making workshop. Mains electricity lights were turned off at 8:30 to mark Earth Hour.

DP72 Develop partnerships and network to leverage off existing programs



During this reporting period, Council has assisted in developing networks between the Office of Environment and Heritage (OEH) and Emergency Services through the Seniors Festival event - Fire and Ice workshops.

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



Useful community networks were also developed through the Earth Hour event participants (including OEH and the Southern Highlands Botanic Gardens) with opportunities to share information and cross-promote events, and Council continues to work with OEH to implement energy management workshops for the community.

Council is working closely with a group of south eastern Councils as part of the Cities Power Partnership "buddies" group. This network shares knowledge and resources in the area of energy management.

The Rural Fire Service (RFS) is supportive of Council's new Urban Backyard Burning of Vegetation Policy. Both Council and the RFS are now providing the community with consistent messages around this policy.

Community networks have been strengthened between Council and various community groups during the development of Plastic Free July activities including with Moss Vale Community Gardens and Creative Space group.

DP73 Implement State Government regulations



Council continues to make changes to its internal planning protocols following changes to the *Environmental Planning and Assessment Act 1979* in March 2018.

Council has also implemented changes to the manner in which it undertakes assessment and determination of Tree Removal applications following the introduction of the Vegetation State Environmental Planning Policy at the end of 2017. Council now undertakes Vegetation Control Permits for consideration of tree removal under its jurisdiction.

DP74 Advocate and educate for improved development outcomes



Council has commenced work on a Local Housing Strategy and comprehensive Development Control Plan (DCP) review in 2018. The Local Housing Strategy and DCP will guide future development in the Shire to facilitate positive development outcomes that are reflective of community expectations.

The Local Planning Strategy was completed in 2017/18 and Council met with a number of government departments to advocate for more rigorous planning controls in the Southern Highlands, particularly regarding medium density development. The Department of Planning has provided an extension to the time for the introduction of the new legislation to enable Council to prepare and introduce local character statements.

DP75 Support the establishment and expansion of businesses that produce goods locally



Research has identified a need to more closely align local food producers, processors, and major local food consumers. To this end, an initial "Chef's Lunch" is planned for September 2018.

The recent Pie Time event saw approximately 200,000 locally made pies sold in June, generating estimated revenue of \$2 million.

In the energy sector, suitably qualified local energy sector businesses will be promoted within the region via Low Carbon Living Southern Highlands.

Council is also working to increase online sales of locally made products, through the promotion of low-cost online tools to small businesses in the Shire. This may also lead to an increase in the

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



number of technology jobs on offer in the region.

DP76 Promote and encourage waste minimisation and recycling



Council has promoted waste minimisation initiatives in the community, with over 200 students attending the Resource Recovery Centre (RRC) for recycling workshops, and 300 community members attending the RRC for information sessions on recycling. Council has also made presentations at the Country Women's Association and Bundanoon Garden Club.

DP77 Implement strategies to reduce illegal dumping



Council continues to attend Illawarra Shoalhaven Joint Organisation meetings to inform Council Rangers of opportunities for funding, grants and training for the Reporting Illegal Dumping (RID) program.

DP78 Manage the Resource Recovery Centre in accordance with Environmental Protection Authority license and ensure efficient and cost effective operations



The Resource Recovery Centre continues to operate within its Environment Protection Agency (EPA) license, and the Community Recycling Centre has been highly commended by the EPA. This has led to visits from other agencies from interstate, with both the South Australian and Queensland governments sending representatives to view Council's facility as a model of excellence.

Council continues to make improvements to the facility to assist with environmental management. Recently a cardboard bailer has been installed through EPA funding, enabling Council to access markets that others will find difficult with un-bailed cardboard. It will also reduce truck movements, saving on freight costs.

DP79 Develop and implement a Council Waste Strategy and Policy



Council's Waste Strategy is currently under review. It is anticipated it will be presented to Council in late 2018 for consideration.

DP80 Implement strategies to improve energy management



Work continued on the Energy Management Plan during the reporting period. Elements of the Plan are complete, including key procedures and a detailed action plan.

Energy management activities have continued in parallel to the plan being developed including:

- Installation of 25kW solar Photo Voltaic (PV) system on the roof of the Moss Vale works depot
- Project planning for installation of 50kW Solar PV system on the roof of the Robertson Waste Water Treatment Plant.
- Continuation of LED Street lighting project.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



DP81 Undertake initiatives that increase awareness and encourage water, energy and waste reduction



The Environment Levy sponsors the Southern Highlands Local Business Awards in the category of Environmental Sustainability. Nominations for the 2018 awards are currently being received.

Council facilitated three 'Demystifying Energy' community workshops aimed to improve energy use in the home, and supported the Earth Hour event in conjunction with the Southern Highlands Botanic Gardens.

DP82 Implement strategies to address the impacts of climate change



A formal review of Council's Climate Change Adaptation Plan has commenced. This will be completed and adopted in the second half of 2018.

DP83 Improve resource and energy efficiency at Council facilities and monitor carbon emission



Council is participating in the Office of Environment and Heritage Community Emissions Profile Pilot Project. The output of this project will be a Community Greenhouse Gas Emissions Profile Report containing information, references, activity data, assumptions, inputs, insights, charts, emission factors, and other relevant data relating to emissions. Council staff will participate in greenhouse gas accounting training offered as part of this project.

Annual greenhouse gas accounting for Council's operation in 2017/18 will be available later in 2018, following the receipt of all utility data.

DP84 Encourage carbon reduction across the Shire



In May, Council participated in the second meeting of the south east Cities Power Partnership members. The group consists of other Councils in the southeast region of NSW including Shoalhaven, Kiama, Bega, and Eurobodalla. The group provides a platform to share progress with the Cities Power Partnership Pledges and shared knowledge and information on energy management topics, including feasibility of large scale solar, and the development of an Electric Highway in the region to support the likely proliferation of electric vehicles. Council has submitted its pledges to the Cities Power Partnership, which are available on the CPP website.

