

23 February 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 28 February 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

RUNNING SHEET

ORDINARY MEETING OF COUNCIL

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

on Wednesday, 28 February 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 - Cllr L A C Whipper
3.32pm	Opening Prayer – Reverend Jeremy Tonks, Anglican Church Exeter/Bundanoon
3.35pm	<ul style="list-style-type: none"> • Apologies - Cllr P W Nelson • Adoption of Previous Minutes – Wednesday, 14 February 2018 • Business Arising (<i>if any</i>) • Declarations of Interest (<i>if any</i>) • Mayoral Minute (<i>if any</i>) • Public Forum (<i>if any</i>) • Motion to move into Committee of the Whole - Cllr I M Scandrett • Visitor Item - Nil • Council Reports
5.30pm	Motion to move into Council and the Mayor resumes the Chair
5.30pm	Questions from the Public - <i>to be read</i> 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**
Clr P W Nelson
- 5. ADOPTION OF MINUTES OF PREVIOUS MEETING**
Ordinary Meeting of Council held on 14 February 2018
- 6. BUSINESS ARISING FROM THE MINUTES**
- 7. DECLARATIONS OF INTEREST 1**
- 8. MAYORAL MINUTES**
- 9. PUBLIC FORUM**

COMMITTEE 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

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| 12.2 Public Exhibition of the Draft Backflow Prevention Policy..... | 9 |
| 12.3 Public Exhibition of the Draft Urban Tree Policy | 20 |
| 12.4 Compulsory Acquisition of Land - Part 3 Braemar Avenue and Part 5
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13. CORPORATE STRATEGY AND DEVELOPMENT SERVICES

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Mayor to resume chair at 5.30 pm



COUNCIL MATTERS

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17. CORRESPONDENCE FOR ATTENTION

Nil

18. COMMITTEE REPORTS

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19. QUESTIONS WITH NOTICE

Nil

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21. GENERAL BUSINESS

Nil

22. CLOSED COUNCIL

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22.1 Compulsory Acquisition of Land - Part 3 and Part 5 Braemar Avenue, Braemar

This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)(c) as it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.

22.2 Legal Report - Closed Council

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.

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

OUR VISION

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'*

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'*

OUR VALUES

Integrity, trust and respect

Responsibility and accountability

Communication and teamwork

Service quality

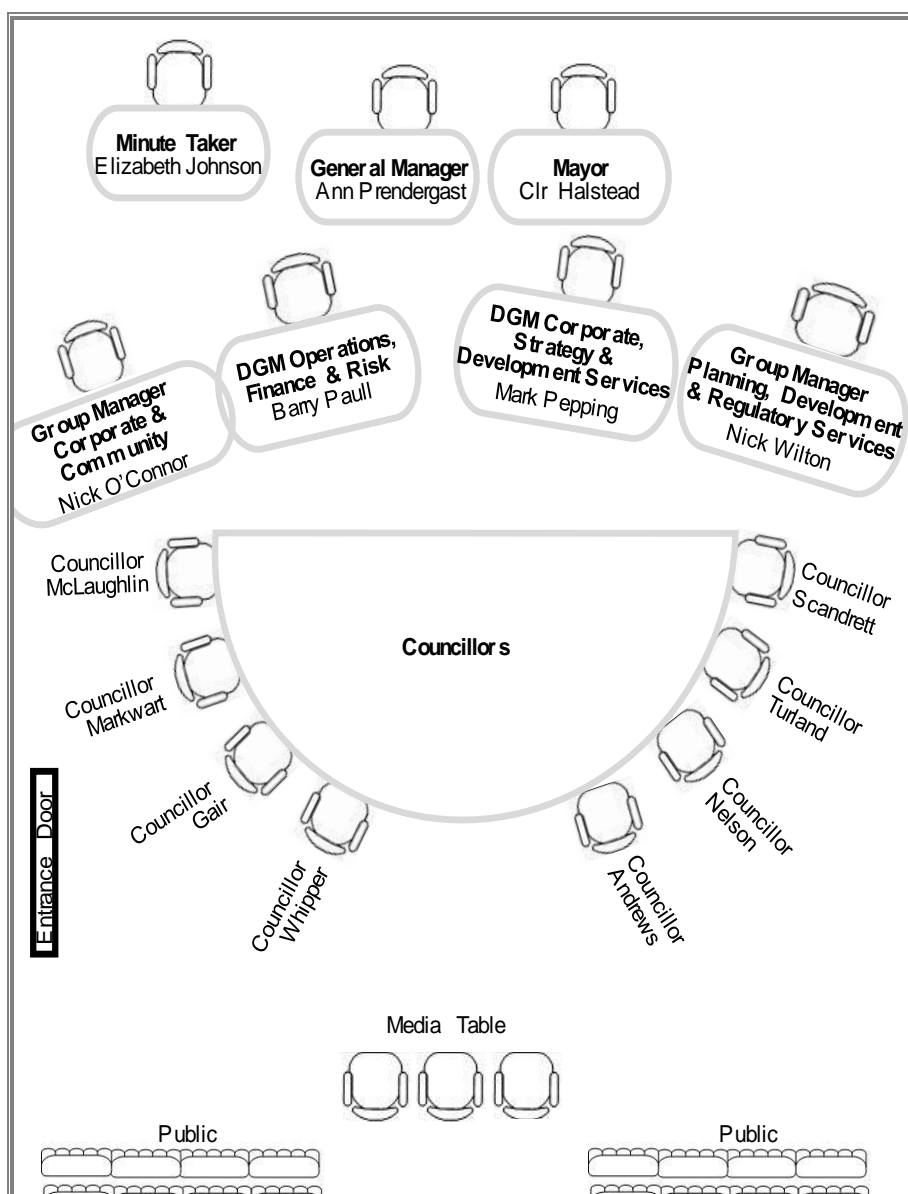
Council Chambers

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.



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 Peter Nelson

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.

At its Meeting held on Wednesday, 14 February 2018, Cllr Peter Nelson requested and was granted leave of absence from all Council commitments on Wednesday, 28 February 2018, including the Ordinary Meeting of Council and Briefing Sessions that day.

There are no other apologies at the time of print.

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.

COMMITTEE OF THE WHOLE

12 OPERATIONS FINANCE AND RISK

12.1 Investment Report - January 2018

Reference:	2104
Report Author:	Accounting Officer (Banking and Investments)
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 January 2018.

RECOMMENDATION

THAT the information on Council's Investments as at 31 January 2018 be received and noted.

REPORT

In accordance with Part 9, Division 5, Section 212 of the *Local Government (General) Regulations 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 January 2018.

Attachment 1 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) Regulation, the investments listed in **Attachment 1** have been made in accordance with:

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

Interest earned from investments totalled \$2,038,150 for the seven (7) months to 31 January 2018.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 28 February 2018

**REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE
AND RISK**



ATTACHMENTS

1. Investment Report Summary for January 2018

12.1 Investment Report - January 2018

ATTACHMENT 1

Investment Report Summary for January 2018



ATTACHMENT 1

Wingecarribee Shire Council

Investment Report Summary

For the period ending 31 January 2018

List of Investments

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

INVESTMENT PORTFOLIO AS AT JANUARY 2018						
Institution	Type	Amount	Interest Rate	Maturity Date	Investment Term - Days	% Investment Portfolio
AMP	Term Deposit	1,000,000	2.70%	5/02/2018	271	0.75%
Bendigo	Term Deposit	5,000,000	2.70%	22/02/2018	364	3.74%
WBC	Term Deposit	2,000,000	2.65%	7/03/2018	370	1.49%
CUA	Term Deposit	3,000,000	2.75%	21/03/2018	378	2.24%
WBC	Term Deposit	2,000,000	2.57%	22/03/2018	365	1.49%
Auswide	Term Deposit	3,500,000	2.75%	4/04/2018	365	2.62%
CBA	Term Deposit	3,000,000	2.56%	18/04/2018	322	2.24%
Bendigo	Term Deposit	2,500,000	2.67%	3/05/2018	365	1.87%
Auswide	Term Deposit	2,000,000	2.90%	24/05/2018	365	1.49%
BOQ	Term Deposit	2,500,000	2.66%	13/06/2018	364	1.87%
Bendigo	Term Deposit	2,500,000	2.70%	19/06/2018	370	1.87%
CBA	Term Deposit	5,000,000	2.60%	27/06/2018	370	3.74%
CBA	Term Deposit	5,000,000	2.61%	1/07/2018	377	3.74%
Bendigo	Term Deposit	3,000,000	2.65%	18/07/2018	357	2.24%
BOQ	Term Deposit	5,000,000	2.65%	25/07/2018	364	3.74%
Bendigo	Term Deposit	5,000,000	2.70%	2/08/2018	365	3.74%
IMB	Term Deposit	3,000,000	2.60%	8/08/2018	364	2.24%
ME	Term Deposit	5,000,000	2.60%	23/08/2018	365	3.74%
ME	Term Deposit	5,000,000	2.59%	27/08/2018	272	3.74%
NAB	Term Deposit	5,000,000	2.56%	28/08/2018	365	3.74%
NAB	Term Deposit	5,000,000	2.60%	31/08/2018	365	3.74%
ME	Term Deposit	5,000,000	2.55%	6/09/2018	365	3.74%
MyState	Term Deposit	5,000,000	2.65%	12/09/2018	365	3.74%
BDCU	Term Deposit	2,500,000	2.75%	20/09/2018	365	1.87%
NAB	Term Deposit	5,000,000	2.62%	27/09/2018	365	3.74%
Auswide	Term Deposit	5,000,000	2.65%	28/09/2018	365	3.74%
ME	Term Deposit	5,000,000	2.62%	11/10/2018	365	3.74%
ING	Term Deposit	4,000,000	2.57%	24/10/2018	365	2.99%
MyState	Term Deposit	5,000,000	2.65%	30/10/2018	365	3.74%
BDCU	Term Deposit	3,000,000	2.62%	9/11/2018	365	2.24%
WBC	Term Deposit	4,000,000	2.57%	5/12/2018	365	2.99%
WBC	Term Deposit	4,000,000	2.58%	14/12/2018	365	2.99%
CUA	Term Deposit	3,000,000	2.65%	20/12/2018	365	2.24%
CUA	Term Deposit	6,000,000	2.69%	24/01/2019	365	4.48%
WBC	Term Deposit	2,000,000	2.64%	31/01/2019	365	1.49%
NAB	Call Account	329,648	1.40%	NA		0.25%
Total Investments		\$133,829,648				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

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



Wingecarribee Shire Council Investment Report Summary

For the period ending 31 January 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 Rating	Maximum %	Actual %	Invested \$	Supports Fossil Fuels	Policy Compliance
NAB	A1+	40%	11.45%	15,329,648	YES	YES
CBA	A1+	40%	9.71%	13,000,000	YES	YES
WBC	A1+	40%	10.46%	14,000,000	YES	YES
AMP	A1	25%	0.75%	1,000,000	YES	YES
ING	A1	25%	2.99%	4,000,000	YES	YES
BDCU	A2	15%	4.11%	5,500,000	NO	YES
Bendigo	A2	15%	13.45%	18,000,000	NO	YES
CUA	A2	15%	8.97%	12,000,000	NO	YES
ME	A2	15%	14.94%	20,000,000	NO	YES
IMB	A2	15%	2.24%	3,000,000	NO	YES
BOQ	A2	15%	5.60%	7,500,000	NO	YES
MyState	A2	15%	7.47%	10,000,000	NO	YES
Auswide	A3	10%	7.85%	10,500,000	NO	YES
Total			100.00%	133,829,648		

Portfolio Credit Limits

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

S&P Rating	Maximum %	Actual %	Invested \$	Policy Compliance
A1+	100%	31.63%	42,329,648	YES
A1	80%	3.74%	5,000,000	YES
A2	60%	56.79%	76,000,000	YES
A3	20%	7.85%	10,500,000	YES
Govt	25%	0.00%	0	YES
Total		100.00%	133,829,648	



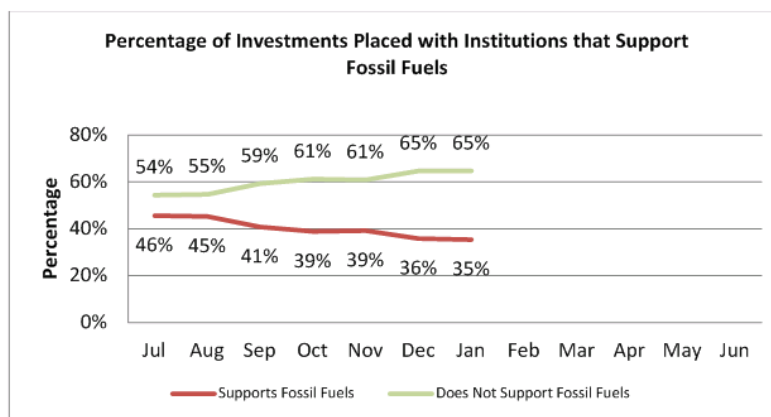
Wingecarribee Shire Council Investment Report Summary

For the period ending 31 January 2018

Non-Fossil Fuel Investment Preferencing

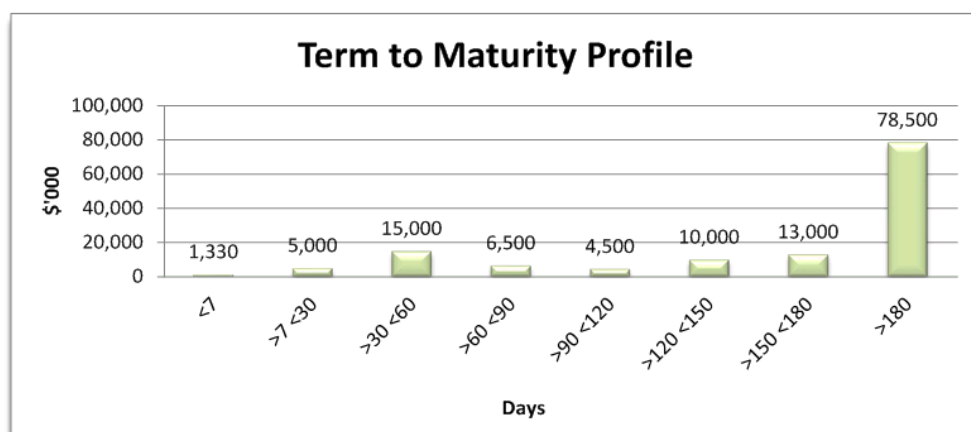
Council's adopted Investment Policy states a preference for placing funds with institutions that do not support the fossil fuel industry. The chart below identifies Council's percentage of investments placed with institutions that do not support the fossil fuel industry.

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.



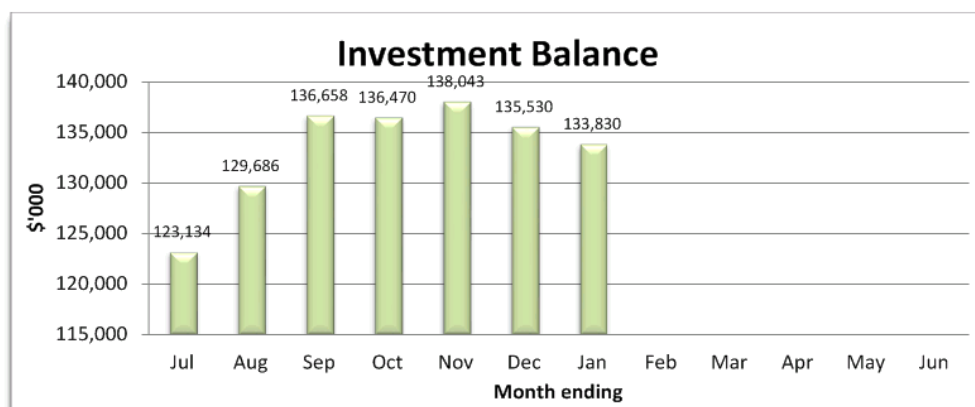


Wingecarribee Shire Council Investment Report Summary

For the period ending 31 January 2018

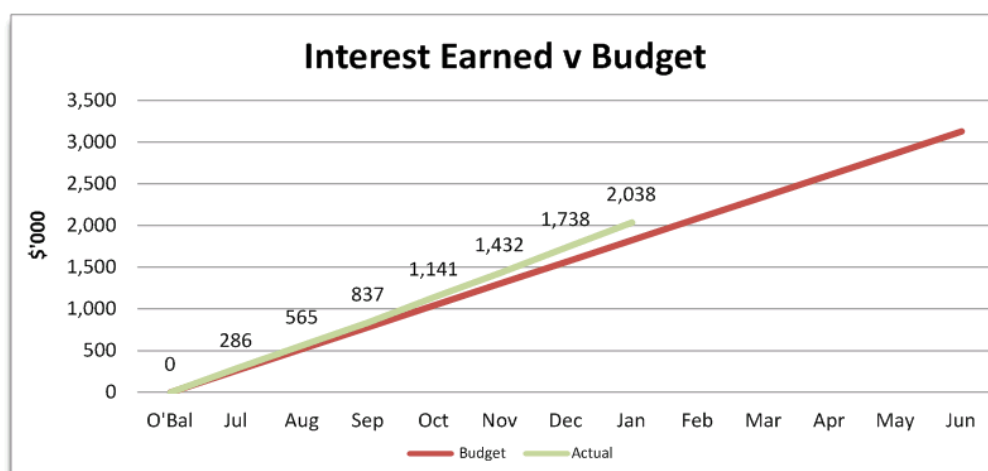
Portfolio Performance

Council's investment balance at the end of January 2018 was \$133.83 million. This has decreased by \$1.7 million since the end of December 2017. The decrease in investments is a result of the absence of rate or water instalments during the month.



Interest Revenue

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





Wingecarribee Shire Council Investment Report Summary

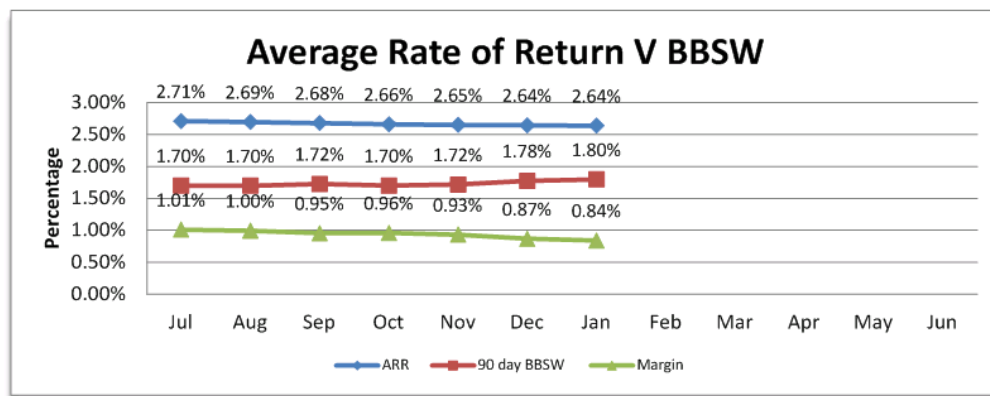
For the period ending 31 January 2018

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 January 2018 was 2.64% which is the same as December 2017. There was an increase in the BBSW to 1.80%

The margin above BBSW has decreased in January 2018 by 0.03% due to the rates available in the fixed interest market continuing to trend downwards.



12.2 Public Exhibition of the Draft Backflow Prevention Policy

Reference:	7790/17
Report Author:	Coordinator Sewer
Authoriser:	Manager Water & Sewer
Link to Community Strategic Plan:	Manage and plan for future water, sewer and stormwater infrastructure needs

PURPOSE

To gain approval for the draft Backflow Prevention Policy to go out to public exhibition for 28 days.

RECOMMENDATION

1. **THAT** the draft Backflow Prevention Policy be placed on public exhibition for a period of twenty eight (28) days.
2. **THAT** a further report be submitted to Council following conclusion of the public exhibition period.

REPORT

BACKGROUND

NSW Fair Trading is the plumbing and drainage regulator in NSW who have delegated Wingecarribee Shire Council (the statutory authority responsible under the *Local Government Act 1993* for water supply) to take measures to ensure compliance and public health protection, which includes the management of backflow prevention.

This policy also forms part of the conditions for approval to draw water from the Council drinking water supply under Section 68 Part B (2) of the *Local Government Act 1993*.

Backflow is the unintended reverse flow of water, therefore prevention management is required to eliminate the risk of contaminants entering the drinking water supply mains, to and from premises which are connected to the water supply system. This can occur due to pressure differential changes following water main breaks within the network or due to cross connections between the water supply and a source of potential contamination, such as a polluted or contaminated storage tank or equipment.

Backflow management includes the installation of a suitable device approved by Council, which is used to prevent reverse flow of water from a potentially polluted source into a drinking water supply.

