

Governance

Report of Governance to the Ordinary Meeting of Council held on Monday 20 July 2015

Relevance to Community Strategic Plan

RELEVANCE TO COMMUNITY STRATEGIC PLAN - GOVERNANCE

The reports contained within this section of the agenda outline actions and activities that contribute to the achievement of the outcomes as outlined in your Community Strategic Plan 2033.

GO1 – Notice of Motion Status Report – July 2015

GOVERNANCE

GO1 Notice of Motion Status Report – July 2015

103

TRIM 5253

EXECUTIVE SUMMARY

- At its Ordinary meeting of 13 October 2014 Council resolved via a Notice of Motion 'That a permanent position be created in the Business Paper that records the progress of all action taken on all Notices of Motion passed by Council'.
- It is recommended that Council note the current Notice of Motion Status Report.

REPORT

At the Ordinary meeting of 13 October 2014 Council resolved via a Notice of Motion 'That a permanent position be created in the Business Paper that records the progress of all action taken on all Notices of Motion passed by Council'.

Council's Authority Register which is updated following each Council meeting records all resolutions passed by Council. Council staff actioning these resolutions record comments in the register on the progress of each resolution. Information held on each resolved Notice of Motion dating back to the start of 2014 has been extracted from the Authority Register to produce a Notice of Motion Status Report.

CONSULTATION

Consultation with the Manager Governance and members of Council's Executive has been conducted.

FINANCIAL IMPLICATIONS

This matter has no financial impact on Council's adopted budget or forward estimates.

ATTACHMENTS

1. Notice of Motion July Status Report will be provided to Councillors under separate cover.

RECOMMENDATION

That Council note the July Notice of Motion Status Report.

GO2 – Property Address Policy

GO2

Property Address Policy

239945

TRIM 861, 1458 & 1557

EXECUTIVE SUMMARY

- Deficiencies in the NSW addressing system prompted Land & Property Information (LPI) to create a new system that captures the addresses accurately across the state.
- The Geographical Names Board (GNB), NSW Address Policy, is intended to apply to all address data produced in NSW from November 2014.
- GNB of NSW formally endorsed the final versions of the NSW Address Policy, the NSW User Manual and the NSW Retrospective Address Policy after extensive consultation with NSW stakeholders.
- It is deemed that public exhibition of the Draft Property Address Policy is not required as the GNB NSW Address Policy applies to all roads in NSW and is aligned to the AS/NZS 4819:2011 Australian & New Zealand Geographic Information - Rural and Urban Addressing Standard and therefore has no scope to be varied.
- It is recommended:
 1. That Council's current Road Naming Policy - PLA0034 and Street Numbering Policy - PLA0020 be repealed.
 2. That Council adopt the attached draft Property Address Policy which states that Councils Policy is to operate under the Geographical Names Board of NSW (GNB) NSW Address Policy (31 March 2015).

REPORT

The NSW Addressing Working Group (NAWG) was formed by the NSW Spatial Council in 2009. Based on the review, the NAWG developed an address vision for NSW, "to have one source of truth for NSW Address Information".

There was no single source of truth or central repository of accurate address information for NSW. Prior to the implementation of the GNB NSW Address Policy, all Local Councils, Australia Post, emergency services and other agencies maintained individual address databases and had different distribution lists causing state and national confusion. There was no governing body to assist and support Councils in rectifying inaccurate and ambiguous address information.

As per the NSW Addressing Work Group (NAWG) vision, this policy was developed with the support of the NSW Comprehensive Property Addressing System (CPAS) program to standardise addressing across NSW.

GO2 – Property Address Policy

The CPAS program is founded on national and international best practice addressing standards. The main objective of the (CPAS) program is to facilitate the production and capture of new addresses from property development projects at the earliest practical time.

An improved legislative and policy framework for address information is also integral to the program as this streamlines and clarifies address related responsibilities ensuring ongoing public safety, better access to services and confidence in NSW service delivery.

In 2014, Wollondilly Shire Council was chosen from councils within NSW to contribute to the LPI project to provide a better understanding of address user requirements and to identify any immediate opportunities that may exist to implement improvements into the geocoded address supply chain.

The Geographical Names Board (GNB) in collaboration with Land and Property Information (LPI), emergency services, local government, developers, utility providers and a range of other stakeholders have developed processes for early address capture resulting in the NSW Address Policy and NSW Addressing User Manual. The final Policy was endorsed by GNB on 31 March 2015.

The NSW Addressing Policy is aligned with the Australian/New Zealand Rural and Urban Addressing Standard (AS/NZS 4819:2011) and supports the NSW Comprehensive Property Addressing System (CPAS) program in its key objectives:

- To make sure an address is applied that is unambiguous and locatable and will not require change in the future
- To provide a single source of address information for NSW
- To streamline processes through reform of the administrative and regulatory framework.

This policy applies to the production, aggregation, publication and usage of all new addresses (and components) in NSW, including:

- Road names (private and public)
- Assignment of address numbers
- Development and subdivision address processes
- Complex site addressing (caravan parks, retirement villages, universities etc)
- Creation of new or amended locality boundaries.

GO2 – Property Address Policy

This policy meets the objectives of the NSW 2021 plan and complements the work being undertaken at a national and international level through the NSW Location Leadership Group (LLG), Location Intelligence Industry Advisory Committee (LIIAC), NSW Addressing Working Group (NAWG), Intergovernmental Committee on Surveying and Mapping (ICSM), Australia New Zealand Land Information Council (ANZLIC) and the Committee for Geographical Names Australasia (CGNA).

CONSULTATION

- The Geographical Names Board of NSW (GNB)
- Land and Property Information (LPI)
- Wollondilly Council - Development Planning.

FINANCIAL IMPLICATIONS

This matter has no financial impact on Council's adopted budget or forward estimates.

ATTACHMENTS:

1. Draft Property Address Policy

RECOMMENDATION

1. That Council's current Road Naming Policy - PLA0034 and Street Numbering Policy - PLA0020 be repealed.
2. That Council adopt the attached draft Property Address Policy which states that Councils Policy is to operate under the Geographical Names Board of NSW (GNB) NSW Address Policy (31 March 2015).

GO2 – Property Address Policy

ATTACHMENT 1 – 861, 1458, 1557 – 20 JULY 2015



**Governance
Property Address Policy**

1. POLICY OBJECTIVES

- 1.1 Standardise the production, aggregation, publication and usage of address data in an open and timely manner.

2. BACKGROUND

- 2.1 The Geographical Names Board (GNB) expects Local Governments to pursue conformant numbering and enforce the principles which support the practice of standardised addressing. This can be enforced through the provisions of the Local Government Act 1993.
- Local Government Act 1993, s. 124, Order 8, a council may order a person to 'identify premises with such numbers or other identification in such manner as is specified in the order'.
 - Failure to comply with this order is an offence, as described under s.628.
- 2.2 Road naming is legislated under the Roads Act 1993. This Act empowers the authority in charge of the road with the rights to name it.
- For the purposes of road naming for addressing the Local Government are responsible for endorsing the official road name and ensuring it is approved by the GNB and gazetted.
- 2.3 All roads in the Wollondilly Shire Council local government boundary are to be authoritatively named and the names gazetted regardless of custodianship and/or maintenance agreements.
- 2.4 Local Governments are recognised as address custodians for all address sites within their Local Government Area.
- 2.5 The intention is to take the State of NSW from a focus of applying addresses to properties solely for rating and valuation purposes, towards an addressing system which caters for sites including properties, buildings, individual units or businesses and features or Points of Interest (POI).
- 2.6 The scope of the contents for the NSW Address Policy has been defined through consultation with Land and Property Information (LPI), the GNB and NSW Addressing Work Group (NAWG) through various iterations which have taken into account:
- GNB Strategic Plan and Action Items
 - Current legislative framework for addressing in NSW
 - Status of Comprehensive Property Addressing System (CPAS) developments which enable capture of address data
 - State and National policies for addressing
 - Requirements for a best-practice addressing standard for application across the state
 - NAWG Vision.

Governance

GO2 – Property Address Policy

ATTACHMENT 1 – 861, 1458, 1557 – 20 JULY 2015



**Governance
Property Address Policy**

3. ELIGIBILITY

- 3.1 This policy applies to the production, aggregation, publication and usage of all new addresses (and components) including:
 - 3.1.1 road names (private and public)
 - 3.1.2 assignment of address numbers
 - 3.1.3 development and subdivision address processes
 - 3.1.4 complex site addressing (caravan parks, retirement villages, universities etc.)
 - 3.1.5 creation of new or amended locality boundaries

4. GUIDELINES

- 4.1 Wollondilly Shire Council's policy is to operate under the New South Wales Address Policy in its entirety.

Title: New South Wales Address Policy



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5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 GIS Department – shall be responsible for the allocation and alteration of addressing and maintain Council's systems in support of address numbering integrity.
- 5.2 GIS/Property Team Leader
- 5.3 Manager Governance
- 5.4 Development & Planning
- 5.5 The General Manager
- 5.6 GNB Responsibilities– refer to section 2 of the NSW Address Policy

6. RELATED POLICIES

- 6.1 GNB NSW Address Policy. (Trim 8070#27)

7. RELATED PROCEDURES

- 7.1 GNB NSW Addressing User Manual. (Trim 8070#28)

8. RELATED LEGISLATION

- 8.1 Refer to section 5 of the NSW Address Policy

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GO2 – Property Address Policy

ATTACHMENT 1 – 861, 1458, 1557 – 20 JULY 2015



**Governance
Property Address Policy**

- 8.2 Geographical Names Act 1966
- 8.3 Local Government Act 1993
- 8.4 Roads Act 1993

9. ATTACHMENTS

- 9.1 nil

10. RESOURCES

- 10.1 Geographical Name Board of New South Wales – www.gnb.nsw.gov.au

11. IMPLEMENTATION STATEMENT

- 11.1 To ensure this policy is implemented effectively, Council will employ a variety of strategies involving awareness, education and training. These strategies will be aimed at Councillors, staff and council representatives and will involve:
 - 11.1.1 Regular reviews of any changes to the NSW Addressing User Manual
 - 11.1.2 Annual reviews of this policy
 - 11.1.3 Review any road naming notices published in the NSW Government Gazetted or on the New South Wales Legislation website

12. POLICY HISTORY

12.1	Date First Adopted	## / ## / ##
12.2	Most Recent Adoption	## / ## / ##
12.3	Next Review Date	## / ## / ##
12.4	Responsible Officer	Manager ##

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Governance

GO3 – Popularly Elected Mayor

GO3

Popularly Elected Mayor

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TRIM 3745-3

EXECUTIVE SUMMARY

- The review of Councillor representation and the process for electing Mayors has been raised as part of the 'Fit for the Future' local government reform proposal.
- This report addresses the methods of electing Mayors; review of Councillor numbers; the process involved if a change in the method of election of the Mayor is to be pursued; typical questions to be asked in constitutional referendums and the estimated cost of holding a constitutional referendum.
- It is recommended that Council holds a constitutional referendum at the 2016 local government elections to determine the basis on which the Mayor attains office.
- It is further recommended that Council determines its position for preparing a referendum question from one of the options detailed in this report.

REPORT

The Independent Local Government Review Panel (ILGRP) and Local Government Acts Taskforce (LGAT) have agreed that effective representation and stronger political leadership is essential to strengthen local communities.

To achieve this the ILGRP has recommended that a requirement to undertake regular 'representation reviews' be supported. These reviews cover matters such as:

- The number of Councillors
- Method of election
- Use of Wards
- Information sessions for candidates
- Amend legislated role of Councillors and Mayors
- Mandatory Professional Development Training
- Full time Mayors (and in some cases deputy Mayors)
- Amend provisions for election of Mayors.

The Office of Local Government (OLG) has supported these recommendations 'in principle' and in the first instance will amend the legislated role of Councillors and Mayors in time for the next local government elections to be held in 2016.

The OLG recognises the important role of the Mayor in providing leadership to the Council and community and believes it is for the Council to determine the appropriate time required to fulfil this important strategic role.

GO3 – Popularly Elected Mayor

At the Ordinary Council Meeting held on 13 October 2014, Councillors resolved:

1. *That if the state government do not legislate that Wollondilly should have a popularly elected Mayor before the next local government election that we take the necessary action to have the required referendum at the next available opportunity.*
2. *That in addition to the first question of popular election of Mayor that a report be submitted to Council into the future structure of Council to accommodate point 1 and that it be workshopped.*

The Local Government Act 1993 currently provides two methods by which a Mayor can be elected.

- By popular vote at an ordinary election; or
- By vote among the Councillors.

Wollondilly Shire Council's Mayor has traditionally been elected by a vote from amongst the Councillors.

If Council wanted to change the method whereby the Mayor was elected by eligible voters it would need to hold a constitutional referendum.

The next opportunity to hold a constitutional referendum is at the 2016 local government elections. If the majority of eligible voters were to support a popularly elected Mayor then the new method of electing Mayor would take effect at the following ordinary election (2020).

As part of the referendum process Council would be required to present "for and against" arguments and a sample of these used at constitutional referendums in other Local Government Areas is shown in Attachment 1.

Because Wollondilly Shire Council has Wards there is a complication that Councils in undivided areas (no wards) do not have.

Council has three Wards with each Ward having three representatives or a total of nine Councillors.

The Council would have to decide to either:

- Increase the number of Councillors by one to ten (to accommodate a popularly elected Mayor); or
- Dispense with Wards; or
- Reduce the number of Councillors from nine to seven (including the Mayor) to enable the election of two Councillors from each of the three wards.

GO3 – Popularly Elected Mayor

Option 1: Increase number of Councillors by one to ten

The Council would have to conduct a constitutional referendum in September 2016 asking a question similar to the wording below:

“Do you favour the election of the Mayor by electors for a four year term which necessarily increases the number of councillors by one?”