Council partnered with Office of Environment and Heritage (OEH) during Seniors Week to deliver two community information workshops:

- Demystify energy presented by OEH, covering energy management and efficiency topics
- Staying Safe in Extreme Weather Focused on building resilience but touching on energy management.

Council is participating in OEH's Local Government Community Emissions Baseline Pilot project, which aims to develop a global protocol for community-scale greenhouse gas emission inventories, and a compliant community emissions profile for Councils in regional NSW. The project will also provide the tools and knowledge necessary to repeat this on an annual basis.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



Economy

Wingecarribee 2031 outlines the following Economy Community Goals

- 5.1 Our Shire attracts people to work, live and visit
- 5.2 Sustainable business and industry work in harmony with local community and environment
- 5.3 We support the productive use of our agricultural land and promote our diverse and thriving local agriculture industry and its right to farm
- 5.4 Local business is supported through a connected community

The Delivery Program 2017-21 includes 12 four-year actions to assist in the achievement of the **Economy** strategies. The progress for these four-year actions for the January to June 2018 reporting period is outlined below.

DP85 Support regional activities and partnerships to broaden and promote the range business and industry investment



The draft Economic Development Strategy will assist to align business and industry investment with our primary competitive advantages. There will be a focus on innovative industries in the areas where we have a competitive advantage.

DP86 Build on partnerships that increase and broaden local employment opportunities



The draft Economic Development Strategy will include strategies and actions designed to expand local business mentoring and build partnerships with local associations to increase employment opportunities, particularly for young people.

DP87 Ensure tourism development assessment is based on quadruple bottom line principles (i.e. considers environmental, economic, social and governance factors)



A number of development applications have been considered during the reporting period that relate to tourism, including localised temporary uses and also larger function centres. All applications have been considered in accordance with the provisions of section 4.15 of the *Environmental Planning and Assessment Act 1979* and also quadruple bottom line principles. Where concerns have been raised during the assessment that have been unable to be overcome via amendment to the plans or imposing a condition of development consent, Council has not supported the applications.

DP88 Promote the Southern Highlands as a world class tourist destination



During the reporting period, Destination Southern Highlands (DSH) continued to work at a high level with key industry and government bodies to position the Southern Highlands in International and Domestic markets as a major regional tourism destination.

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



During the period, DSH engaged Tourism Australia, Destination NSW and Visit Canberra to assist with the marketing and promotion of the Southern Highlands in their key international market via the inclusion of our region's major events, experiences and attractions in their marketing activities. Support was provided in their online social media platforms throughout the period as well as generating media stories through key consumers' publications both online and in traditional print (newspapers/magazines). This was also further supported through media and trade familiarisations to the region, where journalists and key travel trade representatives experienced our region either on day visits from Sydney/Canberra or on overnight itinerary stays.

To further cement our position as a world class tourist destination, the Southern Highlands has been included in the recently released Destination Sydney Surrounds South 'Destination Management Plan 2018-2022', which highlights the strengths of our region and the opportunities of visitor economy growth to developers, industry and government.

The region and its tourism opportunities have been included in the draft Economic Development Strategy that will be presented to Council in the coming months. This strategy will strengthen tourism as a focus for Council going forward and will deliver further promotional opportunities in supporting the strategy of the region being a 'world class tourist destination'.

Recent statistics from the Federal Government's Tourism Research Australia (TRA) continue to highlight that the Southern Highlands is being regarded as a world class destination with increases in visitation, spend and length of stay in our region over previous years. TRA statistics for the year ending December 2017 highlight that our region attracted 1.9 million visitors who stayed 1 million nights in the region and contributed \$272 million in visitor economy expenditure.

Destination Southern Highlands continues to employ benchmark marketing resources and activities to promote the Southern Highlands via its digital platforms—its website, YouTube, Facebook and Instagram. Further supporting this approach, DSH employs communications via print publications, customer relationship management activities, Welcome Centre concierge servicing and unique integrated destination marketing campaigns such as Tulip Time and Pie Time.

DP89 Develop and implement marketing and promotional activities to promote the Southern Highlands



During the reporting period, Destination Southern Highlands experienced successes as a result of a proactive and integrated marketing plan. Increases were achieved against the same reporting period in 2017 for:

- Visitation to the Welcome Centre 9% increase
- Merchandise Sales at the Welcome Centre 27% increase
- Unique Website Visits 144% increase
- Accommodation Bookings 77% increase
- Membership 258% increase

These results were further supported by key industry partners of Bradman Centre, Berrima Courthouse and Fitzroy Falls who all recorded increases in visitation to their attractions.

The activities that have supported the above growth have been achieved via:

- The development and introduction of the 2019 Southern Highlands Destination Planner and Free Map consumer publications,
- Roll out of a 12-month themed marketing calendar to industry and media,

ATTACHMENT 1
June 2018

Delivery Program - Progress Report - January-



- · Themed monthly events at the Welcome Centre,
- · Development and marketing of the region's official website
- Expansion of DSH social media marketing platforms and associated marketing activities on the website, YouTube, Facebook, Instagram and Twitter.
- Developing a close relationship with Google and TripAdvisor to promote our destination and services via their world-wide platforms,
- Working closely with tourism organisations such as Australian Tourism Data Warehouse, Tourism Australia, Destination NSW and Visit Canberra to leverage their marketing and product development services,
- · Securing media visits to our region and the subsequent publicity coverage
- · Introducing a proactive public relations strategy,
- The expansion and development of the 2018 'Pie Time' Destination Marketing Campaign for June, which generated national and international media coverage and resulted in over 200,000 pies being produced and sold during the month by local bakers, over \$2 million injected into the local visitor economy along with the introduction of numerous new events and experiences being available for consumers, compared to the inaugural 2017 year campaign,
- Publicity generated around the Southern Highlands Welcome Centre winning the World Toilet Tourism Awards.
- Engaging and Working collaboratively with more local businesses for the promotion of the region through the DSH Membership Program,
- The development of the My Southern Highlands local community tourism ambassador program engaging and rewarding local Wingecarribee Shire residents as proud Southern Highlands advocates amongst their visiting family and friends,
- Development and promotion of the region's flagship event Tulip Time for 2018 and the preevent marketing opportunities associated with this year's program of events,
- Production and distribution of the 'What's On' monthly video highlighting key events and activities,
- Production and distribution of 'Meet the Maker' videos,
- Development and promotion of the Southern Highlands Golf Pass amongst the 8 local golf courses in the Southern Highlands in an effort to secure mid-week visitation, and
- Hosting national TV broadcasting segments such as Better Homes and Gardens, TODAY Show and Sydney Weekender.