Although Council provides advice and is responsible for managing backflow management and compliance, it is the responsibility of the property owner/s to install, maintain and test

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 28 February 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



backflow prevention device/s. Where properties are deemed to be of medium to high risk to the water supply due to the internal practices, the device will need to be tested on an annual basis and registered with Council to meet the regulatory requirement. The required actions for relevant property owners are outlined in the draft Backflow Prevention Policy.

REPORT

To meet the requirements under relevant legislation, standards, guidelines and codes it is an operational requirement for the Council to implement a Backflow Prevention Policy to protect the Shire's water supply from possible cross contamination. The policy is required to enforce that backflow prevention is installed and registered and to apply the registration and later registration fees.

Current Status

In the last five years all known relevant properties that are connected to the Shires drinking water supply have been inspected by Council officers and they have been informed of their obligation under AS 3500.1 Water Services to install the appropriate backflow prevention device at their properties water meter. These properties are on Councils backflow registers and are contacted annually to ensure compliance with testing requirements.

Council has met little resistance as most property owners are cooperative as they understand the importance of public health and the protection of the Shire's drinking water supply system. The adoption of the Backflow Prevention Policy allows Council to enforce backflow prevention in the Shire.

Public exhibition and Consultation

In line with Council's Policy development Guidelines the draft Backflow Prevention Policy will be on public exhibition for 28 days.

All submissions will be reviewed, and the draft Backflow Prevention Policy updated as required. The draft policy will then be submitted to Council for adoption.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

Nil

COMMUNICATION AND CONSULTATION

Community Engagement

The Policy will be put on public exhibition for 28 days as required by the *Local Government Act 1993*.

Internal Consultation

Manager Water & Sewer

Sewer Coordinator

Water Coordinator

Coordinator Certification and Compliance

Trade Waste Officer

Operations Technical Officer - Projects and Quality

External Consultation

Council gained advice and reviewed policies from other NSW Councils and Water Authorities in development of the draft Policy.

SUSTAINABILITY ASSESSMENT

- **Environment**

Backflow prevention protects the Shire's water supply from cross contamination

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

There are no economic issues in relation to this report.

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

The Policy allows Council to enforce backflow prevention in the Shire in line with relevant legislation, and to recover costs from regulating backflow prevention as per the Fees and Charges.

COUNCIL BUDGET IMPLICATIONS

The adoption of the Policy does not have a direct impact on Council's budget.

RELATED COUNCIL POLICY

Liquid Trade Waste Policy and Guidelines

OPTIONS

The options available to Council are:

Option 1

Approve public exhibition for 28 days of the draft Backflow Protection Policy

Option 2

Require further internal review of the draft policy prior to public exhibition

Option 1 is the recommended option to this report.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

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REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



CONCLUSION

Progress in the development of the Backflow Prevention Policy through public exhibition will lead to the adoption of the policy to allow Council to comply with the *Local Government Act 1993*.

ATTACHMENTS

1. Draft Backflow Prevention Policy



Backflow Prevention Policy

ATTACHMENT 1

MAIN CATEGORY (Link to Community Strategic Plan Wingecarribee 2031 Theme)

SUB CATEGORY (Link to Wingecarribee 2031 Goal)

Adoption Date: (Governance to insert)
 Council Reference: (Governance to insert)
 Policy Owner: (Manager of Water & Sewer)
 Next review date: (2 years recommended)
 File Reference: (Departmental File Number)
 Related Policies/Legislation:

- Local Government Act 1993
- Public Health Act 2010
- National Construction Code Series – Volume 3 The Plumbing Code of Australia
- Australian /New Zealand Standard AS/NZS AS3500.1
- Australian Standard AS2845.(1,2&3)
- Plumbing & Drainage Act 2011
- Plumbing & Drainage Regulation 2012
- Australian Drinking Water Guidelines 2011

Related Documents:

Superseded Policy: No

OBJECTIVES

The objectives of this policy are:

- To minimise public health risk
- To protect the drinking water quality within Council's water reticulation system
- To ensure compliance with relevant legislation

POLICY STATEMENT

To reduce the risk of contamination of the Shire's drinking water supply by ensuring backflow prevention is implemented and maintained.





Backflow Prevention Policy

POLICY IN DETAIL

- All customers with a connection to Councils drinking water supply must have a boundary containment backflow prevention device installed appropriate to the property hazard rating.
- Property hazard ratings are determined based on the level of hazard of activities or processes carried out within a property. Where more than one activity or process occurs on the site, the property hazard rating will be equal to, or greater than, the highest identified hazard. The three degrees of hazard and their definitions are detailed in Section 4 of AS/NZS AS3500.1.
- Where the hazards are unknown for commercial, industrial or mixed development, the hazard rating will default to high, requiring the installation of backflow prevention devices appropriate for that hazard rating.
- The installation and maintenance of all required backflow prevention devices are the responsibility of the property owner.
- Council will maintain a register of all testable backflow prevention device installations and the related annual testing/maintenance reports.
- If a property owner fails to install, repair, maintain, replace or test a backflow prevention device as required by a notice issued by Council, Council may disconnect (in the case of a non-residential property) or restrict (in the case of a residential property or mixed development) the customer from the drinking water supply system until such time as the customer has complied with the notice. Disconnection and reconnection fees will apply.

PROPERTIES WITH BOTH DRINKING WATER AND NON-DRINKING WATER SERVICES ONSITE (NOT INCLUDING RAINWATER)

Non-drinking water services mean all water that is not intended, or not likely to be used for human consumption, or for purposes connected with human consumption. Non-drinking services may include, but are not limited to:

- a) Bore water
- b) Grey water storage and reuse
- c) Dam water
- d) Bio-cycle, reclaimed effluent

The risks to health from non-drinking water supplies will depend on the type and concentration of contaminants present. Some non-drinking water supplies such as dam water or groundwater may look and smell perfectly fine however many activities in urban areas may contaminate non-drinking water sources making it unsafe and its use may lead to adverse health effects.

- Non-drinking water installations must comply with all requirements of Section 9 of AS/NZS AS3500.1.





Backflow Prevention Policy

- The minimum containment protection required for a single residential dwelling with a non-drinking water service that complies with the requirements of Section 9 of AS/NZS AS3500.1 is a non-testable dual check valve with atmospheric port.
- The minimum containment protection required for a single residential dwelling with a non-drinking water service that does not comply with the requirements of Section 9 of AS/NZS AS3500.1 and/or compliance with Section 9 of AS/NZS AS3500.1 cannot be verified is a Reduced Pressure Zone Device.
- The minimum containment protection required for properties other than a single residential dwelling with a non-drinking water service that complies with the requirements of Section 9 of AS/NZS AS3500.1 is a Reduced Pressure Zone Device.

BACKFLOW PREVENTION REQUIREMENTS FOR PROPERTIES WITH RAINWATER TANKS

Where provision is made for augmentation of the rainwater supply by either top-up of the rainwater tank with water from Council's drinking water supply or by connection of Council's drinking water supply to any point downstream of the rainwater tank outlet, the installation shall comply with all requirements of Section 16 of AS/NZS AS3500.1.

- The minimum containment protection required for a single residential dwelling with an above ground rainwater tank installation is a non-testable dual check valve.
- The minimum containment protection required for a single residential dwelling with a buried or partially buried rainwater tank installation is a non-testable dual check valve with atmospheric port.
- The minimum containment protection required for properties other than single residential dwellings with above ground rainwater tank installations is a non-testable dual check valve.
- The minimum containment protection required for properties other than single residential dwellings with buried or partially buried rainwater tank installations with a top up provision is a Reduced Pressure Zone (RPZ) device.

EXEMPTIONS

Exemptions for existing premises in the Shire's town centres with restricted drainage access

It is recognised that it may be impractical to install testable devices for boundary containment in some existing properties in the town centres due to the water meter being located in the footpath or inside in cupboards etc. with restricted access to drainage. In these instances Council will assess the backflow hazards on the property and will consider the installation of a non-testable device as boundary containment subject to the following:

- The water meter must be located in a position which prevents the installation of a testable device without major structural modification to the property.
- The only high backflow hazard on the property is a hose connection used for cleaning of a grease arrestor and or oil separator.





Backflow Prevention Policy

- The hose connection used for cleaning the grease arrestor or oil separator must be provided with individual or zone protection by an RPZ.
- The exemption from the requirement to install an RPZ as boundary containment will apply to the existing property owner only.
- If the property is to be sold and or renovated in any way modifications to the meter location will be required and the non-testable device being used for boundary containment must be removed and replaced with a testable device appropriate for the hazard rating of the property.

INSTALLATION AND MAINTENANCE REQUIREMENTS FOR BACKFLOW PREVENTION DEVICES

- A list of device types and their suitability for different hazard ratings can be found in AS 3500.1.
- The site containment hazard rating of all properties connected to the Shire's reticulated drinking water supply must be determined by an approved Council Officer or backflow prevention accredited plumber.
- The boundary containment device must be installed immediately downstream of the properties water meter.
- The boundary containment device for a fire service must be installed as close as possible to where the water service crosses property boundary and upstream of any fire hydrant take off points or booster sets.

INSTALLATION OF A NEW BACKFLOW DEVICE

- Prior to the installation of any backflow prevention device, Council must be provided with a NSW Department of Fair Trading *Notice of Work* for each device to be installed.
- Within 5 working days of the installation of any backflow prevention device, Council must be provided with a NSW Department of Fair Trading *Certificate of Compliance*, together with the initial maintenance and test report for each device installed and pay the appropriated registration fees.

ANNUAL TESTING

- A backflow prevention device must be maintained and tested annually by an accredited backflow prevention plumber. The plumber will complete and submit the maintenance and test reports for each device installed and pay the appropriate registration fees.
- A late registration will apply to customers if the annual maintenance/test report is not received by Council 30 days after the due date.

THE PROPERTIES INTERNAL WATER SUPPLY SYSTEM

- To fulfil the property owner(s) Work, Health and Safety requirements regarding backflow prevention protection on their internal water supply system (downstream of the water meter), Council recommends that the property owner consult with a backflow prevention accredited plumber.





Backflow Prevention Policy

SCOPE

- This policy applies to all new and existing customers connected to Wingecarribee Shires Council's reticulated drinking water supply.

DEFINITIONS

Term	Definition
Accredited Plumber	A licensed plumber who holds accreditation from a Registered Training Organisation for backflow prevention device commissioning, testing and certification.
AS/NZ 3500.1	Australian/New Zealand Standard 3500.1 Water Services
Backflow	Backflow is the unintended reverse flow of water from any domestic, commercial or industrial premises back into a drinking water supply system.
Backflow Prevention Device	A device to prevent the reverse flow of water from a potential contaminated source back into the drinking water supply.
Cross Connection	It is any connection between the water supply and a source of potential contamination, such as a fixture, storage tank or equipment, through which used, unclean, polluted or contaminated water or any other substance that might enter the drinking water supply.
Customer	The property owner within the Wingecarribee Shire Council area of operations that is connected to a water main.
Drinking Water Supply	The supply system into which Wingecarribee Shire Council delivers drinking water (reticulated drinking water supply system)
Site Containment	The installation of a backflow prevention device on the drinking water supply system at the property boundary to prevent backflow from the property entering the Shires drinking water supply system.
High Hazard	Any condition, device or practice, which in connection with the water supply system has the potential to cause death.
Medium Hazard	Any condition, device or practice, which in connection with the water supply system could endanger health.
Low Hazard	Any condition, device or practice, which in connection with the water supply system would constitute a nuisance but not endanger health.
Initial Test	When the backflow device has been installed an initial test is performed to check the device is performing correctly.
Annual Test	A test that is performed every year to confirm the device is in working order.
Initial registration fee	A fee paid to council when a backflow prevention device is initially installed and registered with Council.
Annual registration	The annual fee paid to Council for the registration of a backflow device that must be accompanied by the annual maintenance and test report.





Backflow Prevention Policy

Term	Definition
fee	
Late registration fee	Will be applied when the annual registration fee and backflow device annual test results are not received by Council within a month of the due date.
RPZ	(Reduced Pressure Zone) Is a device that protects against backflow by either back-pressure or back-siphonage from a cross-connection between drinking water systems and substances in 'high hazard' conditions

RESPONSIBILITIES

Position	Responsibility
Mayor	To lead Councillors in their understanding of, and compliance with, this Policy.
General Manager	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this Policy. To approve resources to develop, implement and review this Policy.
Executive and Managers	To lead staff in their understanding of, and compliance with, this Policy. To ensure that (directly or through delegation) the approved Policy is available in hard copy and electronically on Council's website.
Manager Water & Sewer	To implement this Policy. To lead staff in their understanding of, and compliance with, this Policy

PERFORMANCE MEASURES

- The Shire's drinking water supply has not been compromised
- Customer Satisfaction
- Compliance with AS/NZS Standard 3500.1 Water Services
- Compliance with Australian Drinking Water Guidelines
- Council's Drinking Water Management Plan.
- Deliver procedures to mitigate business risk





Backflow Prevention Policy

BREACHES OF THE POLICY

- The Shire's drinking water supply may be compromised
- Customer dissatisfaction
- Council may be exposed to litigation
- Disconnection and reconnection fees and charges
- Late registration fees

APPROVED BY:

WINGECARRIBEE SHIRE COUNCIL

(Insert Date)

DRAFT



Wingecarribee Shire Council – (Backflow Prevention Policy)

Version1:

Adoption Date: (Governance to insert)

Policy Owner: Manager Water & Sewer

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12.3 Public Exhibition of the Draft Urban Tree Policy

Reference:	900/2
Report Author:	Tree and Vegetation Management Officer
Authoriser:	Manager Open Space, Recreation and Building Maintenance
Link to Community	
Strategic Plan:	Work collaboratively to improve and revitalise town and village centres throughout the Shire

PURPOSE

This report seeks approval for the public exhibition of the draft Urban Tree Policy (the Policy).

RECOMMENDATION

1. **THAT** the draft Urban Tree Policy be placed on public exhibition for a period of twenty eight (28) days and submissions be invited from the public.
2. **THAT** a further report be submitted to Council following conclusion of the public exhibition period.

REPORT

BACKGROUND

The management of street trees has been previously governed by the Council policy; *Management of Trees on Public Land Policy* (adopted 2009).

The Street Tree Master Plan (STMP) adopted 2016 and its Implementation Plan was developed with a high level of community consultation, including 42 days of public exhibition. The Policy will encompass all urban trees, excluding bushland reserves, and supersede the *Management of Trees on Public Land Policy*.

REPORT

The primary objective of the Policy is to provide the strategic direction and balanced approach for the management of Council controlled trees.

The Urban Tree Policy is the overarching document for various plans relating to protection, enhancement and management of trees, within the urban forest.

These documents include:

- Street Tree Master Plan 2016
- Street Tree Implementation Plan 2016
- Tree Risk Management Plan

The Urban Tree Policy statement is:

To provide an appealing, livable region with a diverse and healthy tree population that promotes and delivers economic, ecological, and social benefits to the community. The urban forest is viewed by Council as a significant piece of public infrastructure.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

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

COMMUNICATION AND CONSULTATION

Community Engagement

It is proposed that the draft Policy be endorsed to be placed on public exhibition for a period of 28 days.

Internal Consultation

The policy was developed with input from the following Managers and Teams;

- Group Manager Infrastructure Services
- Manager Open Space, Recreation and Building Maintenance
- Manager Design, Construction and Maintenance
- Parks and Open Space
- Development Services
- Environment
- Assets
- Corporate and Community
- Organisational Development (Insurance)

External Consultation

Peer reviewed by a similar sized regional council.

Council's insurer Statewide Mutual

SUSTAINABILITY ASSESSMENT

• Environment

There are no environmental issues in relation to this report.

• Social

There are no social issues in relation to this report.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 28 February 2018

REPORT DEPUTY GENERAL MANAGER OPERATIONS, FINANCE AND RISK



- **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 are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

The Draft Urban Tree Policy outlines Council's Policy position with respect to the management of urban trees.

The adoption of the Policy does not have a direct impact on Council's budget. It will help direct the allocation of existing budgets and to plan for future budget allocations.

RELATED COUNCIL POLICY

Nil

OPTIONS

The option available to Council is:

Option 1

Endorse the draft Urban Tree Policy for 28 day public exhibition period from 1 March to 30 March 2018. This would enable Council to meet its risk management obligations while also ensuring that Council has sufficient time to consider community feedback prior to the final adoption of the Policy.

CONCLUSION

The draft Urban Tree Policy is attached for Council's consideration.

Following endorsement by the Council of the proposed policy, it must be placed on public exhibition for a period of twenty eight (28) days. A report will be brought back to Council following the public exhibition period outlining the outcomes of this exhibition period and seeking formal Council adoption.

ATTACHMENTS

1. Draft Urban Tree Policy



Urban Tree Policy

ATTACHMENT 1

PLACES

3.3 OUR BUILT ENVIRONMENT CREATES VIBRANT AND INVITING PUBLIC SPACES

Adoption Date:	(Governance to insert)
Council Reference:	(Governance to insert)
Policy Owner:	Manager Infrastructure Services
Next review date:	June 2020
File Reference:	900/2
Related Policies/Legislation:	<p>Development Control Plans</p> <p>Civil Liability Act 2002</p> <p>Biodiversity Conservation Act 2016</p> <p>State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017</p>
Related Documents:	<p>Wingecarribee Street Tree Master Plan 2016 (STMP)</p> <p>Wingecarribee Street Tree Implementation Plan 2016 (STIP)</p> <p>Wingecarribee Tree Risk Management Plan (TRMP)</p> <p>Wingecarribee Parks Strategy</p> <p>Council Environmental Assessment Procedure, under Part 5 of the EP&A Act.</p> <p>Council Standard drawings for roadside vegetation pruning</p>
Superseded Policy:	<p>Management of trees on Public Land Policy 4.16</p> <p>WSC Road Side Management Plan and Procedure Manual</p>





Urban Tree Policy

OBJECTIVES

The objectives of this policy are:

- Mitigate property, infrastructure, and the community from harm in accordance with the provisions of Council's Tree Risk Management Plan;
- Prioritise the systematic management, maintenance, and consistent protection of Council controlled trees;
- Determine the strategic direction and balanced approach to tree management;
- Protect trees which contribute to the historical, social, and environmental value of the region;
- Maintain and increase the species, age diversity and canopy cover and function of the urban forest and streetscapes to moderate or reduce urban heat island effects;
- Improve local streetscapes by introducing trees appropriate to the local environment and urban services present;
- Promote and recognise the value of the urban forest as fundamental and intrinsic landscape elements amongst the community, developers and Council staff.

SCOPE

The provisions of the Urban Tree Policy are applicable to all Council controlled trees located on urban roads, streets and across the public open space network in towns and villages, with the exception of bushland reserves. The open space network is outlined within the Street Tree Master Plan 2016 and the Tree Risk Management Plan.

POLICY STATEMENT

Council is committed to providing an appealing, livable region with a diverse and healthy tree population that promotes and delivers economic, ecological, and social benefits to the community. The urban forest is viewed by Council as a significant piece of public infrastructure.

COUNCIL TREE MANAGEMENT

Why Council Values Trees

Trees are an important natural asset that improve the amenity of our local streets and increase the value and character of the open space network. The Urban Tree Policy aims to protect, enhance and maintain the existing landscape character provided by trees across the Wingecarribee Shire.





Urban Tree Policy

The retention and protection of Council controlled trees shall be given a high priority when performing routine maintenance activities, delivery of infrastructure and during the assessment of development applications.

Disclaimer

A tree is a dynamic living organism which provides numerous environmental, economic, aesthetic and social benefits to the region and community. Unpredictable events can cause significant damage to trees which will require prioritisation over works scheduled.

Whilst Wingecarribee Shire Council endeavours to meet the community's expectations to provide tree management works (as outlined below), Council acknowledges that works to be undertaken are subject to available financial and other resources.

Asset Management

Council appreciates that trees are living assets, subject to growth and decay. As assets, they will be managed by adopting a holistic approach that plans for maintenance and renewal, within designated resources and levels of service.

Council will conduct routine maintenance tasks in accordance with *Australian Standard 4373-2007 - Pruning of amenity trees*. Maintenance tasks will consist of tree pruning and related activities, aimed at risk mitigation, improving tree health, structure, and maintaining clearance zones for buildings and for pedestrian and vehicular traffic as per STMP.

All routine maintenance tasks will be conducted in line with the *Environmental Assessment Procedure, under Part 5 of the EP&A Act* and other relevant State and Federal legislation.

Council will keep up-to-date with new technology relating to tree management, with the aim of incorporating new industry standards into Council's management and maintenance approach within its financial means and resources.

Whilst Council will seek to promote habitat creation where appropriate when performing tree removal or pruning works within the open space network. Priority will be given to safety and amenity.

