

Record of Proceedings



Community Forum Monday 14 December 2015

The Community Forum commenced at 6.33pm and was held in the Council Foyer,
62-64 Menangle Street, Picton 2571.

WOLLONDILLY SHIRE COUNCIL

Record of Proceedings of the Community Forum held in the Council Foyer, 62-64 Menangle Street, Picton, on Monday 14 December 2015, commencing at 6.33pm

OPENING BY THE CHAIRPERSON.....	3
ACKNOWLEDGEMENT OF COUNTRY	3
PRESENT	3
ALSO PRESENT	3
APOLOGIES	3
DECLARATION OF INTEREST	3
FORMAL COMMUNITY FORUM MATTERS.....	4
GOVERNANCE.....	4
1. Audit Committee.....	4
INFRASTRUCTURE	14
2. RFS Presentation	14
COMMUNITY QUESTION/STATEMENT TIME	17
INFORMAL QUESTION/STATEMENT TIME.....	19
CONCLUSION AND INFORMAL DISCUSSIONS	20
YOUR COUNCILLORS	21
COMMUNITY FORUM DATES.....	22

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OPENING BY THE CHAIRPERSON

The Chairperson, Cr Hannan opened the Community Forum at 6.33pm. The Chairperson welcomed all those in attendance at the Community Forum. The Chairperson introduced the Mayor, Cr Landow Councillors, the General Manager and Directors to the Community Forum participants.

The Chairperson stated that the electronic recording of the Community Forum and the use of electronic media during the proceedings is not permitted including such devices as laptops, mobile phones, tape recorders and video cameras. The Chairperson requested that participants switch off their mobile phones.

ACKNOWLEDGEMENT OF COUNTRY

The Chairperson acknowledged the Traditional Custodians of the Land:

I would like to pay my respect and acknowledge the traditional custodians of the land on which this meeting takes place, and also pay respect to Elders both past and present.

PRESENT

Councillors: Landow (Mayor), Hannan, B Banasik, Mitchell, Amato and M Banasik.

ALSO PRESENT

General Manager, Director Planning, Director Infrastructure and Environment and one Administration Officer.

APOLOGIES

Councillors: Gibbs, Law and Terry.

An apology was noted for the Executive Director Community Services and Corporate Support.

DECLARATION OF INTEREST

There were no declarations of interest.

Record of Proceedings of the Community Forum held in the Council Foyer, 62-64 Menangle Street, Picton, on Monday 14 December 2015, commencing at 6.33pm

Formal Community Forum Matters

FORMAL COMMUNITY FORUM MATTERS

GOVERNANCE

TRIM 5374-2

1. **Audit Committee**

The Chair of the Audit Committee, Mr Michael Muston gave the following PowerPoint presentation:

COMMITTEE STRUCTURE

- The Audit Committee was established in 2010
- The Committee consists of three external representatives & two Councillors

<u>Voting Members</u>	<u>Attendees</u>
Mr Michael Muston (Chair)	General Manager
Mr Andrew Hanigan	Directors
Ms Julie Walton OAM	Internal Auditor
Cr Simon Landow	Various Managers
Cr Hilton Gibbs	Others as required

COMMITTEE REPORTS

The Audit Committee considered:

- ✓ The securing of a Special Rate Variation for the period 2015/16 through 2018/19
 - Continual monitoring of both the financial and physical progress of works funded
 - Works Programme, Financial Status and Exception Reporting
- ✓ Review of Tendering and Contract Management processes
- ✓ The Growth update and progression of the Growth Management Strategy
- ✓ Updates on collection of overdue Rates and Charges
- ✓ Council's progress against the objectives and activities set out in the 2014/15 Operational Plan

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Formal Community Forum Matters

Formal Community
Forum Matters

Internal Audit Reports

The Internal Auditor carried out four (4) internal audits.

The Internal Auditor also prepared and presented four audit reports to the committee.

These audits were:

- ✓ Parks and Gardens
- ✓ Payroll
- ✓ Onsite Sewage Management
- ✓ Management of Section 94 Development Contributions and Voluntary Planning Agreements

The Management of Section 94 Development Contributions and Voluntary Planning Agreements audit was completed in the 2015/16 financial year.