DP90 Explore options to progress Moss Vale Enterprise Zone



The progress of the Moss Vale Enterprise Zone (MVEZ) is outlined in the draft Economic Development Strategy due for completion later this year. Part of the Strategy will be to develop a new brand for the MVEZ.

DP91 Support the establishment and expansion of clean industries



Council has developed a relationship with Low Carbon Living Southern Highlands (LCLSH). The aim of LCLSH is to develop cleaner industries in our region. The focus is on reducing water, waste and energy.

In addition LCLSH is slated to collaborate with Regional Development Southern Inland to promote new industry ventures.

ATTACHMENT 1 June 2018 **Delivery Program - Progress Report - January-**



DP92 Manage the operation of the Southern Region Livestock facility including the coordination of cattle sales in the Southern Region and provide a financial return to Council



The SRLX upgrade project is progressing through the Growing Local Economies grant assessment process.

A number of capital works projects have been completed including the power supply upgrade, installation of a diesel generator and full replacement of the lights under the roof covering the pens. The SEPCON manure processing unit is 95% installed with some inclement weather hampering the completion date.

Cattle sales have been within the agents' expectations, averaging 1,100 head at the weekly sale.

DP93 Ensure development does not impact on viable primary production and food security



All planning proposals submitted to Council for consideration are assessed against Council's strategic criteria and relevant Ministerial directions under section 9.1 of the *Environmental Planning and Assessment Act 1979*, which includes the need to protect the agricultural value of rural land. Council has continued to assess planning policies in accordance with these criteria during the reporting period.

DP94 Facilitate programs and networks that support and strengthen business development



In collaboration with local participants, Council has been working on several programs to increase skills and job opportunities in the region, including a skills exchange ecosystem and a Job-Getter program.

By leveraging a skills-based approach, the establishment of the Southern Highlands Innovation Partnership project is intended to connect and strengthen all business programs and business networks in the region.

DP95 Support initiatives that provide opportunities for business mentoring and connection



The draft Economic Development Strategy includes a number of actions related to community leadership capacity, including uncovering community leaders and developing ongoing relationships.

DP96 Support regional economic development initiatives



Council supports a number of regional economic development initiatives, including with Regional Development Australia Southern Inland, the Canberra Joint Organisation, local innovation specialists such as the Business Enterprise Centre and the Highlands Entrepreneurs Regional Development, and OzTrade.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



COUNCIL MATTERS

14 GENERAL MANAGER

14.1 Legal Report

Reference: 107/22

Report Author: General Counsel

Authoriser: Group Manager Corporate and Community

Link to Community

Strategic Plan: An enhanced culture of positive leadership, accountability

and ethical governance that guides well informed decisions

to advance agreed community priorities

PURPOSE

The purpose of this report is to update Council on the status of legal proceedings reported at the ordinary meeting of Council on Wednesday, 25 July 2018.

RECOMMENDATION

- 1. <u>THAT</u> the information relating to ongoing legal costs in Attachment 1 to the report be noted.
- 2. <u>THAT</u> the status of the legal proceedings involving Council be considered in Closed Council Item 22.6.

Note:

In accordance with Council's Code of Meeting Practice, immediately after a motion to close part of a meeting to the public has been moved and seconded, debate on the motion should be suspended to allow the public to make representations to Council as to why the item should not be considered in Closed Council.

REPORT

BACKGROUND

This report updates the current status and costs paid during July 2018 for legal proceedings involving Council, including those matters completed since the last report to Council. Legal proceedings involving Council and legal advice obtained by Council are confidential and attract legal professional privilege. Therefore, their status is reported in a closed report.

REPORT

On 17 April 2013, Council resolved:

<u>THAT</u> the legal costs as detailed in the Legal Affairs Report be made public in the Business Paper on an ongoing basis.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



The report on the status of legal affairs involving Council contains information and advice that is privileged on the grounds of legal professional privilege and contains information that, if disclosed, could confer a commercial advantage on parties with whom Council is conducting business (including opposing parties in litigation). Therefore, it is recommended that the report be considered by Council in Closed Committee pursuant to sections 10A(2)(c) and 10A(2)(g) of the *Local Government Act 1993*.

For the purpose of preserving privacy, some matters in <u>Attachment 1</u> may be described in general terms. If a Councillor has a specific enquiry regarding the costs reported, they should raise it in Closed Council.

Consultants' Fees

At the Council meeting on 8 March 2017, Council resolved that the Legal Affairs Report include a separate column for fees paid to consultants in legal proceedings.

Consultants are engaged in all cases concerning development consents in the Land & Environment Court as the Court requires the parties to provide expert evidence to assist in the determination of the issues in the case.

These consultants prepare reports for the Court and give evidence if the matter goes to hearing on such matters as site density, building layout, traffic, drainage, noise, light and any other relevant issue.

The consultants are always engaged by the external law firm acting for Council.

Usually, their fees are paid by the law firm and recouped from Council through an invoice from the law firm. In that case, the consultants' fees have been included in the monthly Legal Affairs report to Council.

There were consultants' fees for legal proceedings paid in the month of July 2018 – refer **Attachment 1**.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

There is no impact on Council's Fit for the Future Improvement Plan.

CONSULTATION

Community Engagement

Nil

Internal Consultation

Staff and management provide information, as required, to assist the progress of the matters reported.

External Consultation

Solicitors from Council's Legal Panel provide advice and conduct legal proceedings on Council's behalf.