- Section 280 (2) of the Act prescribes that the same number of councillors is to be elected for each ward. The Mayor is to be excluded when determining that number if the Mayor is to be elected by all the electors for the area.
- An increase in the number of Councillors (including the Mayor) will add an additional cost
- The NSW Government response to the recommendations of the ILGRP supports (in principle) the view of ensuring councils comprise an odd number of councillors (including the Mayor) for decision making. This option would not achieve that objective.

Option 2: Dispense with Wards

By dispensing with wards the number of councillors could be maintained at nine.

The question to be asked would be along the lines of the following:

“Do you approve of abolishing the wards within Wollondilly Shire Council Local Government Area so that all electors vote for all Councillors as well as the Mayor for a four year term”

- The current ward system has the advantage of enabling Councillors to focus their representative duties on a particular area and assists in achieving balanced representation across our large and dispersed local government area
- Section 211 of the Act prescribes that there must be no more than a 10% population variation between wards. In areas of faster population growth frequent boundary changes between wards to stay below the 10% variation limit may be needed. Dispensing with wards would remove this issue.
- Electing Councillors from the whole of the Wollondilly Shire, requires broader coverage by elected representatives.

GO3 – Popularly Elected Mayor

- Section 210(5) of the Act requires a council to seek the approval of its electors through a constitutional referendum to either divide an area into wards or to abolish wards.
- The NSW Government response to the recommendations of the ILGRP supports (in principle) the view of ensuring councils comprise an odd number of councillors (including the Mayor) for decision making. This option would achieve this objective.

Option 3: Reduce the number of Councillors from nine to seven (including the Mayor) to enable the election of two Councillors from each of the three Wards

This option involves the election of the Mayor by electors and a reduction in numbers of Councillors.

The question to be asked would be along the lines of the following:

“Do you approve the election of the Mayor by electors for a four year term and a decrease in the number of Councillors from nine to seven (including the Mayor) to enable the election of two Councillors from each of the three wards?”

- Section 224 (3) of the Act states “If a council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum.”
- A reduction in the number of councillors will increase councillor workload. There would be a small cost saving.
- The NSW Government response to the recommendations of the ILGRP supports (in principle) the view of ensuring councils comprise an odd number of councillors (including the Mayor) for decision making. This option would achieve this objective.

REVIEW OF COUNCILLOR NUMBERS

Section 224 of the Act provides that:

- (1) *A Council must have at least 5 and not more than 15 councillors (one of whom is the mayor).*
- (2) *Not less than 12 months before the next ordinary election, the Council must determine the number, in accordance with subsection (1), of its Councillors for the following term of office.*
- (3) *If the Council proposes to change the number of Councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum.*

GO3 – Popularly Elected Mayor

This report addresses the requirement as set out in the Act by providing options as to whether or not a change to Councillor numbers is supported.

CONSULTATION

Strong accountability to the public is crucial in ensuring trust in democratic leadership. Asking the community's opinion at a constitutional referendum supports this democratic process.

As part of the consultation process councils are responsible for the preparation and publicity of the required explanatory material and must ensure that this material presents a balanced case both for and against any proposition to be put to a constitutional referendum.

FINANCIAL IMPLICATIONS

Council has been accumulating funds in the Election Restricted Cash account by way of an annual budgetary allocation which will see the balance of the account reach \$260,000 by the time of the next election.

Based on current estimates, this should be sufficient to fund the 2016 election, including a constitutional referendum if conducted at the same time. Should the decision be made to hold a standalone referendum, then it will be necessary to identify additional funding of around \$100,000.

ATTACHMENTS:

1. Common arguments for and against having a Popularly Elected Mayor

RECOMMENDATION

1. That Council holds a constitutional referendum at the 2016 local government elections to determine the basis on which the Mayor attains office.
2. That Council's question to be put to the referendum is prepared based on one of the following options:
 - a) Increasing the number of Councillors to 10, or
 - b) Reducing the number of Councillors to 7, or
 - c) Dispensing with wards keeping the number of Councillors at 9.

GO3 – Popularly Elected Mayor

ATTACHMENT 1 – 3745-3 – 20 JULY 2015

POPULARLY ELECTED MAYOR

CASE FOR:

- Popular election of the Mayor removes the internal politics of Councillors which surrounds the annual election of the Mayor
- A popularly elected Mayor can independently lead Council without 'fear' or 'favour' including times of political conflict
- A popularly elected Mayor is elected by the people and as such is seen as the community's 'true' leader
- Popular election of the Mayor enables the residents an opportunity to consider the candidates' policies and vote accordingly thus providing the Mayor with an election mandate
- The possibility of the Mayor being elected 'out of the hat' is avoided in the event that two or more Councillors receive equal votes
- A possible reduction in the number of Councillors will provide ongoing cost savings for the Council
- A possible reduction in the number of Councillors may lead to greater cohesion and improved decision making

CASE AGAINST

- The elected Council not have a leader imposed upon them with whom they may not be able to work cooperatively or constructively
- The elected Council should determine the leader of the Council
- A change in leadership cannot occur during the term unless the Mayor resigns or dies then an extraordinary election is required
- Councillors are closest to their fellow Councillors and therefore have a greater appreciation of their capabilities and credentials to fulfil the role of Mayor
- Councillors' workloads would increase with a reduction of Councillor numbers or if the Shire became undivided area
- A popularly elected Mayor increases the administrative costs of elections and extraordinary elections
- A further Constitutional Referendum would be required if Council wished to return to the current system of election of Mayor

GO4 – Information Guide Review

GO4

Information Guide Review

238

TRIM 6346

EXECUTIVE SUMMARY

- The Annual review of Council's Information Guide has been undertaken in line with the requirements of the Government Information (Public Access) Act 2009.
- Minor amendments to reflect the current structure and functions under the new Directorates have been made.
- It is recommended that Council adopt the draft Wollondilly Information Guide 2015.

REPORT

CONSULTATION

Consultation was undertaken with the Management Group of Wollondilly Shire Council.

FINANCIAL IMPLICATIONS

This matter has no financial impact on Council's adopted budget or forward estimates.

ATTACHMENTS:

1. Summary of Changes
2. Draft Wollondilly Shire Council - Information Guide 2015

RECOMMENDATION

That the Wollondilly Shire Council Information Guide 2015 be adopted.

GO4 – Information Guide Review

ATTACHMENT 1 – 6346 – 20 JULY 2015



Summary of Changes – Information Guide

Location	Previous Wording	New Wording	Reasoning
Cover Page	2014	2015	Updated to reflect current year.
Table of Contents - Page 2	Compliance, Administration and Building Services	Compliance & Administration Services	Renamed. Building Services made into separate section.
		Building Services	Added.
		Corporate Strategy	New Section.
	Development Services and Strategic Planning	Development Assessment	Renamed. Strategic Planning in new section.
	Economic Development	Economic Development & Tourism	New responsibility of the section.
	Growth Centres Management	Strategic Planning & Growth Centres Management	New responsibility of the section.
	Annual Reports & "Bush Telegraph"	Annual Reports "Bush Telegraph"	Split into 2 new sections as they are not related to one another.
	Visitor Information Centre	Nil	Removed. Now comes under Economic Development & Tourism.
Table of Contents Page 3	Organisational Structure 2014	Organisation Structure 2015	Updated to reflect current year.
Introduction - Page 4	Les McMahon GENERAL MANAGER	Luke Johnson GENERAL MANAGER	Current General Manager.
Structure & Functions - Page	There are (2) Deputy General Managers	There are (3) Directors	Updated to reflect new

Governance

GO4 – Information Guide Review

ATTACHMENT 1 – 6346 – 20 JULY 2015

Location	Previous Wording	New Wording	Reasoning
6			organisational structure.
Building Services - Page 6	Nil	Assesses building and construction works within the Shire for compliance with the relevant Australian Standards and the Building Code of Australia, providing safe and durable constructions Provides certification services for new building works Educates the community in regards to pool safety, monitors compliance with Swimming Pool Legislation and where necessary undertakes enforcement action Provides certification Services for the issue of Certificates of Compliance and Buildings	New section.
Children's Services - Page 6	Provision of flexible and free mobile community development and information services, as well as a child activity service, across the Shire (The Dilly Wanderer)	Nil	Point removed from document.
Compliance and Administration Services - Page 6	Assesses building and construction works within the Shire for compliance with the relevant Australian Standards and the Building	Nil	Point removed from document.

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GO4 – Information Guide Review

ATTACHMENT 1 – 6346 – 20 JULY 2015

Location	Previous Wording	New Wording	Reasoning
	Code of Australia, providing safe and durable constructions	Nil	Point removed from document.
	Provides Certification services for new building works	Nil	Point removed from document.
	Educates the community in regards to pool safety, monitors compliance with Swimming Pool Legislation and where necessary undertakes enforcement action	Nil	Point removed from document.
	Provides Certification Services for the issue of Certificates of Compliance and Building		
Corporate Strategy – Page 7	Nil	Develop and implement Council's integrated planning and reporting framework Manage business improvement initiatives and projects Implement organisational change and staff transformation initiatives	New section.
Development Assessment – Page 7	Facilitates public participation in the development of planning policies and assessment of planning proposals and development	Facilitates public participation in assessment of planning proposals development applications	New wording.

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GO4 – Information Guide Review

ATTACHMENT 1 – 6346 – 20 JULY 2015

Location	Previous Wording applications	New Wording	Reasoning
	Advocates and lobbies for positive strategic outcomes for the Shire	Nil	Point removed from document.
	Develops strategic approaches to the future development of the Shire	Nil	Point removed from document.
	Develops policy documents (such as local environmental plans (LEP's), development control plans (DCP's) and other strategy documents) to guide the future development of the Shire	Nil	Point removed from document.
Economic Development & Tourism – Page 7	Nil	Facilitates both Economic Development and Tourism. The five key strategic directions for Economic Development and Tourism are: - Planning for the Future - Supporting Existing Businesses - Marketing Promotion and Branding - Investment Attraction Manages and operates the Visitor Information Centre Facilitates the Economic Development Advisory Group and Rural Industry Liaison Committee	New section.

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GO4 – Information Guide Review

ATTACHMENT 1 – 6346 – 20 JULY 2015

Location	Previous Wording	New Wording	Reasoning
Environmental Services – Page 8	Nil	Removes illegally dumped material Provides kerbside clean-ups Manages Street Sweeping program	New dot points added to section.
Strategic Planning & Growth Centres Management – Page 9	Manages & coordinates strategic approaches to the future development of Major Growth Areas of the Shire Develops policy documents to guide the future development of Major Growth Areas Facilitates public participation in the development of strategies and planning policies	Develops Strategic Approaches to the future development of the Shire. Develops Policy documents (such as local environmental plans (LEP's), development control plans (DCP's) and other strategy documents) to guide the future development of the Shire Facilitates public participation in the development of planning policies and assessment of planning proposals and development applications	New wording. New wording. New wording.
Information Technology – Page 9	Nil.	Manages and Implements the Corporate Planning and reporting requirements of Council	New dot point added to section.
Committees of Council – Page 15	Traffic Committee Yerranderie Management Committee	Local Traffic Committee Nil.	Amended Committee title. Removed. As it is an EXTERNAL committee.
Documents Available for	Rate Reports	Copies of Rate Notices	New wording.

Governance

GO4 – Information Guide Review

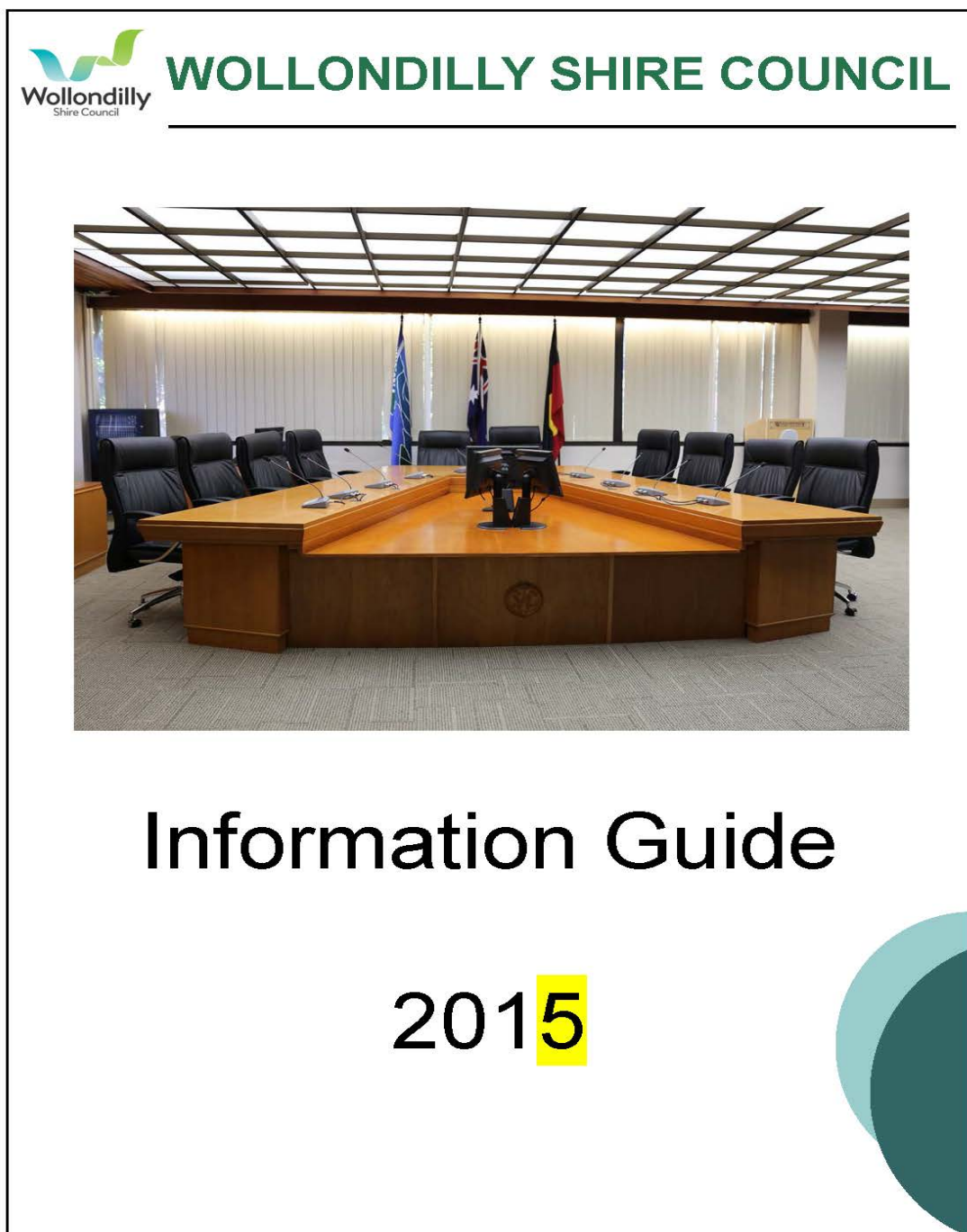
ATTACHMENT 1 – 6346 – 20 JULY 2015

Location	Previous Wording	New Wording	Reasoning
Purchase – Page 20			
Right to Information Officer - Page 21	Ph: 4677 1161	Ph: 4677 9561	New contact number
Organisational Structure – Page 23	2014 Old organisational Structure chart	2015 New Organisation Structure chart	Updated to reflect current year.

