

18 March 2016

Dear Councillor,

You are kindly requested to attend the **Ordinary Meeting** of Wingecarribee Shire Council to be held in **Council Chambers, Civic Centre, Elizabeth Street, Moss Vale** on **Wednesday 23 March 2016** commencing at **3.30 pm**.

Yours faithfully

Ann Prendergast  
**General Manager**

#### SCHEDULE

3.30pm	Council Meeting begins
5.30pm	Questions from the Public to be read out
7.40pm	Closed Council

# RUNNING SHEET

## ORDINARY MEETING OF COUNCIL

held in the Council Chambers, Civic Centre, Elizabeth Street, Moss Vale  
on Wednesday, 23 March 2016 at 3.30 pm.

Time	Item
3.30pm	<b>Opening of meeting</b> – please remind all present that mobile phones must be switched off before the meeting and that the meeting is tape recorded.
	<b>Acknowledgement of Country - Cllr L A C Whipper</b> We acknowledge the Traditional Owners and Custodians of this Land and we pay respect to the past and present Elders of the Country we are meeting on today.
3.32pm	<b>Opening Prayer – Reverend Garry McMahon, Church of Christ, Bowral</b>
3.35pm	<ul style="list-style-type: none"><li>• <b>Apologies</b> (<i>if any</i>)</li><li>• <b>Adoption of Previous Minutes – Wednesday, 9 March 2016</b></li><li>• <b>Business Arising</b> (<i>if any</i>)</li><li>• <b>Declarations of Interest</b> (<i>if any</i>)</li><li>• <b>Mayoral Minute</b> (<i>if any</i>)</li><li>• <b>Public Forum</b> (<i>if any</i>)</li><li>• <b>Motion to move into Committee of the Whole - Cllr G McLaughlin</b></li><li>• <b>Visitor Item</b>  Item 10.1 DA 15/1138 Construction of a New Farm Building, Alterations and Additions to Existing Cellar Door, and Temporary Use of Site for Functions - Mt Ashby Estate, 140 Nowra Road, Moss Vale</li><li>• <b>Council Reports</b></li></ul>
5.30pm	<b>Motion to move into Council and the Mayor resumes the Chair</b>
5.30pm	<b>Questions from the Public - <i>to be read</i></b> <b>Continuation of Council Reports</b> <b>General Business Questions</b> <b>Questions with Notice</b> <b>Notices of Motion</b>
7.40pm	<b>Closed Council</b>
8.00pm	<b>Meeting Closed</b>

Ann Prendergast  
General Manager



## Business

1. **OPENING OF THE MEETING**
2. **ACKNOWLEDGMENT OF COUNTRY**
3. **PRAYER**
4. **APOLOGIES**
5. **ADOPTION OF MINUTES OF PREVIOUS MEETING**  
Ordinary Meeting of Council held on 9 March 2016
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8. **MAYORAL MINUTES**
9. **PUBLIC FORUM**

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10. **VISITOR MATTERS**  
**OPERATIONS, FINANCE & RISK**  
Nil  
**CORPORATE, STRATEGY & DEVELOPMENT SERVICES**
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**Mayor to resume chair at 5.30 pm**

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Nil

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Nil

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Nil

**22. CLOSED COUNCIL**

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**22.1 Tender Evaluation for Design for the Redevelopment of Bowral Memorial Hall**

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

**22.2 Bowral Distributor Road - Tender: Design Services**

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

**22.3 Proposed Right of Carriageway, 39 Station Street Bowral**

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

**22.4 10 Frankland Street, Mittagong**

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

**22.5 Legal Affairs - Closed Report**

*This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)(g) as it contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.*

**23. RESUMPTION OF OPEN COUNCIL**

Resumption of Open Council

Adoption of Closed Session

**24. ADOPTION OF COMMITTEE OF THE WHOLE**

**25. MEETING CLOSURE**

## Our Mission, Our Vision, Our Values

### OUR MISSION

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

### OUR VISION

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

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

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

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

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

### OUR VALUES

Integrity, trust and respect

Responsibility and accountability

Communication and teamwork

Service quality

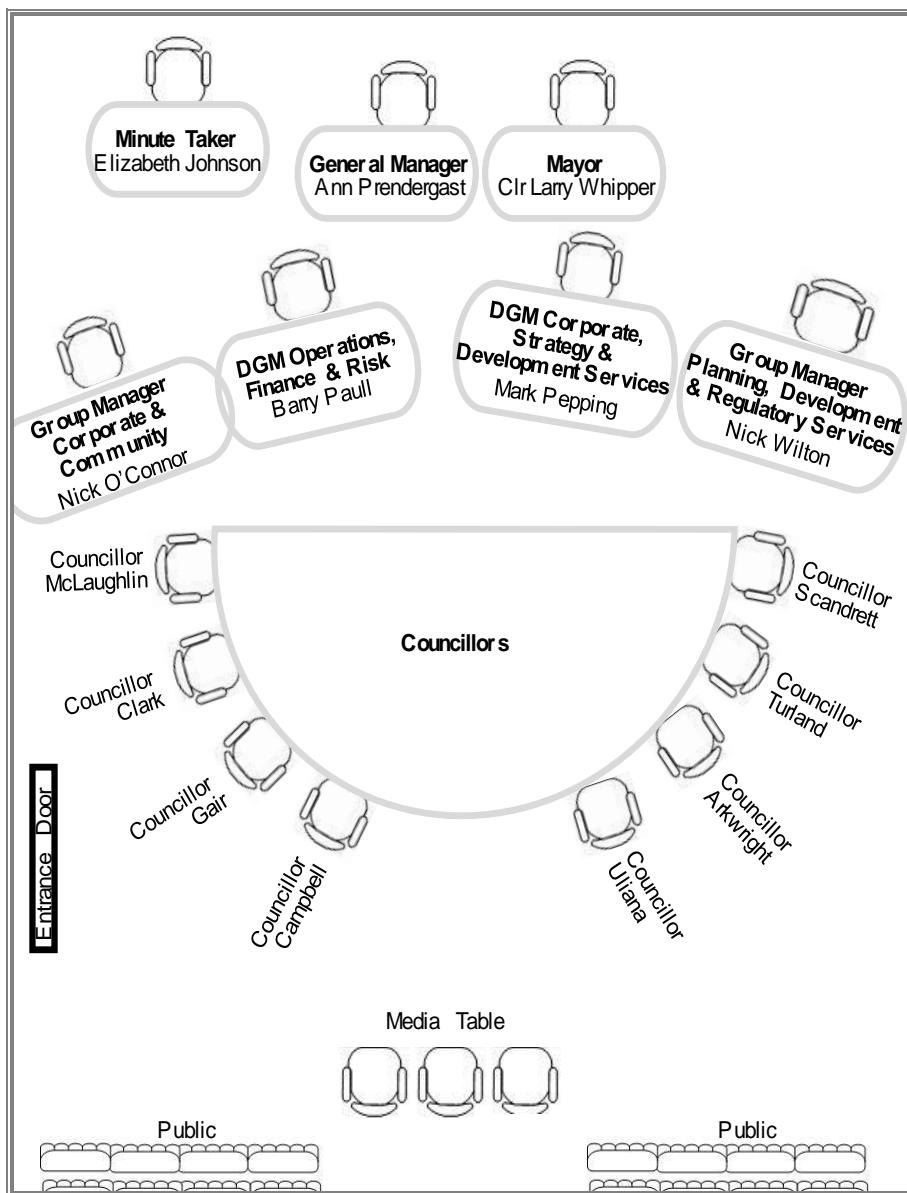


## Council Chambers

### Recording of Ordinary and Extraordinary Meetings of Council

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

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



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## **DECLARATIONS OF INTEREST**

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101/3, 101/3.1

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

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

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

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

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## COMMITTEE OF THE WHOLE

### 10 VISITOR MATTERS

#### CORPORATE STRATEGY & DEVELOPMENT SERVICES

#### 10.1 DA 15/1138 Construction of a New Farm Building, Alterations and Additions to Existing Cellar Door, and Temporary Use of Site for Functions - Mt Ashby Estate, 140 Nowra Road, Moss Vale

Reference:	15/1138
Report Author:	Senior Town Planner
Authoriser:	Acting Team Leader Town Planning
Applicant:	C Harvey C/- Lee Environmental Planning
Owner:	CW Harvey & S Beresford Harvey
Link to Corporate Plan:	Conserve the key natural resources of the Shire water catchments, arable land, key wildlife corridors, vegetation and scenic landscapes

#### PURPOSE

This report considers a development application for a new farm building (replacing an existing shed), minor alterations and additions to the existing cellar door and the temporary use of the site for functions. Reports for the temporary use of land within the E3 Environmental Management Zone are being presented to full Council for determination at this time. This report recommends **APPROVAL** of the application subject to conditions.