Wednesday 22 August 2018

REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



SUSTAINABILITY ASSESSMENT

Environment

There are no environmental issues in relation to this report. However, some legal proceedings may deal with unauthorised works or activities which have had or could have an environmental impact.

Social

There are no social issues in relation to this report.

• Broader Economic Implications

There are no broader economic implications in relation to this report.

Culture

There are no cultural issues in relation to this report.

Governance

There is a strong community expectation in relation to enforcement and compliance actions by Council. Actions taken are in line with Council's Compliance and Enforcement Policy.

COUNCIL BUDGET IMPLICATIONS

There are ongoing legal expenses incurred by Council relating to legal proceedings involving Council and legal advice obtained by Council.

RELATED COUNCIL POLICY

Council's Compliance and Enforcement Policy.

ATTACHMENTS

1. July 2018 legal costs

Ann Prendergast **General Manager**

Friday 17 August 2018

July 2018 legal costs



ATTACHMENT 1

Legal Costs - July 2018

Legal Matter	Consultant Expenditure	Consultant Expenditure	Legal Expenditure	Legal Expenditure	Total Expenditure
	July 2018 \$	YTD \$	July 2018 \$	YTD \$	Life to Date \$
B Robertson (Montrose Berry Farm)					119,205.44
Village Lane Holdings (Seniors Living Development in Robertson)					34,920.84
Tipglen (Wembly Road Moss Vale)					48,395.79
Willow Ptys Redford Road Bowral					38,039.25
Oxley College					17,054.63
Oporto Mittagong					28,812.36
Moss Vale Projects Corner Argyle and Lackey Streets (Woolworths)	11,750.50	11,750.50			115,024.41
Centennial					180,643.20
Fenwick					25,486.45
RG Capital Erith Street Bundanoon					17,186.50
O'Shanassy					483,765.44
Lema & Mitchell Huxley Street Mittagong					16,960.03
Sarah King East Street Moss Vale					9,925.00

14.1 Legal Report ATTACHMENT 1

July 2018 legal costs



Legal Matter	Consultant Expenditure	Consultant Expenditure	Legal Expenditure	Legal Expenditure	Total Expenditure
	July 2018 \$	YTD \$	July 2018 \$	YTD \$	Life to Date \$
Blackbrook, Building Work Order Duke Street Mittagong					27,498.20
Tuxworth, Seniors Living 605 Argyle Street Moss Vale					17,339.52
Evoke Corporation (Aldi Moss Vale)					23,318.99
Tujilo Pty Ltd s96 Modification at Milton Park, Bowral					31,438.54
Turland Mittagong Road Bowral	8,715.90	8,715.90			55,350.00
Malcolm Holdings Exeter Road Exeter					17,905.94
Deluxe Projects Seniors Living Development in East Bowral					18,171.50
Baron Corp P/L Construction Cert refusal Farnborough Drive Moss Vale					102,674.61
Michael Brown Planning 31-33 Loftus Street Bowral					29,041.91

Notes:

- Total Legal costs paid 1 July 2018 to 31 July 2018 nil
- Total Consultants paid 1 July 2018 to 31 July 2018 \$19,893.40
- Total Legal and Consultant costs paid 1 July 2018 to 31 July 2018 \$19,893.40

14.1 Legal Report ATTACHMENT 1

July 2018 legal costs



Fees Recovered - July 2018

Legal Matter	Fees Recovered July 2018 \$	Fees Recovered YTD \$	Fees Recovered Life to Date \$
Gadeley	NIL	10,100	18,450.00
O'Shanassy	250	250	7,768.00
Nielsen	NIL	1,500	1,500.00
Oporto	NIL	10,000	10,000.00
Moss Vale Projects	NIL	3,500	3,500.00
Sarah King	NIL	5,000	5,000.00

Notes:

Defendants ordered to pay penalty and Council's costs – recovery action underway by the Office of State Revenue (OSR) or Council:

- Gadeley \$20,000 penalty plus \$4,000 costs (both OSR Recovery)
- O'Shanassy \$93,500 penalty (OSR recovery) plus Council has been awarded by the Supreme Court of NSW a costs order of \$379,000 plus \$4,999.23 being Council's costs in order to undertake the costs assessment.
- Nielsen \$1,727.00 penalty for development not in accord with consent (OSR recovery)
- Oporto Mittagong s97B EPA Act 1979 costs order paid in full
- Moss Vale Projects s97B EPA Act 1979 costs order paid in full
- Sarah King Council's costs as ordered by LEC paid in full

Wednesday 22 August 2018

COMMITTEE REPORTS



18 COMMITTEE REPORTS

18.1 Minutes of the Finance Committee Meeting held on Wednesday, 15 August 2018

Reference: 107/21

Report Author: Administration Officer

Authoriser: Group Manager Corporate and Community

Link to Community

Strategic Plan: Effective financial and asset management ensure Council's

long term sustainability

PURPOSE

This report provides the Minutes of the Finance Committee Meeting held on Wednesday, 15 August 2018.

SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION

Item 3 Apologies

FC 15/18

THAT the apology of Clr P W Nelson be accepted and leave of absence granted.

Item 4 Confirmation of Minutes

FC 16/18

<u>That</u> the minutes of the Finance Committee Meeting held on Wednesday 16 May 2018 MN FC 7/18 to MN FC 13/18 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.

Item 7.1 Rates and Charges Write-off for the 2017/18 Financial Year

FC 17/18

<u>THAT</u> Council note and write off rates and charges (including sundry debtors) outlined in this report totalling \$1,872,275.58 for the 2017/18 financial year.

Item 7.2 Receipt of a Bequest for the Wingecarribee Animal Shelter

FC 18/18

<u>THAT</u> the bequest of \$30,000 be noted and <u>THAT</u> Council approve the transfer of the \$30,000 to a restricted internal reserve for expenditure at the Wingecarribee Animal Shelter for animal food, bedding, medicines and general care of animals.