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GO4 – Information Guide Review

ATTACHMENT 2 – 6346 – 20 JULY 2015



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GO4 – Information Guide Review

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This Information Guide is true and correct at the time of publishing. Any changes or alterations will be reviewed and updated annually.

Please consult our website for any changes to major operations.

GO4 – Information Guide Review

ATTACHMENT 2 – 6346 – 20 JULY 2015

INTRODUCTION

Wollondilly Shire Council provides a service under the *Government Information (Public Access) Act 2009*, (GIPAA) which requires Council to provide greater access to government information Council holds. A requirement of GIPAA is that an Information Guide be produced as a reference to Councils functions, responsibilities and information.

Wollondilly Shire Council's Information Guide details:

- the structure and functions of the Council
- ways in which the community can participate in Council's decision-making processes
- types of documents Council holds
- how the public can gain access to Council documents

Luke Johnson
GENERAL MANAGER

GO4 – Information Guide Review

ATTACHMENT 2 – 6346 – 20 JULY 2015

HOW WOLLONDILLY SHIRE COUNCIL WAS CONSTITUTED

In 1895 the people of the town of Picton petitioned the New South Wales Governor for the creation of a municipality. That petition was granted and the Municipality of Picton was formed and covered only the area around the town itself.

In 1906 the government created shires in the remaining area of New South Wales not already covered by town Councils. The Shire of Wollondilly was one of these, covering the rest of what we now know as Wollondilly, except Picton. It was based at The Oaks.

In 1940 the two Councils were merged and all administration was centralised in Picton. The name of Wollondilly was retained for the combined area.

STRUCTURE AND FUNCTIONS

Wollondilly Shire Council is divided into three wards which comprise of:

- North** - Warragamba/Silverdale, Werombi, Theresa Park, Orangeville, Nattai, Oakdale, The Oaks, Mowbray Park, Yerranderie, Belimbla Park, Glenmore, Brownlow Hill
- Central** - Picton, Tahmoor, Thirlmere, Lakesland, Couridjah, Buxton, Maldon
- East** - Mt Hunter, Cawdor, Camden Park, Menangle, Douglas Park, Appin, Wilton, Bargo, Yanderra, Pheasants Nest, Razorback, Maldon, Darkes Forest

with three (3) Councillors for each Ward. The Mayor is elected each year by the Councillors from among their numbers.

The role of the Councillors, as members of the body corporate is:

- to direct and control the affairs of the Council in accordance with the Local Government Act and other applicable legislation
- to participate in the optimum allocation of the Council's resources for the benefit of the area
- to play a key role in the creation and review of the Council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions
- to review the performance of the Council and its delivery of services, management plans and revenue policies of the Council

The role of a Councillor is, as an elected person:

- to represent the interests of the residents and ratepayers
- to provide leadership and guidance to the community
- to facilitate communication between the community and the Council

The role of the Mayor is:

- to preside at meetings of the Council
- to carry out the civic and ceremonial functions of the office
- to exercise, in cases of necessity the decision making functions of the body corporate, between its meetings
- to perform any other functions that the Council determines

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The Principal Officer of the Council is the General Manager. The General Manager is responsible for the efficient operation of the Council's organisation and for ensuring the implementation of Council decisions. The General Manager is also responsible for the day to day management of the Council, the exercise of any functions delegated by the Council, the appointment, direction and where necessary, the dismissal of staff, as well as the implementation of Council's Equal Employment Opportunity Management Plan.

To assist the General Manager in the exercise of these functions, there are three (3) Directors.

ORGANISATION STRUCTURE

The functional structure of the organisation is set out in [Appendix 1](#).

WOLLONDILLY SHIRE COUNCIL'S MAJOR ACTIVITIES

Building Services

- Assesses building and construction works within the Shire for compliance with the relevant Australian Standards and the Building Code of Australia, providing safe and durable constructions
- Provides certification services for new building works
- Educates the community in regards to pool safety, monitors compliance with Swimming Pool Legislation and where necessary undertakes enforcement action
- Provides certification Services for the issue of Certificates of Compliance and Buildings

CHILDREN'S SERVICES

- Provision of in-home Family Day Care – care for children 0-12 years of age in the home of registered carers who are monitored through the Family Day Care Scheme
- Provision of Centre based child care services by fully qualified and experienced child care workers – including Occasional Care, Before and After School Care and Vacation Care

COMMUNICATIONS UNIT

- Provides the interface between Council and the community by communicating directly with the public and council staff as well as promoting initiatives and activities through publications, events, the website and the media

COMMUNITY SERVICES

- Facilitation of partnerships with community service providers and other levels of government to establish, maintain and develop appropriate community services that meet the needs of the community
- Implementation of projects and development programs that maximize local resources, strengthen local ties, develop the non-profit sector and improve community well being
- Development and implementation of community engagement strategies that promote full and equal participation of all community members
- Provision of information, advocacy and advice on a wide range of social issues
- Provision of Financial Assistance ("Community Grants") Schemes

COMPLIANCE AND ADMINISTRATION SERVICES

- Ensures that areas that pose a potential risk to human health and safety are properly controlled
- Ensures that areas of potential or actual nuisance are monitored and if necessary that enforcement action is undertaken
- Ensures that sewage management facilities are operating in a manner such that they do not have a negative impact on water quality or neighbours
- Provides facilities for the holding of impounded animals in a safe and humane manner

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CUSTOMER SERVICES

- An Agent for Centrelink
- Provides support to all areas of Council through customer interactions
- Manages the customer service provision for Council including front counter services and online customer service technologies

Corporate Strategy

- Develop and implement Council's integrated planning and reporting framework
- Manage business improvement initiatives and projects
- Implement organisational change and staff transformation initiatives

DEVELOPMENT ASSESSMENT

- Ensures that development within the Shire is properly assessed and consistent with legislation and Council's Planning Policies
- Facilitates public participation in assessment of planning proposals and development applications

Economic Development & Tourism

- Facilitates both Economic Development and Tourism.
- The five key strategic directions for Economic Development and Tourism are:
 - Planning for the Future
 - Supporting Existing Businesses
 - Marketing Promotion and Branding
 - Investment Attraction
 - Advocacy
- Manages and operates the Visitor Information Centre.
- Facilitates the Economic Development Advisory Group and Rural Industry Liaison Committee.

EMPLOYEE RELATIONS

- Recruitment and Selection
- Develops and trains competent staff
- Manages relationships between staff and Council management
- Reviews WHS issues within Council
- Helps maintain a customer-oriented culture and assists in achieving the strategic goals of Council
- Industrial Relations
- Payroll
- Performance Management

ENVIRONMENTAL SERVICES

- Provides domestic waste removal, recycling and disposal services to the community
- Operates the landfill and recycling centre at Bargo
- Provides waste avoidance and minimisation education to the community
- Provides direction, coordination and leadership on environmental management to the community through resources, projects and planning
- Supports sustainability initiatives by the community and Council
- Operates a Community Nursery and Seed Bank, producing native plant material for community and Council projects and to the commercial market
- Provides weed management services to the Council and community such as advice, fact sheets, education and control programs
- Provides Noxious Weed Act enforcement including inspections, programs and compliance
- Provides technical advice, conducts referrals and recommends conditions relating to vegetation on development applications and Council projects

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- Facilitates and supports Land Care and Bush Care Groups in the Shire
- Operates a Community Environmental Resource Centre offering meeting and training facilities for the community and other stakeholders in the Shires' environment
- Provides education material to the community on environmental topics
- Conducts water testing and monitoring of the Shires' waterways
- Coordinates Councils response to mining and extraction industry activities
- Provides technical advice, conducts referrals and recommends conditions relating the water health on development applications and Council projects
- Represents the Shire in Regional environmental activities and programs
- Coordinates bushfire hazard reduction activities
- Coordinates public and private Tree Management
- Manages 186 Buildings of which 15 are available for hire and approximately 20 are stand-alone Public conveniences
- Manages and maintains approximately 500 hectares of publicly owned land, which is used for open space and recreation. Included in this are 13 Playing Fields, 30 Netball Courts & 10 Tennis Facilities
- Manages and supports Section 355 Management Committees who undertake management and maintenance of Council facilities under delegated authority, including management training
- Removes illegally dumped material
- Provides kerbside clean-ups
- Manages Street Sweeping program

FINANCIAL SERVICES

- Levying and collection of rates
- Provision of rating information, including the issuing of s603 certificates
- Raising debtor invoices and issuing statements
- Monitoring outstanding accounts and undertaking debt recovery actions
- Coordinating the development of Council's budget and quarterly reviews
- Preparation of internal financial management reports
- Development and revision of Council's Long Term Financial Plan
- Management of Council's investment portfolio
- Maintenance of the general ledger
- Preparation of Daily Bank Reconciliations
- Preparation of Annual Financial Statements and other statutory financial reports
- Provision of an Accounts Payable function
- Monitoring compliance with Council's Purchasing Policy
- Managing Council's GST and FBT requirements
- Provision of financial advice to other sections of Council
- Ensuring appropriate internal financial controls

GENERAL MANAGEMENT

- Maintains effective, transparent and accountable government at the local level within the requirements of State Legislation, including effective communications with the community.
- Supports the Council as well as ensuring that the organisation is efficiently and effectively executing Council's Direction and Policies

GOVERNANCE SERVICES

- Ensure the smooth running of Council Meetings and Community Forums so that the community is provided with an effective public forum
- Maintenance of Council's Policy and Procedure Registers
- Oversees Council's Governance compliance
- Manages and assesses Council property assets to yield an economically viable portfolio
- Implementation of Council's Internal Audit function

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STRATEGIC PLANNING & GROWTH CENTRES MANAGEMENT

- Manage the funding and delivery of new infrastructure caused by new developments, through Developer Contributions Plans and Voluntary Planning Agreements
- Develops strategic approaches to the future development of the Shire
- Develops Policy documents (such as local environmental plans (LEP's), development control plans (DCP's) and other strategy documents) to guide the future development of the Shire
- Facilitates public participation in the development of planning policies and assessment of planning proposals and development applications
- Advocates and lobbies for positive strategic outcomes for the Shire

INFORMATION TECHNOLOGY

- Manages the information and communication technology infrastructure of Council
- Support of Corporate Information Systems of Council
- Manages networks and telecommunications for Council
- Manages the Council's information management
- Delivers and maintains Council's records keeping services
- Manages and Implements the Corporate Planning and reporting requirements of Council

INFRASTRUCTURE PLANNING

- Manage traffic and parking within the Shire to improve traffic safety, reduce congestion and ensure a sufficient range of parking controls to support business and the community.
- Deliver road safety education programs to improve traffic safety
- Provide input into the development application and assessment process to ensure well planned and constructed towns, and supervise the construction of new public infrastructure
- Manage the funding and delivery of new infrastructure caused by new developments, through Developer Contributions Plans and Voluntary Planning Agreements
- Advocate for increased funding (from a range of sources) to provide a road network that is well managed, well maintained and safe
- Develop programs of road and storm water related works, including road rehabilitation, footpaths and cycle ways, kerb and gutter, unsealed roads and drainage works, as dictated by community needs, infrastructure condition and anticipated future requirements.
- Develop and manage asset systems to support the organisation in maintaining all infrastructure assets to meet the needs of the community
- Manage the street lighting network to provide appropriate lighting levels, with the lowest energy cost
- Manage floodplain risks affecting the safety of the community
- Lobbying for improvements on the state road, rail and public transport networks
- Manage the 2 Aquatic Centres and Antill Golf course.

LIBRARY & INFORMATION SERVICES

- Provision of a Library collection and access to other local and remote resources through centre based and mobile outreach library services
- Facilitation of services and resources that help promote lifelong learning and literacy in the community
- Provision of free public access to computers and information technology resources
- Facilitation of connections between individuals, groups and government
- Provision of activities and events that facilitate community participation and engagement in literacy and lifelong learning

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WORKS

- Deliver various road related programs of works as adopted by Council
- Maintain the existing road network within the currently available funds
- Manage infrastructure related customer requests to ensure the rapid resolution of requests
- Manage the procurement of goods and services to support Council's operations, in accordance with good governance principles
- Manage Council's plant and fleet vehicles to support the delivery of Council's services
- Responsible for Local Emergency Management and Emergency Services (RFS and SES)
- Construct new parks, playgrounds, sporting and community facilities.
- Maintains 186 Buildings of which 15 are available for hire and approximately 20 are stand-alone Public conveniences

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HOW COUNCIL'S ACTIVITIES AFFECT RESIDENTS

The activities of Council affect residents every day, from servicing issues such as roads and waste, libraries and children's services; to planning and regulation. These activities are typified as "functions" and are *Service functions, Regulatory functions, Ancillary functions, Revenue functions, Governance functions, Enforcement functions and Community Planning and Development functions.*

The Works section of Council is responsible for the construction and maintenance of roads, footpaths and drainage throughout the Shire. The Infrastructure Planning section manages the identification of the current and future needs for improvements for all infrastructure, such as community buildings, open space, roads, drainage and traffic facilities, and also manages traffic, parking and road safety issues, the traffic impacts of community events, and requests for infrastructure improvements.