Illegal Tree Removal, Modification and Poisoning

Council will investigate and if appropriate, pursue legal action, where sufficient evidence can be collected, against any persons or corporation/s that removes, damages or modifies a Council controlled tree without prior approval. Council will consider, when appropriate, installing signs identifying vandalised trees.

Tree Risk Management Plan

Council's TRMP outlines the procedure for assessing risk through inspecting, recording and addressing tree related issues. The plan aims to reduce future infrastructure problems by planting suitable tree species, as per the STMP.





Urban Tree Policy

Council will develop and maintain an inventory of urban trees, to provide strategic and long-term tree management options, risk management solutions, resource/ works prioritisation and archival record keeping of maintenance.

Tree Planting and Selection

Tree selection and planting will be in accordance with the STMP and the STIP and the WSC Parks Strategy.

Council will from time to time review the recommended tree species and locations as required, to ensure the successful establishment and survival of trees. Any increase in the number of appropriate plantings on Council land will occur in line with the availability of resources and the capacity to maintain all trees planted to acceptable standards.

Council will use only quality nursery stock according to latest best practice and standards. All trees supplied will conform to the *NATSPEC guide "Specifying Trees – a guide to assessment of tree quality"*.

Council will require street tree plantings in all new sub divisions as part of the development application process and associated approval. Trees planted in all new sub divisions shall be in accordance with the STMP and STIP, or a negotiated outcome between Council and the applicant. The minimum provision requirement for new street trees is to be one (1) new tree per newly created lot.

Tree Pruning, Removal and Replacement

All tree pruning or removal on Council controlled land will be completed in accordance with the STMP and Tree Risk Management Plan.

Community Engagement

Wingecarribee Shire Council values the local community's input and undertakes consultation and communication about tree management and the urban forest activities.

Tree Management staff will engage with Council's Heritage Officer, Heritage Advisor and Heritage Committee, where appropriate, on tree removal and management decisions planned for heritage items and tree management works planned within "Heritage Conservation areas".

Community consultation actions:

- Council will endeavour to establish 28 day notice ahead of tree planting works that are to occur directly in front of their property;
- Council will endeavour to establish 14 day notice prior to tree removal or pruning works that are to occur directly in front of their property including the reason for removal;
- Council will encourage community involvement in planting projects, to promote ownership of tree assets amongst the community;





Urban Tree Policy

- Council will consider and review tree-planting requests in line with Council's Street Tree Master Plan or other relevant documents;
- Council will provide information on the benefits provided by trees in urban areas, through its website and related community engagement strategies.

At times due to the unpredictable nature of trees, Council will be required to take risk mitigation activities without engaging with the community and internal stakeholders, such as during storm events or other such emergencies.

DEFINITIONS

Term	Definition
Tree	As defined in Council's relevant DCPs.
Open Space Network	Means the land that is publicly accessible for general recreation use including, urban roads, streets, parks and reserves which are defined in the STMP and TRMP as part of the public open space network.
Consulting Arborist	Means a specialist in the cultivation and care of trees, including tree surgery, diagnosis, treatment, prevention and management of tree diseases. Council considers a Consulting Arborist to be an individual who has obtained a minimum of AQF level 5 in Arboriculture.
Council Controlled Land	Means land under Council ownership or Crown Land managed by Council.
Delegated Person	Means a person delegated by the General Manager to provide approval on behalf of Wingecarribee Shire Council.
Council Controlled Tree	Means any tree managed by Council which is located on urban roads, streets and across the open space network (excluding bushland reserves).
Urban Forest	Means the sum of all trees and associated vegetation in and around towns and villages which are managed for the purpose of improving the urban environment.
Tree Structure	Reference to the whole tree including the root system, trunk and canopy.





Urban Tree Policy

RESPONSIBILITIES

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

Position	Responsibilities
Councillors	<ul style="list-style-type: none"> To lead the community in understanding this policy.
Executive	<ul style="list-style-type: none"> To lead staff (either directly or through delegated authority) in their understanding of and compliance with this Policy. To communicate, implement and comply with this Policy. To approve resources to develop, implement and review this Policy.
Manager of Open Spaces, Recreation and Building Maintenance	<ul style="list-style-type: none"> Updating the Policy. Allocating appropriate resources to comply with the Policy. Leadership of staff to follow policy.
Coordinator Open Spaces, Recreation and Building Maintenance	<ul style="list-style-type: none"> Coordinating and undertaking reviews of the Policy.
Tree and Vegetation Management Officer	<ul style="list-style-type: none"> Monitoring implementation and adherence to this Policy. Assisting the Coordinator of Open Spaces, Recreation and Building Maintenance to maintain the Policy.
Tree and Vegetation Maintenance Officer	<ul style="list-style-type: none"> Overseeing daily operational duties or tasks as delegated.
All Staff	<ul style="list-style-type: none"> To comply with this Policy and related plans.





Urban Tree Policy

PERFORMANCE MEASURES

The success of this policy will be measured by the following:

- Council conformance with the overall policy objectives
- Delivery of the Street Tree Implementation Plan

APPROVED BY:

WINGECARRIBEE SHIRE COUNCIL

(Insert Date)

REVIEW:

Revision History:

Policy Version	Revision Date	Approval Date





12.4 Compulsory Acquisition of Land - Part 3 Braemar Avenue and Part 5 Braemar Avenue, Braemar

Reference:	PN251800; PN251900
Report Author:	Property and Projects Officer
Authoriser:	Coordinator Property Services
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 negotiate for the acquisition of Part 3 Braemar Avenue and Part 5 Braemar Avenue, Braemar.

RECOMMENDATION

THAT the report Compulsory Acquisition of Land - Part 3 Braemar Avenue and Part 5 Braemar Avenue Braemar – 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, Council may allow members of the public to make representations to the meeting, before any part of the meeting to why the item should not be considered in Closed Council.

ATTACHMENTS

There are no attachments to this report.

Barry W Paull
Deputy General Manager Operations, Finance and Risk

Friday 23 February 2018

13 CORPORATE STRATEGY AND DEVELOPMENT SERVICES

13.1 Review of Smoke-free Outdoor Areas Policy

Reference:	5450/28.1
Report Author:	Environmental Policy Officer
Authoriser:	Environment and Health Systems Coordinator
Link to Community	
Strategic Plan:	Increase promotion of healthy lifestyle choices

PURPOSE

Council's Smoke-free Outdoor Areas Policy has been reviewed. No changes to Council's position are required, however text changes are recommended for clarity. This report seeks the adoption of the updated Policy at **Attachment 1**.

RECOMMENDATION

THAT the Smoke-Free Outdoor Areas Policy at Attachment 1 be adopted.

REPORT

BACKGROUND

Council's Smoke-free Outdoor Areas Policy was adopted in 2013 and updated in 2015. The aim of the policy is to improve the amenity of Council facilities and raise awareness of the health issues associated with smoking.

NSW laws

In NSW, the *Smoke-Free Environment Act 2000* and *Regulation 2016* requires the following areas to be smoke-free:

- Enclosed public spaces.
- Within 10 metres of children's outdoor play equipment.
- Public swimming pool complexes.
- Spectator areas of public sports grounds and recreational areas during an organised event.
- Public transport stops and platforms.
- Within 4 metres of an entrance or exit of a public building.
- Commercial outdoor dining areas.

Council's Policy

In addition to the NSW legislation requirements, Council's policy prohibits smoking within 10 metres of a public Council building. Council has a program to install signs to support this.

Council's policy also supports the NSW legislation by providing signs in certain areas, such as playgrounds, and noting the NSW requirements in outdoor dining licences and user agreements for the sportsgrounds and community buildings.

Regulation of smoke-free laws is largely done by NSW Health, however Council is also able to undertake regulatory action in certain circumstances.

REPORT

A scheduled review of Council's Smoke-free Outdoor Areas Policy has been undertaken. The review did not identify any substantive position changes recommended for the policy. There were however quite a few small changes to the text for clarity and updates to legislation. These changes have **not** been highlighted in **Attachment 1** for ease of reading.

To support the review of the policy, an audit of signs on Council public buildings is underway to identify any signs needing to be replaced or installed. Signs at bus stops will also be updated to support the NSW requirement for smoke-free transport stops. Minor updates to Council's user agreements for sportsgrounds and outdoor dining licences are also planned.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

The updated Policy does not impact Council's Fit for the Future Plan.

COMMUNICATION AND CONSULTATION

Community Engagement

The Smoke-Free Outdoor Areas Policy has been in place since 2013. The updates in Attachment 1 are administrative rather than position changes. Therefore, additional community consultation on the policy is not required.

Internal Consultation

The review of the policy included staff from Assets, Environment and Sustainability, and Open Space, Recreation and Building Maintenance.

External Consultation

No external consultation has been undertaken.

SUSTAINABILITY ASSESSMENT

- **Environment**

The policy is likely to improve health, air quality and reduce cigarette litter within and surrounding smoke-free outdoor areas.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 28 February 2018

REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY AND DEVELOPMENT SERVICES



- **Social**

As the policy position has been in place since 2013, there are no additional 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 are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

The updated Policy does not have an additional impact on Council's budget.

RELATED COUNCIL POLICY

Compliance and Enforcement Policy

Smoke-free Workplace General Manager's Practice Note and Procedure

OPTIONS

The options available to Council are:

Option 1

THAT the Smoke-Free Outdoor Areas Policy at **Attachment 1** be adopted.

Option 2

THAT further amendments are made to the Smoke-Free Outdoor Areas Policy prior to adoption.

Option 1 is the recommended option to this report.

CONCLUSION

A scheduled review of the Smoke-Free Outdoor Areas Policy has been undertaken. Minor editing amendments have been made. It is recommended that the updated policy at **Attachment 1** is adopted.

ATTACHMENTS

1. Smoke-free Outdoor Areas Policy



Smoke-Free Outdoor Areas Policy

ATTACHMENT 1

PEOPLE

OUR PEOPLE HAVE THE OPPORTUNITY FOR A HAPPY AND HEALTHY LIFESTYLE

Adoption Date:	
Council Reference:	
Policy Owner:	Manager Environment and Sustainability
Next review date:	
File Reference:	5450/28.1
Related Policies/Legislation:	<i>Smoke-free Environment Act 2000</i> <i>Smoke Free Environment Regulation 2016</i> <i>Liquor Act 2007</i> Smoke-free Workplace General Manager's Practice Note and Procedure
Superseded Policy/GM Practice Note:	Smoke Free Outdoor Areas Policy 3.31

OBJECTIVES

The objectives of this policy are to:

- improve the public amenity of Council property
- raise community awareness of the health issues associated with smoking
- provide community leadership in protecting the health and wellbeing of the community
- minimise cigarette butt litter on Council land.

POLICY STATEMENT

The *Smoke-Free Outdoor Areas Policy* aims to raise awareness of the harmful effects of tobacco smoking (including passive smoking) and to minimise its effects on community health, local amenity and the natural environment.

The policy acknowledges the *Smoke-free Environment Act 2000 and Regulation 2016*, and includes a policy statement for the local government area of Wingecarribee Shire.

This policy is likely to have a positive impact on air quality, health, amenity and a reduction in litter on Council property.

NSW Legislation

Under the NSW *Smoke-free Environment Act 2000* smoking is prohibited:





Smoke-Free Outdoor Areas Policy

- within 10 metres of children's play equipment
- within a swimming pool complex
- at all covered and uncovered spectator areas at sports grounds or other recreational areas when being used for an organised sporting event for the entire duration of that event
- at public transport stops and stations including train platforms, bus stops and taxi ranks
- at or within 4 metres of commercial outdoor dining areas
- within four metres of a pedestrian entrance or exit to a public building.

Signs are required for commercial outdoor dining areas under the *Smoke-Free Environment Regulation 2016*. These signs must be prominently displayed on the premises and are available free of charge from NSW Health. Signs are not mandatory, although strongly recommended for pedestrian access points to licensed venues, restaurants and cafes.

Council's Extended Smoke-Free Areas

Smoke-free outdoor public places

Under Council's extended smoke free areas, smoking is prohibited at, or within 10 metres of any Council-owned public building and associated structures, for example enclosed verandahs, awnings and covered walkways. The Smoke-free Workplace Procedure outlines designated smoking areas for staff. Smoke-free clauses in leases, licences and user agreements for all Council sporting grounds reflect the requirements of the NSW laws and are required to be followed.

Council has a program to install smoke-free signs at Council playgrounds, parks, recreational reserves, other open spaces, council buildings and at local bus stops to support the NSW laws.

Council managed Smoke-free commercial outdoor dining areas

Commercial outdoor dining areas are required to comply with all requirements of the *Smoke-free Environment Act 2000* and *Regulation*, and any smoke free clauses in licence agreements that have been established under the Roads Act 1993, for example footways.

Smoking is prohibited at or within Council managed outdoor dining areas. This includes both areas that are used for the consumption of beverages only, and areas that are used for the consumption of food.

COMPLIANCE

NSW Health is the compliance agency for the NSW *Smoke-Free Environment Act 2000*.

The community can report suspected breaches of outdoor smoking bans online at: www.health.nsw.gov.au/tobacco/Pages/smoke-free-laws.aspx.





Smoke-Free Outdoor Areas Policy

For Council, enforcement of this Policy is supported primarily by persuasion and self-policing by the community rather than punitive enforcement by Council rangers. Where a member of the public continually fails to comply with the Policy and associated public notice erected by Council, Council may serve a caution or penalty notice under the *Local Government Act 1993*. For Council managed outdoor dining areas, Council may issue a written warning or terminate a license where a breach of a license condition repeatedly occurs.

SCOPE

The policy relates to all Councillors, Council employees and volunteers, contractors and the general public.

DEFINITIONS

Commercial outdoor dining areas and **Smoke-free areas - outdoor public places** are defined under Sections 4A and 6A respectively of the *Smoke-free Environment Act 2000*.

Council managed outdoor dining areas include those areas as defined above but also includes areas that are used for the consumption of beverages only.

RESPONSIBILITIES

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

Position	Responsibility
Councillors	Provide leadership in complying with the NSW requirements and Council's policy
Executive	Provide leadership in complying with the NSW requirements and Council's policy
Staff and Council Volunteers	<ul style="list-style-type: none"> Comply with this policy Undertake enforcement of this policy Apply this policy in the administration of outdoor dining areas, sporting grounds and community facilities

PERFORMANCE MEASURES

The success of this policy will be measured by improved community compliance with NSW legislation and this Policy.





Smoke-Free Outdoor Areas Policy

APPROVED BY:

WINGECARRIBEE SHIRE COUNCIL

(Insert Date)



Wingecarribee Shire Council – Smoke-Free Outdoor Areas Policy
Version: 3
Adoption Date: *(Governance to insert)*
Policy Owner: Manager Environment and Sustainability

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13.2 Bi-Annual Delivery Program Progress Report, July - December 2017

Reference:	501/2013
Report Author:	Corporate Strategy and Governance Coordinator
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

This report presents the Bi-Annual Delivery Program Progress Report for the period 1 July to 31 December 2017, which records Council's progress towards achieving the four year actions of the Delivery Program 2017-2021.

RECOMMENDATION

THAT Council receives and adopts the Bi-Annual Delivery Program Progress Report for the period 1 July to 31 December 2017.

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 December 2017 outlines Council's performance towards achieving the objectives of the Delivery Program 2017-21. The Delivery Program 2017-21 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 first report on Council's new Delivery Program.

REPORT

The Delivery Program Progress Report for December 2017 (**Attachment 1**) provides an overview of progress made towards achieving the objectives set out in the Delivery Program 2017-21. 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 first report to Council on the Delivery Program 2017-2021 and at the end of the December 2017 reporting period, all of the 96 four year actions were reported to be 'on-track'. 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 2017-21 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.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 28 February 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 July to 31 December 2017 provides an overview of Council's progress towards achieving the four year actions of its Delivery Program 2017-21. It has been prepared following input and assistance from both divisions and all branches within the organisation.

ATTACHMENTS

1. Bi-Annual Delivery Program Progress Report, July to December 2017

Mark Pepping
**Deputy General Manager Corporate,
Strategy and Development Services**

Friday 23 February 2018

ATTACHMENT 1



Official Opening of Alexandra Square, December 2017

Bi-Annual Delivery Program 2017-21 Progress Report

1 July 2017 to 31 December 2017







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Introduction

This Bi-Annual Delivery Program Progress Report is for the period 1 July 2017 to 31 December 2017. It reports Wingecarribee Shire Council's progress towards achieving the 96 four year actions of the Delivery Program 2017-21.

Each action 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 December 2017, all of the 96 actions were reported to be on track.

Integrated Planning and Reporting

Under Section 404(5) *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.



13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

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 July to December 2017 reporting period is outlined below.

DP01 Develop and implement an elected-member professional development program



In December 2017 the NSW Government released draft Councillor Induction and Professional Development Guidelines for consultation. The draft Guidelines are designed to assist councils to develop and deliver induction and ongoing professional development activities for their mayor and councillors. 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.

Council will commence work on a needs analysis for its Councillor professional development program which is scheduled to commence in early 2018 to inform the development of training plan for Councillors.

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



Work commenced on the review of Council's Delivery Program 2017-2021 and development of the 2018/19 Operational Plan and Budget in late 2017. As required under the *Local Government Act 1993*, the Operational Plan and Budget will be placed on public exhibition in April 2018 for final adoption by Council in June 2018. To further strengthen Council's Delivery Program development of revised performance measures has commenced and will be included in the Delivery Program to assess the effectiveness of the Program.

During the reporting period, a Fraud Control Health Check was undertaken to strengthen Council's fraud and corruption control framework. The internal audit report found that Council's fraud and corruption control framework has some of the key elements of the Audit Office of NSW's '10 attributes of fraud control' outlined in the Fraud Control Improvement Kit and the Australian Standard AS8001-2008: Fraud and Corruption Control. It also found that Council in most instances has the controls within its business processes which were recommended by the Independent Commission Against Corruption report on the 'Investigation into the conduct of the former City of Botany Bay Chief Financial Officer and Others'. Notwithstanding this, the report identified 12 findings with 32 improvement opportunities. Each of these recommendations was accepted by Council and will be implemented by 30 June 2018.

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

DP03 Improve community understanding and awareness of Council decisions

Council continues to utilise a variety of communication channels to inform the community of its decisions. Council staff continue their positive working relationships with local and regional media stakeholders in a bid to ensure Council activities and decisions are reported. During the reporting period a draft Media Policy was developed and endorsed by Council for public exhibition. The draft policy provides a framework for Council's interaction with media outlets. Feedback from the public exhibition period will be reported back to Council in early 2018 as a part of the adoption of the Policy.

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.

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 will be 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, will further enhance risk identification and reduce other work site paper based systems.

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

Council's *Fit for the Future* Improvement Plan included 15 key strategies. The implementation of all *Fit for the Future* improvement strategies have commenced with the exception of the participation in Joint Organisations. The State Government announced during the reporting period that participation in Joint Organisations would be voluntary. Council will determine its position in relation to participating in the Joint Organisation for the South East and Tablelands planning region in early 2018.

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

The 2016/17 Financial Statements and auditors reports were presented to Council on 25 October 2017. Council's auditor, the NSW Audit Office, issued an unqualified audit opinion (i.e., an independent auditors report stating that Council's financial records and statements are fairly and appropriately presented) on the financial statements for the period ending 30 June 2017.

The September Quarterly Budget Review Statement was presented to the Finance Committee on 15 November 2017. This report indicated that Council's projected financial position at 30 June 2018 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

All other statutory financial reports (including grant acquittals) were completed and submitted within required time frames.

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

Council adopted a revised Investment Policy in July 2017. Council's Investment Policy now includes a position on preferencing financial institutions that do not support the Fossil Fuel Industry (where all other factors are equal).

DP07 Manage Council's Fleet to ensure maximum value 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 is \$2.3 million. There is currently over 50% of the replacement program either completed or in progress across all operational areas of Council. Major replacement items where a competitive selection process has been completed include the rear-delivery patching truck, community bus and the materials handler at the Resource Recovery Centre.

DP08 Manage council's property portfolio to ensure to maximise community benefit



Council's property portfolio continues to be managed in accordance with legislative requirements pertaining to Council, including timely reporting to Council of property matters for approval.

During the first half of the 2016/17 financial year, Council has completed the purchase of 4 Wattle Lane Bowral and the purchase of 107 Kangaloon Road Bowral. Council has also sold vacant operational land at Beavan Place Bowral and vacant operational land at Lot 126 Anembo Street Moss Vale (being Proposed Lots 1263 and 1265) in November 2017.

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



Council continues to manage its panel arrangements to ensure work is undertaken to a high standard and in accordance with contract rates.

During the first half of the 2017/18 financial year Council staff have been involved in the renewal of the plant and equipment hire panel contract, vegetation and bushland panel contract and commenced the renewal of the tree management panel contract.