#### VOTING ON THE MOTION

Councillors are required to record their votes on this matter.

#### RECOMMENDATION

**THAT** development application DA 15/1138 for a proposed farm building (replacing an existing shed), minor alterations and additions to the existing cellar door and the temporary use of the site for functions at Lot 7 DP 632169, No 140 Nowra Road, Moss Vale be **APPROVED** subject to conditions as described in Attachment 3 to the report.



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## **REPORT**

### **BACKGROUND**

#### **Development Application and Site History**

Council approved Development Consent No. 03/1879 for a cellar door at the subject site, which is currently operating as "Mount Ashby Estate".

### **DETAILS OF PROPOSAL**

#### **Subject Site and Locality**

An inspection of the site and the surrounding area has been undertaken. The site is located within the rural catchment of Moss Vale to the east of the town. The locality is dominated by cleared grazing land and dwellings on properties which are generally 40 hectares in area (**Attachment 1**).

The site has a total area of approximately 40 hectares which is developed with a vineyard, cellar door and car park, shedding, stables, and dwelling (the dwelling was recently damaged by fire and has not been rebuilt).

The site is within the bushfire buffer zone which is located along the southern and eastern boundary. Access to and from the site is from the north in the opposite direction of the bushfire threat.

No Endangered Ecological Vegetation communities or native vegetation is within the area affected by the proposal.

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## **STATUTORY PROVISIONS**

### **ASSESSMENT - KEY ISSUES**

#### **NSW Rural Fires Act, 1997**

The proposed development does not include accommodation, accordingly it does not require a deemed bushfire authority under the Act as the use is not defined as a "special fire protection purpose". The site is impacted by the bushfire buffer zone on the southern and eastern boundaries, accordingly bushfire should be considered within any risk management plan for the site. A risk management plan is included as a condition of consent (**Condition 8**).

#### **State Environmental Planning Policies**

##### **SEPP (Drinking Water Catchments) 2011**

The proposed temporary use component of the proposal is a Module 5 development. Accordingly the application has been referred to Water NSW for concurrence which has been granted subject to conditions (**Condition 32**).

##### **SEPP (Infrastructure) 2008**

This section of Nowra Road is not classified, therefore given the relatively low rate of traffic generation associated with the proposal; referral to RMS is not required.



### **Wingecarribee LEP 2010**

The site is zoned E3 Environmental Management under the LEP. The E3 zone permits viticulture, cellar door premises and farm buildings subject to development consent. The zone does not permit “function centres” which are defined as:

**function centre** means a building or place used for the holding of events, functions, conferences and the like, and includes convention centres, exhibition centres and reception centres, but does not include an entertainment facility.

The temporary use of the site for functions is permissible subject to clause 2.8 of the LEP as follows:

#### **“2.8 Temporary use of land**

- (1) *The objective of this clause is to provide for the temporary use of land if the use does not compromise future development of the land, or have detrimental economic, social, amenity or environmental effects on the land.*
- (2) *Despite any other provision of this Plan, development consent may be granted for development on land in any zone for a temporary use for a maximum period of 60 days (whether or not consecutive days) in any period of 12 months.*
- (3) *Development consent must not be granted unless the consent authority is satisfied that:*
  - (a) *the temporary use will not prejudice the subsequent carrying out of development on the land in accordance with this Plan and any other applicable environmental planning instrument, and*
  - (b) *the temporary use will not adversely impact on any adjoining land or the amenity of the neighbourhood, and*
  - (c) *the temporary use and location of any structures related to the use will not adversely impact on environmental attributes or features of the land, or increase the risk of natural hazards that may affect the land, and*
  - (d) *at the end of the temporary use period the land will, as far as is practicable, be restored to the condition in which it was before the commencement of the use.*
- (4) *Despite subclause (2), the temporary use of a dwelling as a sales office for a new release area or a new housing estate may exceed the maximum number of days specified in that subclause.*
- (5) *Subclause (3) (d) does not apply to the temporary use of a dwelling as a sales office mentioned in subclause (4).”*

The application therefore must be considered in two parts:

- a) The permanent uses of the site which are permissible within the zone including the new farm building and the alterations and additions to the cellar door; and
- b) The proposed temporary use of the site for functions pursuant to clause 2.8.

The proposed farm building replaces an existing shed on the site and the alterations and additions to the cellar door are relatively minor including the construction of a new store room, toilet facilities and enclosure of an existing verandah (**Attachment 2**). The application originally included kitchen facilities within the proposed farm building, however, given that kitchen facilities related to the temporary use (and are permanent) this component of the proposal has been amended to indicate a storage area only.



The proposed temporary use of the site is for functions such as weddings, with a maximum number of guests at any one time of 150. The applicant is intending on developing the site in stages, initially using existing buildings for functions, and eventually using the new farm building for functions also. It is noted, however, that whichever of the buildings is used, the maximum number of patrons at any one time will remain at 150. Approval is sought for 60 days per year but does not specify which days e.g. Saturdays, Sundays or Public Holidays etc. Accordingly a condition of consent will stipulate a set day e.g. Saturdays and Public holidays otherwise it will not be possible to monitor whether the activity is in fact complying with the restricted number of days specified in clause 2.8 (**Condition 2**).

In accordance with clause 2.8, the proposed temporary use cannot compromise future development of the land, or have detrimental economic, social, amenity or environmental effects on the land. The development as proposed does not compromise the future use of the site as the building work is permissible under the zoning. The impacts associated with the functions are mainly limited to noise and traffic. The traffic impact of a function with 150 people will be centred on the entry/exit from Nowra Road which is a 90kmp/h zone. Council's Development Engineer has included a condition of consent requiring that the entry point on Nowra Road be upgraded to a BAL/BAR design so as to allow traffic to pass cars entering and existing the site (**Condition 25 (b)(ii)**). In addition to this the driveway is quite long and narrow to the cellar door area with no area for vehicles to pass, therefore, the driveway will also require upgrading to provide passing bays (**Condition 25(b) (i)**). A full width driveway for passing vehicles was considered but this would necessitate significant tree removal which is considered to be a less desirable outcome.

The closest adjoining dwelling is No 120 Nowra Road, which has the same setback from Nowra Road as the cellar door area of approximately 250m. The dwelling on 120 Nowra Road is only approximately 54m from the closest of the cellar door buildings (which is intended for use for functions being the former produce store). This dwelling is the most likely to be affected by noise from the driveway/car park and from the various buildings in the venue. A noise report has been submitted by the applicant which recommends:

*"All assumptions listed in this noise survey should be taken into consideration once the site starts its proposed operations.*

*An effective noise control measure would include controlling noise at the receiver, in particular receptor R1 [Receptor R1 is the dwelling at 120 Nowra Road]. These may include acoustic treatment of the existing facade and/or windows.*

*The following in-principle noise control measures are recommended.*

**Use of Outdoor Areas**

*The use of outdoor areas shall be limited to smoking areas and these are to be located to the east of the buildings away from residential receptor R1.*

*No amplified music is allowed outdoors.*

**Music and Noise Limiter**

*Amplified music indoors shall not exceed 88 dB(A) when combined with patrons' noise at the Barn.*

*Indoor noise levels within the Produce Store shall not exceed 84 dB(A).*

*Noise levels not exceeding 80 dB(A) within the Cellar Door are recommended.*



*A frequency filter sound level limiter is to be utilised in all three buildings to limit the noise emissions associated with the indoor music. This has to be set on parameters to be determined after post construction field tests are conducted.*

*The limiter function is to control the music level so that it never exceeds the programmed limit, regardless of the noise generated by the patrons.*

**Produce Store**

*The use of the Produce Store as it currently appears, shall be limited to daytime and evening time only for dining with soft background music.*

*Acoustic treatments on the roof and part of the walls can be implemented in order to improve the sound transmission loss provided by the building envelope and allow its use during night time.*

*A trial period would be beneficial in order to identify the most effective noise control measures to be put in place.*

**Cellar Door**

*The folding windows within the veranda should be kept closed during night time (after 10pm).*

*A noise level unlikely to cause disturbance was predicted.*

**Barn**

*The Barn building envelope should be constructed as follows:*

- *Roof and northern wall – achieve  $R_w=40\text{dB}$ .*
- *Glazing: 10.38 mm laminated glass or equivalent; and*
- *Other walls – 0.8 mm steel or equivalent as a minimum requirement.*

*Alternative construction materials can be considered and their acoustic performance evaluated prior to construction.*

*Outdoor areas (e.g. smoking areas) are to be relocated to the eastern side of the building or alternative solutions can be investigated.*

*The reverberation time shall be minimized as far as practicable for noise controls. Indoor lining with acoustic absorptive material is recommended. Location and extent of the absorptive panels is to be advised at a later stage of the development prior to occupation.*

*A trial period would be beneficial for this purpose as well.”*

It is considered that given the trial periods required in the report and the potential for noise impact that the consent be limited to 1 year only so that these matters may be monitored and assessed before any further approvals are considered (**Conditions 28 - 31**).