Wednesday 22 August 2018

COMMITTEE REPORTS



FC 19/18

<u>THAT</u> a letter of appreciation be sent to the legal representatives of the family of the deceased person in relation to the bequest to the Wingecarribee Animal Shelter for animal food, bedding, medicines and general care of animals.

Item 7.3 Revolving Energy Fund - Annual Update

FC 20/18

- 1. <u>THAT</u> Council note the energy and financial savings achieved through projects completed under the Revolving Energy Fund.
- 2. <u>THAT</u> Council approve the transfer of \$61,124.63 from Council's electricity budget to the Revolving Energy Fund for the 2017/18 Financial Year.
- 3. <u>THAT</u> Council note the one off windfall generated from the Street Lighting project and approve the transfer of the resulting \$80,034 into the REFund.

Item 7.4 Quarterly Operational Plan 2017/18 Exception Report, April to June 2018

FC 21/18

<u>THAT</u> the Quarterly Operational Plan 2017/18 Exception Report, April to June 2018, be noted.

Item 7.5 2017/18 Budget Expenditure Revotes

FC 22/18

1. <u>THAT</u> Council adopt the list of expenditure revotes for the June Review totalling \$15,327,560 for inclusion in the 2018/19 Budget as shown in the following attachments to this report:

Fund	December	March	June	Total
General Fund	\$6,158,820	-	\$9,393,037	\$15,551,857
Water Fund	\$947,549	-	\$4,546,379	\$5,493,928
Sewer Fund	-	-	\$1,628,460	\$1,628,460
Total Revotes	\$7,106,369	-	\$15,567,876	\$22,674,245

2. <u>THAT</u> Council approve the transfer of \$1,857,295 to the Expenditure Revotes Reserve, representing the General Revenue portion of the General Fund Revotes.

Wednesday 22 August 2018

COMMITTEE REPORTS



Item 7.6 <u>Mittagong Swimming Pool Repair and Upgrade Works</u>

FC 23/18

<u>THAT</u> Council approve an additional allocation of \$1,000,000 to the repairs and upgrade of Mittagong Pool funded through the following transfers:

Ironmines Oval Amenities Building Deferral	\$464,000
2018/19 Swimming Pools Capital Renewal Program	\$234,000
2017/18 Mittagong Pool Season Operational Savings	\$100,000
Investing in our Future (SRV) Reserve – Uncommitted Funds	\$100,000
2018/19 Moss Vale Aquatic Centre Contract Savings	\$102,000
	\$1,000,000

Item 7.7 <u>Construction of Pedestrian Bridge and Elevated Walkway Over Moss Vale to</u> Unanderra Railway

FC 24/18

<u>THAT</u> Council approve an additional allocation of \$262,000 to the construction of the Pedestrian Bridge and Elevated Walkway over the Moss Vale to Unanderra Railway funded through the following transfers:

Mittagong Rd (Bowral Entrance) Footpath - Project Savings	- \$59,000
2018/19 Guardrail Replacement Program	\$105,000
Investing in our Future (SRV) Reserve - Uncommitted Funds	- \$98,000
	\$262,000

RECOMMENDATION

<u>THAT</u> Council adopt recommendation numbers FC 15/18 to FC 24/18, as detailed in the Minutes of the Finance Meeting held on Wednesday, 15 August 2018.

ATTACHMENTS

1. Minutes of Finance Committee Meeting held on Wednesday, 15 August 2018

ATTACHMENT 1 Minutes of Finance Committee Meeting held on Wednesday, 15 August 2018



MINUTES

of the Finance Committee Meeting

held in

Council Chambers, Civic Centre, Elizabeth Street, Moss Vale

on

Wednesday 15 August 2018

The meeting commenced at 9.00 am

File No. 107/21





- 1. OPENING OF THE MEETING
- 2. ACKNOWLEDGEMENT OF COUNTRY
- 3. APOLOGIES

Nil

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

Finance Committee Meeting held on 16 May 2018

5. 6. 7. AGENDA REPORTS 4 Rates and Charges Write-off for the 2017/18 Financial Year 4 7.1 7.2 Receipt of a Bequest for the Wingecarribee Animal Shelter...... 5 7.3 Revolving Energy Fund - Annual Update 6 Quarterly Operational Plan 2017/18 Exception Report, April to June 7.4 2018 7 7.5 7.6 Construction of Pedestrian Bridge and Elevated Walkway Over Moss 7.7 Vale to Unanderra Railway10 DATE OF NEXT MEETING11 8. 9. MEETING CLOSURE......11

15 August 2018
ATTACHMENT 1 Minutes of Finance Committee Meeting held on

CHMENT 1 Minutes of Finance Comm Wednesday, 15 August 2018



MINUTES OF THE FINANCE COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN COUNCIL CHAMBERS, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON WEDNESDAY 15 AUGUST 2018 COMMENCING AT 9.00 AM

Present: Mayor Clr K J Halstead (Chair)

CIr G J Andrews
CIr T D Gair
CIr G McLaughlin
CIr G Markwart
CIr I M Scandrett
CIr G M Turland
CIr L A C Whipper

In Attendance: General Manager Ms Ann Prendergast

Deputy General Manager Operations,

Finance and Risk Mr Barry Paull

Deputy General Manager Corporate,

Strategy and Development Services Mr Mark Pepping
Chief Financial Officer Mr Richard Mooney
Group Manager Corporate and Community Ms Danielle Lidgard
Group Manager Assets and Project Delivery Mr Michael Herraman

Manager Project Delivery
Deputy Chief Financial Officer
Management Accountant
Mr Bob Lewis
Mr Damien Jenkins
Mr Peter Dunn

Environment and Health Systems

Coordinator Ms Therese Smart
Administration Officer Mrs Samantha Woods

1. OPENING OF THE MEETING

The Mayor <u>CIr K J Halstead</u> opened the meeting and welcomed members of the public and the press.

2. ACKNOWLEDGEMENT OF COUNTRY

Clr L A C Whipper acknowledged country:

"I would like to acknowledge the Traditional Custodians of this land and pay my respect to Elders both past and present. I would also like to extend that respect to all Aboriginal and Torres Strait Islanders present here today."