Efforts have been made to encourage local participation through advertising in local papers, holding pre lodgement briefings and the inclusion of a percentage weighting for local contractors in the non-price selection criteria.

During the first half of the 2017/18 financial year, the draft Procurement Policy and Guidelines were placed on staff consultation for a period of four weeks. There were a number of suggestions and recommendations made by staff which have now been incorporated into the documents. It is intended to have them finalised before the end of the 2017/18 financial year.

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

DP10 Develop and implement enhanced asset management practices



The Asset Management Improvement Plan, which forms part of the Strategic Asset Management Plan, is progressively being implemented. The implementation of the Improvement Plan enhances Asset Management Practices within Council. Notable achievements are listed below:

- Desktop review of customer levels of service
- Update and development of Asset Management Plans
- Refinement of capital works program for all asset classes
- Revaluation of Water and Sewerage Assets
- Update of Asset Register
- Collection of condition information and updated renewal programs
- Updated risk registers and risk management planning for Water, Sewerage, Roads and Drainage Assets.

DP11 Develop and Implement Business Transformation Program



The Business Transformation Program was established to ensure Council systems and processes support effective service delivery and that the way Council interacts with its customers is responsive and provides a variety of methods of interaction.

An interim business transformation working group has been formed. Work is under way to define the methodology and detail of the comprehensive work program.

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 workshops have been held with key staff to identify areas for process improvement within Council which will result in an enhanced customer experience.

DP13 Ensure council services are delivered efficiently and effectively



Council's Service Delivery Review program has gained significant momentum during the reporting period with consultants engaged to undertake reviews of Council's Southern Region Livestock Exchange (SRLX) facility and Aquatic Services.

Data analysis, benchmarking and stakeholder engagement were undertaken during the reporting period for the SRLX review. It is anticipated that the options report for the SRLX will be reported to Council in early 2018.

The Aquatic Services Service Delivery Review has also commenced. Data analysis commenced in November with site visits being undertaken in early December. Stakeholder engagements will occur during January and February 2018, with an options report to follow.

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

DP14 Identify opportunities for regional collaboration 

The State Government announced during the reporting period that participation in Joint Organisations would be voluntary. Council will determine its position on this early in 2018.

DP15 Provide quality, timely and accessible information to the community 

Council continues to provide quality, timely and accessible information to the community. News items continue to be pro-actively sought from throughout the organisation via a range of mediums.

These items are promptly issued via a range of communications channels including media releases, quarterly publications of Wingecaribbee Today, radio and television interviews, staff newsletters, Council's online digital Media Centre and via Council's Facebook and Twitter social media sites.

These social media sites are continually monitored by staff with feedback provided as soon as possible.

During the reportable period 75 media releases were issued and 141 social media posts were recorded. The September and December issues of Wingecaribbee Today were also distributed across the Shire.

DP16 Implement an effective Community Engagement Framework 

Engagement activities continued to build on relationships with key audiences and improve the consistency of communication with internal and external stakeholders.

Consultation for construction projects including the proposals to upgrade Station Street in Bowral, rejuvenate Bowral Memorial Hall and Berrima Road deviation attracted significant interest in the community.

A key focus for this reporting period has been the development and launch of a Community Engagement Toolkit which provides guidance for Council officers who are responsible for consultation. The current version includes:

- Principles of good practice
- Community engagement processes
- Public exhibitions
- Work notifications
- Project management requirements
- Key internal contacts and stakeholders
- Resources
- Reports to council

Each topic has been discussed in clear and concise language with checklists, spreadsheets and other resources to provide guidance for staff when planning, designing and undertaking community engagement processes.

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

DP17 Support Council committees and working groups

The committee governance framework has been well received by staff and other stakeholders. A review of this framework is scheduled to be complete by the end of the June 2018.

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

Council continues to engage with members of the Economic Development and Tourism Committee, as well as sector groups. Ongoing investigations are underway across all Sectors with an emphasis on the priority sectors and projects identified by Councillors at the Economic Development Workshop held on 4 October 2017.

DP19 Develop partnerships and networking with community, government and business

Council continues to engage with members of the Economic Development and Tourism Committee, as well as Sector groups, Community Groups, individuals, businesses, community organisations, Local, State and Federal Government agencies and related Non-Government Organisations. Ongoing investigations are underway across all sectors with an emphasis on the priority sectors and projects identified by Councillors at the Economic Development Workshop held on 4 October 2017.

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

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 July to December 2017 reporting period is outlined below.

DP20 Advocate for improved health services in the Shire



The health and well-being of our community remains a priority in the work Council staff undertake. Council has been actively engaged in the development and promotion of a number of health initiatives in the community during this reporting period.

South West Sydney Primary Health Network (SWSPHN) has launched a suite of programs to address the mental health needs of our community with specific programs targeting the Wollondilly and Wingecarribee local government areas. SWSPHN continues to consult regarding the delivery of services to meet the mental health needs of the young people in Wingecarribee.

Other initiatives include:

- addressing food security issues through the support and promotion of OzHarvest which are expanding the distribution of fresh food from local suppliers to vulnerable families
- partnering with NSW Health to plan to deliver Go4Fun at the Aboriginal Community Cultural Centre in 2018
- developing a safe and supportive environment for families of ICE drug users to meet and link with relevant support services
- Participating in the development of a men's health project called *Tackling the Challenge - Talking Local Men's Health*. The project encourages men to share their story of recovery from personal distress, crisis or challenge to help other men to talk more openly about issues they may be facing and share their story.

DP21 Partner with community based organisations in provision of services



Council staff have continued to take an active role participating in local, regional and state-wide forums on a range of topics relevant to the community. Staff attended over 25 network, interagency and committee meetings in order to represent the needs of the community and keep informed of the issues and concerns being raised. These meetings provide the opportunity for collaboration, advocacy and productive partnerships with community based organisations.

The Wingecarribee Community Services Expo is an annual event providing an opportunity for community organisations to promote their services and programs to the public and network with each other. This year the Bowral Memorial Hall was at capacity with 57 stall holders including transport, aged care, disability, Aboriginal services, housing and counselling services.

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

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



The 'Five Ways to Wellbeing' framework has been strongly embedded in the delivery of health and wellness programs delivered by Council in the community. Evidence suggests that a small improvement in community wellbeing can help people to thrive, cope with challenging times and to decrease some mental health problems. Building five actions regularly into day to day living can positively contribute to wellbeing. The Five Ways to Wellbeing focus on Take Notice, Connect, Give, Be Active and Keep Learning.

As a part of the program students from Moss Vale High School developed and acted out short films on each of the Five Ways to Wellbeing actions. The short films are now being shown at the Empire Cinema in Bowral during the film advertising period. Art work and postcards created by the students are in the process of being produced for distribution across Wingecarribee promoting the Five Ways to Wellbeing. This project was possible through collaboration with a State provider and a locally based organisation.

DP23 Provide affordable sport, recreation and leisure services



The operational level of service for Council sport, recreation and leisure services has been maintained to available budgets and as per agreed service standards.

Sports ground renovations at the following facilities have been completed:

- Mittagong Oval - Top dressing, fertilised and aeration
- Eridge Park - Top dressing, fertilised and aeration
- Community Oval - Top dressing, fertilised and aeration
- Bundanoon Oval - wicket surrounds regraded, turfed and repairs to fencing surrounding oval.

Capital works completed over the reporting period include:

- Hampton Park ball stop fence
- Hampton Park bush walking trail upgraded
- Berrima/Burradoo Pony Club fence repaired and painted
- Welby Oval practice wickets surrounds were levelled with granite
- Boronia park club house and storage shed repainted
- Burrawang playground removed and stage one playground with landscaping installed
- Completion of Alexandra Square refurbishment.

Bowral Pool opened on Saturday 7 October 2017 and will remain open until Sunday 25 March 2018. The Bowral Pool season has been extended by 3 weeks to compensate for the temporary closure of Mittagong Swimming Centre.

During the reporting period Bowral Pool experienced some technical difficulties in the filtration room which resulted in the closure of the pool for two weeks.

Bundanoon Pool opened on Saturday 11 November 2017 and will remain open until Sunday 4 March 2018.

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

Throughout winter maintenance work was undertaken to prepare our outdoor swimming centres for the 2017/18 season. The major works carried out at Bowral Swimming Centre includes:

- Preparation and repainting of 25m, 50m and toddler pool
- Removal and tiling of the 25m, 50m and toddler pool.

This project has improved the aesthetics of the pool space and has created a more inviting place for the community to swim.

The major works carried out at Bundanoon Swimming Centre includes:

- Preparation and repainting of the 25m and toddler pool.
- Replace end tiles with new.

The Moss Vale War Memorial Aquatic Centre is managed by Belgravia Leisure on behalf of Council. The centre won an award at the Southern Highlands Local Business Awards in the fitness service category. Belgravia Leisure runs the 'AskNicely' Feedback Program. The program offers customers the opportunity to provide comment in regard to customer service and the activities the centre offers. The feedback program over this reporting period indicates that community members are happy with the service being provided by Belgravia Leisure.

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



A number of initiatives from the Community Safety Plan have been implemented during this period. Tips for Car Security flyers were distributed in the community prior to Christmas as a reminder to residents to lock and not leave valuables in vehicles.

Staff actively participated in the Southern Highlands Domestic Violence Forum which has a membership including Police, business and community organisations. The Expect Respect Golf Day held in November at the Highlands Golf Club attracted a record number of players who gave generously to the cause and assisted in raising awareness in the community saying No to Domestic Violence in the Southern Highlands.

Love Bites was delivered to students in a local high school. Love Bites is a successful school based domestic violence, sexual assault and prevention program. This program will be rolled out to secondary schools in the area.

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



On 19 July the Wingecarribee Shire Local Emergency Management Committee (LEMC) conducted a biosecurity field exercise at the Southern Regional Livestock Exchange (SLRX) based on an outbreak of foot and mouth disease. The exercise also included the Department of Primary Industries, the South East Local Land Services, Police, Fire and Rescue NSW, Rural Fire Service (RFS), Roads and Maritime Services, the Environmental Protection Agency, Council Rangers, SRLX staff, SRLX Stock and Station Agents, Livestock Producers, transporters and members of the SRLX Advisory Board. The exercise, which was the first of its kind in NSW, was an outstanding success with a number of valuable learnings and issues identified. It was followed in local media including WIN and Channel 9 television.

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Council staff with assistance from the Southern Highlands RFS launched the six week *Get Ready for Bushfire* program to coincide with the RFS *Get Ready* Weekend. The program includes a series of six weekly emails which provide information on how to prepare a personal Bushfire Survival Plan and what to do to survive a bushfire.

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 NSW State Government Scores on Doors Food Safety Program. During the reporting period Council undertook 136 food safety inspections with 50% of food shops inspected receiving a score of 5 stars, 19.1% receiving 4 stars and 5.44% receiving 3 stars. The residual 12.5% received either less than the 3 star rating or were inspections that are not within the remit of the Scores on Doors Program.

Council has continued its education and awareness campaign associated with the program ensuring that food operators are made aware of their obligations under the *Food Act 2003* to promote public health through food safety.

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



The 2016 Census data was released during the reporting period. The Australian Bureau of Statistics data is released every five years, providing a valuable insight into the demographics of our community. A range of presentations have been delivered both internally and externally ensuring that a broad range of people have access to this information. 2016 Census data is available on the Council website.

DP28 Provide children services to support family life



Council continued to deliver its suite of children services to families across the Shire. Both Family Daycare and Out of School Hours programs continue to be well patronised and highly valued by families.

DP29 Support agencies to implement community programs and initiatives



Wingecarribee Council Community Assistance Scheme encourages the development of community initiatives in line with the Community Strategic Plan - Wingecarribee 2031. The Community Assistance Scheme aims to build capacity, encourage participation and support initiatives that promote partnerships and working together to maintain our community and its assets. This year 59 community projects received financial assistance ranging from \$432 - \$7,000. Successful projects focus on arts and culture, sport and recreation, community development and environmental projects. Council distributed a total of \$130,000 under this scheme.

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

DP30 Provide companion animal services

Council's Rangers have conducted proactive patrols of off leash hot spots to educate dog owners on their responsibilities when using public spaces. Rangers have also attended dog parks to speak with owners and monitor behaviour after reports of dogs not being under effective control and displaying inappropriate/aggressive behaviour towards other dogs.

In September 2017 Council staff submitted a report on the grant funded Mossy Moggies program to Office of Local Government. Under this program Council provided desexing and micro-chipping for cats belonging to socially disadvantaged people. The feedback from partner organisations and people who participated in the program was overwhelmingly positive. In total, 61 cats were desexed and micro-chipped during the course of this program.

Council has continued to operate Wingecaribbee Animal Shelter providing high quality care for the lost and abandoned animals of the Shire. In 2018 Council staff will prepare a report to Council on the three year in-house management trial. This report will also examine options for the future management of this facility and provision of shelter services to enable WSC to meet both high service and animal welfare standards whilst being cost effective ensuring the efficient use of Council's financial resources. Council continues to work with local stakeholder groups in order to achieve re-homing rates under Council's Alternatives to Euthanasia Policy.

DP31 Support initiatives which enhance opportunities for learning and skill development

During 2017 the Learning Sector Group initiative supported by a Memorandum of Understanding (MoU) between Council and University of Wollongong helped to prompt the offering of Certificate III and IV courses in Ageing at Moss Vale TAFE (reconfirmed for 2018), short courses, and guest lectures in dementia care at UOW Southern Highlands. UoW and TAFE hope to expand on these offerings in future.

Council continues to pursue:

- A "whole of community" approach to business related skills development
- A low-cost Internet of Things (IoT) strategy to link schools and community sectors.

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

LOANS: 54,268. This is an increase of 586 issues (1.09%) for the same reporting period in 2016 (53,682). The library appears to have reached a plateau with its loans and visits and will now use this as the benchmark for future planning and service reviews. Library staff are currently reviewing strategies to increase levels of attendance and loans in many of its services including the Home Library Service and the Mobile Branch Library (ROADS Service).

VISITS: 40,221. This is a slight decrease of 257 visits (-0.63%) from the same reporting period in 2016 (40,478). This represents a very small change with no adverse effects on loans or programs.

NEW MEMBERS: 256. This is an increase of 5 new borrowers (1.99%) from the same reporting period in 2016 (251).

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

INTER LIBRARY LOANS (ILL): 37. This is a decrease of 22 ILL (-37.3%) from the same period last year (59). This is an area where the library wants to have a decrease in requests. It shows that the development of the collection through the purchase of new items is meeting the needs of the community. The library does not have to request items it does not have in its collection from other sources.

WIRELESS SESSIONS: 3,281. This is a decrease of 328 sessions (9.1%) from the same reporting period last year (3,609). These sessions will fluctuate from year to year due to many factors including studying requirements of HSC students and suitability of the collection in meeting information needs.

LIBRARY WEBSITE VISITS: 11,929. This is an increase of 570 visits (4.9%) from the same reporting period last year (11,359).

eBOOK AND eAUDIO ISSUES: 2,925. This is an increase of 648 loans (28.45%) from the same reporting period last year (2,277). This collection and result can be attributed to the promotion through the e-newsletter, the mobile apps for the e resource becoming more 'user' friendly and belonging to a consortia allowing access to greater number of titles for our customers. The library believes that these statistics will continue to grow with the addition of a new e resource 'Borrow Box' which contains even more Australian content and titles.

ZINIO eMAGAZINES: 972. This is a decrease of 6 loans (0.62%) from the same reporting period last year (978). The numbers are consistent and the change negligible.

BEAMAFILM DOWNLOADS: 311. This is an increase of 56 loans (22%) from the same reporting period last year (255). There are no clear trends regarding this resource as it was only introduced to the collection in December 2016. This resource is the library's e Independent Films with mainly Australian Content.

FACEBOOK REACH: 11,489. This is an increase of 2,701 views (30.7%) from the same reporting period last year. This is due to the content provided by the dedicated library staff on 'what's on' at the library, pictures and new items.

STORY TIME ATTENDANCE: 1,139 (BOWRAL, MITTAGONG, MOSS VALE) This is an increase of 342 attendances (42.9%) from the same reporting period last year (797). This increase is reflected in the borrowing statistics for picture book loans and the attendance in part may have increased from the progression of Baby Rhyme Time participants.

BABY RHYME TIME ATTENDANCE: 465 (BOWRAL). This is a slight decrease of 47 attendances (9.2%) from the same reporting period last year (512). These statistics will fluctuate from year to year as the program targets newborn to 2 year old children. These numbers change each year.

SCRATCH and HTML Coding Class attendance: 46. This is an increase of 5 attendees (12.2%) from the same reporting period last year (41). Attendances at classes are set at 10 participants and therefore there will be minimal statistical fluctuations. Originally a State Library of NSW initiative, it is designed to introduce children in each local government area to science and technology. This is a popular program and results have shown that participants have increased their interest, skills and knowledge in these areas. The library has made plans to continue this program in 2018.

Lego Club attendance: 59. This is an increase of 53 attendees from the same period last year.

HSC Lock-in: This was a program where HSC students were allowed to stay in the library after hours to study for the HSC. Participants' responses were very positive with the library considering an expansion of this program in 2018.

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October School Holiday Report:

- Zoo Mobile (Taronga Zoo): This was an event where animals from the Taronga Zoo visited the Bowral Library where 77 children attended and participated in learning about wildlife.
- Mandala Scratch Art: This craft involves children creating designs on cardboard through scratching the surface and then painting. 10 children attended this program at Bowral.

Class visits to the libraries continue to be popular with over 250 children from 16 classes visiting the Bowral, Mittagong and Moss Vale Public Libraries during this period.

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

Council actively promotes and supports opportunities for people to be involved in community life. Council provides the financial resources for Volunteering Wingecarribee to recruit volunteers and refer them to community organisations. Despite initial concerns, Volunteering Wingecarribee was able to receive enough nominations at their Annual General Meeting for their Board of Management to continue providing a volunteer service in our community. 2016 Census data indicates that 23.5% of people living in Wingecarribee Shire aged over 15 years volunteer their time, which is up from the previous data in 2011.

Young people in our community play an important role in the planning of events and activities for young people. A group are currently meeting to plan for Youth Week 2018 which takes place in April. While valuing their ideas, the young people involved also obtain knowledge and experience in event management including budgeting, risk management and marketing.

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

Staff are committed to providing all residents including new residents information which enables them to actively participate in the Shire.

The Seniors Directory 2017 - 2019 has been produced as a free resource for people wanting information on aged care services to support groups and leisure activities. With over 30% of our population aged over 60 years it is a popular resource.

Artsinfo continues to be a well subscribed on line newsletter providing weekly updates on arts and culture events in the local area. Each edition promotes over 70 current and future events highlighting the diversity of cultural events available in our community.

DP35 Support intergenerational programs and projects

The main initiative in this area takes place in the first half of 2018. Planning is under way for a joint social event between local high school students and senior members of our community to coincide with Seniors Festival and Youth Week which overlap in April 2018. Council recognises the importance of eliminating the generational gap to inspire companionship and understanding, especially between high school students and senior members of our community.

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



During the reporting period Council delivered a range of community events. These events target a broad range of the community and address agreed community outcomes. Events include:

NAIDOC Week

The community response to this event has been increasing, outgrowing the capacity of the Civic Centre Theatre. During this event held at the Moss Vale Services Club, the 1967 Referendum Community Art Project was unveiled. The Traditional Song and Dance group gave their first public performance following four workshops involving local primary and high school students during Term 2. Council partnered with National Parks and Wildlife Services to host two *Finding Food in the Forest* school holiday activities held during NAIDOC Week.

International Day of People with Disability

Council partnered with local disability service to host the Ability Walk at Lake Alexandra, Mittagong. The event was attended by about 80 people supported by their disability service provider. The event also included entertainment provided by a local band, games, art and craft and BBQ lunch.

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



Council works with a range of community groups to support a greater understanding of Aboriginal cultural heritage. Attendance at the monthly Wingecarribee Aboriginal Cluster Group has steadily increased with a diverse range of service providers working together to address the seven strategic priorities. The priorities are housing, health, education and employment, community connection, youth, projects and local decision making.

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



The Wingecarribee Shire has a vibrant, diverse and creative community. This becomes very evident during one of the signature events on the local calendar. The Southern Highlands Arts Festival was launched late October with the feature event being the Art Trail held over two weekends in November. This event continues to grow in popularity by contributing artists and the number of visitors. This year 44 studios participated (35 participated in 2016), 6,759 studio visits were made (up 27% from last year) and total estimated sales were \$46,000.

The Foyer Gallery at Council provides opportunity to promote emerging artists from the unknown to the more well known. Council hosted a variety of exhibitions during the reporting period. During NAIDOC Week local Aboriginal artists exhibited their work, Mental Health Month hosted artists living with persistent and severe mental health issues, and art work by people living with disability coincided with International Day of People with Disability.