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Formal Community Forum Matters

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Positive Findings

- **Parks and Gardens Audit**
 - Council has in place a generally good structure and process for the maintenance and operations of the Council's network of public open spaces supported by competent and experienced staff.
- **Payroll**
 - Council has policies and procedures which support its human resource function. Employee Relations has skilled and experienced staff who efficiently manages timesheets; entitlements and the employee master records.
- **On-site Sewage Management**
 - Council oversees the highest number of on-site sewage management facilities of any Council in New South Wales. Its "On-site Sewage Management Strategy" and functions are managed by skilled and experienced staff.
 - Council has sound processes in place for receipting of fees and inspections of on-site facilities prior to the issue of approvals to operate. Council has policies and procedures to support the operations of the on-site sewage management function.
- **Section 94 and VPA**
 - Council has in place a generally sound system and process for the oversight of Section 94 Developer Contributions including levying and collection. This includes systems to ensure that contributions are received before the release of subdivision and/or construction certificates.
 - Council has developed a Planning Agreements Policy which was adopted by Council on 19 October 2015. A draft Planning Agreements Procedures Guideline has been developed to support the Policy for use by Council staff.

PARKS AND GARDENS AUDIT FINDINGS

The key recommendations from the Parks and Gardens audit were:

- ✓ Detailed asset management plans should be developed and implemented to provide long term strategic focus on the management of parks and gardens
- ✓ An annual maintenance program be developed for the network of public open spaces and aligned with the asset management plan
- ✓ Restructuring of the section to position Council to achieve innovation and leadership in the maintenance of parks and gardens including management of increasing workload in light of the growth in the Shire
- ✓ Review of overtime and allowances to achieve better value for money outcomes
- ✓ Consideration of whole of life maintenance costs when decision-making for acquisition of open space including early notification to the Parks Superintendent

PAYROLL AUDIT FINDINGS

The key recommendations from the Payroll Audit were:

- ✓ A system to be developed to manage temporary staff access to IT systems
- ✓ Access capabilities to both the Employee Master File and AUTHORITY payroll system be restricted to relevant staff only
- ✓ The employee master file 'Maintenance Audit Report' review process to be strengthened
- ✓ Review of Council overtime arrangements
- ✓ Action to reduce liability for leave entitlements
- ✓ Consider reducing frequency of pay runs from weekly to fortnightly
- ✓ Consider introducing employee self-service solutions for time and attendance records and leave applications
- ✓ Payroll system reports to be enhanced

On-site Sewage Management

The key recommendations for the On-site Sewage Management Audit were:

- ✓ Council's On-site Sewage Management Strategy be reviewed at least every ten (10) years to prepare and plan for future growth and developments in the Shire
- ✓ A risk matrix be developed based on the risk factors recommended by IPART and used when assessing on-site sewage management facilities
- ✓ Development of a risk based framework for determining an effective regulatory inspection regime
- ✓ Tailored management and exception reports and integration of the AUTHORITY on-site sewage management module with the rates system to be investigated with Civica
- ✓ Implement online payment capability
- ✓ Improved record keeping and follow up systems
- ✓ Development of improved checklists
- ✓ Information to be made available regarding On-site Sewage Management Systems processes and requirements utilising Council's website and new resident information packs

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Formal Community Forum Matters

Formal Community
Forum Matters

Management of Section 94 Development Contributions and Voluntary Planning Agreements

- ✓ The draft Growth Management Strategy should be finalised as soon as practical
- ✓ Development of a new Development Contributions Plan once the Growth Management Strategy is finalised
- ✓ Council should undertake an investigation to verify if the calculation of contribution levies at the time of issuing the Notice of Determination and collection the payments is being undertaken correctly
- ✓ Consideration of a nominated position to be accountable and responsible for strategic management and oversight of Section 94 developer contributions
- ✓ A centralised Planning Agreements Register should be implemented for use in the Council
- ✓ A review of the Planning Agreements Policy to include a statement regarding Section 93E of the EPA Act and the draft Planning Agreements Procedures Guideline should be undertaken
- ✓ Council should ensure the signatory to a Voluntary Planning Agreement holds the delegated authority to sign the agreement

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Formal Community Forum Matters

Key Performance Indicators

KPI – Internal Audit Function	How will it be measured	Target Level	Progress as at 30/06/15
Level of satisfaction of business units subject to internal audit with: <ul style="list-style-type: none"> Communication Comprehensiveness Relevance of audit recommendation Quality of audit report 	Brief survey issued	= 90% satisfaction	8 responses 100% satisfied – very satisfied