**Development Control Plans**

**Rural Lands Development Control Plan**

With regard to the permanent uses proposed for the site, the works to the existing building are relatively minor and within the current building footprint, so no significant discussion is warranted for this. The main aspect of the proposal is the demolition of the existing shed



and construction of the new barn or farm building. The new farm building is larger than the existing shed which is a relatively simple rectangular metal clad shed with a gable roof and two large door openings on the northern side. The proposed barn is of a considerably higher architectural quality being single storey with a below ground cellar level. The building has a steeply pitched roof for its size (30 degrees) and is to be clad in hardwood planking and "colorbond" sheet metal cladding.

Whilst the shed is larger than the existing shed in this position it is more attractive than the existing building. The shed is approximately 447m<sup>2</sup> (excluding the below ground cellar door component and verandah). The following controls for outbuildings are contained in the Section A 3.7 of the DCP:

- (a) *The maximum height of any non-residential building shall be determined by Council staff with reference to the objectives of the zone, the location of the proposed development and any relevant environmental and amenity considerations.*
- (b) *No single rural building or structure shall generally occupy a ground level building footprint of more than 600 square metres. The building footprint excludes any area on which works or structures are carried out or constructed beneath the natural ground level, provided disturbance of the natural ground surface is kept to a minimum and there is no adverse visual or environmental impact.*
- (c) *The total area of all land occupied by the ground level building footprint of all rural buildings and other structures shall not generally exceed a total ground level footprint of 1000 square metres, excluding any area on which works or structures are carried out or constructed beneath the natural ground level.*
- (d) *All rural buildings are generally to be within building envelopes that are separated from each other by a distance of not more than 30 metres and not less than 5 metres.*
- (e) *No rural building or structure is to be located closer than 20 metres from any public road, unless assessed by Council as appropriate due to site constraints.*
- (f) *Rural buildings and structures shall be constructed from non-reflective materials. Zinalume is not permissible.*
- (g) *Have regard to applicable Landscape Conservation controls.*

The proposed shed, as previously stated, is replacing an existing shed which sits well below the ridgeline (there is a substantial hill located to the south of the site). The footprint of the building is below the 600m<sup>2</sup> specified in the DCP. The maximum total of 1000m<sup>2</sup> for all outbuildings would not be exceeded. The setback from Nowra Road exceeds 200m and a condition of consent can require non reflective materials (**Conditions 12 - 13**).

In relation to the temporary use/functions Section B6.4 of the DCP contains the following controls:

***Additional Controls for Function Centres***

- a) *Applicants seeking to develop a Function Centre are directed to Section B6.1 and 6.2 above.*
- b) *All Function Centres shall be assessed on their merits with particular regard to:*
  - (i) *visual impacts of the proposal*
  - (ii) *potential noise impacts*
  - (iii) *potential traffic generation*
- c) *Buildings shall be designed and located to minimise visual impacts within the rural landscape, particularly from neighbouring properties.*

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

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### REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY & DEVELOPMENT SERVICES



- d) *Buildings shall be constructed from materials and colours which blend into the rural landscape.*
- e) *Proposed development shall not exceed 5dB(A) as required in Section A6.8 of this Plan.*
- f) *Lighting shall be designed to minimise impact on the night sky as required in Section A6.10 of this Plan.*
- g) *Particular attention will be paid to the potential traffic generation of the proposal with regard to its impact on the rural amenity, the road network and the types of vehicles likely to use the facility, including delivery and servicing vehicles.”*

It is considered that the development will have a positive visual impact as discussed above. Noise and traffic impacts have also been discussed earlier in this report. Lighting management shall be a condition of approval (**Condition 10**).

It is considered that the proposal is generally compliant with the DCP.

#### **Section 79C Evaluation**

The matters in Section 79C have been considered as follows:

##### ***79C (1) Matters for consideration—general***

***In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:***

**(a) *the provisions of:***

**(i) *any environmental planning instrument, and***

The DA complies with clause 2.8 of the LEP.

**(ii) *any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Director-General has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and***

Not applicable in this instance (no relevant draft plans).

**(iii) *any development control plan, and***

The development complies with the provisions of the Rural Lands DCP.

**(iiia) *any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F, and***

Not applicable.

**(iv) *the regulations (to the extent that they prescribe matters for the purposes of this paragraph), and***

The application complies with the regulations.



- (v) ***any coastal zone management plan (within the meaning of the Coastal Protection Act 1979), that apply to the land to which the development application relates,***

Not applicable.

- (b) ***the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,***

The development proposes the temporary use of the cellar door site for functions in addition to building works. The building works are considered to be relatively minor. The main impacts associated with the proposal are traffic and noise which can be addressed through conditions of consent as discussed earlier in this report. An initial approval period of one year is recommended so as to monitor noise impacts.

It is considered that there are economic benefits from this type of development to the local economy through value adding from the rural environment and tourism.

- (c) ***the suitability of the site for the development,***

The site is considered to be suitable for development: architectural design, visual impact, bushfire, access, car parking, amenity, noise, and water quality issues are all acceptable or subject to conditions.

- (d) ***any submissions made in accordance with this Act or the regulations,***

Refer to consultation (public notification) section of this report.

- (e) ***the public interest.***

The proposal is considered to be in the public interest as it provides additional opportunities for a rural activity and tourism. The development will be monitored for impacts from the functions on the amenity of the adjoining property.

## **CONSULTATION**

### **COMMUNITY ENGAGEMENT**

#### **External Referrals**

<b>Referrals/Notice</b>	<b>Advice/Response/Conditions</b>
Water NSW	Concurrence subject to conditions.

#### **Internal Referrals**

**Accredited Certifier:** No objection subject to conditions.

**Development Engineer:** No objection subject to conditions.

**Environment and Health Officer:** No objection subject to conditions relating to noise monitoring.



## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

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### REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY & DEVELOPMENT SERVICES



#### **Neighbour Notification (or Advertising)/Public Participation**

The development application was Neighbour Notified for a period of two weeks from 20/01/2016 to 5/02/2016 and no submissions were received.

#### **SUSTAINABILITY ASSESSMENT**

- **Environment**

The main impacts identified in this report are noise and traffic impacts which are to be mitigated via conditions of consent.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

The development application has been considered in accordance with WLEP 2010, the EP and A Act and any matters relevant to the development.

#### **RELATIONSHIP TO CORPORATE PLANS**

Operational Plan 2014-2017: OP:117 Provide development, building assessment and certifications services.

#### **COUNCIL BUDGET IMPLICATIONS**

The financial implication of Council's decision in this matter is directly related to the legal implications. The possibilities are detailed as follows:

- Should the applicant choose to appeal a refusal by Council through the Land and Environment Court and lose, the question of cost with regard to Council's legal representation would be determined by the extent of the reasons for refusal.
- Should the applicant choose to appeal a refusal by Council through the Land and Environment Court and win, the question of cost would be dependent upon the extent of the reasons for refusal.
- Should any person choose to take out Class 4 proceedings against Council to the Land and Environment Court and lose, the question of cost with regard to Council's legal representation would be calculated at the appropriate time.
- Should any person choose to take out Class 4 proceedings against Council to the Land and Environment Court and win, the question of cost would still be calculated at the appropriate time.
- Should the applicant make no appeal, or proceedings not be taken out by another party, to the Land and Environment Court regardless of the determination, the application would result in no further financial implication to Council.