3. APOLOGY

PERS

FC 15/18

MOTION moved by Clr T D Gair and seconded by Clr L A C Whipper

THAT the apology of Clr P W Nelson be accepted and leave of absence granted.

PASSED

4. CONFIRMATION OF MINUTES

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 16 MAY 2018

FC 16/18

MOTION moved by Clr T D Gair and seconded by Clr I M Scandrett

<u>THAT</u> the minutes of the Finance Committee Meeting held on Wednesday 16 May 2018 MN FC 7/18 to MN FC 13/18 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.

PASSED

5. BUSINESS ARISING

Nil

ATTACHMENT 1 Minutes of Finance Committee Meeting held on Wednesday, 15 August 2018



6. DECLARATIONS OF INTEREST

There were no declarations of interest at this meeting.

ATTACHMENT 1 Minutes of Finance Committee Meeting held on Wednesday, 15 August 2018



7. AGENDA REPORTS

7.1 Rates and Charges Write-off for the 2017/18 Financial Year

Reference: 2100

Report Author: Coordinator Revenue
Authoriser: Chief Financial Officer

Link to Community

Strategic Plan: Effective financial and asset management ensure Council's

long term sustainability

PURPOSE

The purpose of this report is to advise Council of the 2017/18 Rates and Charges to be written off as permitted under the *Local Government Act*, 1993.

The General Manager has a statutory obligation to advise Council of all Rates and Charges that are written off. The adoption of this report means Council has complied with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005* (Clause 131).

The Chief Financial Officer addressed Council in relation to this item.

FC 17/18

MOTION moved by Clr T D Gair and seconded by Clr I M Scandrett

<u>THAT</u> Council note and write off rates and charges (including sundry debtors) outlined in this report totalling \$1,872,275.58 for the 2017/18 financial year.

PASSED

ATTACHMENT 1 Minutes of Finance Committee Meeting held on Wednesday, 15 August 2018



7.2 Receipt of a Bequest for the Wingecarribee Animal Shelter

Reference: 5500

Report Author: Deputy General Manager Corporate, Strategy and

Development Services

Authoriser: Deputy General Manager Corporate, Strategy and

Development Services

Link to Community

Strategic Plan: Effective and efficient Council service delivery is provided

within a framework that puts the customer first

PURPOSE

The purpose of this report is to inform the Finance Committee of the receipt of a bequest of \$30,000 for the Wingecarribee Animal Shelter.

FC 18/18

MOTION moved by Clr L A C Whipper and seconded by Clr I M Scandrett

<u>THAT</u> the bequest of \$30,000 be noted and <u>THAT</u> Council approve the transfer of the \$30,000 to a restricted internal reserve for expenditure at the Wingecarribee Animal Shelter for animal food, bedding, medicines and general care of animals.

PASSED

FC 19/18

MOTION moved by Clr G McLaughlin and seconded by Clr G J Andrews

<u>THAT</u> a letter of appreciation be sent to the legal representatives of the family of the deceased person in relation to the bequest to the Wingecarribee Animal Shelter for animal food, bedding, medicines and general care of animals.

ATTACHMENT 1 Minutes of Finance Committee Meeting held on Wednesday, 15 August 2018



7.3 Revolving Energy Fund - Annual Update

Reference: 5480/6

Report Author: Environment and Health Systems Coordinator Authoriser: Manager Environment and Sustainability

Link to Community

Strategic Plan: Manage Council's resource consumption, with significant

increases in efficiency and adoption of renewable energy

PURPOSE

The purpose of this report is to provide an update on the achievements of Council's Revolving Energy Fund and LED Street lighting Upgrade project for the 2017/18 financial year.

The Environment and Health Systems Coordinator addressed Council in relation to this item.

FC 20/18

MOTION moved by Clr L A C Whipper and seconded by Clr T D Gair

- 1. <u>THAT</u> Council note the energy and financial savings achieved through projects completed under the Revolving Energy Fund.
- 2. <u>THAT</u> Council approve the transfer of \$61,124.63 from Council's electricity budget to the Revolving Energy Fund for the 2017/18 Financial Year.
- 3. <u>THAT</u> Council note the one off windfall generated from the Street Lighting project and approve the transfer of the resulting \$80,034 into the REFund.

ATTACHMENT 1 Minutes of Finance Committee Meeting held on Wednesday, 15 August 2018



7.4 Quarterly Operational Plan 2017/18 Exception Report, April to June 2018

Reference: 501/2018

Report Author: Group Manager Corporate and Community

Authoriser: Deputy General Manager Corporate, Strategy and

Development Services

Link to Community

Strategic Plan: An enhanced culture of positive leadership, accountability

and ethical governance that guides well informed decisions

to advance agreed community priorities

PURPOSE

This exception report provides an overview of Council's achievements in delivering its annual Operational Plan 2017/18.

The Group Manager Corporate and Community addressed Council in relation to this item.

FC 21/18

MOTION moved by Clr T D Gair and seconded by Clr G M Turland

<u>THAT</u> the Quarterly Operational Plan 2017/18 Exception Report, April to June 2018, be noted.

ATTACHMENT 1 Minutes of Finance Committee Meeting held on Wednesday, 15 August 2018



7.5 2017/18 Budget Expenditure Revotes

Reference: 2120/09

Report Author: Management Accountant Authoriser: Chief Financial Officer

Link to Community

Strategic Plan: Effective financial and asset management ensure Council's

long term sustainability

PURPOSE

The purpose of this report is to seek Council approval of the 2017/18 proposed expenditure revotes which are required to be carried over to the 2018/19 Budget.

The Chief Financial Officer addressed Council in relation to this item.