Key Performance Indicators

KPI – Internal Audit Function	How will it be measured	Target Level	Progress as at 30/06/15
% of audits completed annually vs. proposed audits in audit plan	Tally of audits completed	100%	1 audit completed last financial year. Delay in completing remaining Audits due to Council decision to review audit program and add additional audits
Level of satisfaction of Audit Committee & MANEX with Internal Audit Function	Annual survey of IAC and MANEX	= 90% Satisfaction	93.7% of responses rated satisfaction at 4 or 5 out of 5

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Formal Community Forum Matters

Formal Community
Forum Matters

Key Performance Indicators

KPI – Internal Audit Function	How will it be measured	Target Level	Progress as at 30/06/15
Time taken to complete audit projects	Date from engagement letter to issue of final report	Six (6) weeks	Waste – 6 weeks 2 days Compliance – 5 weeks 2 days Procurement – 6 weeks 2 days Emergency Management – 6 weeks 1 day Capital Works – 6 weeks 3 days Planning & Development – 5 weeks 4 days Parks Maintenance – 14 weeks (Delay due to Xmas period and lateness of response by management) Payroll – 8 weeks 1 day OSMS – 6 weeks 2 days



Key Performance Indicators

KPI – Audit Committee	How will it be measured	Target Level	Progress as at 30/06/15
Timeliness of monitoring of progress in implementing audit resolutions	Progress reports submitted to Audit Committee Meeting	Progress report submitted to each meeting	Reports submitted to all meetings
Implementation of Audit resolutions	Review of progress in implementing Audit Resolutions by MANEX 12 months after audit completed	100% of resolutions satisfactorily addressed	Resolutions reviewed by MANEX in 2013



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Formal Community Forum Matters

Key Performance Indicators

KPI – Audit Committee	How will it be measured	Target Level	Progress as at 30/06/15
Attendance by members at Audit Committee meetings	Monitor attendance register	Attendance at 75% of meetings or more by each member	Michael Muston – 100% Andrew Hanigan – 100% Cr Mitchell – 100% Cr Gibbs – 100% (since 1/7/13)
Number of Audit Committee Meetings held	Minutes of each Committee meeting	At least 4 meetings p.a.	3 held last financial year, 1 to date this year

Key Performance Indicators

KPI – Audit Committee	How will it be measured	Target Level	Progress as at 30/06/15
Timeliness of Annual Report to Council	Date of submission of Annual Audit Committee Report to Council	Within 2 months of end of each financial year	Next report to December 2015. meeting
Reporting of Audit Committee functions/outcomes to Community	No. of Community Forums at which information provided regarding internal audit	At least one meeting per year	Last forum attended in December 2014

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Formal Community Forum Matters

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Forum Matters

Key Performance Indicators			
KPI – Audit Committee	How will it be measured	Target Level	Progress as at 30/06/15
Currency and coverage of Internal Audit Plan	Date of review of Internal Audit Plan	Within 2 months of end of each financial year	Review completed and submitted to 1/6/15 meeting
Currency and relevance of Internal Audit Committee Charter	Date of review of Charter	Within 2 months of every second financial year	Last review in June 2014



The Chairperson called for questions from the floor. There were no questions.

Formal Community Forum Matters

INFRASTRUCTURE

TRIM 2089

2. **RFS Presentation**

David Stimson from the Southern Highlands Rural Fire Service provided the community with information on the expected bushfire year in Wollondilly Shire in order for the community to prepare.

Mr Stimson advised that as of 3pm today there had been 33 incidents which the community was unlikely to be aware of and noted the following:

- Major fire broke out in the Hawkesbury LGA which has burnt out 2331 hectares – started through lighting strike. Resources include 387 fire-fighters, 179 fire vehicles, 79 volunteer fire-fighters and 69 specialist fire-fighters
- Fire at O'Connell near Oberon where one property has been lost.

Mr Stimson alerted residents to the concern with grass fires with big changes to fuel loads and how quickly the grass load has cured off (dried) of late. He noted that grass fires can run very quickly and highlighted a fire he attended in Victoria last year where the fire travelled 18km in 15 mins.

An explanation of the impacts of El Nino was also given. Mr Stimson stated the current El Nino weather is the worst we have had in over 10 years. El Nino results in higher than average temperatures and lower than average rainfall. He added that the curing of grasslands indicates that any rain we have had recently is not making much difference. The modelling the RFS has, indicates things will get worse.

Two maps depicting bushfire prone land in Wollondilly were shown. He advised that bushfire prone land is land deemed able to carry and maintain fire. The maps showed a very high area of bush fire prone land in Wollondilly.