Extensive consultations took place providing opportunity for the community to have a say about the refurbishment of the Bowral Memorial Hall. The project has been shortlisted from a very competitive field of applications that applied for funds from the NSW Regional Cultural Fund. This means Council can submit a very detailed application for consideration for funding from the State Government in mid-2018.

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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 July to December 2017 reporting period is outlined below.

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



Staff regularly attend regional forums with the Roads and Maritime Services (RMS), National Heavy Vehicle Regulator, and Institute of Public Works Engineers Australia (IPWEA) to keep informed of regional issues. Grant funding opportunities are also explored to further the development of an integrated public transport network.

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

This year Council staff have held meetings with key RMS staff to discuss and plan improved network outcomes within the Shire.

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 currently in the planning phase include:

- Station Street Upgrade, Bowral
- Berrima Road Bypass, Moss Vale
- Old South Road Rehabilitation, Bowral
- Church Road Rehabilitation, Burrawang

In addition to the above Council received grant funding of \$1.43M under the NSW Fixing Country Roads Program for the reconstruction of Kirkham Road, Bowral between Mittagong Road and Wingecarribee Street bridge.

An expression of interest application for the Moss Vale by-pass road project has been prepared for consideration under the NSW Growing Local Economies Program. The project consists of three stages extending between Berrima Road and Moss Vale Road, located primarily on existing road reserves.

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DP41 Promote public transport options and linkages across the Shire



Council is in the process of updating the Shire's road network model. 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.

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 that are in progress include:

- Construction of Pedestrian Bridge over the Unanderra railway line Moss Vale
- Design of shared pathway between East Bowral and Moss Vale along Eridge Park Road
- Grant application submitted for construction of pathways from Kings Road to Moss Vale Show Ground

Development of the Bicycle Strategy, Stage 3 which is the final stage of planning for an integrated active transport network and the review of the Pedestrian Access and Mobility Plans have been deferred until 2018/19.

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 Australia (IPWEA) transport forums at various locations in NSW.

The forums provided Council with up to date technical information as well as funding and grant information, and provided networking opportunities and the building of strong professional relationships with service providers and leaders.

Council staff are also investigating opportunities to attend national transport forums. National forums offer opportunities to advocate with central government departments and leverage funding opportunities.

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. The Planning Proposal to amend the LEP is currently with the

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Department of Planning for 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 2-3 years to reflect pending changes to NSW planning legislation which come into effect on 1 March 2018.

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.

A number of administrative reviews to the DCPs have been completed, and a comprehensive review will commence in early 2018, subject to further information on the proposed 'template DCP' being prepared by the Department of Planning.

DP46 Implement initiatives that promote and protect cultural heritage



Council recently amended the Wingecarribee Local Environmental Plan (LEP) to formally add approximately 90 new items of heritage significance, to provide appropriate protection of cultural heritage through the LEP.

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

DP47 Implement a program of towns and village centre improvements



Proactive and reactive maintenance has been undertaken in all CBD areas including street sweeping, pavement cleaning and trip hazard removal.

Significant community engagement was undertaken during the reporting period regarding the Station Street Upgrade project. Detailed concept designs for the Station Street Upgrade in Bowral were placed on public exhibition from 16 August to 18 September 2017 with submissions accepted until 3 October 2017, a total period of 49 days. The concept plans detail the overall design of the proposed \$9.5 million project including road realignments, changes to parking and streetscape improvements.

During the public exhibition period a number of community and stakeholder engagement activities were undertaken to raise awareness, provide further information and answer questions asked about the project. Opportunities for engagement included stakeholder meetings, a shopfront open for 51

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hours at varied times and a public meeting. These were supported by a range of communication tools including fact sheets, a letterbox dropped community update, media release, newspaper stories, radio interviews, letters to property owners, promotional postcards in cafes, posters in car parks and at the railway station, radio and newspaper advertising, emailed project updates, e-newsletters and social media posts.

The project website provided a comprehensive, clear and accessible source of information at all hours throughout the exhibition period. Information was also available for viewing at Bowral Library and the Civic Centre in Moss Vale.

In total, 117 submissions were received in response to exhibition of the detailed concept plans. The outcomes of the public exhibition period were reported to Council at its meeting on 22 November. Council officers will now consider whether adjustments to design are possible or required before preparing a report for Council to consider in early 2018.

DP48 Implement the Street Tree Master Plan

Street tree plantings were completed with 80 trees planted in various locations up to the end of December 2017. Planning under way for additional planting in Autumn 2018.

DP49 Provide and maintain high quality community facilities across the Shire

Council is implementing a number of operational tasks that improve the quality of facilities provided to the community, these include:

- The Play Spaces Strategy - preliminary draft completed
- Parks Asset Management Plan - development of draft ongoing
- Public Toilet Strategy - adopted 17 September 2017
- Delivery of capital works - ongoing

Preliminary designs for the Civic Centre rectification works are currently being finalising, in consultation with Civic Centre Refurbishment Sunset Working Group for Development Approval (DA) submission. The tender process will be delayed until conditions from the approval process have been received. As a result, construction will be delayed into 2018/19 financial year.

DP50 Undertake the redevelopment of Bowral Memorial Hall

Significant progress has been made for the redevelopment of Bowral Memorial Hall project including updates for the project and presentations to Councillors, the Executive Team and Bowral Memorial Hall user groups and stakeholders. Council staff continue to communicate with stakeholders informing them of design progress and incorporating a number of their suggestions into the redevelopment project scope and design.

Design is well progressed and will be completed by end of 2018/2019 financial year and construction is scheduled to take place in 2019/2020 financial year following development approval.

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



Council recognises that the task of addressing the many important issues that create barriers and exclusive practices for people with disability in our community is not easy.

Staff have been instrumental in the development of an Inclusive Tourism course which is to be rolled out as an online training course by Local Government NSW. The course will guide participants in identifying access to barriers and providing the best possible customer service. The course will be divided into streams relevant to Councils, accommodation providers and small to medium sized businesses.

The Public Toilet Strategy has been reviewed during this period and an initial review of accessible parking information has been conducted.

DP52 Ensure planning controls allow for diversity of housing choice



Council's current planning framework allows for a mix of densities and housing types to facilitate diversity in housing choice. Medium density zones are appropriately located around key centres to ensure increased densities are located in close proximity to services and infrastructure.

Council will be required to prepare a Local Housing Strategy under the proposed changes to NSW planning legislation, and this will provide an opportunity to ensure that appropriate diversity in housing choice is provided to meet the changing housing needs of the community.

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 of the 2017/18 program is on track. The majority of the capital program will be delivered in quarters three and four. Delivery is undertaken utilising a combination of in house resources and contractors.

The following projects were completed during the reporting period:

- High Range Wombeyan Caves Road (Seg200) Reconstruction
- Burrawang Church Street Reconstruction
- Colo Vale Colo Road Large Heavy Patch
- Hill Top Wilson Drive Section 4 completed (3 other sections to follow on next period)

Construction work for the Berrima Road deviation has commenced with the 'Bulk Earthworks Contract'. The contractor is currently preparing embankment material at Council's spoil sites with a view to commencing construction early in 2018.

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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 needing to be taken to a disposal facility. This includes bringing forward the construction of suitable projects requiring the import and re-use of fill / construction spoil.

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



A number of capital renewal and upgrade projects are under way as part of the 2017/18 program. The project delivery team has undergone internal restructure with extra resources obtained to ensure delivery of an expanding capital works program.

Council has reviewed and updated its Integrated Water Cycle Management Plan which has incorporated the long term capital works plan, review of current supply zones and both the long term utilisation/upgrades of the Wingecarribee and Bundanoon supply schemes.

DP56 Review and implement Sewage Treatment Plant Upgrade Strategy



Council is in the final stages of reviewing the Integrated Water Cycle Management Strategy. The adopted Integrated Water Cycle Management Strategy scenario, which forms part of the strategy, supports the upgrade of Moss Vale, Bowral and Mittagong Sewage Treatment Plants 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 Sewage Treatment Plant, Design 2018, Construction 2019-2021, total \$28 million
- Upgrade Bowral Sewage Treatment Plant, Design 2018, Construction 2018-2020, total \$34 million
- Upgrade Mittagong Sewage Treatment Plant, Design 2019, Construction 2020-2025, 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 Sewage Treatment Plants.

DP57 Improve stormwater management across the Shire



Delivery of 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. Tender documents are currently being finalised.

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DP58 Drinking water quality management



Council adopted its Drinking Water Management System (DWMS) in 2015 and is currently reviewing its actions within that plan in a priority fashion to ensure drinking water quality. Yearly updates are provided to NSW Health regarding performance.

Regular ongoing monitoring is in place for all of the treatment systems to ensure water meets the Australian Drinking Water Guidelines for the consumer. There have been no reported relevant health impacts or failures via NSW Health in 2017.

Seasonal change and customer demand management is always a challenge for any water utility business therefore planned and unplanned interruptions that may bring temporary changes (i.e. volume, colour and taste) to the water supply are regrettably unavoidable.

Council has invested in both its water infrastructure and customer management practices in 2017 to ensure customer needs are met.

DP59 Ensure the integrity of water and sewer infrastructure



The integrity of the water and sewer infrastructure is dependent on the delivery of a number of key programs. These are as follows:

- Management practices are in place to manage the security of the water supply. Council is currently reviewing systems to ensure consistent protocols are applied due to the increased activity in development.
- The Trade Waste Policy and associated practices introduced in 2011 have been successfully managed and it is anticipated that an amended policy will be presented to Council in early 2018.
- Council staff have been managing the regulation requirement of back flow management and protection for the water supply on its internal assets for approximately 5 years and briefed the Council on the protocols for managing commercial and industrial premises in 2013/14. Staff have communicated the requirement to external commercial and industrial customers over the last two years, however the official policy will be presented to Council for adoption in February 2018.
- To reduce water ingress into the sewer network, an infiltration and illegal connection program on residential and commercial properties has been conducted in a number of zones within the Shire in 2017, which has seen a successful response from the community in rectifying the issues. A number of follow up audits are planned in for 2018 to ensure the community understand the need for rectifications.
- Both operational monitoring and sampling for water and sewer compliance is ongoing and reported accordingly as per regulatory health and environment requirements. As part of Council's commitment to its Drinking Water Management System, Council has introduced a new disinfection program within its network to maximise water quality.

Other points of note are as follows :

The catchment has seen an unusual increase in algae presence in the raw water at the WaterNSW managed Wingecarribee dam in 2017, however treatment and protocols are in place to manage this

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accordingly with no risk to the consumer.

Council staff are continuously looking to implement more efficient skills and practices which can be challenging with ongoing reactive demands due to the type of industry we are in. Action plans for addressing priorities are in place with continuous liaison with regulators (i.e. NSW Health, WaterNSW and the EPA).

DP60 Ensure regulatory compliance of sewerage infrastructure



All six Sewage Treatment Plant's (STP's) achieved full compliance with their associated regulatory licence requirements in 2017. Operational planned maintenance, monitoring techniques and capital renewal programs are in place and ongoing.

Environmental Improvement Programs for a number of treatment systems were reviewed in November and on track to meet the agreed deadlines. Examples of the programs include: infiltration/illegal connection studies, chemical treatment review of all STP's, tertiary (quality) final treatment process at Berrima STP

Council also currently in discussion with the regulators regarding increased raw catchment (waterways) monitoring and treatment and regarding the Major Sewage Treatment Plant Upgrade projects at Bowral, Moss Vale and Mittagong STP's where potential grant funding from the Government is being sourced.

DP61 Facilitate and advocate for enhanced access to telecommunication networks



The following actions were undertaken during the reporting period to facilitate and advocate for enhanced access to telecommunications networks:

- Investigating/promoting a combination of high speed broadband and the Internet of Things (IoT) to provide the Shire with a regional competitive advantage
- Investigating the feasibility of integrating Blockchain/Hashgraph technologies with sector-based initiatives
- Ongoing support of the Southern Highlands Chamber of Commerce and Industry digital economy community consultation process
- Developing a strategy to increase the number of local businesses with "Google My Business" entries
- Ongoing collaboration with Highlands Entrepreneurs Regional Development (HERD), Southern Region Business Enterprise Centre (SRBEC), Australian Smart Communities Association and Regional Development Australia Southern Inland (RDASI) technology-based initiatives.

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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 July to December 2017 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. The sites under active management in 2017-2018 are:

- | | |
|--|--|
| • Berrima Weir Reserve | • George Street Wetland |
| • Berrima Campground | • Hammock Hill Reserve |
| • Goanna Falls | • Mansfield Reserve |
| • Lambies Well Walk | • Boronia Park |
| • Berrima Riverbend Reserve | • Chinamans Creek |
| • Berrima Stonequarry Walk | • Gibbergunyah Creek |
| • Berrima - Wilkerson Street | • Gibbergunyah Reserve |
| • Mittagong Creek Rivercare Site | • Ironmines Creek |
| • Mount Gibraltar | • Mt Alexandra (Bushfire Hazard Reduction areas) |
| • Centennial Park | • Rotary Park |
| • Oxley's Hill Reserve | • Cosgrove Park |
| • Bundanoon - behind Lorna Street Houses | • Whites Creek (Mack Street) |
| • Currabunda Wetland | • Whites Creek (Behind Coles) |
| • Glow Worm Glen | • Whites Creek (Behind Lapwing Place) |
| • Reedy Creek | • Youth Landcare Site |
| • Jordans Crossing | • Caalong Creek (Hampden Park) |
| • Leaver Park | • Cunningham Park |
| • Unmade Governors Road | • Yerrinbool Oval |
| • Wingecarribee River / Bong Bong Cycleway | • Yerrinbool Park |

Three revegetation projects at Berrima Weir Reserve, Cosgrove Park, and George Street Wetland commenced during this period. Two community planting activities were undertaken along the Wingecarribee River with the National tree Day planting and with Frensham School.

The Community Nursery continues to operate with volunteer support with over 5700 plants produced in the reporting period.

The use of portable cameras for biodiversity and natural asset management has commenced following adoption of the CCTV policy, code of practice and procedures. This will be a vital tool for

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Council for the management of bushland assets including the monitoring of biodiversity and vertebrate pests and control of damaging activities.

During this reporting period the Southern Highlands Koala Conservation Project was awarded the NSW Local Government Excellence in the Environment award in the "B" Division Category.

A successful grant application was submitted by Council to LGNSW for the preparation of a Roadside Environmental Management Plan. Funding of \$46,000 was received. The project is anticipated to be completed by December 2018.

DP63 Maintain and build high value environmental lands and corridors



The NSW Office of Environment and Heritage has commenced preliminary work on the Green Web Corridors project. This will use the draft vegetation structural layer in conjunction with Koala satellite tracking data and predictive distribution of koala habitat. The bulk of the Green Web project will now commence at the completion of the vegetation map product in November 2017. Green Web is anticipated to be completed by mid-2018.

Council's Private Land Biodiversity Conservation Strategic Plan was reviewed in light of the introduction of the Biodiversity Conservation Legislation Reforms and the introduction of the Biodiversity Conservation Trust. In addition Council made a submission to the NSW Office of Environment and Heritage on the draft Biodiversity Conservation Investment Strategy 2017-2037, advocating for clearer synergies between the Biodiversity Conservation Trusts and Council's programs, and clearer opportunities for conservation investment by the Trust in the Shire.

Council encourages and recruits conservation on private land through a three tiered program to support different types of landholders and conservation values. In total, 182 properties are registered with Council's Habitat For Wildlife program, and 112 properties are registered with the Land For Wildlife program. One new Vegetation Conservation Agreement was entered into to protect and enhance Robertson Basalt Rainforest (TEC) on private land.

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



Legislative instruments to control the clearing of vegetation in the Shire are contained in Council's Local Environment Plan and Development Control Plans. Council employs a dedicated resource to assess and mitigate the impacts of development and tree removal applications. This resource is part funded from Council's Environment Levy. This resource also investigates cases of illegal clearing that are within Council's jurisdiction. Council's action complements the functions of State agencies such as SELLS and the Office of Environment and Heritage who also have roles in managing biodiversity and vegetation controls.

Council made submissions to the NSW Government's Biodiversity Legislation Reforms, and the Biodiversity Conservation Trust Investment Strategy. These legislative reforms will change the enforcement and management landscape across NSW. The legislation was introduced in August, however implementation has been deferred. Council staff have undertaken the necessary training to assist implementation of the regulatory changes within Council.

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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 this period a number of investigation have resulted in *Protection of the Environment Operation Act* enforcement notices being issued for matters including noise pollution, asbestos disposal, and chemical spills. A small number of woodsmoke and odour complaints were also investigated.

DP66 Reduce the impact from Council infrastructure and operations



Council undertakes Environmental Assessments of the potential impact from Council works. Council has an adopted procedure and assessment tool for this function. Controls to minimise and mitigate environmental impacts are identified through this process.

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 adopted an updated Backyard Burning Policy, Council Operations Environment Policy and endorsed a Local Orders Policy for public exhibition. A Noise Policy is under development with research and stakeholder consultation underway. A procedure was also adopted for the Use of Portable Cameras for Natural Asset Management, which compliments the CCTV and Portable Camera Surveillance Policy.

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. The Planning Proposal to amend the LEP is currently with the Department of Planning for Gateway determination.

All Planning Proposal submissions which have been received by Council which are included in the Local Planning Strategy have been submitted to the Department of Planning for Gateway determination.

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



Council continues to advocate with both the State and Federal Governments to ensure planning controls and State plans are reflective of community expectations. Recent submissions have been provided on proposed legislative and policy changes including the State Environmental Planning Policy - Vegetation and the State Environmental Planning Policy - Rural.

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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 resource



Council website pages relating to environmental information are regularly reviewed and amendments made 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.

Waterwatch Program monitoring activities were undertaken at Mittagong Creek, Whites Creek, Lake Alexandra and Caalong Creek. The monitoring program is providing data on catchment health. The aim of the monitoring is to collect data on the trends in water quality and stream condition. Results are published on Council's website.

Five new bird monitoring sites are being established along the Wingecarribee River in conjunction with Birdlife Southern Highlands.

Council in partnership with South East Local Land Services continues to conduct "Who's Living on My Land" workshops for Rural landholders.

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

DP71 Implement community awareness programs that promote sustainable living



Wingecarribee Schools Environment Day was held in October with a record attendance of 701 students from 20 schools, participating in 26 activities covering a wide range of environment and sustainability matters.

Council participated in the Plastics Free July program using the event to focus community awareness on the issue. A number of displays were set up and an online community engagement platform established and 18 local businesses participated in the campaign.

DP72 Develop partnerships and network to leverage off existing programs



Council continues to work with a number of partners and stakeholders. During this period this included dealings with CANWin (CREW), OzHarvest, renewable energy events (Tesla Tiny House), and the Office of Environment and Heritage.

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DP73 Implement State Government regulations

Council continues to update the planning framework to ensure it is consistent with State Government regulations. Pending changes to NSW planning legislation and regulations will be implemented progressively over the next 2-3 years.

In the assessment of planning proposals, development applications, certification of building works and also food shops and onsite sewer management, Council continues to apply statutory controls and also state policies.

DP74 Advocate and educate for improved development outcomes

Council will be commencing work on a Local Housing Strategy and comprehensive Development Control Plan (DCP) review in early 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 within the reporting period and a number of meetings with Government Departments were held in order to advocate for more rigorous planning controls in the Southern Highlands particularly surrounding medium density development.

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



Individual Business Development and/or Relocation Advice is provided on an as required basis.

Ongoing collaboration with local Chambers of Commerce, Highlands Entrepreneurs Regional Development (HERD), Southern Region Business Enterprise Centre (SRBEC), Regional Development Australia Southern Inland (RDASI) and Destination Southern Highlands occurs on an as required basis.

DP76 Promote and encourage waste minimisation and recycling



Council continues to focus on educational programs for school groups and community organisations to promote and encourage waste minimisation and recycling in the Shire.

DP77 Implement strategies to reduce illegal dumping



Council staff regularly attend working group meetings coordinated by the Illawarra Shoalhaven Joint Organisation (ISJO) and Environment Protection Authority (EPA). This forum works on strategies to help reduce illegal dumping through the RID program (Reduce Illegal Dumping) and seeks funding from the EPA. Any funds allocated to Wingecarribee Shire Council are used to implement strategies to fight illegal dumping.

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

The Resource Recovery Centre works to the EPA license requirements, and upgrades are currently under way to enhance the way the environment is managed. The operational costs are constantly being reviewed and managed accordingly. Government grants are constantly being looked into and applied for to enable the facility to value add to recyclables and gain a high value in return.

DP79 Develop and implement a Council Waste Strategy and Policy

A Waste Strategy and Policy is currently under development to ensure waste is managed according to best practice and to meet the future needs of the community and Council.