Council's Environment Section, as well as managing the natural environment of the shire, is responsible for the operation and administration of the Shires Community Buildings and Public Halls, Cemeteries, and other recreation spaces.

The Rural Fire Service in conjunction with Council seeks to protect the lives and property of residents.

Planning legislation and guidelines for development control; what people can build and what they can use their land for. Council's building surveyors compete with private industry for building certification roles whereby buildings are checked for compliance with development consent conditions and the Building Code of Australia. Public health and environmental management ensure safe and sustainable lifestyles for residents while control of animals and noxious plants is also a role of the Planning & Economy and Environment Areas. Waste services such as household garbage, recycling, and street cleaning are also provided by these areas.

Administrative functions do not necessarily affect the public directly but have an indirect impact on the community through provision of Governance services to the organisation.

A range of community services, such as libraries and children's services are administered by Council. A branch library in Picton and a substantial mobile library servicing the rest of the Shire stock a wide variety of materials for residents to use, while the Council's family day care, occasional care, out of school hours care and vacation activity programs provide for the diverse needs of young families. A continuing program of community development activities assists community groups and events organised by the Council through the year including Seniors Week, International Day of People with a Disability, NAIDOC Youth Week and Australia Day to name a few.

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WOLLONDILLY COMMUNITY STRATEGIC PLAN 2033

Long term community strategic planning for our Community is essential to address future population increases and identify community values and expectations about the way our Shire should respond to change and develop a sustainable future.

The Wollondilly Community Strategic Plan (CSP) 2033 is a core operating document that identifies and expresses the aspirations held by the community of the Wollondilly Shire. The CSP 2033:

- Highlights the way forward for the Wollondilly Shire through five (5) key focus areas of: Community, Economy, Environment, Infrastructure and Governance,
- Has been developed in line with the Integrated Planning and Reporting Framework for NSW Local Government,
- Draws on Council's Previous CSP document, feedback from the community and numerous other strategic planning documents (including State Government Plans),
- Is governed by current State and Federal legislation and regulations, and will be implemented in line with the objects of these Acts,
- Links with the State Plan and Regional Planning documents that direct Community actions for regional and local outcomes,
- Considers issues broader than those normally associated with local government's responsibilities, in ways that foster sustainability and resilience,
- Focuses on building community strengths and sustaining the environment,
- Recognises the ongoing need for efficient delivery of services in partnership with the community, and importantly,
 - Documents the "Local Knowledge" of our community.

Wollondilly CSP 2033 was adopted at the 17 June 2013 Ordinary Council Meeting.

LEGISLATION & REGULATIONS THAT EMPOWER COUNCIL

LOCAL GOVERNMENT ACT 1993 AND REGULATIONS

Local Government in New South Wales is administered through the rules and regulations of the Local Government Act established by the NSW Parliament. Changes to the Act can only be made by the NSW Parliament. The Act stipulates the powers, authorities, duties and functions of Local Government. The Local Government Act is currently under review, as well as other related Acts such as the Roads Act.

BUILDING CODE OF AUSTRALIA

This document details the construction requirements of buildings throughout Australia.

ROADS ACT 1993

This Act provides for the opening, closing, management of activities, and the regulation of certain roads and related matters.

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ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979 & REGULATIONS

This Act outlines the powers of the NSW Planning and Infrastructure and regulates all development in New South Wales, including the treatment of development applications submitted to approval bodies.

This Act also governs how Local Environmental Plans and Development Control Plans are prepared, made and amended and the types of matters they cover. It further details the rules surrounding developer contributions.

The government has released a white paper on a new planning system for NSW which will result in significant changes to the legislative provisions incorporated into the Environmental Planning and Assessment Act, 1979 and accompanying Regulations.

PLANNING CONTROLS

The long term strategic directions for the Shire's growth are outlined in Council's Growth Management Strategy (GMS) which was adopted in February 2011 and is currently under review. The GMS is not a legally binding document but rather a broad policy document to assist Council in making decisions about where growth should occur.

Land use in the Shire is controlled by the Wollondilly Local Environmental Plan (LEP) 2011. The LEP sets the framework under which Council's planning objectives are achieved when considering the future development of the Shire. This strategic planning control is supported by Development Control Plans (DCP) which in turn assists Council and its community to understand the overall objectives of planning requirements.

HERITAGE ACT 1977

The Heritage Act is concerned with all aspects of conservation. Its powers range from protection against damage and demolition to restoration and promotion, of buildings, constructions, relics, places or land.

FOOD ACT 2003 & REGULATIONS 2005

This Act relates to the healthy and safe preparation of food for sale, which must meet strict hygiene requirements. High and Medium risk premises require annual inspections. The results of these inspections are reported to the NSW Food Authority. Council's Environmental Health Officer enforces the Act and Regulations.

PUBLIC HEALTH ACT 2012 & REGULATIONS

This Act relates to the maintenance of proper health standards for the public, including issues such as Legionnaires disease and the hygiene of public swimming pools.

Some other legislation and regulations that enable Council to meet its obligations include:

- A New Tax System (Goods and Services Tax) Act 1999 [Commonwealth]
- Annual Holidays Act 1944
- Anti-Discrimination Act 1977
- Australian Road Rules
- AUSTROADS road design standards and guidelines
- Building and Construction Industry Long Service Payments Act 1986
- Charitable Fundraising Act 1991
- Children and Young Persons (Care and Protection) Act 1998.
- Commission for Children and Young People Act 1998
- Community Welfare Act 1987
- Companion Animals Act 1998
- Conveyancing Act 1919
- Copyright Act 1879

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Copyright Act 1968 [Commonwealth]
Crimes Act 1900
Crown Lands Act 1989
Essential Services Act 1988
Fines Act 1996
Fringe Benefits Tax Assessment Act 1986 [Commonwealth]
Government Information (Public Access) Act 2009
Health Records and Information Privacy Act 2002
Independent Commission Against Corruption Act 1988
Land Acquisition (Just Terms Compensation) Act 1991
Land & Environment Court Act 1979
Land Tax Management Act 1956
Library Act 1939
Long Service Leave Act 1955
Motor Accidents Act 1988
Noxious Weeds Act 1993
Work Health and Safety Act 2011
Ombudsman Act 1974
Privacy & Personal Information Protection Act 1998
Public Interest Disclosures Act 1994
Protection of the Environment Operations Act 1997
Real Property Act 1900
Regional Environmental Plans
Road Transport (General) Act 2005
RTA Technical directions & regulations
Retail Trading Act 2008
State Authorities Superannuation Act 1987
State Records Act 1998
Strata Schemes (Freehold Development) Act 1973
Threatened Species Conservation Act 1995
Trade Practices Act 1974 - 1975[Commonwealth]
Transport Administration Act 1988
Valuation of Land Act 1916
Waste Avoidance and Resource Recovery Act 2001
Workers Compensation Act 1987

HOW YOU CAN BECOME INVOLVED IN COUNCIL'S POLICY DEVELOPMENT AND EXERCISE OF COUNCIL'S FUNCTIONS?

There are two broad ways in which the public may participate in the policy development and indeed the general activities of the Council. These are through representation and personal participation.

REPRESENTATION

In New South Wales, local government elections are held every four (4) years. The next elections are to be held in September 2016. At each election, voters elect nine Councillors for a four (4) year term.

All residents of Wollondilly Shire who are on the electoral role are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote, but must register their intention to vote on the non-residential role. Voting is compulsory.

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Members of the community are able to raise issues with and make representations to the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on behalf of the community member thus allowing members of the public to influence the development of policy.

PERSONAL PARTICIPATION

Other avenues for community involvement in policy development and the functions of Council are through attendance at meetings of Council Committees which comprise or include members of the public, Community Forums, Public Exhibitions, calls for Submissions Information Kiosks and via social media. Council is also proposing to establish an online resident panel to complement existing committees and advisory groups.

COMMITTEES OF COUNCIL

Australia Day Committee
Companion Animals Reference Committee
Disability Access Advisory Committee (DAAC)
Economic Development Advisory Group
Audit Committee
Rural Industry Liaison Committee
Picton Floodplain Risk Management Committee
Community Leisure Centre Users Advisory Group
Road Safety Group
Transport Advisory Committee
Youth Advisory Committee
Local Traffic Committee
Environment and Heritage Committee
Minerals and Energy Resources Committee

355 MANAGEMENT COMMITTEES

Council delegates the authority for the care, control and management of many public facilities to committees comprising of members of the community.

At present those management committees are:

Bargo Sportsground and Community Centre
Douglas Park Sportsground and Community Centre
Tahmoor Sportsground
Thirlmere Sportsground
Victoria Park Sportsground
Wilton Sportsground and Community Centre

These committees meet regularly to effectively manage these facilities at a local level. Contact with any of these groups can be arranged through Council's Customer Services.

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COMMUNITY FORUMS

Community Forums are held on the second Monday evening of each month at 6.30pm. Community Forums provide an opportunity for people to discuss and present a variety of matters relevant to their community on an informal face to face basis. Community Forums are to assist Council to become more effective, efficient and equitable by encouraging better citizen involvement and an understanding of Council's activities and our community's needs. The main difference between Council meetings and Community Forums is that people speak to a suggested matter not a motion. In this way, people are not automatically divided into supporting or opposing a given statement. Community Forums are not run according to formal meeting procedures with motions introduced then speakers taking the floor to talk for or against the motion.

There are no resolutions, recommendations or motions passed in Community Forums. These meetings are held in the Customer Service Foyer at Menangle Street, Picton and the public are encouraged to attend.

COUNCIL MEETINGS

Council meetings are held on the third Monday evening of each month at 6.30pm. It is at these meetings that major decisions affecting Council's functions, policies and budget are made. These meetings are held in Council's Chambers at Menangle Street, Picton and the public are welcome to attend.

PUBLIC EXHIBITIONS & CALLS FOR SUBMISSIONS

The Council regularly deals with matters that benefit from community input. Community input is sought to meet statutory requirements and the belief that consultation is appropriate. These exhibitions are generally held at the Council office in Picton and at both the branch and mobile libraries. Occasionally special exhibitions are held at other locations. Exhibitions are advertised in the press. Submissions received from interested parties are considered by Council as part of its decision making process.

SPECIAL COMMUNITY FORUMS / INFORMATION FORUMS / KIOSKS

From time to time Council may hold Special Community Forums or conduct information Forums and kiosks in locations throughout the Shire to enable residents to meet with Councillors and senior staff in an informal manner. Some of these forums are specific to a particular issue and others are general in nature. These forums are publicised widely and may include notices being letterbox drops in the town where the forum will be held.

ANNUAL REPORTS

In accordance with the Local Government Act, the Council publishes its Annual Report each year. Due to the legislative requirements it is a lengthy document that is impractical to provide to every household. A copy of the Annual Report is published on Council's website.

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THE "BUSH TELEGRAPH"

The "Bush Telegraph" is a weekly page within the Wollondilly Advertiser newspaper and is distributed throughout the Shire. It contains news about Council's activities.

GOVERNMENT INFORMATION HELD BY COUNCIL

In keeping with the intent of the GIPA Act to maintain and advance a system of responsible and representative democratic Government that is open, accountable, fair and effective, Council is committed to the proactive release of government information it holds, to the public.

Council holds a wide range of government information in both hard copy and electronic format in respect of functions undertaken by Council.

This information is categorised as:

- **Electronic Documents**
- **Physical Documents**
- **Policy Documents**
- **General Documents**

This information will primarily be available on Council's website where possible, however, information may be made available either by informal release or via an access application, (unless there is an overriding public interest against disclosure of the information in accordance with the provisions of GIPA Act) if not.

A page has been created on Council's website to assist with navigation to these documents. You can access this page by clicking on the following link [Access to Information](#)

The following documents are defined as open access information by Section 18 of GIPAA and will be released without the need for a formal application under this Act:

- the agency's information guide;
- information about the agency contained in any document tabled in Parliament by or on behalf of the agency, other than any document tabled by order of either House of Parliament,
- the agency's policy documents;
- the agency's disclosure log of access applications;
- the agency's register of government contracts;
- the agency's record of the open access information (if any) that it does not make publicly available on the basis of an overriding public interest against disclosure; and
- such other government information as may be prescribed by the regulations as open access information.

ELECTRONIC AND PHYSICAL DOCUMENTS

Prior to 2005 Council files were kept in "hard copy" filing compactus systems. Following the implementation of Council's Electronic Document/Record Management System (EDRMS) Council files have been maintained in electronic format, with the exception of development/building/construction applications which are maintained in both hard copy and electronic format.

POLICY DOCUMENTS

Council's policy documents are maintained in a register. Copies of Council policies are available on the website.

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GENERAL DOCUMENTS

The Government Information (Public Access) Regulation 2009 divides the following additional open access general documents into 4 sections. These sections are:

1. Information about Council
2. Plans and Policies
3. Information about Development Applications
4. Approvals, Orders and other Documents

The GIPA Regulation 2009 requires that these documents held by Council, are to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) and at the offices of the Council during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges.

In respect of some information, there may be an overriding public interest against publishing it on the website. Where this is the case, the information will be available for inspection at Council offices only.

Council is obligated by the State Records Act 1998 (NSW) legislation to keep different types of records for defined periods before a record may be destroyed.

In some instances "Hard Copy", Physical or Electronic records will be unavailable owing to Council not having the information.

Under the Copyright Act 1968 Council reserves its right to not release records subject to the GIPA Act (2009) without the express or implied consent of the copyright owner. These documents may be "viewed" at Councils Administration Building 62-64 Menangle Street, Picton during business hours.