The residents were challenged with the following:

1. **Know your risk**
2. **Do you know your fire danger rating?**

Mr Stimson advised that today's rating is VERY HIGH. He explained that the higher the rating, the higher the risk. Once beyond high to severe, a total fire ban is declared. Anything higher is declared catastrophic, and the recommendation is that you leave your home and go somewhere safer.

Record of Proceedings of the Community Forum held in the Council Foyer, 62-64 Menangle Street, Picton, on Monday 14 December 2015, commencing at 6.33pm

Formal Community Forum Matters

Several sources of information were noted including the RFS signs/dials that give you the current rating; the Fires NSW website www.fires.nsw.gov.au and the "Fires Near Me" App which is available for download and also provides ratings.

Mr Stimson gave an overview of the 2013 fires and the "Watch and Act Alerts", which were given to indicate the level of risk that a fire posed. He noted the Balmoral fire which in a short space of time was threatening Yanderra. He advised that the announcements were along the lines of "This is the NSW Rural Fire Service. This is an emergency warning and you should do this now."

Mr Stimson urged people to know your alerts and detailed the following:

- Alerts can be sent to you through SMS or through your home phone
- Alerts give you a message
- 'Shelter in Place' means you can't leave your home, you can't go anywhere you must stay in your home even if deemed not safe to stay there.

Bushfire survival plans were offered to the participants and Mr Stimson requested people to go home tonight and learn the relevant information. Fill out the bushfire plan and also sit down with your families and have a conversation as not every situation fits everyone all the time.

The Hall Road Fire of 2013 was used as an example where it was Sept/Oct and year 12 students were home studying for HSC. When fire started to threaten, the students home alone did not know what to do and the research has shown that:

1. PEOPLE ARE NOT sitting down at home and having a conversation. One size fits all does not work – what about if your kids are at home alone? What about your pets?
2. Less than 10% of people affected by the Halls Road fire had done a bushfire plan. Very Important!

Have the conversation:

Prepare

- Prepare your property – clean gutters, rake and trim leaves
- Prepare your family so they are fully conscious of what it is like to be in a home when a fire comes through.

If you are not up to it psychologically and not physically capable to stay then you must leave. The RFS will not tell you when to leave it is your responsibility to prepare yourself and make those decisions as to if you will leave or stay and when you will leave.

Record of Proceedings of the Community Forum held in the Council Foyer, 62-64 Menangle Street, Picton, on Monday 14 December 2015, commencing at 6.33pm

Formal Community Forum Matters

Mr Stimson asked the audience if anyone knew where the Neighbourhood Safer Place is in Picton, Bargo or Tahmoor. Nobody was able to identify where the Neighbourhood Safer Place was in every village.

He asked people to please find out where the neighbourhood safer place is in their village. Don't make your Neighbourhood Safer Place part of your plan. Know where it is in case your plan fails. Also be aware that there is nothing there it is simply a place that is deemed safer in the area but there will be no fire fighters there etc.

Mr Stimson took a number of questions from the floor on the night.

The Chairperson thanked Mr Stimson for his presentation.

Record of Proceedings of the Community Forum held in the Council Foyer, 62-64 Menangle Street, Picton, on Monday 14 December 2015, commencing at 6.33pm

Community Question/Statement Time

COMMUNITY QUESTION/STATEMENT TIME

In accordance with Council's adopted Community Forum Guidelines matters must be submitted on the *Community Forum Question/Statement Form* in order to be addressed. The Record of Proceedings will only record the name of the person raising the Question/Statement, whom they are representing and the matter/item discussed. Any additional documentation handed in on the night will be noted in the Record of Proceedings. No verbal comments from the speaker will be documented.

A copy of all questions submitted by the cut off time is given to Councillors for their consideration regardless of whether they are addressed during the night's proceedings.

The Chairperson announced the next part of the Community Forum is Community Question/Statement Time. The Chairperson stated that Community Question/Statement Time is for matters that relate to items in Council's Ordinary Meeting Agenda. Reports are written by Council officers and reflect the views of the applicants' proposal, community views, legal aspects and where appropriate, comments.

All questions must be submitted in writing by 12 noon on the day of the Forum and there will be 2 speakers for and against a matter with a maximum of 5 minutes for each speaker.

The Chairperson reinforced that Community Forums are to provide information and to allow comment and are not a debate night. The Chairperson asked that speakers address the Chairperson and Councillors on all occasions, confine remarks to the subject matter and avoid casting personal reflections on individuals.

The Chairperson announced that the General Manager, Mr Luke Johnson would outline each Agenda item from the Executive Summary within Council's current business paper to assist in helping those present understand matters raised throughout the proceedings.