DP80 Implement strategies to improve energy management

An Energy Management Plan is being developed for Council. Workshops have been held with key stakeholders to identify energy management opportunities. A number of energy management opportunities have been collated, and a project evaluation criteria has been developed. Project proposals have been developed for a number of initial projects.

An energy efficient street lighting upgrade project has commenced with Endeavour Energy. To date over 1,500 streetlights have been upgrade across the Shire to energy efficient LED lights.

Accounting and reporting required for the management of the Revolving Energy Fund (REFund) was completed for the 2016/17 financial year. The REFund was established to ensure ongoing funding is available for energy efficiency project. A report was presented to the Finance Committee who approved the transfer of \$37,900 back into the fund. This amount represents the financial savings for the period that can be attributed to the implementation of energy management projects through the fund.

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

The Environment Levy sponsored the Southern Highlands Local Business Awards in the category of Environmental Sustainability. Nominations were received and judged during July and August 2017, and the award was presented on 20 September 2017. Bare Body Beauty Co won the category and Gossip Hair and Beauty were Highly Commended. Both businesses showed a high level of sustainability integrated throughout their business and embedded in their business culture.

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

DP82 Implement strategies to address the impacts of climate change



Planning for a formal review of Council's climate change adaptation strategy has commenced. The review will include expanding the scope to include community impacts.

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



Council's greenhouse gas reporting has been completed for 2016/17. The report was prepared with reference to the Federal government's Greenhouse Gas Protocol, the National Carbon Offset Standard and the Carbon Neutral Program guidelines. Over the last year Council has focused on improving the accuracy, completeness and accessibility of its energy consumption data and billing information. Further improvements/refinements in data collection and accuracy are planned for the 2017/18 report.

Council's carbon emissions in 2016/17 were 16,308 tCO₂-e. This is slightly down compared to the two previous years of reporting that were undertaken using the same method. The full Greenhouse gas report 2016/17 is published on Council's website.

DP84 Encourage carbon reduction across the Shire



At its meeting on 13 September 2017 Council resolved to join the Climate Council's Cities Power partnership. This national initiative aims to accelerate emission reduction and clean energy projects for Australian towns and cities.

It is anticipated that the benefits resulting from Council participating in this program will include:

- knowledge sharing with other councils
- clean energy successes of councils and their communities showcased in print and online media across Australia
- access to leading experts in climate impacts and renewable energy solutions whose technical knowledge can help implement emissions reduction measures
- access to power analytics tools to track emissions, energy and the cost savings of projects.



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 July to December 2017 reporting period is outlined below.

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



There has been ongoing collaboration with Highlands Entrepreneurs Regional Development (HERD), Southern Region Business Enterprise Centre (SRBEC), Canberra Regional Joint Organisation (CRJO), State/Federal Governments and Regional Development Australia Southern Inland (RDASI)

The initial draft of the Economic Development Strategy is scheduled for delivery in the first half of 2018. The Strategy will set the direction for industry investment promotional activities.

DP86 Build on partnerships that increase and broaden local employment opportunities



There has been ongoing collaboration with Highlands Entrepreneurs Regional Development (HERD), Southern Region Business Enterprise Centre (SRBEC), Canberra Regional Joint Organisation (CRJO), State/Federal Governments and Regional Development Australia Southern Inland (RDASI) to identify partnerships that increase and broaden local employment opportunities

The draft Economic Development Strategy due for delivery by the first half of 2018 will include a strategy designed to expand local business mentoring (which doubles the chances of business success and grows companies) to include community-based volunteers.

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 79C 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.

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

DP88 Promote the Southern Highlands a world class tourist destination



Destination Southern Highlands implemented a proactive and integrated marketing strategy for the reporting period which was driven by a dedicated marketing calendar that carried theme months supported by signature events and aligned marketing activities. These were:

July - Winter Time
August - Golf Time
September - Tulip Time
October - Taste Time
November - Arts Time
December - Christmas Time

Marketing of these months and their associated events and activities were promoted via Destination Southern Highlands platforms.

The Destination Southern Highlands website achieved 156,135 unique visits in the 6 month reporting period which represented a 15% increase in visitation for the same period in 2016.

The Southern Highlands Destination Planner and Map for 2018 was developed and launched by Destination Southern Highlands during this reporting. Both marketing collateral pieces serve as key marketing tools for the region and are used as the official region motivational and planning guides which are positioned and distributed to the Southern Highlands key markets. The Planner is also made available to locals and visitors to the region.

Destination Southern Highlands was recognised for its destination marketing expertise during the period by winning GOLD at the 2017 Canberra Region Tourism Awards in late November for its innovative and very successful 'Pie Time' Campaign which was conducted during the month of July. The region will now be a finalist against the best destination marketing campaigns from each State at the upcoming Australian Tourism Awards in Perth in late February 2018.

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



The content of this reporting activity was covered off in DP 88 which highlights the promotion of the region as a world class destination.

DP90 Explore options to progress Moss Vale Enterprise Zone



The draft Economic Development Strategy is due for delivery by the 31 March 2018 and will include a strategy designed to progress the development of the Moss Vale Enterprise Zone.

DP91 Support the establishment and expansion of clean industries



A Low Carbon Living program is currently being developed. The working title for a new group being established to support this initiative is Local Carbon Living Southern Highlands (LCLSH). Where

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

feasible the LCLSH group intends to partner with, rather than compete with, "clean industry" initiatives being promoted via Government agencies and private sector interests.

A short-list of initiatives with a high impact on carbon dioxide (CO2) reduction that could be feasible for the region is being developed.

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 Southern Regional Livestock Exchange (SRLX) has had a risk matrix established on proposed works that are required. Meetings are held with various stakeholders to explain the works to be undertaken and why they are being carried out, especially if the monies being spent are from the three dollar per head Capital Contribution fund. The works have been prioritised according to risk and available funding. Grant funding has been obtained for a SEPCOM unit to process the manure and truck wash water. A grant application is being prepared to undertake further improvements at the SRLX.

Overall the volume going through the yards are consistent with the Agents expectations in comparison with similar sized facilities, while still maintaining premium prices.

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 117 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 this criteria during the reporting period.

DP94 Facilitate programs and networks that support and strengthen business development



There has been ongoing collaboration with Highlands Entrepreneurs Regional Development (HERD), Southern Region Business Enterprise Centre (SRBEC), Canberra Regional Joint Organisation (CRJO), State/Federal Governments and Regional Development Australia Southern Inland (RDASI)

The Economic Development Strategy due for delivery by the first half of 2018 will include a strategy designed to expand local business mentoring (which doubles the chances of business success and grows companies) to include community-based volunteers.

DP95 Support initiatives that provide opportunities for business mentoring and connection



There has been ongoing collaboration with Highlands Entrepreneurs Regional Development (HERD), Southern Region Business Enterprise Centre (SRBEC), Canberra Regional Joint Organisation (CRJO), State/Federal Governments and Regional Development Australia Southern Inland (RDASI)

13.2 Bi-Annual Delivery Program Progress Report, July - December 2017**ATTACHMENT 1 Bi-Annual Delivery Program Progress Report, July to December 2017**

to identify initiatives that provide opportunities for business mentoring and connection.

The Economic Development Strategy is due for delivery by the first half of 2018 and will include a strategy designed to expand local business mentoring (which doubles the chances of business success and grows companies) to include community-based volunteers.

DP96 Support regional economic development initiatives

There has been ongoing collaboration with Canberra Regional Joint Organisation (CRJO), State/Federal Governments, Regional Development Australia Southern Inland (RDASI) and Destination Southern Highlands.

COUNCIL MATTERS

14 GENERAL MANAGER

14.1 2018 National General Assembly of Local Government

Reference: 203/1, 200, 202
Report Author: PA for Mayor
Authoriser: Group Manager Corporate and Community
Link to Corporate Plan: Ensure systems and processes are in place to achieve mutual trust and collaboration

PURPOSE

The purpose of this report is to seek Councillor nominations to attend the 2018 National General Assembly of Local Government (NGA) to be held at the National Convention Centre in Canberra between 17 – 20 June, 2018.

Councillors are also advised that draft motions are to be directed to the Mayor for consideration by 9 March 2018. These draft motions will be endorsed by Council at the 28 March 2018 Ordinary Council Meeting, prior to forwarding them to the Australian Local Government Association by Friday 30 March 2018.

RECOMMENDATION

1. **THAT Council authorise the attendance at the 2018 National General Assembly of Local Government to be held from 17 to 20 June 2018 in Canberra as follows:**
 - a. Mayor Councillor Ken Halstead
 - b. Councillor xxxxx
 - c. General Manager Ann Prendergast (or delegate)
2. **THAT interested Councillors submit motions to the Mayor for consideration by Monday 9 March 2018 AND THAT these draft motions be endorsed by Council at the 28 March 2018 Ordinary Council Meeting, prior to forwarding them to the Australian Local Government Association Board by 30 March 2018.**

REPORT

BACKGROUND

Council has previously resolved that “the Mayor of the day and one (1) other Councillor and the General Manager or delegate (as an observer) attend future National General Assemblies.” (see MN 26/09).

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

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REPORT GENERAL MANAGER



REPORT

The 2018 National General Assembly of Local Government is to be held in Canberra from 17 to 20 June 2018 and a determination is required on who will be attending the Assembly.

Councillors are requested to submit all proposed draft motions to the Mayor by Monday 9 March 2018. A report will be presented to Council on the 28 March 2018 and the endorsed motions will be forwarded to the Australian Local Government Association Board by 30 March 2018.

A discussion paper (**Attachment 1**) has been prepared by the Australian Local Government Association (ALGA) to provide guidance to Council for the development of Motions for debate. The paper provides an overview of policy areas which are being developed by ALGA and require consideration. Councils are encouraged to submit Motions on these policy areas.

COUNCIL BUDGET IMPLICATIONS

Council's 2017/2018 Budget makes provision for attendance at state and national local government forums.

ATTACHMENTS

1. National General Assembly of Local Government - Call for Motions Discussion Paper



NGA 2018

National Convention Centre Canberra
17-20 June 2018

ATTACHMENT 1

National General Assembly of Local Government Call for Motions Discussion Paper

Australia's Future, Make it Local

The purpose of this discussion paper is to provide guidance to councils for the development of Motions for debate at the 2018 National General Assembly. The paper provides an overview of policy areas in which the NGA has well-established positions and identifies potential new and emerging policy areas which are being developed by ALGA and require detailed consideration. Councils are particularly encouraged to submit Motions on these policy areas.

Highlighting the issues below contributes to implementing ALGA's Strategic Plan 2017-2020 and its objectives to:

- strengthen Local Government in the areas of financial sustainability; delivering services in regional cities; infrastructure; and innovation and digital transformation, as well as,
- facilitating collaboration between state and territory associations in Local Government's role in Indigenous policy issues, scale and capacity; women in Local Government; and diversity in representation.

Criteria for Motions

Motions must meet the following criteria:

- ✓ be **relevant** to the work of local government **nationally**
- ✓ be **consistent with the theme** of the NGA
- ✓ **complement or build** on the policy objectives of your state and territory local government association
- ✓ be submitted by a council which is a **financial member** of their state or territory local government association
- ✓ propose a **clear action and outcome**
- ✓ **not be advanced** on behalf of external third parties that may seek to use the NGA to apply pressure to Board members or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Your Opportunity

The primary focus of all Motions should be to strengthen the capacity of local government to provide services and infrastructure in Australia. Providing clear actions within areas that are still emerging provides councils with an opportunity to influence the development of ALGA policy and advocacy by ALGA on federal election commitments.

14.1 2018 National General Assembly of Local Government
ATTACHMENT 1 National General Assembly of Local Government
- Call for Motions Discussion Paper



Emerging Issues

Councils across Australia are constantly being asked to do more with less. Changing community needs, including ageing populations, technological advancements and changing economic circumstances, are a challenge for all communities.

Analysis suggests that a Commonwealth election may well be called between August 2018 and May 2019. The 2018 NGA therefore provides an important opportunity to progress Local Government issues in the Federal agenda. Below are some critical areas in which Local Government needs to consider the role it can in local communities on the national stage. In particular, the 2018 NGA is calling for Motions that provide clear policy advice and/or policy initiatives that will help Local Government to address the following policy challenges:

Housing Affordability

Housing affordability is a major challenge in many communities. The Commonwealth frequently asserts that housing affordability is a problem because of the supply of housing. As such there has been a focus on planning reform.

Motions are called for on ways to improve housing supply and improve land use planning and associated local government infrastructure to support increased housing supply.

Financial Sustainability – Oppose Cost Shifting

In 2005 The House of Representatives Inquiry into Cost Shifting from States onto Local Government estimated that cost shifting amounted to between \$500m - 1.4b annually. This includes regulatory and other services that Local Government provided on behalf of states without adequate compensation.

Motions are called for on ways to reduce cost shifting from states and the Commonwealth on to Local Government and on areas of regulatory reform and services that Local Government could provide efficiently and effectively on behalf of states or the Commonwealth if appropriately funded.

Innovation and Digital Transformation – Smart Communities

Technological advancements are changing the way councils communicate with citizens and deliver services and infrastructure.

Motions are called for on ways to improve the ability of councils to support their community to understand and benefit from digital transformation, ways to improve data, protect privacy and increase security of council-held data.

Harmonising Local Government Data

National Local Government data is held in a variety of places and is often of variable quality. National advocacy on behalf of Local Government needs a strong evidence base. ALGA has been working with JRA on the State of the Assets project which collects data on the quality and condition of all local government assets. Increasingly, councils are being required to provide data to third parties.

Motions are called for on ways to improve the collection of local government data, how data could be better linked across the sector, and ways to improve the quality of data.

14.1 2018 National General Assembly of Local Government
ATTACHMENT 1 National General Assembly of Local Government
- Call for Motions Discussion Paper



Cyber Security

Recent malware attacks have highlighted the vulnerability of business and government computer systems. Strong measures are required to ensure that all Australians and Australian businesses and governments are aware of the risks and take appropriate measures to ensure cyber security.

Motions are called for on ways to improve local government cyber security.

Environment

Local Government plays a critical role in environmental management, with actions often embedded into other day to day operations as well as included in economic management considerations

Motions are called for on what should be national priorities and on ways to improve environmental management systems, waste management, product stewardship and biodiversity.

Regional Development

Local Government plays a critical role in regional development, with an active role working with neighbouring councils, industry, state government agencies, community and other key stakeholders to set and achieve regional goals.

Motions are called for on ways to improve regional policy approaches, funding ideas on regional sustainability and equity.

Motions should be lodged electronically using the online form available on the NGA webpage at: alga.asn.au. All Motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and the endorsement of your Council.

Motions should be received by ALGA no later than **11:59pm on Friday 30 March 2018**.

14.1 2018 National General Assembly of Local Government
ATTACHMENT 1 National General Assembly of Local Government
- Call for Motions Discussion Paper



Established ALGA Policy Areas

Financial Assistance Grants

Adequate and appropriate Local Government services and infrastructure are critical to all communities. The Commonwealth Financial Assistance Grants are important to all councils. Success has been achieved in the last 12 months by restoration of the indexation of the Financial Assistance Grants (FAGs). ALGA's priority in this area is to continue advocating for FAGs funding to be increased to a level equal to at least one per cent of commonwealth taxation revenue.



Freight Strategy

Local government manages around 75 per cent of Australia's local roads network. These roads were generally built decades ago and today are required to carry increasing amounts of freight, including higher productivity vehicles. Poor and unsafe roads are a barrier to increased productivity. ALGA's priority is the promotion and development of a freight strategy with funding of \$200m per year for five years to address first and last mile access issues, leading to an increase in local, regional and national productivity.



Roads to Recovery

The Roads to Recovery Program provides councils with essential additional funding to help address the backlog of maintenance and renewal of local roads. Success was achieved with Roads to Recovery by having the expiration date removed and essentially creating an ongoing program. Further work in this area is being undertaken to ensure Roads to Recovery funding is permanently doubled.



Additional Local Roads Funding for South Australia

Additional funding for South Australian local roads to address an anomaly in FAGs ceased in 2014. It was reinstated in 2017–18 but only for two years. The focus is now on securing ongoing additional funding for South Australian local roads, indexed annually in line with FAGs.



Climate Change Plans

Many councils are addressing or wish to address climate change. With the important role Local Government can play helping the Australian Government to achieve internationally agreed climate change targets, a priority has been placed on supporting councils to work with local businesses and communities to implement local and regional Climate Change Adaptation Plans.



Indigenous

Addressing Indigenous disadvantage across Australia is a priority for all Australian governments. Advocacy is about closing the gap between Indigenous and non-Indigenous Australians in the areas of housing, health, early childhood development, education, economic participation and remote service delivery.



Community Infrastructure

Funding support for community infrastructure will enable all local councils to plan and deliver adequate and appropriate community infrastructure. ALGA is urging political parties to commit to specific local government community infrastructure funding at the level of \$300 million per annum over the next four years.



14.2 Black Dog Institute Fund Raising Request For Assistance

Reference: 1732/3, 1805
Report Author: Organisational Support Officer
Authoriser: Deputy General Manager Operations, Finance and Risk
Link to Community
Strategic Plan: Increase promotion of healthy lifestyle choices

PURPOSE

The purpose of this report is to seek Council's position in relation to a request for financial support for a locally sponsored Black Dog Institute fundraiser.

RECOMMENDATION

THAT Council determines its position with regard to the request for financial sponsorship of a local Black Dog Institute fundraising event.

REPORT

BACKGROUND

Mental illness affects 1 in 5 Australians every year with the most common form being depression and anxiety. For most sufferers it will be a lifelong battle that also affects their families, friends and work colleagues. Mental illness doesn't discriminate when it comes to social standing, education or age and it is common for regional and rural communities to experience a slightly higher number of tragic events as a result of it than their urban counterparts.

REPORT

'Country people encounter particular stressors which influence their mental health, yet many have limited access to mental health services and/or are less likely to seek help. Tragically, the rate of suicide outside Major Cities is 66 per cent higher than within them'

- National Rural Health Alliance Fact Sheet – August 2014

A local Southern Highlands resident (the resident) is raising money for the Black Dog Institute through a not-for-profit Gala Fundraiser (in its third year of operation) called "Groove Away the Blues. It is a dinner and show to be held at the Mittagong RSL in July 2018 and the organisers aim to raise \$20,000 towards increasing awareness and education in our community about mental health issues.

The resident has requested a financial donation of \$2,000 from Council as a sponsor of this event for which Council will be acknowledged in the event's promotional materials.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

Nil

COMMUNICATION AND CONSULTATION

Community Engagement

Nil

Internal Consultation

The General Manager

External Consultation

Nil

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

There are no social implications 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 are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are two reports in the Agenda seeking financial assistance from Council. The current balance of the contingency fund is \$17,835.00.

RELATED COUNCIL POLICY

Nil

OPTIONS

Submitted for determination by Council.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

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REPORT GENERAL MANAGER



CONCLUSION

Mental health issues in regional Australia continue to be a national problem. Building resilience through education, awareness and access to specialised medical care may help.

ATTACHMENTS

1. Black Dog Institute Sponsorship Request



ATTACHMENT 1

January 19th 2018
Wingecarribee Shire Council
Civic Centre, 68 Elizabeth Street
MOSSVALE, NSW 2577

To Whom It May Concern,

I am a local resident raising money for the Black Dog Institute to increase awareness and education in our community about mental health issues.

Around one in five Australians will suffer from a mood disorder in their lifetime. For some people it will be an isolated event but, for the majority, it will be an ongoing challenge throughout their life that will impact on their family, friends and work colleagues.

Mental illness affects 1 in 5 Australians every year, with the most common being depression and anxiety. Mental illness doesn't discriminate. It affects people from all walks of life – it impacts individuals, families, workplaces and communities.

Our aim is to raise \$20,000 through our 3rd annual non-for profit Gala Fundraiser called "Groove Away the Blues" which is a dinner and show and will be held at Mittagong RSL on July 28th 2018 at 7pm

I am seeking sponsorship of \$2000 to help us achieve our fundraising target and would be most grateful if Wingecarribee Council would consider supporting this local initiative.

We will acknowledge your sponsorship in all of our promotions prior to and during the event and as a local council your support will be recognised by our community as a generous and supportive initiative. If you would like more information please contact me on [REDACTED]

Thank you for considering my request. I look forward to hearing from you.

Kind regards

[REDACTED]

14.3 Request for Financial Assistance for the Moss Vale Buskers Battle

Reference:	6546/15
Report Author:	Organisational Support Officer
Authoriser:	Deputy General Manager Operations, Finance and Risk
Link to Community	
Strategic Plan:	Identify and protect the unique characteristics of towns and villages to retain a sense of place

PURPOSE

The purpose of this report is to seek Council's assistance for the Moss Vale Buskers Battle to be held in Leighton Gardens on 17 and 18 March, 2018.