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#### RELATED COUNCIL POLICY

The application has been assessed against the relevant Council planning policies.

#### OPTIONS

The options available to Council are:

##### Option 1

Approval subject to the consent conditions attached to this report

##### Option 2

Refusal of the application.

Option No. 1 is the recommended option to this report.

#### DISCUSSION OF KEY ISSUES

The main issues associated with this application are in relation to the temporary use of the site for functions, noise and traffic. These issues are considered to be acceptably mitigated through conditions of approval and the limitation of the consent for the temporary use to twelve months to allow for monitoring and reassessment.

#### CONCLUSION

In conclusion, the proposal is generally compliant with both the LEP and DCP provisions subject to the conditions attached to this report. It is recommended given the potential for noise issues to arise from the proposal that the consent is limited to a twelve month period in order to allow for monitoring and reassessment before consideration of further approvals is undertaken.

Approval of the application is recommended.

#### ATTACHMENTS

1. Locality Plan - *circulated under separate cover*
2. Plans - *circulated under separate cover*
3. Draft Conditions of Consent - *circulated under separate cover*

Mark Pepping  
Deputy General Manager Corporate,  
Strategy & Development Services

Friday 18 March 2016



## 12 OPERATIONS FINANCE & RISK

### 12.1 Investment Report as at 29 February 2016

Reference:	2104
Report Author:	Accounting Officer - Banking and Investments
Authoriser:	Chief Financial Officer
Link to Corporate Plan:	Ensure systems and processes are in place to achieve mutual trust and collaboration

#### PURPOSE

In accordance with Part 9, Division 5, Section 212 of the Local Government (General) Regulations 2005, this report provides details of Council's Investments as at 29 February 2016.

#### RECOMMENDATION

**THAT the information on Council's Investments as at 29 February 2016 be received and noted.**

#### REPORT

A list of Council's investments as at 29 February 2016 has been included in **Attachment 1**.

All Investments have been made in accordance with Section 625 of the Local Government Act 1993, the Regulations and approved Ministerial Investment Orders.

It is noted that Council officers have completed a review of Council's Investment Policy and will report back to Council on the proposed changes to the investment portfolio parameters at the next Finance Committee Meeting scheduled for 18 May 2016.

All investments are approved under Council's Investment Policy and Ministerial Investment Orders.

Interest received from investments totalled \$1,497,838.91 for the eight (8) months to 29 February 2016.

#### ATTACHMENTS

1. Investment report as at 29 February 2016

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12.1 Investment Report as at 29 February 2016

ATTACHMENT 1 Investment report as at 29 February 2016

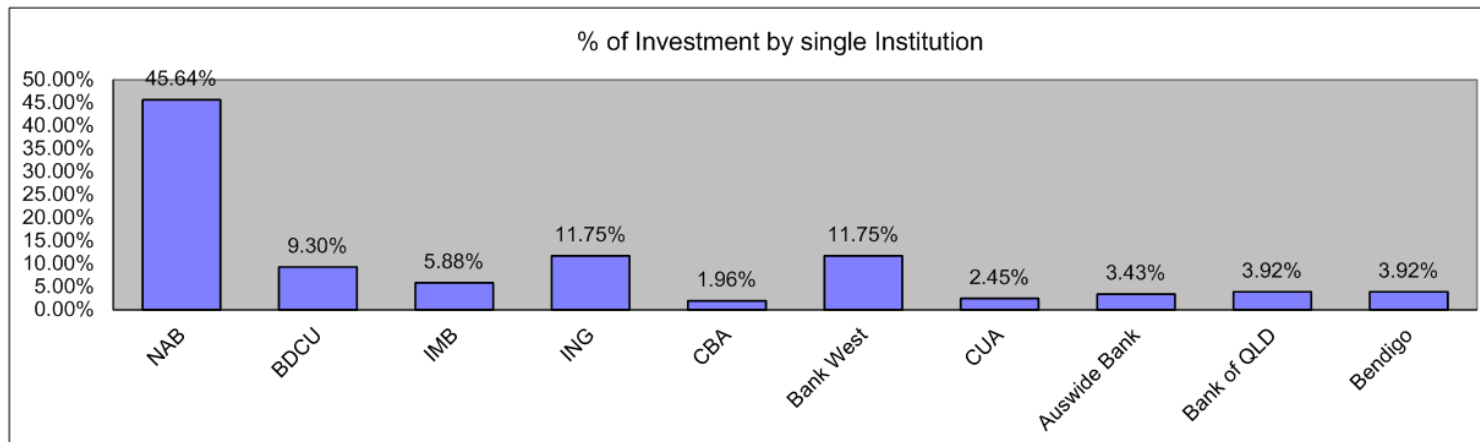
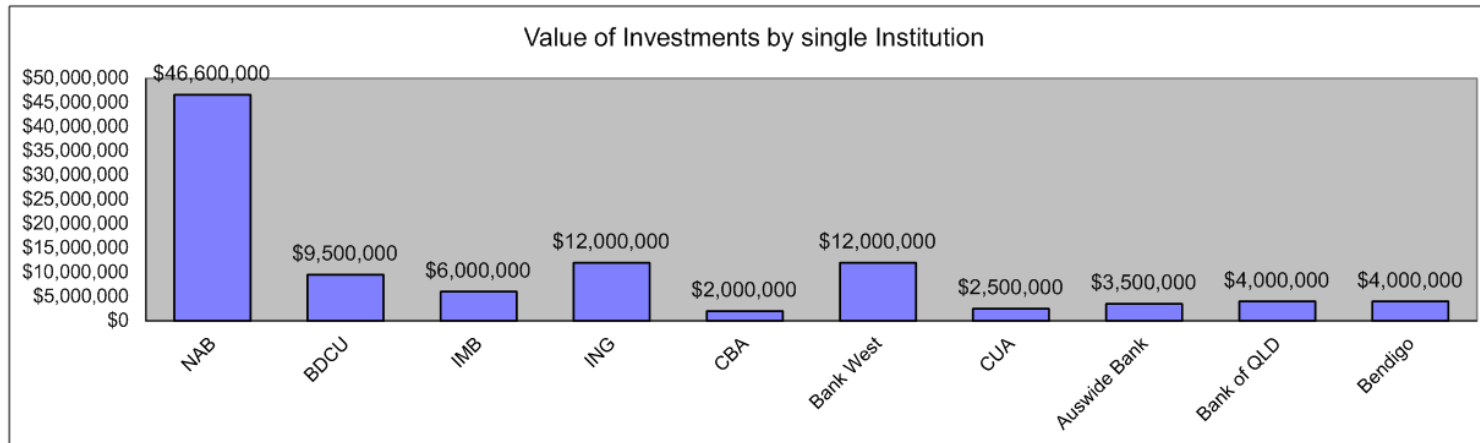