DOCUMENTS AVAILABLE FOR INSPECTION AS REQUIRED BY LEGISLATION:

1. INFORMATION ABOUT COUNCIL
 - The model code prescribed under section 440 (1) of the LGA
 - Council's adopted Code of Conduct
 - Code of Meeting Practice
 - Annual Report
 - Annual Financial Reports
 - Auditor's Report
 - EEO Management Plan
 - Policy concerning the Payment of Expenses incurred by, and the Provision of Facilities to, Councillors
 - Annual Reports of Bodies Exercising Functions Delegated by Council
 - any Codes referred to in the LGA
 - Returns of the Interests of Councillors, Designated Persons and Delegates
 - Agendas and Business Papers for any meeting of Council or any Committee of the Council
 - Minutes for meetings of Council or any Committee meeting of Council
 - Departmental Representative Reports presented at a meeting of Council
 - Land Register
 - Register of Investments

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- Register of Delegations
- Register of Graffiti removal work
- Register of current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters
- Agency Information Guide

2. PLANS AND POLICIES

- Long Term Financial Plan
- Work Force Management Plan
- Asset Management Strategy and associated Asset Management Plans
- Operational Plan (Annual)
- Delivery Program (4 Years)
- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contributions Plans

3. INFORMATION ABOUT DEVELOPMENT APPLICATIONS

Development applications and any associated documents received in relation to a proposed development including the following:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustics Consultant Reports
- Land contamination consultant reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations and commercially sensitive information

4. APPROVALS, ORDERS AND OTHER DOCUMENTS

- Applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application
- Applications for approvals under any other Act and any associated documents received in relation to such an application
- Records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of building certificates under the *Environmental Planning and Assessment Act 1979*
- Plans of land proposed to be compulsorily acquired by the Council
- Compulsory Acquisition Notices
- Leases and licenses for use of public land classified as community land

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DOCUMENTS AVAILABLE FOR PURCHASE

- Annual tender documents
- Engineering design manual
- Engineering construction specifications
- Assorted maps
- Copies of Rate Notices
- Assorted certificates
- Assorted planning documents and local Environmental Plans, such as:
 - (i) Wollondilly Local Environmental Plan 2011
 - (ii) Various Development Control Plans relating to different areas and/or different issues
 - (iii) Wollondilly Development Contributions Plan 2005
 - (iv) Various Strategies and Studies such as the Economic Development Strategy

APPLICATIONS FOR AMENDMENT OF RECORDS

An application for amendment to personal information held by Council must be made in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIPA) and Information Protection Principle 8 of Councils Privacy Management Plan. A request for amendment to personal information Council holds must be made by way of statutory declaration and be accompanied by appropriate evidence as to the cogency of the making of the amendment.

Councils Privacy Contact officer will be able to assist with enquiries.

GO4 – Information Guide Review

ATTACHMENT 2 – 6346 – 20 JULY 2015

RIGHT TO INFORMATION OFFICER

Council's Governance Manager is its Public Officer. The Public Officer has also been appointed as the Right to Information Officer. The Right to Information Officer is responsible for compliance with the GIPA Act. The Right to Information Officer is:

Manager Governance
Wollondilly Shire Council
62 – 64 Menangle Street
PICTON NSW 2571
Ph: 4677 9561

ACCESS TO INFORMATION OFFICERS

Council's Right to Information Officer has appointed two (2) Access to Information Officers who are responsible for the determination of Formal Access Applications and the conduct of internal reviews.

Principal Governance Officer
62 – 64 Menangle Street,
PICTON NSW 2571

Administration Team Leader
62 – 64 Menangle Street
PICTON NSW 2571

Council's Right to Information Officer has also appointed a Governance Administration Officer who is responsible for the determination of Formal Access Applications.

There is also a group of key staff placed throughout the organisation who are responsible for the release of information following Informal Access Applications (where that information is not immediately available on the Council website). Details of these staff are available by calling Council on 4677 1100.

INFORMATION AND PRIVACY COMMISSION

For further information regarding the functions of the Information and Privacy Commission and your rights to access government information visit the IPC website at www.ipc.nsw.gov.au or call 1800 472 679 between 9am and 5pm Monday to Friday (excluding public holidays). They may also be contacted by post at GPO Box 7011, Sydney NSW 2001 or in person at Level 11, 1 Castlereagh Street, Sydney.

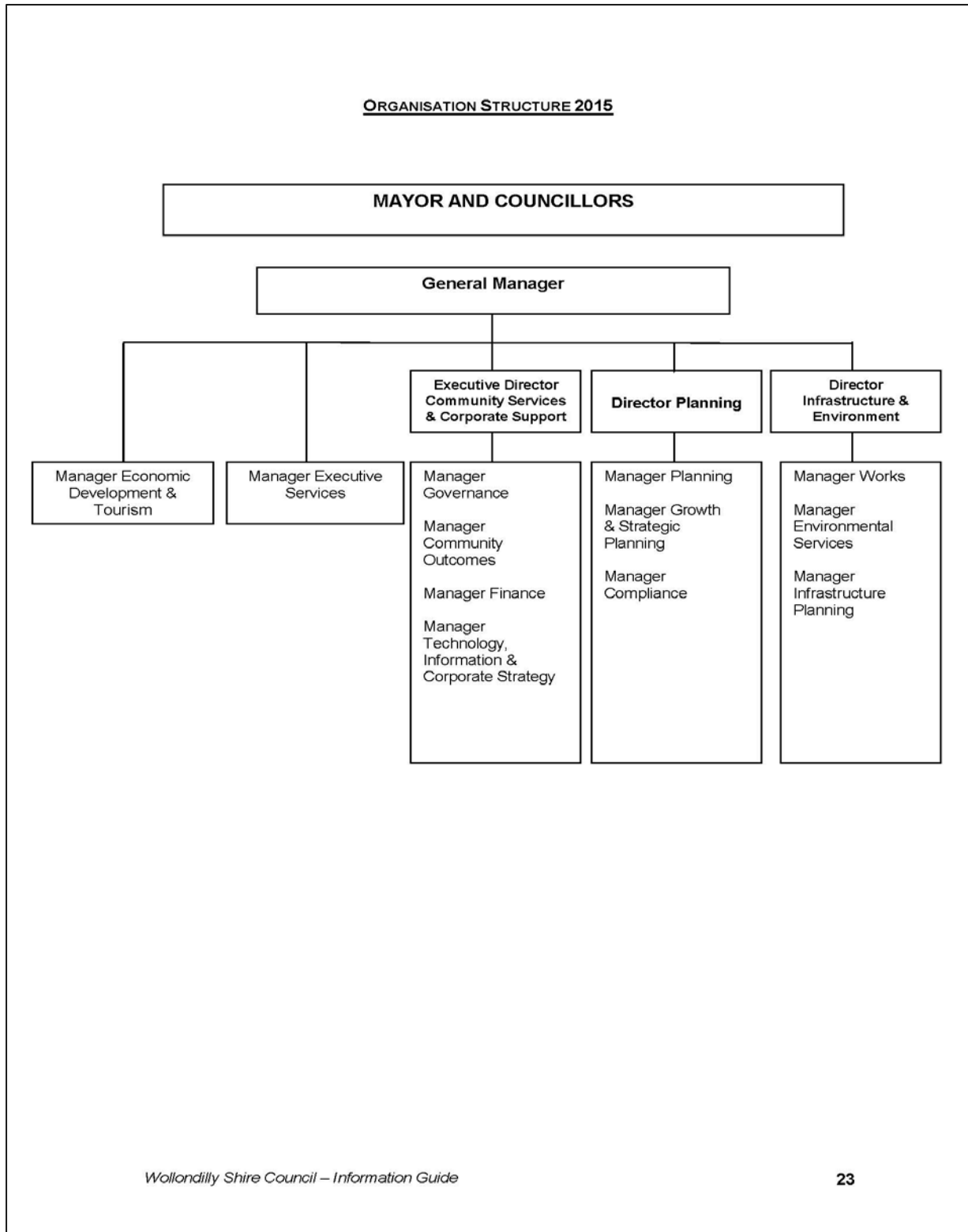
GO4 – Information Guide Review

ATTACHMENT 2 – 6346 – 20 JULY 2015

APPENDIX 1

GO4 – Information Guide Review

ATTACHMENT 2 – 6346 – 20 JULY 2015



Governance

GO5 – Investment of Funds as at 31 May 2015

GO5

Investment of Funds as at 31 May 2015

112

TRIM 1022-2

EXECUTIVE SUMMARY

- This report provides details of Council's invested funds as at 31 May 2015.
- It is recommended that the information and certification in relation to the investment of Council funds as at 31 May 2015 be noted.

REPORT

At its last meeting, the Reserve Bank reduced the cash rate to 2.00%. In relation to the domestic market, the Board of the Reserve Bank commented that:

"In Australia, the available information suggests the economy has continued to grow, but at a rate somewhat below its longer-term average. Household spending has improved, including a large rise in dwelling construction, and exports are rising. But a key drag on private demand is weakness in business capital expenditure in both the mining and non-mining sectors and this is likely to persist over the coming year. Public spending is also scheduled to be subdued. Overall, the economy is likely to be operating with a degree of spare capacity for some time yet. With very slow growth in labour costs, inflation is forecast to remain consistent with the target over the next one to two years, even with a lower exchange rate.

In such circumstances, monetary policy needs to be accommodative. Low interest rates are acting to support borrowing and spending. Credit is recording moderate growth overall, with stronger lending to businesses and growth in lending to the housing market broadly steady over recent months. Dwelling prices continue to rise strongly in Sydney, though trends have been more varied in a number of other cities. The Bank is working with other regulators to assess and contain risks that may arise from the housing market. In other asset markets, prices for equities and commercial property have been supported by lower long-term interest rates.

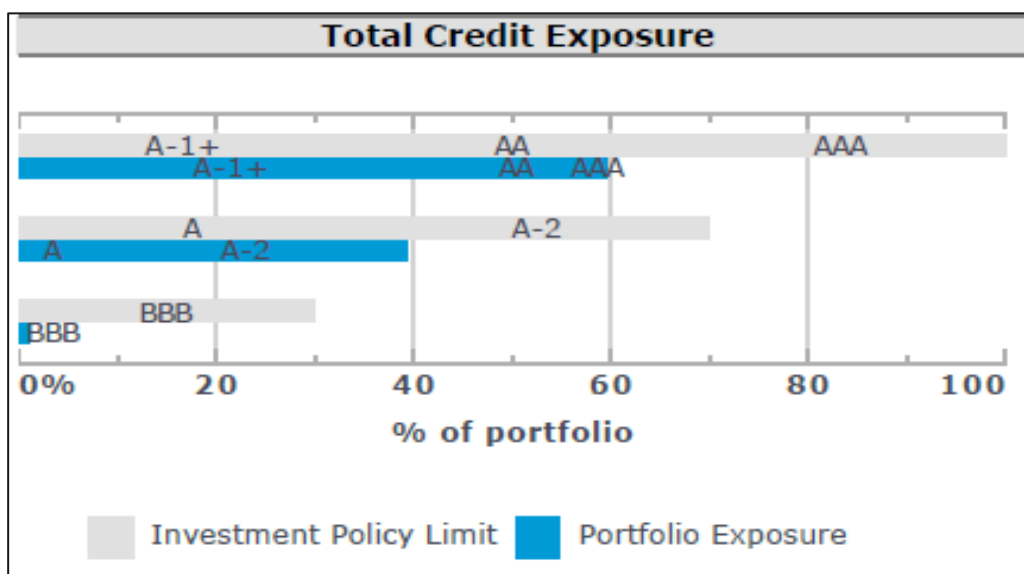
The Australian dollar has declined noticeably against a rising US dollar over the past year, though less so against a basket of currencies. Further depreciation seems both likely and necessary, particularly given the significant declines in key commodity prices.

GO5 – Investment of Funds as at 31 May 2015

Having eased monetary policy last month, the Board today judged that leaving the cash rate unchanged was appropriate at this meeting. Information on economic and financial conditions to be received over the period ahead will inform the Board's assessment of the outlook and hence whether the current stance of policy will most effectively foster sustainable growth and inflation consistent with the target."

Council will continue to monitor and review the portfolio while liaising with our investment advisors, to ensure that returns are maximised and risk exposure is minimised.

As shown in the following chart, the credit rating on Council's portfolio as at 31 May 2015 is within Council's investment policy limits.



The percentage of Council's investment portfolio invested with each institution as at 31 May 2015 is also in compliance with the limits specified within Council's investment policy, as detailed in the following table.