DD010.2015.00000526.001P2

Ques 1 John Gay representing Help Save Appin Inc.
Matter raised PE1 – DA for 28 Lots at Appin and Macquariedale Roads, Appin.

Mr Gay addressed the Forum.

Additional documentation was handed in by Mr Gay on the night.

Community
Question/Statement
Time

WOLLONDILLY SHIRE COUNCIL

Record of Proceedings of the Community Forum held in the Council Foyer, 62-64 Menangle Street, Picton, on Monday 14 December 2015, commencing at 6.33pm

Community Question/Statement Time

DD010.2015.00000526.001P2

Ques 2 Gerry Beasley representing Walker Corporation.
Matter raised PE1 – DA for 28 Lots at Appin and Macquariedale Roads, Appin.

Mr Beasley addressed the Forum.

Additional documentation was handed in by Mr Beasley on the night.

Cr Mitchell and the General Manager responded to questions on PE1 on the night.

DD010.2013.00000411.001

Ques 3 Arthur Ilias and Ian Doyle representing Bingara Gorge Project/Lendlease Communities.
Matter raised PE5 – Completion of 18 Hole Golf Course at Bingara Gorge.

Mr Doyle addressed the Forum.

TRIM 7392-2

Ques 4 Tracey Hoggarth-Green representing Self.
Matter raised IN4 – Status Report and Project Directions on the Bargo RFS Project.

Ms Hoggarth-Green addressed the Forum.

The General Manager and the Director Infrastructure responded to Ms Hoggarth-Green's questions on the night.

Community
Question/Statement
Time

WOLLONDILLY SHIRE COUNCIL

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Informal Question/Statement Time

INFORMAL QUESTION/STATEMENT TIME

No informal questions/statements were received.

Informal Question
/Statement Time

Record of Proceedings of the Community Forum held in the Council Foyer, 62-64 Menangle Street, Picton, on Monday 14 December 2015, commencing at 6.33pm

Conclusion and Informal Discussions

CONCLUSION AND INFORMAL DISCUSSIONS

The participants were thanked for their attendance at the Community Forum, for the feedback provided and for the interest shown in the matters discussed.

The Chairperson advised that the next Community Forum is proposed for Monday 8 February 2016. Participants were invited to partake in tea and coffee and to speak openly to Councillors about any matter they wish to raise.

The Chairperson wished everyone a safe and happy Christmas and stated that she looked forward to seeing them all back here in the New Year.

The Community Forum closed at 7.40pm.

About 30 people present.

WOLLONDILLY SHIRE COUNCIL

Record of Proceedings of the Community Forum held in the Council Foyer, 62-64 Menangle Street, Picton, on Monday 14 December 2015, commencing at 6.33pm

Your Councillors

YOUR COUNCILLORS

East Ward

Cr B (Benn) Banasik

Mobile: 0434 832 636

Email: benn.banasik@wollondilly.nsw.gov.au

Cr R (Ray) Law

Mobile: 0427 901 275

Email: ray.law@wollondilly.nsw.gov.au

Cr K (Kate) Terry

Mobile: 0439 665 149

Email: kate.terry@wollondilly.nsw.gov.au

Central Ward

Cr L (Lou) Amato

Mobile: 0439 451 143

Email: lou.amato@wollondilly.nsw.gov.au

Cr M W (Michael) Banasik

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Email: michael.banasik@wollondilly.nsw.gov.au

Cr C A C (Col) Mitchell

Mobile: 0418 265 006

Email: col.mitchell@wollondilly.nsw.gov.au

North Ward

Cr H (Hilton) Gibbs

Deputy Mayor

Mobile: 0439 299 749

Email: hilton.gibbs@wollondilly.nsw.gov.au

Cr J A (Judith) Hannan

Mobile: 0414 557 799

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Cr S (Simon) Landow

Mayor

Mobile: 0415 406 719

Email: simon.landow@wollondilly.nsw.gov.au

Your Councillors

Record of Proceedings of the Community Forum held in the Council Foyer, 62-64 Menangle Street, Picton, on Monday 14 December 2015, commencing at 6.33pm

Community Forum Dates

COMMUNITY FORUM DATES

Community Forums will generally be held on the second Monday of each month and will commence at 6.30pm except in the case of a public holiday when it will be held on the second Tuesday.

Community Forum dates for 2016 will be available after adoption at the Ordinary Council Meeting to be held on Monday 21 December 2014.