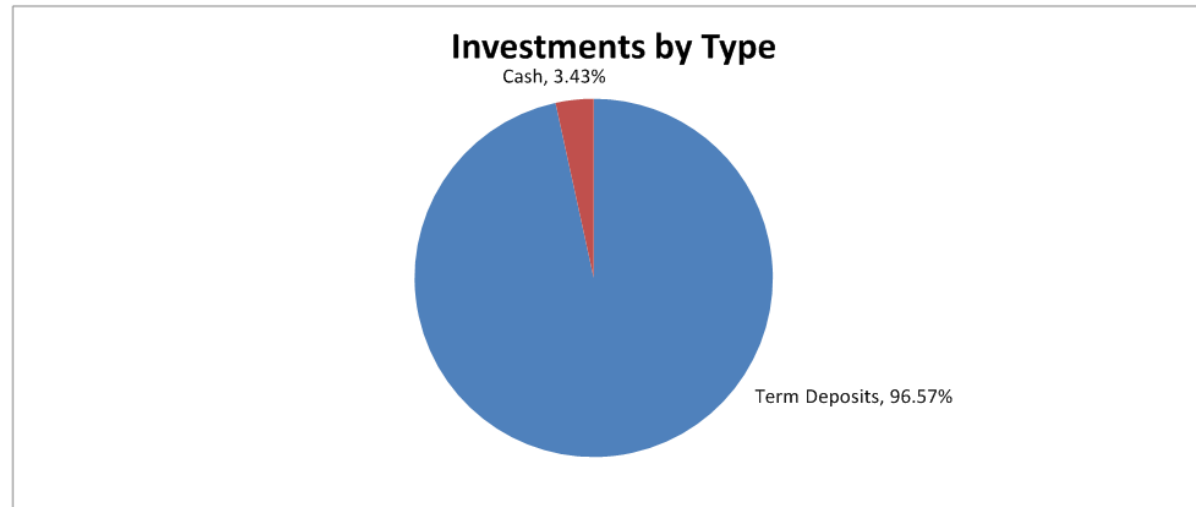
INVESTMENT RECONCILIATION AS AT 29 FEBRUARY 2016						ATTACHMENT 1
Institution	Type	Amount	Interest Rate	Term of Investment - Days	Maturity Date	% Investment Portfolio
Bank West	Term Deposit	2,500,000.00	3.00%	90	2/03/2016	2.45%
NAB	Term Deposit	3,500,000.00	2.90%	182	8/03/2016	3.43%
NAB	Term Deposit	5,000,000.00	2.90%	182	14/03/2016	4.90%
IMB	Term Deposit	3,000,000.00	2.80%	120	15/03/2016	2.94%
NAB	Term Deposit	1,500,000.00	3.00%	180	21/03/2016	1.47%
NAB	Term Deposit	3,000,000.00	3.00%	183	29/03/2016	2.94%
NAB	Term Deposit	2,000,000.00	2.95%	180	1/04/2016	1.96%
NAB	Term Deposit	2,500,000.00	2.95%	181	4/04/2016	2.45%
NAB	Term Deposit	3,100,000.00	2.95%	181	4/04/2016	3.04%
NAB	Term Deposit	2,500,000.00	2.95%	181	5/04/2016	2.45%
IMB	Term Deposit	3,000,000.00	2.80%	150	11/04/2016	2.94%
NAB	Term Deposit	2,500,000.00	3.09%	120	13/04/2016	2.45%
NAB	Term Deposit	2,000,000.00	3.05%	91	18/04/2016	1.96%
NAB	Term Deposit	2,000,000.00	2.85%	149	22/04/2016	1.96%
Bank West	Term Deposit	2,000,000.00	2.95%	92	26/04/2016	1.96%
CBA	Term Deposit	2,000,000.00	2.81%	243	30/04/2016	1.96%
ING	Term Deposit	3,500,000.00	2.90%	180	3/05/2016	3.43%
NAB	Term Deposit	3,500,000.00	2.99%	150	5/05/2016	3.43%
Bank West	Term Deposit	2,000,000.00	3.00%	121	12/05/2016	1.96%
ING	Term Deposit	3,000,000.00	2.90%	182	18/05/2016	2.94%
ING	Term Deposit	3,000,000.00	2.90%	179	27/05/2016	2.94%
Bank West	Term Deposit	2,000,000.00	2.95%	120	31/05/2016	1.96%
Bank West	Term Deposit	1,500,000.00	2.95%	120	2/06/2016	1.47%
NAB	Term Deposit	1,500,000.00	3.00%	154	7/06/2016	1.47%
AusWide	Term Deposit	2,500,000.00	3.05%	124	14/06/2016	2.45%
NAB	Term Deposit	2,000,000.00	3.00%	181	20/06/2016	1.96%
NAB	Term Deposit	3,500,000.00	3.05%	182	4/07/2016	3.43%
Bank West	Term Deposit	2,000,000.00	2.90%	152	4/07/2016	1.96%
NAB	Term Deposit	3,000,000.00	3.10%	181	11/07/2016	2.94%
BDCU	Term Deposit	3,000,000.00	2.90%	365	13/07/2016	2.94%
BOQ	Term Deposit	2,000,000.00	3.07%	182	15/08/2016	1.96%
BDCU	Term Deposit	3,000,000.00	2.95%	365	26/08/2016	2.94%
BOQ	Term Deposit	2,000,000.00	3.05%	183	30/08/2016	1.96%
BDCU	Term Deposit	1,500,000.00	2.85%	365	7/09/2016	1.47%
AusWide	Term Deposit	1,000,000.00	3.11%	210	21/09/2016	0.98%
BDCU	Term Deposit	2,000,000.00	2.90%	365	28/10/2016	1.96%
ING	Term Deposit	2,500,000.00	3.00%	274	10/11/2016	2.45%
CUA	Term Deposit	2,500,000.00	3.10%	365	9/02/2017	2.45%
Bendigo	Term Deposit	1,500,000.00	3.00%	365	15/02/2017	1.47%
Bendigo	Term Deposit	2,500,000.00	3.00%	365	23/02/2017	2.45%
<b>Total Investments</b>	<b>40</b>	<b>\$98,600,000</b>				<b>96.57%</b>
NAB	11am Account	\$3,500,000	1.90%			3.43%
		<b>\$102,100,000</b>				<b>100.00%</b>



DISTRIBUTION OF INVESTMENTS BY INSTITUTION AS AT 29 FEB 2016			
Institution	Investment Value	Rating	Actual
NAB	\$46,600,000	AA	45.64%
BDCU	\$9,500,000	A	9.30%
IMB	\$6,000,000	Below A	5.88%
ING	\$12,000,000	A	11.75%
CBA	\$2,000,000	AA	1.96%
Bank West	\$12,000,000	AA	11.75%
CUA	\$2,500,000	Below A	2.45%
Auswide Bank	\$3,500,000	Below A	3.43%
Bank of QLD	\$4,000,000	A	3.92%
Bendigo	\$4,000,000	A	3.92%
<b>Total Investments</b>	<b>\$102,100,000</b>		<b>100.00%</b>

DISTRIBUTION OF INVESTMENTS BY RATING AS AT 29 FEB 2016		
Rating	Investment Value	Actual
AAA	\$0	0.00%
AA	\$60,600,000	59.35%
A	\$29,500,000	28.89%
Below A	\$12,000,000	11.75%
Non Rated	\$0	0.00%
<b>Total Investments</b>	<b>\$102,100,000</b>	<b>100.00%</b>





Credit Rating	Credit Rating	Grade	Risk
AAA	AAA	Investment	Lowest Risk
AA	AA	Investment	Low Risk
A	A	Investment	Low Risk
BBB	BBB	Investment	Medium Risk
BB, B	BB, B	Junk	High Risk
CCC/CC/C	CCC/CC/C	Junk	Highest Risk
D	D	Junk	In Default
NR	NR	Non Rated	



## 12.2 Tender Evaluation for Design for the Redevelopment of Bowral Memorial Hall

**Reference:** 6330/15.25  
**Report Author:** Cultural Development Officer  
**Authoriser:** Deputy General Manager Operations, Finance & Risk  
**Link to Corporate Plan:** Strengthen the connectivity, liveability and vibrancy of towns and villages

### PURPOSE

Reporting on the evaluation of the Tender for the Design of Structural Works and Redevelopment of Bowral Memorial Hall as a Concert Hall.

### RECOMMENDATION

**THAT** in relation to the Tender for Design of Structural Works and Redevelopment of Bowral Memorial Hall as a Concert Hall, Council adopts the recommendation contained within the Closed Council report – Item 22.1.

OR

**THAT** the report concerning the Tender for for Design of Structural Works and Redevelopment of Bowral Memorial Hall as a Concert Hall be considered in Closed Council – Item 22.1.

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

### REPORT

#### **BACKGROUND**

On 28 October 2015 Council resolved as follows:

1. *THAT the primary purpose of the Bowral Memorial Hall be confirmed as a concert hall for unamplified music/centre of excellence for music and part of the cultural infrastructure of the Shire.*
2. *THAT a refurbishment project for Bowral Memorial Hall that improves the Hall's qualities and facilities for this purpose be commenced immediately.*



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3. *THAT the plan for the refurbishment outlined in this report, whereby works are completed according to the short term, immediate and long term strategies is adopted.*

An initial budget of \$150k was allocated for the design and documentation stage of the project.

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

Consequently, a Request for Tender (RFT 6330/15.25) for Stages 1 and 2 of the project (Concept Design and Final Design and Documentation) and for tender advice/evaluation (for the construction stage) was issued in January 2016.

#### **REPORT**

A Request for Tender (RFT 6330/15.25) from appropriately qualified and experienced Tenderers to provide Concept Design, Final Design & Documentation and Tender Assessment advice for the redevelopment of the Bowral Memorial Hall into a concert hall was issued in January 2016.