Governance

GO5 – Investment of Funds as at 31 May 2015

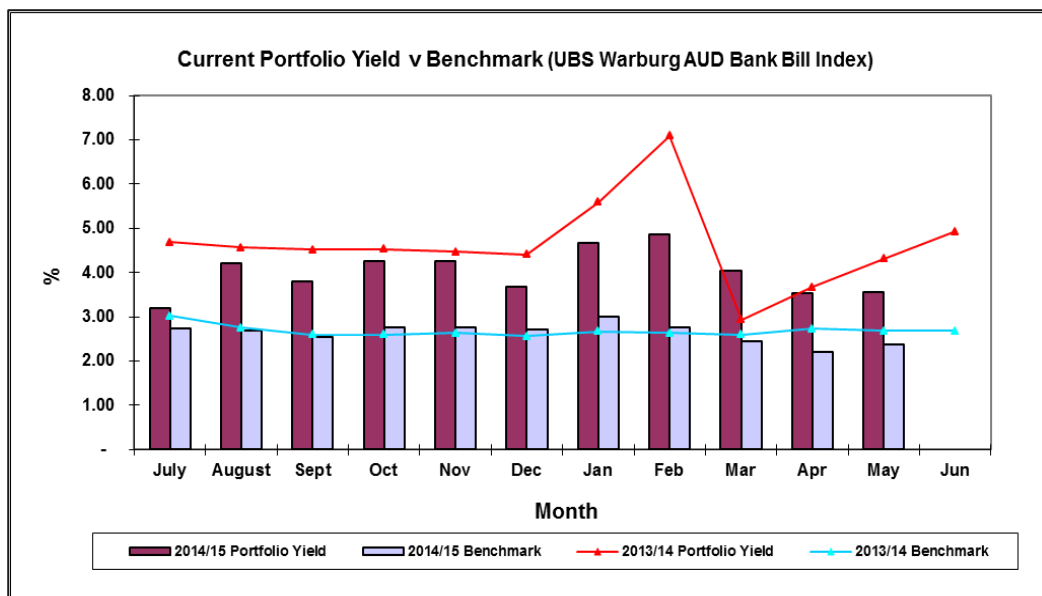
Parent Group	% used vs Investment Policy Limit	
National Australia Bank	91%	✓
Bank Of Queensland	80%	✓
Members Equity Bank	43%	✓
Bendigo and Adelaide Bank	34%	✓
Credit Union Australia	23%	✓
Macquarie Group	23%	✓
Westpac Group	18%	✓
Commonwealth Bank of Australia	13%	✓
ANZ Group	7%	✓
Emerald Reverse Mortgage (B Tranche)	7%	✓
Emerald Reverse Mortgage (A Tranche)	4%	✓

The vast majority of Council's investment portfolio (96%) is invested in deposits / securities with Australian Authorised Deposit taking Institutions (ADI's). Council has been taking advantage of term deposit "specials" from various institutions without overexposing the portfolio to any one institution.

The marked to market valuations on some of the direct investment products in Council's portfolio remain at less than the face value of the investment. The marked to market value of these investments is expected to be equal to or greater than the face value by the time they reach their maturity date. Early exit from these products would realise losses.

The following charts compare Council's portfolio yield with the benchmark UBS Warburg AUD Bank Bills Index rate in each month for 2013/14 and 2014/15.

GO5 – Investment of Funds as at 31 May 2015



As shown in the chart above, Council’s portfolio yield has continually exceeded the benchmark UBS Warburg 3 month Bank Bill Index due to the prudent investment of Council’s portfolio. For May 2015, Council’s portfolio yielded 3.49% and returned 3.55% pa for the month, compared to the benchmark’s 2.38% pa return. In April Council’s portfolio return was affected by a revaluation of one of its mortgage backed investments (Emerald Class B). Barclays Bank has advised that some of these investments had been traded recently at the lower price and that this had affected the return rate reported in the April Council report. However, since Council intends to hold these investments to maturity, it is expected that Council will receive the full face value of this investment on maturity.

Under Reg 212 of the Local Government (General) Regulation 2005, Council’s Responsible Accounting Officer must provide Council each month with a written report setting out details of all money that Council has invested under section 625 of the Act.

Details of Council’s investment portfolio as at 31 May 2015 are provided in attachment 1.

CONSULTATION

Independent advice regarding the investment of Council funds was provided by Prudential Investment Services Corp.

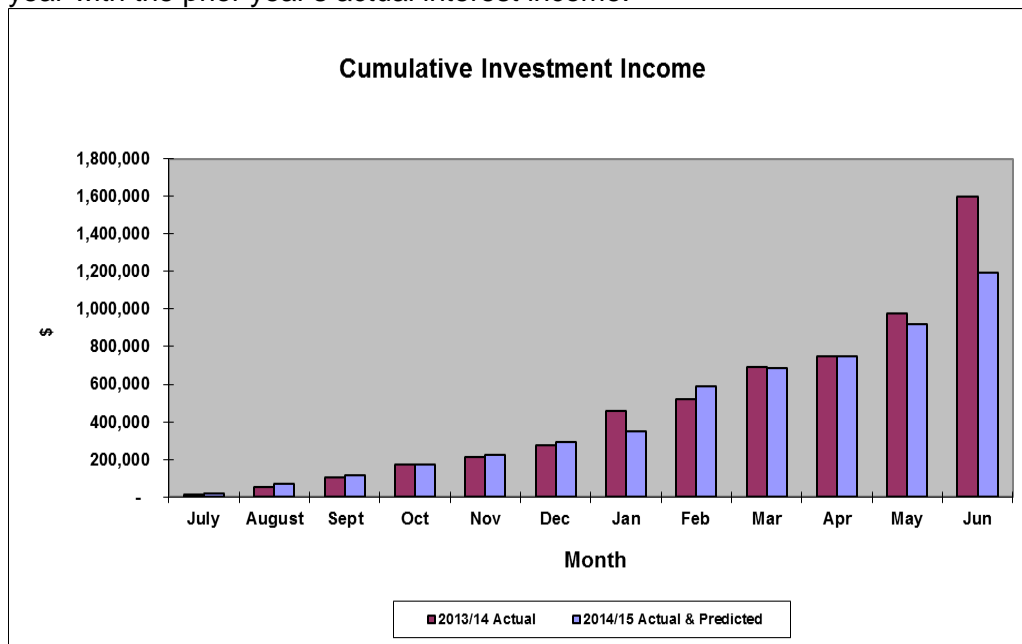
FINANCIAL IMPLICATIONS

Interest earned is allocated to restricted cash and income in accordance with Council’s adopted budget, policy and legislative requirements.

Governance

GO5 – Investment of Funds as at 31 May 2015

The following chart compares the 2014/15 actual and predicted interest for the year with the prior year's actual interest income.



Council's investment income for 2014/15 is expected to be less than the income received for 2013/14. Interest rates on investments remain low and Council's investment base is expected to decrease as restricted cash carried forward from previous years is used to improve Council's infrastructure network.

The prudent investment of funds is necessary to ensure Council's long term financial sustainability.

CERTIFICATION

I hereby certify that Council's investments have been made in accordance with Sec 625 of the Local Government Act 1993, clause 212 of the Local Government (General Regulations) 2005 and Council's Investment Policy.

Ashley Christie
 Manager Financial Services
 WOLLONDILLY SHIRE COUNCIL

ATTACHMENTS:

- Investments as at 31 May 2015 including reconciliation of invested funds.

RECOMMENDATION

That the information and certification in relation to the investment of Council funds as at 31 May 2015 be noted.

Governance

WOLLONDILLY SHIRE COUNCIL

Report of Governance to the Ordinary Meeting of Council held on Monday 20 July 2015

GO5 – Investment of Funds as at 31 May 2015

ATTACHMENT 1 – 1022-2 – 20 JULY 2015

INVESTMENTS AS AT 31 May 2015							
Reporting Period:		1-May-15		to		31-May-15	
Investment Institution	Rating	Face Value 31-May-14	Value at 31-May-15	% Holding	Interest/ Capital Growth %p.a.	received	Maturity
CASH & CASH PLUS FUNDS							
National Australia Bank							
			(1)				
11AM At call	A-1+	2,925,000	2,925,000	6.66%	2.05	4,336	At Call
Term Deposits							
Bank of Queensland (Matured)	A-2					1,325	14-May-15
Westpac Banking Corporation- Local Govt (Matured)	AA-					6,197	25-May-15
Bank of Queensland	A-2	1,000,000	1,037,221	2.28%	3.75	3,185	04-Jun-15
Bank of Queensland	A-2	1,000,000	1,026,374	2.28%	3.55	3,015	04-Jun-15
Bank of Queensland	A-2	1,000,000	1,036,734	2.28%	3.75	3,185	11-Jun-15
National Australia Bank	A-1+	1,000,000	1,026,391	2.28%	3.56	3,024	18-Jun-15
National Australia Bank	A-1+	1,000,000	1,027,291	2.28%	3.57	3,032	09-Jul-15
Bank of Queensland	A-2	1,000,000	1,015,171	2.28%	3.50	2,973	16-Jul-15
National Australia Bank	A-1+	1,000,000	1,031,767	2.28%	3.65	3,100	18-Aug-15
National Australia Bank	A-1+	1,000,000	1,031,212	2.28%	3.65	3,100	27-Aug-15
National Australia Bank	A-1+	2,000,000	2,061,408	4.55%	3.65	6,200	01-Sep-15
ME Bank	A-2	1,000,000	1,027,828	2.28%	3.55	3,015	17-Sep-15
National Australia Bank	A-1+	1,000,000	1,022,880	2.28%	3.55	3,015	19-Sep-15
ME Bank	A-2	1,250,000	1,283,666	2.85%	3.60	3,822	07-Oct-15
National Australia Bank	A-1+	1,000,000	1,026,627	2.28%	3.55	3,015	21-Oct-15
National Australia Bank	A-1+	500,000	502,332	1.14%	3.55	727	11-Nov-15
National Australia Bank	A-1+	1,000,000	1,023,466	2.28%	3.55	3,015	09-Dec-15
National Australia Bank	A-1+	1,000,000	1,022,956	2.28%	3.55	3,015	17-Dec-15
Rural Bank	A-2	1,000,000	1,019,519	2.28%	3.60	3,058	13-Jan-16
Bank of Queensland	A-2	3,000,000	3,066,415	6.83%	4.05	10,319	03-Feb-16
National Australia Bank	A-1+	1,000,000	1,016,366	2.28%	3.20	2,718	03-Feb-16
ME Bank	A-2	1,000,000	1,012,507	2.28%	3.20	2,718	18-Feb-16
National Australia Bank	A-1+	500,000	507,239	1.14%	3.15	1,338	25-Feb-16
Rural Bank	A-2	1,000,000	1,009,441	2.28%	3.00	2,548	01-Mar-16
Credit Union Australia (CUA) (Matured)	BBB+	2,000,000	2,019,808	4.55%	3.10	5,266	08-Mar-16
National Australia Bank	A-1+	2,000,000	2,012,703	4.55%	2.93	1,124	27-Apr-16
Westpac Banking Corporation- Local Govt	AA-	1,000,000	1,023,003	2.28%	4.55	2,994	16-May-16
Westpac Banking Corporation- Local Govt	AA-	1,000,000	1,023,061	2.28%	4.55	4,238	17-May-16
TOTAL CASH PLUS INVESTMENTS		33,175,000	33,838,388	75.55%		98,615	
Investment Institution	Rating	Face Value 31-May-15	Value at 31-May-15	% Holding	Interest		Maturity
INVESTMENT SECURITIES							
Corporate Bond							
National Australia Bank	AA-	1,000,000	1,075,948	2.28%	6.00	5,110	15-Feb-17
Zero Coupon Bond							
Commonwealth Bank of Australia	AA-	2,000,000	1,821,880	4.55%	7.17	0	22-Jan-18
Floating Rate Notes							
Members Equity Bank Pty Ltd	BBB+	500,000	503,746	1.14%	3.40	1,508	28-Nov-16
Westpac Banking Corporation	AA-	500,000	511,442	1.14%	3.79	1,658	20-Feb-17
Macquarie Bank	A	1,000,000	1,012,076	2.28%	5.23	4,442	09-Mar-17
Bendigo Bank Senior FRN	A-	1,000,000	1,006,817	2.28%	3.25	2,756	17-Sep-19
ANZ Snr FRN	AA-	1,000,000	1,007,530	2.28%	2.99	2,607	11-Nov-19
Westpac Banking Corporation	AA-	1,000,000	1,008,757	2.28%	3.15	2,671	22-Jan-20
Macquarie Bank	A	1,000,000	1,011,874	2.28%	3.38	2,871	03-Mar-20
Mortgage Backed Securities							
Emerald Reverse Mortgage Series 2007-1 Class B	AA	1,000,000	643,628	2.28%	2.79	2,365	21-Jul-27
Emerald Reverse Mortgage Series 2006-1 Class A	AAA	737,518	635,208	1.68%	2.58	1,718	22-Aug-22
Total-Other Investments		10,737,518	10,238,906	24.45%		27,706	
Current Portfolio Yield					3.55		
TOTAL CASH & INVESTMENT SECURITIES		\$43,912,518	\$44,077,294	100%		\$126,321	
Benchmark (90 day UBSA Bank Bill Index)					2.38		
Maximum Permitted Institution Holding = 45%							

Governance

Report of Governance to the Ordinary Meeting of Council held on Monday 20 July 2015

GO5 – Investment of Funds as at 31 May 2015

ATTACHMENT 1 – 1022-2 – 20 JULY 2015

Summary of Investment Holdings by Investment Type as at 31 May 2015

Investment Holdings			
	Face Value (\$)	Current Value (\$)	Current Yield (%)
Bonds	3,000,000.00	2,897,827.69	6.7795
Cash	2,925,000.00	2,925,000.00	2.0500
Floating Rate Note	6,000,000.00	6,062,242.56	3.5970
Mortgage Backed Securities	1,737,517.95	1,278,836.00	2.6980
Term Deposit	30,250,000.00	30,913,388.20	3.5666
	43,912,517.95	44,077,294.46	3.6549

Governance

Application of Invested Funds- 31 May 2015		
Fund Type	Description	Value \$
Externally Restricted Funds	Developer Contributions	14,038,899
	Domestic Waste Management	7,264,708
	Unexpended Grants held in Restricted Cash	1,047,790
	Unexpended Loan Funds	3,755
Internally Restricted Funds	Sinking Fund	200,000
	Funds held in Restricted Cash for future projects and operations	16,412,878
	Funds allocated to meet current budgeted expenditure	4,944,488
		43,912,518

Environment

Report of Environment to the Ordinary Meeting of Council held on Monday 20 July 2015

Relevance to the Community Strategic Plan

RELEVANCE TO COMMUNITY STRATEGIC PLAN - ENVIRONMENT

The reports contained within this section of the agenda outline actions and activities that contribute to the achievement of the outcomes as outlined in your Community Strategic Plan 2033.