FC 22/18

MOTION moved by Clr G M Turland and seconded by Clr L A C Whipper

1. <u>THAT</u> Council adopt the list of expenditure revotes for the June Review totalling \$15,327,560 for inclusion in the 2018/19 Budget as shown in the following attachments to this report:

Fund	December	March	June	Total
General Fund	\$6,158,820	-	\$9,393,037	\$15,551,857
Water Fund	\$947,549	-	\$4,546,379	\$5,493,928
Sewer Fund	-	-	\$1,628,460	\$1,628,460
Total Revotes	\$7,106,369	_	\$15,567,876	\$22,674,245

2. <u>THAT</u> Council approve the transfer of \$1,857,295 to the Expenditure Revotes Reserve, representing the General Revenue portion of the General Fund Revotes.

ATTACHMENT 1 Minutes of Finance Committee Meeting held on Wednesday, 15 August 2018



7.6 Mittagong Swimming Pool Repair and Upgrade Works

Reference: 6330/17.8

Report Author: Senior Project Manager Authoriser: Manager Project Delivery

Link to Community

Strategic Plan: Increase promotion of healthy lifestyle choices

PURPOSE

The purpose of this report is to present the issues that have impacted on the Mittagong Swimming Pool repair and Upgrade Works project budget.

The Manager Project Delivery addressed Council in relation to this item.

FC 23/18

MOTION moved by Clr T D Gair and seconded by Clr G J Andrews

<u>THAT</u> Council approve an additional allocation of \$1,000,000 to the repairs and upgrade of Mittagong Pool funded through the following transfers:

Ironmines Oval Amenities Building Deferral	\$464,000
2018/19 Swimming Pools Capital Renewal Program	\$234,000
2017/18 Mittagong Pool Season Operational Savings	\$100,000
Investing in our Future (SRV) Reserve – Uncommitted Funds	\$100,000
2018/19 Moss Vale Aquatic Centre Contract Savings	\$102,000
	\$1,000,000

ATTACHMENT 1 Minutes of Finance Committee Meeting held on Wednesday, 15 August 2018



7.7 Construction of Pedestrian Bridge and Elevated Walkway Over Moss Vale to Unanderra Railway

Reference: 6330/17.11

Report Author: Senior Project Manager Authoriser: Manager Project Delivery

Link to Community

Strategic Plan: Plan and deliver an interconnected and accessible network

of cycleways and footpaths between towns and villages

PURPOSE

The purpose of this report is to present the issues that have impacted on the Construction of Pedestrian Bridge and Elevated Walkway over the Moss Vale to Unanderra Railway project budget.

Clr L A C Whipper left the chambers, the time being 10:26AM.

FC 24/18

MOTION moved by Clr G McLaughlin and seconded by Clr G Markwart

<u>THAT</u> Council approve an additional allocation of \$262,000 to the construction of the Pedestrian Bridge and Elevated Walkway over the Moss Vale to Unanderra Railway funded through the following transfers:

Mittagong Rd (Bowral Entrance) Footpath – Project Savings	\$59,000
2018/19 Guardrail Replacement Program	\$105,000
Investing in our Future (SRV) Reserve – Uncommitted Funds	\$98,000
	\$262,000

PASSED

Clr L A C Whipper returned to the meeting, the time being 10:28AM.

Wednesday 22 August 2018

18.1 Minutes of the Finance Committee Meeting held on Wednesday, 15 August 2018

ATTACHMENT 1 Minutes of Finance Committee Meeting held on Wednesday, 15 August 2018



8. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 17 October 2018 in Council Chambers Civic Centre, Elizabeth Street, Moss Vale commencing at 9:00 am.

9. MEETING CLOSURE

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 10.31 AM

Wednesday 22 August 2018

QUESTIONS WITH NOTICE



19 QUESTIONS WITH NOTICE

19.1 Question with Notice 8/2018 - High Life Property Publication

Reference: 101/2

Report Author: Administration Officer

Authoriser: Group Manager Corporate and Community

Link to Community

Strategic Plan: An enhanced culture of positive leadership, accountability

and ethical governance that guides well informed decisions

to advance agreed community priorities

To: General Manager
From: Clr G M Turland
Received: 15 August 2018

Subject: High Life Property Publication

Question:

1. Can the GM report on why Council is taking action on the above publication and on what grounds this action is undertaken.

2. Can the GM report on the number of complaints that Council has received regarding the Shire-wide publication to residential properties in the last 12 months?

Response:

- 1. Council is undertaking punitive action as attempts to remedy the issue by way of negotiation in a conciliatory manner has failed to provide an outcome which complies with the Protection of the Environment Operations Act 1997. These negotiations have also failed to address complaints being received by the Council with respect to littering throughout the Wingecarribee Local Government Area. The depositing of advertising material on land in any place other than a receptacle for the deposit of mail or newspapers or under the door of any premises constitutes a breach of the provisions of section 146A of the Protection of the Environment Operations Act 1997. Council has issued formal correspondence outlining the substance of the complaints. has met with the owner of the magazine on a number of occasions to outline Council's concerns and attempt to seek a remedy, has issued Draft Prevention Notices under section 96 the Protection of the Environment Operations Act 1997, and has issued a Penalty Infringement Notice in relation to the issue. To date the owner continues to distribute the magazine in contravention of section 146A. Council continues to receive complaints and accordingly has issued a Court Attendance Notice to have the matter heard in the Local Court.
- 2. Council has received 40 complaints from the public in the past 12 months concerning the manner in which the publication is being delivered.

Wednesday 22 August 2018

QUESTIONS WITH NOTICE



RECOMMENDATION

<u>THAT</u> the information in relation to Question with Notice 8/2018 - High Life Property Publication - be noted.

Wednesday 22 August 2018

QUESTIONS WITH NOTICE



19.2 **Question with Notice 9/2018 - Southern Highlands Illawarra Academy of Sport Athletes**

Reference: 101/2

Administration Officer Report Author:

Authoriser: **Link to Community**

Strategic Plan:

Group Manager Corporate and Community

An enhanced culture of positive leadership, accountability and ethical governance that guides well informed decisions

to advance agreed community priorities

To: General Manager From: CIr G M Turland Received: 15 August 2018

Subject: Southern Highlands Illawarra Academy of Sport Athletes

Question:

Can Wingecarribee Shire Council grant the Southern Highlands IAS athletes free access to the Moss Vale War Memorial Aquatic Centre gym facilities for training, as provided by other Councils to their IAS athletes, so as to not disadvantage our athletes? This will mean the WSC IAS athletes no longer have to travel to Wollongong University for training.