#### **ADVERTISING DETAILS**

The tender was advertised with a closing date of 27 January 2016 as follows:

- a) Sydney Morning Herald – 5 January 2016
- b) Southern Highlands News – 6 January 2016 and 12 January 2016
- c) Council's eTendering website, tenders.nsw.gov.au, for the duration of the advertising period
- d) Council's Online Customer Service Centre for the duration of the advertising period

A compulsory site meeting/tender briefing was held at the Bowral Memorial Hall on 18 January 2016.

Following a request from a registered tenderer, the closing date for tenders was extended by one week to 2 February 2016. This was considered reasonable given the holiday period. All registered tenders were advised of the new closing date.

#### **TENDERS RECEIVED**

A total of twelve (12) submissions were received as follows:

<b>Company Name</b>	<b>City</b>	<b>Postcode</b>
CCG Architects Pty Ltd	CHIPPENDALE	2008
Complete Urban Pty Ltd	CHIPPENDALE	2008
Cox Architecture Pty Ltd	KINGSTON	2604
Daryl Jackson Robin Dyke Pty Ltd	CHIPPENDALE	2008
Edward Leo Harkness Architect & Acoustics Consultant	PYRMONT	2009

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Company Name	City	Postcode
Facility Design Group Pty Ltd	CAMBEWARRA	2540
Geolyse Pty Ltd	ORANGE	2800
GHD Pty Ltd	CANBERRA	2601
Kennedy Consultants Pty Ltd	ANNANDALE	2038
Mode Design Corp Pty Ltd	SURRY HILLS	2010
NBRS & Partners Pty Ltd	MILSONS POINT	2061
Tompkins MDA Architects Pty Ltd	SYDNEY	2000

Of these twelve (12) there was one (1) alternate tender received which was the submission from Edward Leo Harkness Architect & Acoustics Consultant. This alternate tender did not comply in any respect to the request for tender but put forward an alternative approach to staging the construction works involved in the project. The submission was put aside for reference for when the project reaches the construction phase and was not included in the evaluation process.

#### **SELECTION CRITERIA**

The criteria used to evaluate the tender were as follows:

##### **1. Mandatory Participation Criteria (Assessed on a Yes/No Basis)**

- a. Satisfies Insurance Requirements
- b. Satisfies Statement of Conflict and Fair Dealings
- c. Satisfies Statement of Compliance

##### **2. Evaluation Criteria (Assessed using a weighted scoring process)**

###### **a. Technical**

- i. Demonstrated Quality, WHS and Environmental Management (5%)
- ii. Executive Summary of Proposal (Understanding of the Requirement Capacity and Capability) (20%)
- iii. Demonstrated Recent Relevant Experience and Referees (25%)
- iv. Demonstrated Key Personnel and Experience (10%)

###### **b. Commercial**

- i. Price (40%)

#### **IMPACT ON FIT FOR THE FUTURE PROPOSAL OUTCOME**

Bowral Memorial Hall has been identified for refurbishment in the Special Rate Variation program of works.

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## CONSULTATION

### Community Engagement

The Bowral Memorial Hall refurbishment has been discussed at the Arts and Culture Committee, Council Facilities Committee and with current users.

### Internal Consultation

The project has been developed and scoped in consultation with the Cultural Development Officer.

### External Consultation

Southern Highlands Symphony Orchestra has provided input.

---

## SUSTAINABILITY ASSESSMENT

- **Environment**

Environmental Management Systems have been taken into account in evaluation of tenders.

- **Social**

WHS, Quality Systems and DDA/Access issues has been taken into account in evaluation of tenders.

- **Broader Economic Implications**

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

- **Culture**

The project will support the development of an important piece of cultural infrastructure.

- **Governance**

Procurement guidelines have been followed in the tender evaluation process.

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## COUNCIL BUDGET IMPLICATIONS

The impact on Council's budget is detailed in the Closed Council report.

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## RELATED COUNCIL POLICY

The tendering procedure has been carried out in compliance with Council's Procurement Guidelines.

Arts and Culture Strategic Plan 2015-2031

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



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**CONCLUSION**

The tenders have been assessed in accordance with the predetermined selection criteria. Details of the tender documents and assessment are available in the tender file. If requested, the file can be made available to Councillors.

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**ATTACHMENTS**

There are no attachments to this report.



## 12.3 Bowral Distributor Road - Tender: Design Services

**Reference:** 6330/15.24  
**Report Author:** Manager Projects & Contracts  
**Authoriser:** Deputy General Manager Operations, Finance & Risk  
**Link to Corporate Plan:** Council actively facilities and supports the coordinated use of existing public and private facilities to ensure equitable access

### PURPOSE

Reporting on the results of the tender for design services for the development of the Bowral Distributor Road.

### RECOMMENDATION

**THAT** in relation to the Bowral Distributor Road Tender: Design Services, Council adopt the recommendations contained within the Closed Council report – Item 22.2.

OR

**THAT** the report concerning the Bowral Distributor Road Tender: Design Services be considered in Closed Council – Item 22.2.

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

### REPORT

#### **BACKGROUND**

Council has received a grant of \$7.5M from the Restart NSW – Illawarra Fund through Infrastructure NSW for the development of the Bowral Distributor Road as described in the Bowral Parking, Traffic & Transport Strategy that was adopted in Council on 12 December 2012 as follows:

1. *THAT the Bowral Parking, Traffic and Transport Strategy as amended (Attachment 3) be adopted by Council as a policy document on the future management of Bowral's Parking, Traffic and Transport matters.*

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2. *THAT the Bowral Town Centre Development Control Plan (DCP) be amended in accordance with the provisions of the Environmental Planning and Assessment Regulations (2000) to reference the Bowral Parking, Traffic and Transport Strategy.*
3. *THAT all the External and Local referral groups and all other persons, companies and/or organisations that made a submission and provided return contact details be informed of Council's decision in writing.*
4. *THAT a Public Notice be placed in the Southern Highlands News and a media release be prepared informing of Council's decision.*
5. *THAT the Bowral Parking, Traffic and Transport Strategy as adopted in item 1 be reviewed in 5-years and brought back to Council for consideration.*
6. *THAT council inspect the Merrigang Street and Bong Bong St intersection.*

### **REPORT**

The provision of design services is a critical aspect of the project development. The project designer will be responsible for the detailed design and documentation of the entire project.

### **Tender Advertisement**

The tender for design services was advertised on 12 January 2016 and closed at 10:00am on 23 February 2016.

Tenders were received from the following five (5) companies:

1. Cardno ACT	Symonston	ACT
2. J. Wyndham Prince	Penrith	NSW
3. Local Government Engineering Service	Port Macquarie	NSW
4. Opus International Consultants	Turner	ACT
5. Robert Bird Group	Sydney	NSW

### **Tender Evaluation**

The details of the tender evaluation process are provided in a separate confidential report.

### **IMPACT ON FIT FOR THE FUTURE PROPOSAL OUTCOME**

The Bowral Distributor Road project is included in Council's scheduled deliverables under the Delivery Plan and will not impact Council's Fit for the Future proposal.

### **CONSULTATION**

#### **Community Engagement**

Community engagement will be carried out as part of the design development process for the project.

Council is seeking to engage the services of an external community engagement consultant to assist Council with this process.

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#### **Internal Consultation**

Traffic & Transport Planning Engineer, Project Engineer, Parks Assets Coordinator, Parks & Open Spaces Coordinator

#### **External Consultation**

External groups such as Sydney Trains, RMS and local stakeholders will be consulted during the design development of the project.

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#### **SUSTAINABILITY ASSESSMENT**

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

There are no governance issues in relation to this report.

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#### **COUNCIL BUDGET IMPLICATIONS**

The project is identified in Council's Delivery Plan and adopted Capital Works Program.

Funding is \$7.5M from the Restart NSW – Illawarra Fund and \$2.0M from Section 94 Developer Contributions.

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#### **RELATED COUNCIL POLICY**

Nil

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#### **CONCLUSION**

Council has undertaken the advertising and review of tenders in accordance with recommended procedures and full details of the tender assessment process are included in the separate tender evaluation report that has been prepared by Council's Project Manager NSW Public Works.

The tender has been assessed in accordance with the predetermined selection criteria. Details of the tender and assessment are available on the tender file. If requested, the file can be made available to Councillors.

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**ATTACHMENTS**

There are no attachments to this report.