EN1 – Draft Integrated Mining Policy

ENVIRONMENT

EN1 **Draft Integrated Mining Policy**
1010

TRIM 1148-2

EXECUTIVE SUMMARY

- The purpose of this report is to outline the key features of a draft submission on a draft Integrated Mining Policy placed on public exhibition by the NSW Department of Planning and Environment.
- It is recommended that Council endorse the submission on the Policy attached to this Report.
- It is also recommended that Council send correspondence to the NSW Minister for Planning that:
 - Acknowledges the benefits in introducing the Integrated Mining Policy
 - Expresses disappointment that the exhibited Policy has not addressed issues raised in previous Council submissions
 - Advises that Council is not able to finalise its position until all documents associated with the Policy have been publicly exhibited and submissions received.

REPORT

1. Introduction

A significant proportion of the Wollondilly Local Government Area (LGA) is covered by approved underground mining projects as well as associated renewed mining leases. The current mining projects in the LGA are the Bulli Seam Project (operated by Illawarra Coal), Tahmoor Colliery (operated by Glencore) and Russell Vale Colliery (operated by Wollongong Coal). The location of these projects and classified Mine Subsidence districts is presented on Map1: Attachment 1.

The NSW Department of Planning and Environment has placed on public exhibition an Integrated Mining Policy (IMP) that has direct relevance to the above mining projects. This report recommends that Council acknowledge the preparation of the IMP as being beneficial in achieving a level of consistency in submitted Mining Development Applications. However, the report also recommends that Council adopt the position that the preparation of the IMP presents an opportunity to address deficiencies experienced in regard to the current policy framework as well as Environmental Assessments for mining projects. In this regard, key recommended amendments to the IMP by the DP&E to address these deficiencies outlined in this report are:

EN1 – Draft Integrated Mining Policy

- The current requirement of the draft IMP that proponents consider the Resource Significance Amendment which requires that consent authorities give principle consideration to economic factors when assessing mining developments be deleted.
- The Guidelines be amended to require as mandatory that mining development applications be consistent with relevant policies as well as scientific research.
- The air quality requirements be amended to specifically require the calculation of the full life cycle of greenhouse gas emissions associated with a mining development.
- The Guidelines be amended to require more robust approach to the assessment of social impacts associated with mining developments based on current best practice such as the Planning Institute of Australia's Position Statement on Social Impact Assessments.

2. Overview of Council submissions relevant to the IMP

Council has previously lodged a number of submissions on mining development applications as well as a range of NSW Government policies and amendments. An overview of the key position of Council expressed in these submissions is provided below.

Council has previously expressed its broad position that the community deserves to be shown that the level of independent scrutiny and decision-making for State Significant Developments should be similar to those developments where Council is the consent authority. Previous Council submissions in this regard have identified significant deficiencies in the assessment of Mining Applications within the Wollondilly LGA as well as a number of inconsistencies with applicable requirements of Council's Development Control Plan.

Council has also lodged a number of submissions on Policies and initiatives introduced by the NSW Government that includes the Strategic Regional Land use Policy (SRLUP) which applies to both mining and coal seam gas industries. An important component of this Policy of relevance to mining projects within the Wollondilly LGA and the IMP is the Aquifer Interference Policy (AIP). Council welcomed the preparation of the AIP but suggested it include more specific requirements associated with the interference of aquifers from longwall mining. Council also requested that the full requirements should apply to all land rather than identified Biophysical Strategic Agricultural Land.

EN1 – Draft Integrated Mining Policy

Council has also lodged submissions on recent amendments to the Mining SEPP. This includes the Resource Significance Amendment (introduced in November 2014) which broadly requires that consent authorities give principle consideration to economic factors when assessing mining developments. Council's submission opposed this requirement and requested that "the significance of the resource should be considered alongside relevant environmental, social and other wider economic factors".

3) The draft Integrated Mining Policy

The Media Release issued by the NSW Minister for Planning dated 28 May 2015 is noted to state that the preparation of the Integrated Mining Policy (IMP) forms "part of the NSW Government's wider plan to improve mining regulation and strengthen information available to communities near mining projects". The Policy is comprised of a number of documents that are being prepared in stages. Information on the Policy as well as the following documents can be viewed on the website of the Department of Planning and Environment (DP&E) at:

http://planspolicies.planning.nsw.gov.au/index.pl?action=view_job&job_id=7086

- **Standard Secretary's Environmental Assessment Requirements (SSEA Requirements):** The state purpose of this document is to identify the issues the applicant must consider in an EIS.
- **Mine Application Guideline:** The stated purpose of this Guideline is set out the Government's expectations for both pre-assessment documentation and the Environmental Impact Statement (EIS). The Guideline states that the Director (of the Department) may decide to issue amended or additional Requirements in regard to individual projects.
- **Swamp Offset Policy:** The stated purpose of this document is to outline the position of the Government on the offsetting of swamps impacted by underground mining operations.

The DP&E has placed the first stage of the IMP on public exhibition up until 9 July 2015. The DP&E has granted an extension of this closing date until 21 July 2015 to enable the consideration of this matter at a meeting of Council.

Information material produced by the DP&E advises that the following additional documents currently under preparation will form part of the IMP when completed:

EN1 – Draft Integrated Mining Policy

- **Guidelines for the Economic Assessment of Mining and Coal Seam Gas Proposals:** The stated purpose of this document is to develop new economic assessment guidelines to ensure that the impacts of proposed projects are robustly measured and analysed in a consistent fashion.
- **Planning Agreement Guideline:** The stated purpose of this document is to provide a consistent framework for Planning Agreements between mining companies and local councils.

There is no available information regarding the timeframe for the completion of the above documents or whether they will be publicly exhibited.

4) Review of the exhibited Integrated Mining Policy.

The exhibited documents have been reviewed by a range of Council Staff with technical expertise in regard to respective issues. This review identified a range of shortcomings based on the experiences of Council in regard to local mining developments that warranted the preparation of a submission presented in Attachment 2.

The following provides an overview of the identified shortcomings of major relevance to the concerns of Council and the local community well as requested response by the Department of Planning and Environment detailed in the attached draft submission. A summary of issues raised and the requested responses is presented in Table 1, Attachment 3.

(i) Recommended broad Council position on the draft IMP

It is recommended that Council adopt the position that the preparation of the IMP presents an opportunity to address experienced deficiencies in the current policy as well as Environmental Assessments for mining projects. The draft submission in this regard outlines a range of responses by the DP&E based on these experiences that are discussed in subsequent sections of this report. The draft submission also requests that specified documents under preparation that are intended to form part of the IMP be publicly exhibited and be subject to extensive consultation with local government and the local community.

It is recommended that provision of any support for the Policy by Council not be provided until all these matters have been adequately addressed.

EN1 – Draft Integrated Mining Policy

(ii) Broad identified shortcomings of the IMP

The review of the exhibited IMP identified a number of broad shortcomings including its strong economic emphasis and inadequate addressing of issues raised in previous Council submissions. Comments on these identified shortcomings within the context of experiences of Council in regard to mining developments are presented in Table 2, Attachment 4. The draft submission consequently requests that the identified shortcomings outlined in Attachment 4 be addressed prior to the commencement of the implementation of the IMP.

(iii) Key features of the IMP and recommended Council response

(a) Application of the Integrated Mining Policy

Information produced by the DP&E states that the IMP will apply to all State Significant mining developments but does not include specific details regarding lodged Applications associated with existing projects such as those within the Wollondilly LGA. **It is consequently recommended that Council request the DP&E provide details on the application of the IMP to existing mining projects as well as transition arrangements.**

The stated reason for the IMP not applying to coal seam gas is that "further coal seam gas reforms are being developed as part of the NSW Government's Gas Plan". This Plan was the subject of a report considered by Council at its meeting on 17 November 2014 in regard to the Final Report produced by the NSW Chief Scientist and Engineer. Council resolved at this meeting "the State Government review and alter its NSW Gas Plan to accommodate Wollondilly's concerns" (in regard to the assessment and regulation of the coal seam gas industry). **It is recommended in this regard that Council adopt a preferred viewpoint that the Policy be expanded to encompass aspects of the current policy and regulation of the CSG as amended to accommodate Council's concerns in accordance with this resolution.**

(b) Coexistence with other land uses

The Application Guideline includes a Regional context section to "assist applicants in ensuring that local and regional sensitivities/constraints on the proposed development" are accurately described as part of the Application". This section has relevance to a recent resolution of Council at its meeting on 18 May 2015 to "seek clarification over inconsistencies in advice received by Council regarding the ability of mining to adequately coexist with both existing and future development". It also has relevance to an outcome in Council's Agricultural Action Plan that "the importance and value of agriculture is recognised in every planning documents including Acts and SEPP's".

EN1 – Draft Integrated Mining Policy

It is considered appropriate that Council welcome the intention to introduce statutory requirements for the assessment of coexistence with other land uses by mining development applications. However, inconsistencies of the stated requirements with Council's position in regard to coexistence with both development and agricultural activity have been identified. **It is consequently recommended that Council request the DP&E expand the requirements to address these identified inconsistencies.**

(c) Assessment process

An important feature of the IMP is provisions for the concurrent assessment of an Environmental Protection Licence (EPL's) and Mining Lease with the assessment of a mining development, which occur separately under the existing framework. This provision is viewed by Council Officers as having potential benefit in addressing the complexity and duplicity associated with the existing framework. However, there are concerns that adverse implications for the assessment of mining developments if this process is not adequately managed given the close interaction between this assessment and EPL's in particular. **It is consequently recommended that Council request the DP&E provide details of the intended procedures for the concurrent assessment prior to the commencement of the implementation of the IMP.**

(iv) Recommended Council response to specific documents

The Mining Application Guideline in broad terms has a high level of commonality with the Standard Secretary's Environmental Assessment Requirements (SEA Requirements). The draft submission consequently provides comments concurrently on these exhibited documents with separate comments on the **Policy Framework for Biodiversity Offsets for Upland Swamps and Associated Threatened Species.**

The following summarises the key issues raised and recommended requested responses by the Department of Planning and Environment in regard to the exhibited documents that are detailed in the attached submission.

5) Mine Application Guideline and Standard Secretary's Environmental Assessment Requirements

The Requirements contained in both the Mine Application Guideline and SEA Requirements have been identified as covering major issues associated with both open cut and underground mining projects. However, a range of identified amendments have been identified based on issues previously raised by Council in regard to mining development applications as well as the applicable legislative and policy framework.

EN1 – Draft Integrated Mining Policy

The recommended responses detailed in this Table of major relevance to the experiences of Council and the local community in regard to mining projects within the Wollondilly LGA are:

- The Guidelines be amended to require that Environmental Impact Assessments (EIS's) contain sufficient baseline data, assessment of impacts and mitigation measures instead of the current reliance on subsidiary plans prepared subsequent to Determination. Such assessments should be consistent with current scientific research and the applicable legislative and policy framework.
- The Guidelines be amended to require as mandatory that EIS's be consistent with relevant policies (listed within the documents) as well as scientific research instead of the current requirement that "EIS's must consider any relevant government policies".
- The Guidelines be amended to specifically require that underground mining EIS's contain groundwater modelling and detailed assessment of potential impacts. This modelling and assessment should be required to comply with recent research such as that currently being undertaken by the Commonwealth Independent Expert Scientific Committee.
- The Guidelines be amended to contain requirements for the assessment of specific impacts associated with mining developments on terrestrial and riparian biodiversity based on the applicable policy framework.
- The current requirement that proponents consider the Resource Significance amendment to the Mining SEPP be deleted to ensure that economic factors are considered equally with potential impacts associated with mining developments to the natural, cultural and built environment.
- The Guidelines be amended to require more robust approach to the assessment of social impacts associated with mining developments based on current best practice such as the Planning Institute of Australia's Position Statement on Social Impact Assessments.

6) Policy framework for Biodiversity Offsets for Upland Swamps and associated threatened species (Policy framework for upland swamps)

It is understood the intention of the DP&E is to align this document with the **NSW Biodiversity Offsets Policy for Major Projects** adopted in October 2014). The Report produced by the Planning Assessment Commission (PAC) on this proposed expansion of the Russell Vale Colliery Project in this regard provided key elements that should be addressed by an Offset Policy. Council's submission on this Project Application expressed strong opposition to the proposed adoption of this Policy based on scientific considerations.

EN1 – Draft Integrated Mining Policy

The PAC Report also recommended that the proposed Policy Framework for Upland Swamps (when developed) should be made available for consideration by a peer review process (recommended for the overall Project) prior to its adoption. The exhibited Policy Framework has been identified as not being sufficiently scientific rigorous or consistent with recent scientific studies. Council Officers also have strong doubts over the adequacy of the exhibited Policy Framework in comprehensively offsetting the hydrological and ecological functions of any upland swamps removed under the Policy within a catchment context.

The functions of upland swamps and potential impacts of mining on these functions are highly specialised. The draft submission therefore strongly requests that it be peer reviewed by a suitably independent scientific body (like the Independent Expert Scientific Committee or Commonwealth Scientific and Industrial Research Organisation). It also strongly requests that the outcomes of this peer review be provided to Council as well as made publicly available.

CONSULTATION

Consultation occurred with the following Council Sections in regard to aspects of the draft Plan of relevance to the respective Section responsibilities:

- The Community Services and Communication Section in regard to community engagement and social impacts associated with mining developments
- The Infrastructure and Planning Section in regard to flood management issues
- The Development Assessment and Strategic Planning Section in regard to technical issues associated with the development approval process as well as coexistence of mining with other land uses
- The Economic Development Section in regard to potential implications of the Policy to Council from an economic perspective.

In addition, the draft Integrated Mining Policy was discussed at the meeting of Council's Minerals and Energy Committee held on 25 June 2015. The draft submission attached to this report incorporates comments provided on the Policy at this meeting.

FINANCIAL IMPLICATIONS

There are no financial implications to Council associated with this report.

EN1 – Draft Integrated Mining Policy

CONCLUSION

It is considered appropriate that Council acknowledge the broad aim in introducing the Integrated Mining Policy to reduce duplication and improve the efficiency of the assessment and regulation of mining developments. The exhibited components of the Policy were reviewed by Council Officers within the context of previous submissions by Council on mining developments and the current applicable statutory and policy framework.