RECOMMENDATION

THAT Council determines its position with regard to the request for financial assistance from the Moss Vale and Rural Chamber of Commerce.

REPORT

BACKGROUND

For the past 3 years the Moss Vale and Rural Chamber of Commerce has presented the Moss Vale Buskers Battle during March. Initially it was part of the Moss Vale Bush Week celebrations that occurred on the same weekend as the Moss Vale Show.

REPORT

The Moss Vale Battle is a busking competition organised by the Moss Vale and Rural Chamber of Commerce to showcase Moss Vale, local talent and local producers and this year will take place over the weekend of 17 and 18 March.

On Saturday 12 finalist buskers from all over the Highlands and beyond will set up in pre-determined positions in the Moss Vale CBD to compete for a 'People's Choice Award' while the Sunday Event, held in Leighton Gardens (the park), is where they will compete from the Rotunda throughout the day for the \$7,000 prize money that has been donated by local sponsors.

In conjunction with the Sunday competition, locally produced products, food, wine and beer are available for purchase in the park providing another opportunity to showcase the region and its producers.

The Chamber is a not-for-profit organisation whose primary purpose is to promote the local merchants of Moss Vale and surrounds.

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Council has received a request from the Moss Vale and Rural Chamber for assistance in the amount of \$1,000 to cover the costs of the banners and other associated printing expenses needed to promote the Moss Vale and the Buskers Battle Event.

Council will be included (as in the past) along with the Chamber as a co-host in all literature and signage promoting the event.

IMPACT ON COUNCIL'S FIT FOR THE FUTURE IMPROVEMENT PLAN

Nil

COMMUNICATION AND CONSULTATION

Community Engagement

The Moss Vale and Rural Chamber of Commerce

Internal Consultation

The General Manager

External Consultation

Nil

SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

Council is actively seen to promote a number of community events throughout the Shire.

- **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 are no governance issues in relation to this report.

COUNCIL BUDGET IMPLICATIONS

There are two reports in the Agenda seeking financial assistance from Council. The current balance of the contingency fund is \$17,835.00.

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RELATED COUNCIL POLICY

Nil

OPTIONS

Submitted for the determination of Council.

CONCLUSION

The Moss Vale Buskers Battle held over the weekend of 17 and 18 March brings over 1000 visitors to the local Moss Vale shopping precinct, and offers local producers of food, wine and beer the opportunity to showcase their goods to a wider audience. The Moss Vale and Rural Chamber of Commerce's request for assistance is submitted for Council determination.

ATTACHMENTS

1. Letter of Request

14.3 Request for Financial Assistance for the Moss Vale Buskers Battle**ATTACHMENT 1****Letter of Request**

Moss Vale & Rural C

ATTACHMENT 1

A.B.N. 63 683 545 257
P.O. Box 217
Moss Vale NSW 2577

12th February 2018

Ann Prendergast
General Manager
Wingecarribee Shire Council
Civic Centre
Elizabeth St
MOSS VALE NSW 2577

Dear Ann

The Moss Vale and Rural Chamber of Commerce will once again over the weekend of 17th and 18th of March, present the Moss Vale Busker's Battle in Moss Vale CBD and then on Sunday in Leighton Gardens. The Busker's Battle is a competition to promote the musically talented young people of our community and beyond through the art of street busking.

As part of the Sunday event in Leighton Gardens we invite local producers of gourmet food products, local wines and craft beers to showcase their wares and appease the appetites and pleasures of the Battle audience. The event brings large numbers of visitors to town and last year, retailers on Argyle Street and beyond reported exceptional trade on the weekend of our event.

The Moss Vale and Rural Chamber of Commerce is a not for profit organisation whose primary agenda is to assist and promote Moss Vale and Rural businesses from the surrounding area. The Battle relies on the generosity of sponsors to provide the prize money for the competition and whilst we do charge the stallholders at the event, it is a nominal amount which covers most of the associated expenses.

Council has played an integral part in previous years as a partner and supporting the event in various ways including covering the cost of traffic management. Whilst we no longer present a parade on the day and therefore no longer require a traffic management plan, we would like to ask for Council's financial support for this year's event in the amount of \$1000 to use towards the cost of banners and printing expenses to promote the weekend throughout the Shire.

Council has been extremely supportive of our efforts in the past which is greatly appreciated. We look forward to your ongoing support in the future and hope you may be able to assist us with this request.

Your sincerely



per Brigid Kennedy
President

14.4 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

Updating the report on the status of legal proceedings reported to Council at the meeting on 22 November 2017.

RECOMMENDATION

1. **THAT the status of the legal proceedings involving Council be considered in Closed Council – Item 22.2.**
2. **THAT the information relating to ongoing legal costs in Attachment 1 to the report be noted.**

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 November, December 2017 and January 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: *THAT the legal costs as detailed in the Legal Affairs Report be made public in the Business Paper on an ongoing basis.*

The report on the status of legal affairs involving Council contains information and advice that is privileged on the ground 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

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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 **Attachment 1** 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 December – 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.

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. Legal Costs November and December 2017, January 2018

Ann Prendergast
General Manager

Friday 23 February 2018

14.4 Legal Report

ATTACHMENT 1

Legal Costs November and December 2017,

January 2018



ATTACHMENT 1

Legal Costs – November and December 2017

Legal Matter	Consultant Expenditure Nov 2017 \$	Consultant Expenditure Dec 2017 \$	Consultant Expenditure Jan 2018 \$	Consultant Expenditure YTD \$	Legals Nov 2017 \$	Legals Dec 2017 \$	Legals Jan 2018 \$	Legals YTD \$	Total Expenditure Life to Date \$
B Robertson (Montrose Berry Farm)	-	3,738.64	-	3,738.64	1,561.98	1,475.00	1,376.00	34,255.54	47,976.68
Village Lane Holdings (Seniors Living in Robertson)	-	2,227.27	-	2,227.27	420.00	-	-	16,400.49	27,138.26
Tipglen (Wembly Road Moss Vale)	-	2,518.64	-	2,518.64	2,999.00	2,409.00	2,398.00	19,130.92	26,513.06
Willow Pty's	-	-	-	6,920.45	8,162.00	-	-	18,055.00	24,975.45
Oxley College	-	5,568.18	-	5,568.18	880.50	293.50	-	11,238.50	16,806.68
Oporto Mittagong	-	5,011.36	-	5,011.36	-	5,386.00	6,503.00	18,447.00	23,458.36
Moss Vale Projects (Woolworths)	-	3,818.18	-	20,576.59	6,958.40	-	802.00	36,909.26	60,024.85
Centennial	-	-	-	-	-	-	-	134,920.10	177,678.20
Fenwick	-	-	-	1,600.00	-	-	-	-	25,486.45
RG Capital Erith St, Bundanoon	-	-	-	-	-	-	-	3,163.50	3,163.50
O'Shanassy	-	-	-	-	-	746.03	-	5,290.78	426,354.70
Lema & Mitchell Huxley St, Mittagong	-	4,454.55	-	4,454.55	2,580.00	2,167.00	-	4,747.00	9,201.55
Sarah King East St, Moss Vale	-	-	-	-	2,084.50	3,628.50	2,818.50	8,531.50	8,531.50
Blackbrook, Building Work Order	-	-	-	-	-	2,732.50	5,095.00	7,827.50	7,827.50
Tuxworth, Snrs Living 605 Argyle St, Moss Vale	-	-	-	-	-	625.00	1,389.00	2,014.00	2,014.00
Evoke Corp (Aldi's Moss Vale)	-	-	-	-	-	-	2,371.00	2,371.00	2,371.00
Tujilo Milton Park, Bowral	-	-	-	-	1,206.95	-	1,089.00	2,295.95	2,295.95

14.4 Legal Report**ATTACHMENT 1****Legal Costs November and December 2017,
January 2018****Notes:**

- Total Legal costs paid 1 November 2017 to 31 January 2018 - \$70,157.36
- Total Consultants paid 1 November 2017 to 31 January 2018 – \$27,336.82
- Total Legal and Consultant costs paid 1 July 2017 to 31 Jan 2018 - \$378,213.72

Fees Recovered – November & December 2017, January 2018

Legal Matter	Fees Recovered November 2017 \$	Fees Recovered December 2017 \$	Fees Recovered January 2018 \$	Fees Recovered YTD \$	Fees Recovered Life to Date \$
Gadeley	1,650	1,100	1,100	8,250	16,600
O'Shanassy	500	250	750	3,750	4,268
Nielsen	-	-	360	818	818
Oxley College	-	15,000	-	15,000	15,000

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)
- Oxley College – \$15,000.00 s97B EPA Act costs order – paid in full

16 PETITIONS

16.1 Petition 02/2018 - Request for Additional Seating at the Dog Park in Moss Vale

Reference:	100/8,
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

The purpose of this report is to table a petition in relation to a request for additional seating at the Dog Park in Moss Vale. The petition has been signed by approximately 26 signatories.

A copy of the Petition has been placed in the Councillors' Room and will be tabled at the Ordinary Meeting of Council.

RECOMMENDATION

THAT Petition 02/2018 – Request for Additional Seating at the Dog Park in Moss Vale – be received and the content of this report be noted.

REPORT

A Petition has been received by Council stating the following:

"We the undersigned petition Wingecarribee Shire Council for the following at the dog park in Moss Vale: At least 2 new benches underneath the deciduous trees on the hill looking towards the lower gate. Please note that many of the people who take their dogs to this park are elderly and/or have physical ailments preventing long periods of standing – which is currently the case with the lack of seating."

ATTACHMENTS

There are no attachments to this report.

18 COMMITTEE REPORTS

18.1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018

Reference:	107/21
Report Author:	Administration Officer
Authoriser:	Chief Financial Officer
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, 21 February 2018.

SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION

Item 4 Confirmation of Minutes

FC 1/18

THAT the minutes of the Finance Committee Meeting held on Wednesday 15 November 2017 MN FC 32/17 to MN FC 34/17 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.

Item 7.1 Budget Review to 31 December 2017

FC 2/18

1. *THAT Council approve the budget variations reported at the December Quarterly Review as listed in Attachment 1 to the report.*
2. *THAT Council note the projected position for the 2017/18 Financial Year remains a balanced budget.*

Item 7.2 Resource Recovery Centre - Asbestos Contaminated Material Remediation Final Costing

FC 3/18

1. *THAT the report on the final costs in relation to Asbestos Contaminated Material Remediation be noted.*
2. *THAT Council makes representations to the NSW State Government, through the Minister for the Environment and Heritage, The Hon Gabrielle Upton, MP, and to the Shadow Minister for the Environment and Heritage, Ms Penny Sharpe, MP, and by lobbying the NSW Local Government Annual Conference to be held from 21 to 23 October 2018, for the State Government to subsidise the disposal of asbestos and other hazardous waste from residential customers AND THAT a report be brought to Council in relation to this matter.*

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 28 February 2018

COMMITTEE REPORTS



Item 7.3 Council Property, 10 Frankland Street, Mittagong

FC 4/18

1. THAT Council as owner of 10 Frankland Street, Mittagong notes the conditions of consent in Development Application No. 16/1363.
2. THAT all expenditure relating to compliance with the development consent be funded from the Property Development Reserve, with the final expenditure figure to be reported back to the Finance Committee as part of a future quarterly review of the Budget.

Item 7.4 Quarterly Operational Plan 2017-18 Exception Report, October to December 2017

FC 5/18

THAT the Quarterly Operational Plan 2017-18 Exception Report, October to December 2017, be noted.

Item 7.4 Installation of Solar Power at the Moss Vale Works Depot

FC 6/18

1. THAT Council approve the allocation of \$38,000 from the Revolving Energy Fund (REFund) to the 2017/18 budget for the supply and installation of a 20-25kW Solar Power System at the Moss Vale Works Depot.
2. THAT the value of the savings achieved from the installation of the solar energy system be calculated and transferred back into the REFund on an annual basis until the full project cost is recouped.

RECOMMENDATION

THAT recommendations Nos FC 1/18 to FC 6/18 – as detailed in the Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018 be adopted, save for any items which have budgetary implications AND THAT any item with budgetary implications and which is unfunded, be referred to the Finance Committee for consideration.

ATTACHMENTS

1. Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018



ATTACHMENT 1



MINUTES

of the Finance Committee Meeting

held in

Council Chambers, Civic Centre, Elizabeth Street, Moss
Vale

on

Wednesday 21 February 2018

The meeting commenced at 9.02 am

File No. 107/21

18.1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018

ATTACHMENT 1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018



MINUTES OF THE FINANCE COMMITTEE MEETING

Wednesday 21 February 2018



1. **OPENING OF THE MEETING**
2. **ACKNOWLEDGEMENT OF COUNTRY**
3. **APOLOGIES**
4. **ADOPTION OF MINUTES OF PREVIOUS MEETING**
Finance Committee Meeting held on 15 November 2017
5. **BUSINESS ARISING..... 2**
6. **DECLARATIONS OF INTEREST 3**
7. **AGENDA REPORTS 4**
 - 7.1 Budget Review to 31 December 2017..... 4
 - 7.2 Resource Recovery Centre - Asbestos Contaminated Material Remediation Final Costing..... 5
 - 7.3 Council Property, 10 Frankland Street, Mittagong..... 6
 - 7.4 Quarterly Operational Plan 2017-18 Exception Report, October to December 2017 7
 - 7.5 Installation of Solar Power at Moss Vale Works Depot..... 8
8. **DATE OF NEXT MEETING 9**
9. **MEETING CLOSURE 9**

18.1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018

ATTACHMENT 1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018



MINUTES OF THE FINANCE COMMITTEE MEETING

Wednesday 21 February 2018



MINUTES OF THE FINANCE COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN COUNCIL CHAMBERS, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON WEDNESDAY 21 FEBRUARY 2018 COMMENCING AT 9.02 AM

Present: Mayor Cllr K J Halstead (Chair)
Cllr G J Andrews
Cllr T D Gair
Cllr G McLaughlin (arrived at 9.11 am)
Cllr G Markwart
Cllr P W Nelson
Cllr I M Scandrett
Cllr G M Turland
Cllr 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 Assets	Mr Michael Herraman
	Deputy Chief Financial Officer	Mr Damien Jenkins
	Coordinator Corporate and Community Administration Officer	Ms Danielle Lidgard
		Ms Liz Johnson

1. OPENING OF THE MEETING

The Mayor Cllr K J Halstead opened the meeting and welcomed Councillors and staff.

2. ACKNOWLEDGEMENT OF COUNTRY

Cllr 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

There were no apologies at this Meeting.

18.1 Minutes of the Finance Committee Meeting held on Wednesday,
21 February 2018

ATTACHMENT 1 Minutes of the Finance Committee Meeting held
on Wednesday, 21 February 2018



MINUTES OF THE FINANCE COMMITTEE MEETING

Wednesday 21 February 2018



4. CONFIRMATION OF MINUTES

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY
15 NOVEMBER 2017

FC 1/18

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

THAT the minutes of the Finance Committee Meeting held on Wednesday 15 November 2017 MN FC 32/17 to MN FC 34/17 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.

PASSED

5. BUSINESS ARISING

There was no Business Arising from the Minutes of the Meeting held on Wednesday, 15 November 2017.

**18.1 Minutes of the Finance Committee Meeting held on Wednesday,
21 February 2018**

**ATTACHMENT 1 Minutes of the Finance Committee Meeting held
on Wednesday, 21 February 2018**



MINUTES OF THE FINANCE COMMITTEE MEETING

Wednesday 21 February 2018



6. DECLARATIONS OF INTEREST

101/3, 101/3.1

That where necessary any Councillor now disclose any interest and the reason for declaring such interest in the matters under consideration by Council at this Meeting and to complete the appropriate form to be handed up at the Meeting.

There were no Declarations of Interest at this Meeting.

18.1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018

ATTACHMENT 1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018



MINUTES OF THE FINANCE COMMITTEE MEETING

Wednesday 21 February 2018



7. AGENDA REPORTS

7.1 Budget Review to 31 December 2017

Reference:	2120/17
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 inform Council of the results of the budget review undertaken for the period ending 31 December 2017 and to seek approval to make the necessary adjustments to the 2017/18 budget.

The Quarterly Review of the Budget is reported to Council at the end of each quarter in accordance with Section 203 of the *Local Government (General) Regulation 2005*.

The Chief Financial Officer and Deputy General Manager Operations, Finance and Risk addressed the Committee on this matter.

FC 2/18

MOTION moved by Cllr T D Gair and seconded by Cllr G McLaughlin

1. **THAT** Council approve the budget variations reported at the December Quarterly Review as listed in Attachment 1 to the report.
2. **THAT** Council note the projected position for the 2017/18 Financial Year remains a balanced budget.

PASSED

18.1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018

ATTACHMENT 1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018



MINUTES OF THE FINANCE COMMITTEE MEETING

Wednesday 21 February 2018

**7.2 Resource Recovery Centre - Asbestos Contaminated Material Remediation Final Costing**

Reference: 7503/49
Report Author: Manager Business Services
Authoriser: Deputy General Manager Operations, Finance and Risk
Link to Community
Strategic Plan: Work collaboratively to reduce pollution and its impact on our environment

PURPOSE

The purpose of this report is to inform Council of the final costs of the remediation of the asbestos contaminated aggregate material at the Resource Recovery Centre. The report also provides details on the cost of recovery and remediation in relation to the affected private properties on which the potentially contaminated material was used.

The Deputy General Manager Operations, Finance and Risk addressed the Committee on this matter.

FC 3/18

MOTION moved by Cllr T D Gair and seconded by Cllr G McLaughlin

1. **THAT** the report on the final costs in relation to Asbestos Contaminated Material Remediation be noted.
2. **THAT** Council makes representations to the NSW State Government, through the Minister for the Environment and Heritage, The Hon Gabrielle Upton, MP, and to the Shadow Minister for the Environment and Heritage, Ms Penny Sharpe, MP, and by lobbying the NSW Local Government Annual Conference to be held from 21 to 23 October 2018, for the State Government to subsidise the disposal of asbestos and other hazardous waste from residential customers **AND THAT** a report be brought to Council in relation to this matter.

PASSED

18.1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018

ATTACHMENT 1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018



MINUTES OF THE FINANCE COMMITTEE MEETING

Wednesday 21 February 2018



7.3 Council Property, 10 Frankland Street, Mittagong

Reference:	PN556900
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 (as property owner) of the approval of its Development Application for a 3 lot subdivision of 10 Frankland Street, Mittagong and to confirm the source of funding for the proposed works required in accordance with the development conditions of consent.

The Chief Financial Officer and Deputy General Manager Operations, Finance and Risk addressed the Committee on this matter.

FC 4/18

MOTION moved by Cllr L A C Whipper and seconded by Cllr G McLaughlin

1. **THAT** Council as owner of 10 Frankland Street, Mittagong notes the conditions of consent in Development Application No. 16/1363.
2. **THAT** all expenditure relating to compliance with the development consent be funded from the Property Development Reserve, with the final expenditure figure to be reported back to the Finance Committee as part of a future quarterly review of the Budget.

PASSED

18.1 Minutes of the Finance Committee Meeting held on Wednesday,
21 February 2018

ATTACHMENT 1 Minutes of the Finance Committee Meeting held
on Wednesday, 21 February 2018



MINUTES OF THE FINANCE COMMITTEE MEETING

Wednesday 21 February 2018



**7.4 Quarterly Operational Plan 2017-18 Exception Report,
October to December 2017**

Reference:	501/2018
Report Author:	Corporate Strategy and Governance Coordinator
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

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

The General Manager, Deputy General Manager Operations, Finance and Risk, the Group Manager Assets and the Deputy General Manager Corporate, Strategy and Development Services addressed the Committee on this matter.

Clr G M Turland tabled a document that he had handed to Councillors which was the draft budget for Sport and Recreation.

FC 5/18

MOTION moved by Clr G M Turland and seconded by Clr G Markwart

THAT the Quarterly Operational Plan 2017-18 Exception Report, October to December 2017, be noted.

PASSED

18.1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018

ATTACHMENT 1 Minutes of the Finance Committee Meeting held on Wednesday, 21 February 2018



MINUTES OF THE FINANCE COMMITTEE MEETING

Wednesday 21 February 2018



7.5 Installation of Solar Power at Moss Vale Works Depot

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

This report seeks Council approval to allocate \$38,000 from the Revolving Energy Fund (REFund) to the 2017/18 budget for the installation of a 20-25kW Solar Power System at the Moss Vale Works Depot.

The Chief Financial Officer and Deputy General Manager Corporate, Strategy and Development Services addressed the Committee on this matter.