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## 12.4 Proposed Right of Carriageway, 39 Station Street Bowral

**Reference:** PN1379200; PN1704939; PN1788250  
**Report Author:** Senior Property Officer  
**Authoriser:** Manager Business Services  
**Link to Corporate Plan:** Ensure systems and processes are in place to achieve mutual trust and collaboration

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### PURPOSE

The objective of this Report is to have Council further consider its position in relation to the request for a Right of Carriageway to burden Council Property at 39 Station Street, Bowral (‘the Council property’). The Right of Carriageway is sought by the owner of 33-37 Station Street, Bowral (‘the adjoining property’).

As at the date of submission of this report, Council is not able to confirm the acquisition of the required land in the railway corridor by 31 March 2016. Therefore this matter is referred back to Council for further consideration in accordance with the Minutes of Council made Wednesday 9 December 2015.

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### RECOMMENDATION

**THAT** in relation to the report concerning Proposed Right of Carriageway 39 Station Street Bowral adopts the recommendation contained within the Closed Council report – Item 22.3.

OR

**THAT** the report concerning Proposed Right of Carriageway 39 Station Street Bowral be considered in Closed Council – Item 22.3.

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

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### ATTACHMENTS

There are no attachments to this report.



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## 12.5 10 Frankland Street Mittagong

**Reference:** PN556900  
**Report Author:** Senior Property Officer  
**Authoriser:** Manager Business Services  
**Link to Corporate Plan:** Ensure systems and processes are in place to achieve mutual trust and collaboration

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### PURPOSE

The objective of this report is to have Council approve the appointment of CBRE to undertake pre-market testing of the Council property at 10 Frankland Street Mittagong.

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### RECOMMENDATION

**THAT** in relation to the report concerning 10 Frankland Street Mittagong, Council adopts the recommendation contained within the Closed Council report – Item 22.4.

OR

**THAT** the report concerning 10 Frankland Street Mittagong be considered in Closed Council – Item 22.4.

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

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### ATTACHMENTS

There are no attachments to this report.



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## 12.6 2015/16 Rate, Water and Sewerage Access Subsidies

**Reference:** 2210/1  
**Report Author:** Coordinator Revenue  
**Authoriser:** Chief Financial Officer  
**Link to Corporate Plan:** Ensure systems and processes are in place to achieve mutual trust and collaboration

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### **PURPOSE**

The purpose of this report is to seek approval for the 2015/16 Rate, Water and Sewerage Access Subsidies for Community & Sporting Organisations (including Religious Bodies).

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### **RECOMMENDATION**

**THAT Council approve the Rate, Water and Sewerage Access Subsidies for Community & Sporting Organisations (including Religious Bodies) for the 2015/16 financial year.**

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### **REPORT**

#### **BACKGROUND**

Council adopted the Rate, Water and Sewerage Access Subsidy Policy for Community & Sporting Organisations (including Religious Bodies) at the Finance Committee meeting held on the 18 November 2015. The minutes of the Finance Committee were subsequently approved by Council on the 25 November 2015 (MN 660/15).

The purpose of the policy is to provide a clear and transparent framework for Council to determine rate, water and sewerage access subsidies for community and sporting organisations (including religious bodies) that operate and are located within the Wingecarribee Shire.

#### **REPORT**

Applications were sought from community and sporting organisations for the 2015/16 financial year in December 2015. Senior Staff have reviewed these applications based on the three subsidy classes outlined within the policy.

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#### Rate Subsidies

Applications seeking a rate subsidy have been assessed based on the following criteria:

Category A – Organisations are entitled to a 100% rate subsidy. (Excluding waste services). To be eligible for a Category A rate subsidy, organisations had to meet the following criteria;

- Provides a service which is of broad benefit to the residents of Wingecarribee Shire.
- In providing this service the organisation relieves Council of the need to provide that service.
- The service is managed by a local organisation such as a community group or not-for profit organisation and does not have a commercial purpose.

Category B – Organisations are entitled to a 50% rate subsidy, up to a maximum of \$500. (Excluding waste services). To be eligible for a Category B rate subsidy, organisations had to meet the following criteria;

- Provides a service which is of broad benefit to the residents of Wingecarribee Shire.
- In providing this service the organisation provides a service which complements, but which is not the direct responsibility of Council.
- The service is managed by a local organisation such as a community group or not-for profit organisation and does not have a commercial purpose.

#### Water and Sewerage Access Charge Subsidies

Applications seeking a water and sewerage access charge subsidy have been assessed based on the following criteria:

Category A – Community and Sporting Organisations (including Religious Bodies) are entitled to a 50% subsidy if they are connected to Council's water and sewerage supply. However, such organisations that are not connected to Council's water and sewerage supply are entitled to a 100% subsidy. To be eligible for a Category A water and sewerage access charge subsidy, organisations had to meet the following criteria;

- Provides a service which is of broad benefit to the residents of Wingecarribee Shire.
- In providing this service the organisation relieves Council of the need to provide that service.
- The service is managed by a local organisation such as a community group or not-for profit organisation and does not have a commercial purpose.

Category B – Community and Sporting Organisations (including Religious Bodies) are entitled to a 50% subsidy, up to a maximum of \$500 in total. To be eligible for a Category B water and sewerage access charge subsidy, such organisations had to meet the following criteria;

- Provides a service which is of broad benefit to the residents of Wingecarribee Shire.
- In providing this service the organisation provides a service which compliments, but which is not the direct responsibility of Council.
- The service is managed by a local organisation such as a community group or not-for profit organisation and does not have a commercial purpose.

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#### Religious Bodies – Water and Sewerage Access Charge Subsidy

Religious bodies are entitled to a 50% subsidy, up to a maximum of \$500 provided they are connected to Council's water and sewerage supply. For religious bodies to be eligible for a water and sewerage access charge subsidy, the following criteria had to be met;

- The religious body is regulated by Acts of Parliament.
- The land is used as a place of public worship which does not exclude non members from its services.
- The property does not have a commercial purpose.

#### **SUMMARY OF APPLICATIONS**

Council has received 52 subsidy applications for the 2015/16 financial year. Senior staff have reviewed these applications and a summary of staff recommendation is provided in the table below:

No. Applications Sought	No. Applications not Received	No Applications recommended for approval	Number Applications recommended for decline	Total Cost of Recommended Subsidies
59	7	44	8	\$29,641.88

A list of the applications received, including the subsidy sought and staff recommendations are shown in **Attachment 1**.

#### **IMPACT ON FIT FOR THE FUTURE PROPOSAL OUTCOME**

Whilst providing a subsidy is not in line with Council's fit for the future proposal and will impact on Council's budget, it will encourage community and sporting organisations (including religious bodies) to continue to provide voluntary services that will benefit both Council and the local community.

#### **CONSULTATION**

##### **Internal Consultation**

N/A

##### **External Consultation**

A copy of the adopted policy was included with the application form to Community & Sporting Organisations (including Religious Bodies).

#### **SUSTAINABILITY ASSESSMENT**

- **Environment**

There are no environmental issues in relation to this report.

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- **Social**

Council supports local committees and other not-for-profit organisations which continue to provide voluntary assistance in maintaining facilities and/or provide services which are available to the general public. If these subsidies are not provided to these groups, they may no longer be able to afford the services they currently offer throughout the shire.

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

It is essential for good governance to ensure there is transparency in decisions and clear and effective administration in the granting of subsidies.

#### **COUNCIL BUDGET IMPLICATIONS**

Council has a budget allocation of \$29,000 in the 2015/16 budget for rate, water and sewerage access subsidies. Should Council approve subsidies greater than the current budget allocation, this will need to be addressed as part of the March Quarterly Review of the 2015/16 budget.

#### **RELATED COUNCIL POLICY**

Rate, Water and Sewerage Access Subsidy Policy for Community & Sporting Organisations (including Religious Bodies).

#### **OPTIONS**

The options available to Council are:

##### **Option 1**

Approve the Rate, Water and Sewerage Access Subsidies for Community & Sporting Organisations (including Religious Bodies) for the 2015/16 financial year and recommended by staff.

##### **Option 2**

Council review and amend its policy and not offer rate, water and sewerage access subsidies.

#### **CONCLUSION**

It is recommended that Council approve the Rate, Water and Sewerage Access Subsidies for Community & Sporting Organisations (including Religious Bodies) for the 2015/16 financial year. Upon approval, Council will write to each of the community & sporting organisations (including Religious Bodies) advising them of the outcome and subsidy provided for the 2015/16 financial year.