This review identified a range of broad considered shortcomings of the overall Policy as well as in regard to specific exhibited documents. A draft submission has consequently been prepared for Council's consideration prior to its lodgement with the Department of Planning and Environment. The purpose of this report is to provide an overview of issues raised and requested responses by the Department of Planning and Environment detailed in this submission and to seek its formal endorsement. This report recommends that Council send correspondence to the NSW Minister for Planning which advises Council does not support the exhibited Policy due to its partially completed nature and previously raised concerns by Council regarding the policy framework for mining developments not having been adequately addressed.

ATTACHMENTS

To be provided under separate cover:

1. Location map showing approved mining projects and classified Mine Subsidence Districts within the Wollondilly Local Government Area.
2. Draft submission on the draft Integrated Mining Policy.
3. Summary of issues raised and requested responses contained in the draft submission.
4. Recommended responses to broad identified shortcomings of the exhibited Policy.

RECOMMENDATION

1. That Council endorse the submission on exhibited components of the draft Integrated Mining Policy.
2. That Council send correspondence to the NSW Minister for Planning that:
 - (a) Acknowledges the benefits in introducing the Integrated Mining Policy
 - (b) Expresses disappointment that the exhibited Policy has not addressed issues raised in previous Council submissions.
 - (c) Advises that Council is not able to finalise its position until all documents associated with the Policy have been publicly exhibited and submissions received.

Infrastructure

Report of Infrastructure to the Ordinary Meeting of Council held on Monday 20 July 2015

Relevance to the Community Strategic Plan

RELEVANCE TO COMMUNITY STRATEGIC PLAN - INFRASTRUCTURE

The reports contained within this section of the agenda outline actions and activities that contribute to the achievement of the outcomes as outlined in your Community Strategic Plan 2033.

IN1 – Tender for the Refurbishment of Library Building – Stage 1

INFRASTRUCTURE

IN1 Tender for the Refurbishment of Library Building – Stage 1

249136

TRIM 7166-3

EXECUTIVE SUMMARY

- The purpose of this report is to recommend acceptance of a tender for the Refurbishment of the Library building in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005. The tender is required to deliver the Library Refurbishment project under the 2013/14 - 2016/17 Delivery Program.
- The report recommends:
 1. That in accordance with the Local Government (General) Regulation 2005, Clause 178 (1) (a), Council accept the tender of GWP Constructions Pty Ltd in the sum of \$1,965,906 (excluding GST) for the Refurbishment works of the Library Building as per Tender EX00012.
 2. That no contract be formed between the parties, until the Execution of the Formal Instrument of Agreement by both parties.
 3. That Council delegate to the General Manager (or their delegate) the authority to finalise and execute the Contract and any other documentation required to give effect to the resolution.
 4. That Council grant authority for the use of the Common Seal of Council of the contract and any other documentation, should it be required, to give effect to the resolution.
 5. That Council note that the total estimated cost of the Library refurbishment project is \$2,880,000

REPORT

At the November 2012 Meeting of Council, Council resolved (Resolution 262/2012):

1. That Council supports the principle of undertaking refurbishments and improvements to the Picton Library funded primarily from a combination of development contributions and grant monies.
2. That in order to assist in the funding of future refurbishments and improvements to the Picton Library, an application for grant assistance be made to NSW State Libraries under the Library Development Grant programme.

IN1 – Tender for the Refurbishment of Library Building – Stage 1

3. That other possible grant funding opportunities, such as through Regional Development Australia, be investigated in order to provide additional funding options.
4. That Council congratulate the staff involved.

The Report to the November 2012 advised:

"The concept of an enlarged and improved library has arisen as part of current staff investigations into the creation of a new "cultural hub" - an improved cultural precinct which makes better use of the Library, the Shire Hall and the public spaces around those buildings.

The existing main Library Building in Picton is:

- *space-constrained*
- *doesn't meet contemporary standards regarding library services*
- *doesn't comply with accessibility standards, BCA and OH&S standards*
- *is generally considered to be unattractive and is surrounded by a poor quality public domain.*

Contemporary Public Library buildings should not have such serious shortcomings and should be:

- *spacious, accessible, inviting and engaging places which attract a wide range of users*
- *cultural hubs and focal points for the community*
- *functional and multipurpose spaces which accommodate a wide range of activities including areas for relaxation, research, leisure and learning*
- *places to easily access the latest in technology.*

The Wilton Junction proposal offers the medium to long term prospect of a range of new community buildings and facilities being provided at Wilton, but this outcome is likely to be at least 10 - 15 years away. In the interim period Council needs to focus on how best to utilise its existing stock of buildings and properties in order to deliver improved library and cultural facilities.

Reinforcing this need to have a strategic approach to the library in the short to medium term is that fact that we have collected development contributions for library and cultural facilities for many years and so have an obligation to deliver outcomes with those monies."

In late 2014, Council engaged the services of NSW Local Government Procurement to assist with preparing the tender document (excluding Plans & Technical Specifications), preparing a Probity Plan, engaging a Probity Adviser, calling and receiving tenders and evaluating the tenders received.

IN1 – Tender for the Refurbishment of Library Building – Stage 1

Open tenders were called in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005. The details of the calling, closing and opening of tenders are:

- Tenders were called on the 31st March 2015
- Tenders were advertised in the Sydney Morning Herald, via Tenderlink (LGP e-tendering web portal) and on Council's Website
- A Non-Compulsory Pre Tender Briefing Session was held on-site on the 26th March 2015
- Tenders Closed on the 28th April 2015
- Tenders were received from Intrec Management Pty Ltd (ABN 23 073 821 217), GWP Constructions Pty Ltd (ABN 79 166 521 599) and Camporeale Holdings Pty Ltd (ABN 88 129 353 537).

Tenders were assessed by the Evaluation Panel against the following Criteria:

1. Compliance Criteria (Non Weighted)

2. Qualitative Criteria

- Past Performance and Experience - 23%
- Key Personnel - Management and Technical Skills - 12%
- Sub-contractors and Resources - 12%
- Methodology and Timelines - 23%
- Pricing Schedule - 30%.

Total Weighting - 100%

Following assessment of each tender against the Evaluation Criteria, the following Ranking was determined (in order of preferred tenderers starting at Rank 1):

1. GWP Constructions Pty Ltd
2. Intrec Management Pty Ltd
3. Camporeale Holdings Pty Ltd

CONSULTATION

The Tender Evaluation Panel for Tender EX00012 included; Director Infrastructure & Environment, Acting Manager Infrastructure Planning, Infrastructure Planning Projects Officer, Finance Manager, Consulting Architect from Webber Architects and Business Manager Local Government Procurement.

IN1 – Tender for the Refurbishment of Library Building – Stage 1

FINANCIAL IMPLICATIONS

The total estimated cost to deliver the Library Building Refurbishment project including design & approvals, the tendered sum for construction, construction contingency, project management including supervision & contract administration, de-commissioning & re-commissioning of the existing Library Service, furniture & fittings is \$2,880,000. Note that this estimate includes the expenditure of the entire contingencies allowance for the project.

Expenditure incurred up to 30 June 2015 was approximately \$220,000 for the design and procurement phases and the estimated cost to complete the project in the 2015/16 financial year is \$2,660,000.

The current budget allocated under the 2015/16 Operational Plan for this project, including the \$200,000 State Libraries Grant, is \$2,250,000 which is sufficient to commence the contracted works that are the subject of this tender report and the initial project management costs.

There are sufficient funds available in Restricted Cash, including the Property and Asset Maintenance Restricted Cash Accounts, to fund the estimated maximum total cost of \$2,660,000 if required during 2015/16 and it is proposed that any additional funding be allocated on an “as needs” basis and approved via the Quarterly Budget Review Process or a specific report to Council as required through the life of the project.

ATTACHMENTS:

1. Confidential Attachment 1 - Local Government Procurement - Recommendation Report - Tender for the Refurbishment of Library Building - Stage 1 - Request for Tender Number: EX00012 – provided under separate cover
2. Confidential Attachment 2 - Memo to Executive - Acting Manager Infrastructure Planning - Budget & Funding for the Library Refurbishment Project – provided under separate cover
3. Confidential Attachment 3 - External Probity Advisor - Wollondilly Shire Council - Tender for the Refurbishment of Library Building - Stage 1 (RFT Number: EX00012) - Report of External Probity Advisor – provided under separate cover

RECOMMENDATION

It is recommended:

1. That in accordance with the Local Government (General) Regulation 2005, Clause 178 (1) (a), Council accept the tender of GWP Constructions Pty Ltd in the sum of \$1,965,906 (excluding GST) for the Refurbishment works of the Library Building as per Tender EX00012.

IN1 – Tender for the Refurbishment of Library Building – Stage 1

2. That no contract be formed between the parties, until the Execution of the Formal Instrument of Agreement by both parties.
3. That Council delegate to the General Manager (or their delegate) the authority to finalise and execute the Contract and any other documentation required to give effect to the resolution.
4. That Council grant authority for the use of the Common Seal of Council of the contract and any other documentation, should it be required, to give effect to the resolution.
5. That Council note that the total estimated cost of the Library refurbishment project is \$2,880,000.

IN2 – Recommendations Local Traffic Committee Meeting – 17 June 2015

IN2

Recommendations Local Traffic Committee Meeting – 17 June 2015

52

TRIM 1087

EXECUTIVE SUMMARY

- The Local Traffic Committee met on Wednesday 17 June 2015 to consider a number of reports for traffic management in the Wollondilly Local Government Area and to submit the Recommendations for Councils consideration. The agenda papers were distributed to all Councillors.
- It is recommended that Council resolve to adopt the Recommendations of the Local Traffic Committee meeting of 17 June 2015.

REPORT

BACKGROUND

The Local Traffic Committee is a Technical Committee of Roads and Maritime Services. The Committee operates under the authority conferred to Council by the RMS under the Transport Administration Act 1988.

Council has been delegated certain powers from the RMS, with regard to traffic matters upon its local roads. A condition of this delegation is that Council must take into account the Traffic Committee recommendations.

There are four permanent members of the Traffic Committee, each of whom has a single vote only. The members are representatives of the NSW Police Force, the Roads and Maritime Services, the Local State Member of Parliament (for the location of the issue to be voted upon) and a representative of Council.

If the RMS or NSW Police Force disagrees with any Traffic Committee recommendation, or Council's resolution on any Traffic Committee recommendation, that member may lodge an appeal with the Regional Traffic Committee for determination.

CONSULTATION

Refer to Local Traffic Committee Agenda details included in the minutes.

FINANCIAL IMPLICATIONS

The proposals contained within the Traffic Committee Agenda are able to be funded from Council's current budget allocations.

IN2 – Recommendations Local Traffic Committee Meeting – 17 June 2015

CONCLUSION

The recommendations are made on the basis of merit assessment of each individual item, by all of the members of the Committee.

ATTACHMENTS

The Minutes of the Local Traffic Committee meeting of 17 June 2015 have been distributed, are available in the Mayor's Office and are on the Council website. Copies will be tabled at the Council meeting.

RECOMMENDATION

That Council resolve to adopt the Recommendations of the Local Traffic Committee Meeting of 17 June 2015 as follows:

1. **Report Proposed raised threshold onto existing pedestrian crossing on Oaks St, Thirlmere outside Thirlmere Public School.**
984 TRIM 2613

RECOMMENDATION
T10/15

That Council endorsed the design as shown in Plan No. X2923SHO5 Signposting & Line marking detail, Thirlmere PS, Oaks Street, Thirlmere, NSW

2. **Proposed Roundabout at the intersection of Regreme Rd and Argyle St, Picton**
53 TRIM 7013-1

RECOMMENDATION
T11/15

That Council endorse the construction of a roundabout at the intersection of Regreme Road and Argyle Street.

3. **Dam Fest 2015 at Warragamba on 18 October 2015 – Request for Road Closure**
52 TRIM 2487

RECOMMENDATION
T12/15

1. That Council approve the road closure of a section of Farnsworth Ave, West of junction with Warradale Rd at Warragamba between the hours of 6:00am to 6:30pm on Sunday, 18 October 2015 subject to the listed conditions.

IN2 – Recommendations Local Traffic Committee Meeting – 17 June 2015

2. That the event be approved subject to the following conditions:
 - a) Proof of Police and RMS concurrence of the closure and details of detours must be provided to Council before the event.
 - b) A copy of the TCP by authorised personnel must be provided to Council before the event.
 - c) Notice of the event is to be published in a local newspaper/s at least seven (7) days prior to the event advising of the road closure, the detours and the time these changes apply.
 - d) Organisers shall notify the following people/organisations of the event and impacts for traffic management:
 - All residents along the affected route and side roads within the route.
 - Bus Operator of the area.
 - Emergency services including RFS (Rural Fire Service), Ambulance, Police and Fire and Rescue NSW.
 - e) Access shall be maintained for all residents and emergency service vehicles.
 - f) All traffic controls must be implemented, maintained and removed by authorised personnel only.
 - g) Proof of \$20 million Public Liability Insurance indemnifying Wollondilly Shire Council must be provided before the event.
 - h) Prior approval must be obtained from Council for the use of variable message boards where applicable.
 - i) All signs relating to the closures and detours must be in place prior to the event and be removed immediately after the event.

NOTICE OF MOTION

Notice of Motion to the Ordinary Meeting of Council held on Monday 20 July 2015

NOTICE OF MOTION

TRIM 6416-5

NOM1 **Notice of Motion No. 1 submitted by Cr Hannan on 22 June 2015 regarding the Department of Health's proposal to cease the Inborn Errors of Metabolism (IEM) Food Grant**

RECOMMENDATION

That Council lobby our Federal and State Members of Parliament for the reinstatement of the Inborn Errors of Metabolism (IEM) Food Grant.

QUESTIONS FOR NEXT MEETING

Questions for Next Meeting to the Ordinary Meeting of Council held on Monday
20 July 2015

QUESTIONS FOR NEXT MEETING