FC 6/18

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

1. ***THAT Council approve the allocation of \$38,000 from the Revolving Energy Fund (REFund) to the 2017/18 budget for the supply and installation of a 20-25kW Solar Power System at the Moss Vale Works Depot.***
2. ***THAT the value of the savings achieved from the installation of the solar energy system be calculated and transferred back into the REFund on an annual basis until the full project cost is recouped.***

PASSED

**18.1 Minutes of the Finance Committee Meeting held on Wednesday,
21 February 2018**

**ATTACHMENT 1 Minutes of the Finance Committee Meeting held
on Wednesday, 21 February 2018**



MINUTES OF THE FINANCE COMMITTEE MEETING

Wednesday 21 February 2018



8. DATE OF NEXT MEETING

The next meeting will be held on Wednesday, 16 May 2018 in the Council Chambers, Elizabeth Street, Moss Vale commencing at 9.00 am.

9. MEETING CLOSURE

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 10.07 PM

18.2 Minutes of the Environment and Sustainability Advisory Committee Meeting held on Wednesday, 21 February 2018

Reference: 107/25
Report Author: Administration Officer
Authoriser: Natural Resource Project Coordinator
Link to Community Strategic Plan: Sustainably manage natural resources for broader community benefit

PURPOSE

This report provides the Minutes of the Environment and Sustainability Advisory Committee Meeting held on Wednesday, 21 February 2017.

SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION

Item 1 Welcome and Apologies

ES 1/18

THAT the apologies of Ms Jennifer Slattery, Mr Kevin Wale and Mr Clive West be accepted and leave of absence granted.

Item 3 Adoption of Minutes of Previous Meeting

ES 2/18

THAT the minutes of the Environment and Sustainability Advisory Committee Meeting held on Wednesday 15 November 2017 MN ES18/17 to MN ES23/17 inclusive be adopted as a correct record of the proceedings of the meeting.

Item 6.1 NSW Biodiversity Investment Strategy - WSC Submission

ES 3/18

THAT the submission be noted.

Item 6.2 Cities Power Partnership -Update

ES 4/18

THAT the Environment and Sustainability Committee note this update AND THAT the above Committee report be included in the minutes to provide an update to full Council.

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 28 February 2018

COMMITTEE REPORTS



Item 6.3 Presentation on the Bowral, Mittagong and Moss Vale Sewage Treatment Plants Current Loadings and Future Plans

ES 5/18

1. THAT the information be noted
2. THAT staff be thanked for the informative presentation.

Item 6.4 Environment Strategy Program and Engagement Plan

ES 6/18

THAT the Committee agreed with the proposed Environment and Sustainability Committee meeting targets as outlined in the report AND THAT the project management tool, SmartSheet, be further developed to deliver the inter-meeting Committee collaboration process.

RECOMMENDATION

THAT recommendations Nos ES 1/18 to ES 6/17 – as detailed in the Minutes of the Environment and Sustainability Advisory Meeting held on Wednesday, 21 February 2018 be adopted, save for any items which have budgetary implications AND THAT any item with budgetary implications and which is unfunded, be referred to the Finance Committee for consideration.

ATTACHMENTS

1. Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 21 February 2018



ATTACHMENT 1



MINUTES

of the Environment and Sustainability Advisory Committee Meeting

held in

Nattai Room, Civic Centre, Elizabeth Street, Moss Vale

on

Wednesday 21 February 2018

The meeting commenced at 10.35 am

File No. 107/25

**18.2 Minutes of the Environment and Sustainability Advisory
Committee Meeting held on Wednesday, 21 February 2018**
**ATTACHMENT 1 Minutes of the Environment and Sustainability
Committee Meeting held on Wednesday, 21 February 2018**



**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY
COMMITTEE MEETING**

Wednesday 21 February 2018



1. **WELCOME AND APOLOGIES**
2. **ACKNOWLEDGEMENT OF COUNTRY**
3. **ADOPTION OF MINUTES OF PREVIOUS MEETING**
4. **BUSINESS ARISING FROM THE MINUTES**
Environment and Sustainability Advisory Committee Meeting held on 15 November 2017
5. **DECLARATIONS OF INTEREST**
6. **AGENDA REPORTS 3**
 - 6.1 NSW Biodiversity Investment Strategy - WSC Submission 3
 - 6.2 Cities Power Partnership -Update..... 4
 - 6.3 Presentation on the Bowral, Mittagong and Moss Vale Sewage Treatment Plants Current Loadings and Future Plans 6
 - 6.4 Environment Strategy Program and Engagement Plan 7
7. **DATE OF NEXT MEETING 9**
8. **MEETING CLOSURE 9**

**18.2 Minutes of the Environment and Sustainability Advisory
Committee Meeting held on Wednesday, 21 February 2018
ATTACHMENT 1 Minutes of the Environment and Sustainability
Committee Meeting held on Wednesday, 21 February 2018**



**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY
COMMITTEE MEETING**

Wednesday 21 February 2018



**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY COMMITTEE
MEETING OF WINGECARRIBBEE SHIRE COUNCIL HELD IN NATTAI ROOM, CIVIC
CENTRE, ELIZABETH STREET, MOSS VALE ON WEDNESDAY 21 FEBRUARY 2018
COMMENCING AT 10.30 AM.**

Present:

Councillors:	Clr L A C Whipper Clr G Markwart	<i>Chair</i> <i>Alternate Chair</i>
Community Representatives:	Ms Patricia Hall Ms Lyndall McGrath Mr Paul Shanahan	
Agency Representatives:	Mr Malcolm Hughes Mr Geoff O'Connor	<i>Water NSW</i> <i>Local Land Services</i>
In Attendance:	Mr Barry Arthur Mr Ian Perkins Ms Helen Stokes	<i>Manager Environment & Sustainability</i> <i>Natural Resource Project Coordinator</i> <i>Administration Officer</i>
Also In Attendance:	Mr Stace Lewer (in part) Mr Jonathan Hook (in part)	<i>Manager Assets</i> <i>Manager Water & Sewer</i>

1. WELCOME AND APOLOGIES

It was noted that apologies were received from Ms Jennifer Slattery, Mr Kevin Wale and Mr Clive West.

ES 1/18

MOTION moved by Clr L A C Whipper and seconded by Clr G Markwart

THAT the apologies of Ms Jennifer Slattery, Mr Kevin Wale and Mr Clive West be accepted and leave of absence granted.

PASSED

2. ACKNOWLEDGEMENT OF COUNTRY

Clr Larry 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.

**18.2 Minutes of the Environment and Sustainability Advisory
Committee Meeting held on Wednesday, 21 February 2018**
**ATTACHMENT 1 Minutes of the Environment and Sustainability
Committee Meeting held on Wednesday, 21 February 2018**



**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY
COMMITTEE MEETING**

Wednesday 21 February 2018



3. ADOPTION OF MINUTES OF PREVIOUS MEETING

MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY COMMITTEE
MEETING HELD ON WEDNESDAY 15 NOVEMBER 2017

ES 2/18

MOTION moved by Mr P Shanahan and seconded by Ms L McGrath

THAT the minutes of the Environment and Sustainability Advisory Committee Meeting held on Wednesday 15 November 2017 MN ES18/17 to MN ES23/17 inclusive be adopted as a correct record of the proceedings of the meeting.

PASSED

4. BUSINESS ARISING

Nil

5. DECLARATIONS OF INTEREST

Ms Pat Hall - although she is employed by National Parks and Wildlife, she attends the meetings as a community representative and any comments or positions expressed are personal and not related to her employer.

**18.2 Minutes of the Environment and Sustainability Advisory
Committee Meeting held on Wednesday, 21 February 2018**
**ATTACHMENT 1 Minutes of the Environment and Sustainability
Committee Meeting held on Wednesday, 21 February 2018**



**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY
COMMITTEE MEETING**

Wednesday 21 February 2018



6. AGENDA REPORTS

6.1 NSW Biodiversity Investment Strategy - WSC Submission

Reference: 5453/8 5450/15
Report Author: Natural Resource Project Coordinator
Authoriser: Manager Environment and Sustainability
Link to Community
Strategic Plan: Protect and improve biodiversity

PURPOSE

The NSW Draft Biodiversity Conservation Investment Strategy 2017-2037 was released by the NSW Government for public consultation on 15 December 2017.

The Draft Biodiversity Conservation Investment Strategy 2017–2037 sets the NSW Government's priorities for investing in private land conservation over a 20-year period. It will guide the newly created Biodiversity Conservation Trust to deliver the government's investment in private land conservation – \$240 million over 5 years and ongoing funding of \$70 million each following year, subject to performance reviews. The Strategy forms part of the NSW Government Biodiversity Conservation Law Reforms.

Council prepared a submission on the draft Investment Strategy. A copy of the submission is attached to the report in the agenda.

ES 3/18

MOTION moved by Cllr L A C Whipper and seconded by Cllr G Markwart

THAT the submission be noted.

PASSED

**18.2 Minutes of the Environment and Sustainability Advisory
Committee Meeting held on Wednesday, 21 February 2018**
**ATTACHMENT 1 Minutes of the Environment and Sustainability
Committee Meeting held on Wednesday, 21 February 2018**



**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY ADVISORY
COMMITTEE MEETING**

Wednesday 21 February 2018



6.2 Cities Power Partnership -Update

Reference:	5450.17
Report Author:	Manager Environment and Sustainability
Authoriser:	Manager Environment and Sustainability
Link to Community Strategic Plan:	Build community capacity to reduce greenhouse gas emissions and respond to the impacts of climate change

PURPOSE

This report provides an update on Council's involvement in the Cities Power Partnership Program.

BACKGROUND.

At the ordinary meeting of Council 13 September 2017 Council resolved

MN 409/17

MOTION moved by Cllr P W Nelson and seconded by Cllr G Markwart

- 1. THAT endorsement be provided for Council to apply to join the Climate Council's Cities Power Partnership AND THAT a letter be prepared for signature by the Mayor, on behalf of Council, to advise the Climate Council of Wingecarribee Shire Council's commitment to join the Cities Power Partnership Program.***
- 2. THAT in six months' time staff provide Council with an update on the Cities Power Partnership Program.***

The Cities Power Partnership is a free national program organised by the Climate Council that exists to celebrate and accelerate the emission reduction and clean energy successes of Australian towns and cities.

UPDATE

Wingecarribee Shire Council applied to join the Cities Power Partnership and was accepted into round two in January 2018. This follows on from the initial CPP launch July 2017.

70 Council's across Australia are now a part of this partnership, including our regional neighbouring Councils; Kiama, Shoalhaven, Eurobodalla and Bega.

A key aspect of the CPP is the sharing of knowledge between participants. Council Officers from the above mentioned Councils met for an inaugural CPP "South East NSW Buddies Group" meeting in Batemans Bay 7th February. At this meeting knowledge and information were shared, as well as updates on the progress each Council is making with energy/emissions reduction activities. Further meetings are planned for the group with the aim of collaborating on issues associated with energy management, emission reduction, sustainable transport, and climate change awareness.

**18.2 Minutes of the Environment and Sustainability Advisory
Committee Meeting held on Wednesday, 21 February 2018**
**ATTACHMENT 1 Minutes of the Environment and Sustainability
Committee Meeting held on Wednesday, 21 February 2018**



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WHAT'S NEXT

- WSC has six months to submit 5 key action pledges from a list provided by CCP. The pledges cover actions in the areas of *Renewable Energy, Energy Efficiency, Sustainable Transport, and Working Together for Influence*. A decision on the pledges will be based on alignment to the Community Strategic Plan and Delivery Program, feasibility, and allocation of resources. Note: Council has already commenced a number of actions that are in line with some of these pledges in its current business plan.
- The Cities Power Partnership Summit is scheduled for October 2018 and will be held in Kiama. The summit theme 'Accelerating local action' underlines the crucial role of local leadership. The summit aims to inspire, connect, engage & deliver practical information to assist councils implement carbon emissions reduction projects that contribute to the action pledges.

ES 4/18

MOTION moved by Ms P Hall and seconded by Cllr G Markwart

THAT the Environment and Sustainability Committee note this update AND THAT the above Committee report be included in the minutes to provide an update to full Council.

PASSED

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**6.3 Presentation on the Bowral, Mittagong and Moss Vale
Sewage Treatment Plants Current Loadings and Future
Plans**

Reference: 5450
Report Author: Manager Environment and Sustainability
Authoriser: Deputy General Manager Corporate, Strategy and
Development Services
**Link to Community
Strategic Plan:** Work collaboratively to reduce pollution and its impact on
our environment

PURPOSE

A report was provided to the Environment and Sustainability Committee meeting on 15 November, 2017, on the findings of the 2016 Audit of the Sydney Drinking Water Catchment. One of the Audit's Key Findings was:

Sewerage infrastructure: *There is evidence that upgrades to sewage treatment infrastructure have been successful in decreasing nutrient loads and improving raw water quality supplied to storages. In particular, compared to the previous audit period, there has been a reduction in nutrient loads discharged to waterways near sewage treatment plants at Wallerawang, Lithgow, Bundanoon, Goulburn and Bowral.*

However, there is evidence that some sewage treatment plants are now at capacity and continued investment in sewerage infrastructure is required to keep risks to inflow water quality at an acceptable level. Priority should be given to upgrading the Bowral, Moss Vale and Mittagong sewage treatment plants (STPs).

To put the Audit findings into context, the Committee made a recommendation to receive a presentation on the current loading on the Bowral, Moss Vale and Mittagong Sewerage Treatment plants with respect to design capacity, population projections and effluent quality, as well as what the current plans are for expansion.

A presentation will be provided at the committee meeting on this subject and the process Council has in place to address this matter.

ES 5/18

MOTION moved by Mr P Shanahan and seconded by Cllr G Markwart

1. **THAT the information be noted**
2. **THAT staff be thanked for the informative presentation.**

PASSED

Ms L McGrath, Mr Stace Lewer and Mr Jonathan Hook retired from the meeting, the time being 11.35 am.

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6.4 Environment Strategy Program and Engagement Plan

Reference: 5450/25.2
Report Author: Natural Resource Project Coordinator

PURPOSE

The purpose of this report is to introduce more detailed information on the planned process for the review of the Wingecarribee Environment Strategy, specifically focussing on the:

- Indicative targets and collaboration process with the Committee;
- Key inputs, outputs and components of the revised Environment Strategy; and
- Progressive integration of the revised Strategy into Council's Integrated Planning and Reporting (IP&R) system.

In addition to this brief report, a presentation will be made to the Committee and time has been scheduled in the meeting for discussion.

Background

At the 15 November 2017 meeting of the Environment and Sustainability Committee, the proposed primary objective and approach to the review of the Environment Strategy was endorsed as "...*delivering the environmental aspirations and goals of the Wingecarribee Community Strategic Plan*".

The Committee resolved to review a planned process for completion of the Strategy and to discuss the matter in more detail.

Planned Process for Environment Strategy Review

1. Indicative targets and collaboration process with the Committee

Proposed targets for the 2018 Committee meetings have been identified. See attachment 1 of the report in the agenda.

It is further proposed that inter-meeting collaboration between Council officers and the Committee will be facilitated through the use of SmartSheet (<https://www.smartsheet.com/>)

Smartsheet is the preferred collaborative project management tool used by the Environment and Sustainability Branch. Smartsheet is quite intuitive and can be accessed from any internet connected device without the need for specialist software. Training and support will be provided to Committee members.

The Draft SmartSheet prepared for the Environment Strategy review process was demonstrated at this Committee Meeting.

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2. Key inputs, outputs and components of the revised Environment Strategy

Constructing the draft SmartSheet necessitated the identification of key inputs, outputs and components of the revised Strategy. A simplified model of these is provided in attachment 2 of the report in the agenda.

The inputs are somewhat complex and were discussed further at the meeting, specifically focussing on how they have been integrated into the SmartSheet.

3. Progressive integration into Council's IP&R framework

Full integration of the revised Environment Strategy into Council's IP&R framework (particularly the Delivery Program, Operational Plan and Branch Business Plans) is anticipated to occur progressively between 2018 and 2021. This is illustrated in attachment 3 and 4 of the report in the agenda.

Progressive integration is necessary due to the varying review cycles for each component of the IP&R framework.

ES 6/18

MOTION moved by Ms P Hall and seconded by Mr P Shanahan

THAT the Committee agreed with the proposed Environment and Sustainability Committee meeting targets as outlined in the report AND THAT the project management tool, SmartSheet, be further developed to deliver the inter-meeting Committee collaboration process.

PASSED

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7. DATE OF NEXT MEETING

The next meeting will be held on Wednesday 16 May 2018 in Nattai Room, Civic Centre, Elizabeth Street, Moss Vale commencing at 10.30am.

8. MEETING CLOSURE

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 12.25 PM



20 NOTICES OF MOTION

20.1 Notice of Motion 03/2018 - Benefits of a Local Bank

Reference:	100/4, 2103
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 Garry Turland has given notice that it is his intention to move the following motion at the Ordinary Meeting of Council on 28 February 2018:

THAT Council request a representative of the BDCU Alliance Bank to attend a Briefing Session for Councillors and Senior Staff on the benefits of a local bank and the Community Savings Account.

RECOMMENDATION

Submitted for determination.

COMMENT FROM STAFF

Council staff have met with a number of representatives of the BDCU over the past several months. There are a number of initiatives which have been discussed, including how the "My community savings account" operates and the broader benefits to local charities.

If there are opportunities which Council can explore with the BDCU; which do not impact on Council's financial return or policy compliance, they will brought to the Executive for approval.

20.2 Notice of Motion 04/2018 - Review of the Sports and Recreation Draft Budget

Reference:	100/4, 107/30, 6600/10
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 Garry Turland has given notice that it is their intention to move the following motion at the Ordinary Meeting of Council on 28 February 2018:

THAT Council staff and Councillors review the Sports & Recreation Draft Budget at the next Budget review meeting.

RECOMMENDATION

Submitted for determination.

COMMENT FROM STAFF

The capital projects nominated by the Sport and Recreation Advisory Committee will be considered as part of the 2018/19 annual budget process.

A Councillor workshop has been scheduled for the 21 March for senior staff to present the draft 2018/19 budget, which will include the draft Capital Works Program.



20.3 Notice of Motion 05/2018 - Tourist and Visitor Accommodation and Function Facility, Lot 1 DP 10658, 42 Oldbury Road, Sutton Forest

Reference:	100/4, 17/0794
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 Garry Turland has given notice that it is his intention to move the following motion at the Ordinary Meeting of Council on 28 February 2018:

1. **THAT** Council invites the owner/applicant of the proposed Tourist and Visitor Accommodation and Function Facility at Lot 1 DP 10658, 42 Oldbury Road, Sutton Forest to consider submitting a new application for determination by Council, in the proper exercise of its functions under the *Environmental Planning and Assessment Act 1979*, incorporating the amended conditions and recommendations as per the previous Council recommendations of DA 17/0794 as reported to the Ordinary Meeting of Council on Wednesday, 13 December 2017.
2. **THAT** Council request the owner/applicant hold one public presentation on the vision and design for the project.

RECOMMENDATION

Submitted for determination.

COMMENT FROM STAFF

The previous application submitted to the Council under DA17/0794 has been formally withdrawn by the applicant and in accordance with the provisions of the *Environmental Planning and Assessment Act 1979*, the application is now considered to have never been made.

Any future application would have to be assessed on its merits in accordance with section 79c of the *Environmental Planning and Assessment Act 1979*. Council staff are unable to speculate on any future recommendation to the full Council of the outcome of such assessment.

Should a future application be lodged, it is a matter for the applicant to provide any public presentation on the vision and design for the project.

20.4 Notice of Motion 06/2018 - Economic Development and Tourism Advisory Committee

Reference:	100/4, 107/24
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

Councillors Garry Turland and Graham Andrews have given notice that it is their intention to move the following motion at the Ordinary Meeting of Council on 28 February 2018:

1. **THAT Council dissolve the existing Economic Development and Tourism Advisory Committee AND THAT Council advertise for community representation expressions of interest for a reformed Committee.**
2. **THAT Council elect a Chair and Councillor Representatives for the reformed Economic Development and Tourism Advisory Committee.**
3. **THAT Council revise the Terms of Reference and branding of the newly formed Committee.**

RECOMMENDATION

Submitted for determination.

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

1. *[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.



RECOMMENDATION

1. **THAT** 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 **Compulsory Acquisition of Land - Part 3 and Part 5 Braemar Avenue, Braemar**

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)(c) as it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business 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 approval to negotiate for the acquisition of Part 3 Braemar Avenue and Part 5 Braemar Avenue, Braemar. The land acquisitions are required as part of the upgrade to the stormwater infrastructure at Braemar Avenue, Braemar.

22.2 **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

Updating the report on the status of legal proceedings reported to Council at the meeting on 22 November 2017.

2. **THAT** the minutes of the Closed Council part of the meeting (being the Council's resolution) be made public.

Ann Prendergast
General Manager

Friday 23 February 2018