Response:

Now that Council has formalised the management arrangement for the Moss Vale War Memorial Aquatic Centre, a policy position regarding general subsidies will be expedited and a future briefing session will be arranged for Councillor input.

RECOMMENDATION

THAT the information in relation to Question with Notice 9/2018 - Southern Highlands Illawarra Academy of Sport Athletes - be noted.

Wednesday 22 August 2018

NOTICES OF MOTION



20 NOTICES OF MOTION

20.1 Notice of Motion 25/2018 - Mount Gibraltar Walking Track

Reference: 100/4

Report Author: Administration Officer

Authoriser: Group Manager Corporate and Community

Link to Community

Strategic Plan: An enhanced culture of positive leadership, accountability

and ethical governance that guides well informed decisions

to advance agreed community priorities

PURPOSE

Councillor Clr G M Turland has given notice that it is his intention to move the following motion at the Ordinary Meeting of Council on 22 August 2018:

- <u>THAT</u> Council works with Mt Gibraltar land care and Council staff to identify a
 walking track from the Bowral water reservoir to the Bowral Lookout, to enable
 walkers to complete the walking track around Mt Gibraltar without walking on the
 dangerous Oxley Drive road.
- 2. <u>THAT</u> if a walking track can be agreed on, then Council apply for NSW Government grants to facilitate the completion of the project.

RECOMMENDATION

Submitted for determination.

COMMENT FROM STAFF

Council's Recreational Walking Trails Strategy is currently in operation, and aims to identify existing and propose additional walking trails in Council managed reserves, including Mt. Gibraltar. This will form the third stage of the Bicycle Strategy.

Wednesday 22 August 2018 CLOSED COUNCIL



22. CLOSED COUNCIL

MOVING INTO CLOSED SESSION

Section 10A of the *Local Government Act 1993*, empowers Council and Committees of which all the members are Councillors to close a part of a meeting in certain circumstances in accordance with the requirements of the Act, and relevant Regulations and Guidelines.

Subject to the provisions of Section 10 of the Act, so much of a meeting may be closed as comprises certain information as outlined in Section 10A(2).

However, the Act also contains the following provisions qualifying the use of Section 10A(2).

Section 10B

- [Time spent closed to be minimised] A meeting is not to remain closed during the discussion of anything referred to in section 10A(2):
 - a. Except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - b. If the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret-unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.
- 2. [Qualification of 10A(2)(g)] A meeting is not to be closed during the receipt and consideration of information or advice referred to in section 10A(2)(g) unless the advice concerns legal matters that:
 - a. are substantial issues relating to a matter in which the council or committee is involved, and
 - b. are clearly identified in the advice, and
 - d. are fully discussed in that advice.
- 3. [Qualification of 10A(3)] If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3)), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in section 10A(2)).
- 4. [Irrelevant matters] For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
 - a. a person may misinterpret or misunderstand the discussion, or
 - b. the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to Councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Attention is also drawn to provisions contained in Part 7 of Council's Code of Meeting Practice.

Director General's Guidelines

The Director General of the Department of Local Government has issued guidelines concerning the use of Section 10 of the Act. A copy of the Director General's guidelines has been sent to all Councillors. Section 10B(5) of the Act requires that council have regard to these guidelines when considering resolving into Closed Session.

Wednesday 22 August 2018

CLOSED COUNCIL



RECOMMENDATION

1. <u>THAT</u> Council moves into Closed Council in accordance with the requirements of Section 10A(2) of the *Local Government Act 1993* as addressed below to consider the following reports that are confidential for the reasons specified below:

22.1 Tender Report Weed Control and Identification (Closed)

Relevant Legal Provisions

This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)d(i) as it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.

Brief description

The purpose of this report is to present the evaluation of the Request for Weed Control and Identification Tender - Category 1 and Category 2.

22.2 Tender Report Closed Mittagong Oval Lighting Renewal

Relevant Legal Provisions

This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)d(i) as it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.

Brief description

The purpose of this report is to present the evaluation of the Request for Tender for the Mittagong Oval Lighting Renewal.

22.3 Sale of Proposed Lots 1263 and 1265 Anembo Street Moss Vale

Relevant Legal Provisions

This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)d(i) as it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.

Brief description

The purpose of this report is to inform Council of legal advice received in respect of the sale of Proposed Lots 1263 and 1265 Anembo Street Moss Vale. The purpose of the legal advice is to enable Council to consider its position in respect of the sale of the subject lots and to determine the action to be taken.

Wednesday 22 August 2018

CLOSED COUNCIL



22.4 Proposed lease, Highlands Golf Course, Old Hume Highway Mittagong

Relevant Legal Provisions

This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)d(i) as it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.

Brief description

The purpose of this report is to seek Council's direction with respect to the terms and conditions of the future proposed lease of the Highlands Golf Course premises at Old Hume Highway Mittagong to the current Lessee.

22.5 Post Tender Negotiations for the Upgrade of Braemar Avenue Culvert, Braemar (Closed)

Relevant Legal Provisions

This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)d(i) as it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.

Brief description

The purpose of this report is to present the outcome from the Post Tender negotiations for the Upgrade of the Braemar Avenue Culvert, Braemar.

22.6 Legal Report - Closed Council

Relevant Legal Provisions

This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)(a) as it contains personnel matters concerning particular individuals (other than councillors), under clause 10A(2)(e) as it contains information that would, if disclosed, prejudice the maintenance of law and under clause 10A(2)(g) as it contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.

Brief description

The purpose of this report is to update Council on the status of legal proceedings reported to Council at the meeting of 25 July 2018.

Wednesday 22 August 2018 **CLOSED COUNCIL**



2. <u>THAT</u> the minutes of the Closed Council part of the meeting (being the Council's resolution) be made public.

Ann Prendergast **General Manager**

Friday 17 August 2018