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RISK**



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**ATTACHMENTS**

1. 2015/16 Rate, Water and Sewerage Access Subsidies - *circulated under separate cover*



## 12.7 Triple Zero Challenge

Reference: 7420/3  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Encourage and implement activities that strengthen community spirit

### **PURPOSE**

Reporting on traffic and parking arrangements for the Triple Zero Challenge

### **RECOMMENDATION**

**THAT** there is no objection to the traffic and parking arrangements proposed for the Triple Zero Challenge event on 13 April 2016 subject to the completion of all requirements detailed in the Guide to Traffic and Transport Management for Special Events for a class 2 event and Council's requirements for special events at Bradman Oval.

### **REPORT**

#### **BACKGROUND**

Council at its meeting on 24 Feb 2016 resolved as follows:

*THAT Council supports the 2016 Triple Zero Challenge at the Bradman Oval to the value of \$3,500.00 by providing:*

- (a) *Traffic and Vehicle Management Plans*
- (b) *Traffic management on 13 April 2016 from 09.00am until 5.00pm*
- (c) *Parking Management on 13 April 2016 (Parking Marshall)*
- (d) *Letter box drop to residents*
- (e) *Advertisement in local newspaper*

The event is being reported to this Council meeting because there is insufficient time to report it to the next Traffic Committee meeting scheduled for 5 May 2016.

The concurrence of the voting members of the Traffic Committee has been sought and there are no objections to the traffic and parking arrangements for the event.

#### **REPORT**

The Bradman Foundation with assistance from Wingecarribee Shire Council propose to hold the Triple Zero Cricket Challenge on Wednesday 13 April 2016.

The Triple Zero Cricket Challenge is a multi-team continuous cricket match held annually at the Bradman Oval between five (5) Southern Highlands 'Triple Zero' (000) Emergency



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Service Agencies (Police, RFS, SES, Ambulance and Fire and Rescue) to raise money for Southern Highlands Youth organisations. This year the beneficiary will be the Southern Highlands Youth Hub.

It is proposed that St Jude Street from Church Street to Boolwey Street in Bowral will be temporarily closed to through traffic from 10am to 5pm on Wednesday 13 April 2016 for the event.

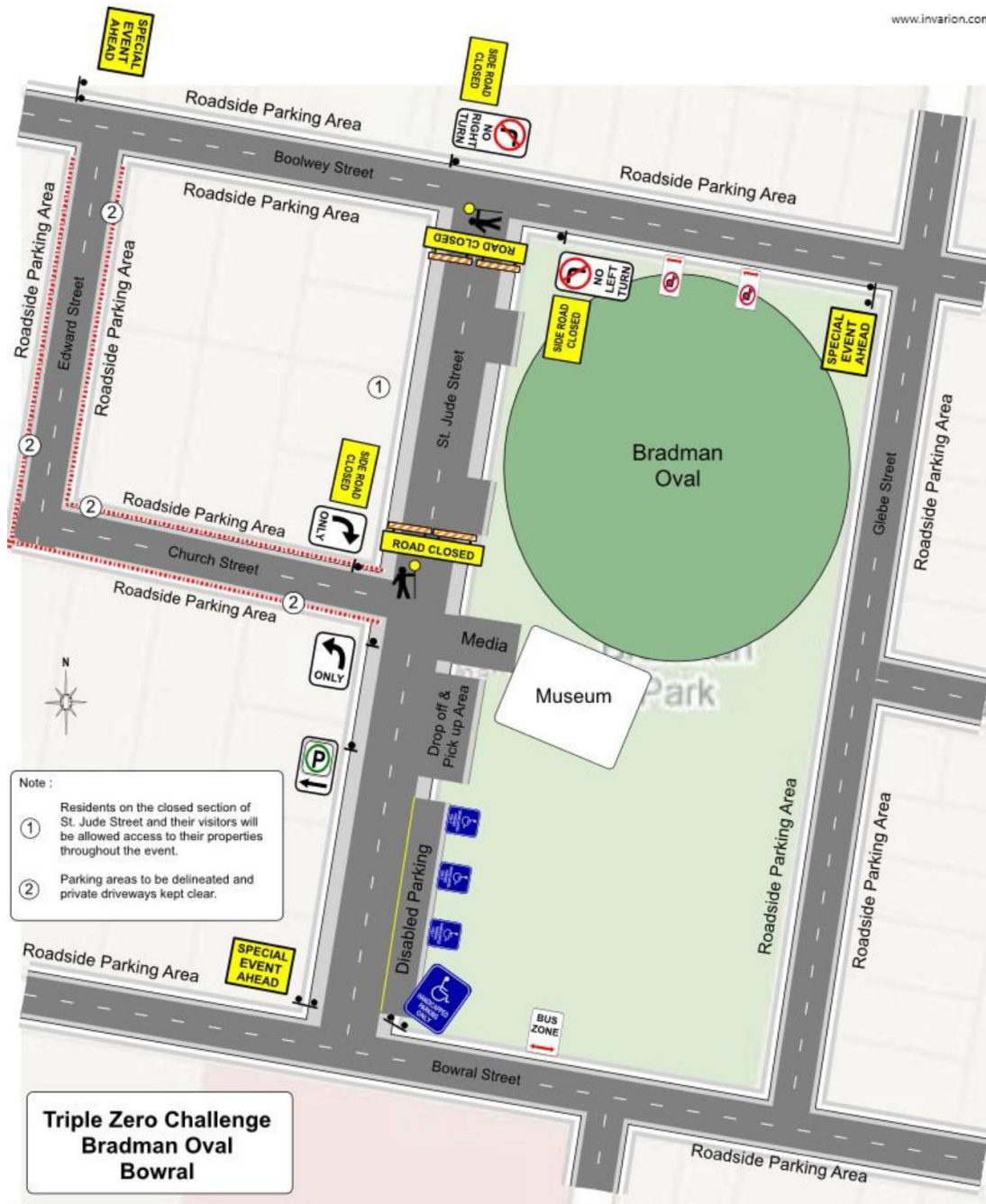
Please note that in 2011, Council resolved that the following conditions be included for all future special events at Bradman Oval which require a Traffic Management Plan:

1. Traffic controllers shall be employed as parking marshals to supervise the parking in Church Street, Edward Street and Boolwey Street to ensure that visitors to special events at Bradman Oval/Museum only park parallel and do not block residents' driveways and that this is reinforced with signposting and in any promotional material;
2. Residents in the surrounding streets shall be advised of special events at Bradman Oval at least 14 days prior to the event by letterbox drop and the changes to traffic arrangements shall be advertised in the local press by the event organiser;

A four metre wide path for emergency services vehicles must be maintained through the event area.


Traffic Control Plan

Road Closure / Detour



- Note :
- ① Residents on the closed section of St. Jude Street and their visitors will be allowed access to their properties throughout the event.
  - ② Parking areas to be delineated and private driveways kept clear.

**Triple Zero Challenge  
Bradman Oval  
Bowral**

Traffic Control Plan		ROAD CLOSURE / DETOUR		AATS Ref. : 130416-BRAD-TCP 01
 <p>ALL AREA TRAFFIC SERVICES</p> <p>Tanyelle Pty. Ltd. P.O. Box 93 Inverloch, 3996</p> <p>Ph: 0487 870088 Fax: 03 96742946 www.allaretrafficservices.com</p>	Plan Date 29-02-16	Client :	Bradman Foundation	<p>This plan is not to scale.</p> <p>This plan is intended to comply with AS 1742.3-2009 "Manual of Uniform Traffic Control Devices; Part 3: Traffic control for works on roads" and the Victorian Road Management Act 2004 Worksite Safety - Traffic Management Code of Practice.</p> <p>All Area Traffic Services takes no responsibility for the compliance of this plan if implemented by others.</p> <p>This plan remains the property of All Area Traffic Services and must not be copied or altered without permission of the Author.</p>
	Author Craig Eeles	Location :	Bradman Oval , BOWRAL	
	Cert. No. 4123007376	Event Date :	Wednesday 13-04-16	
	Revision A	Times :	From 9.00 a.m. to 5.00 p.m.	
	Author	Municipality :	Wingecarribee Shire	
Revision B				
Author				
Revision C				
Author				

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#### IMPACT ON FIT FOR THE FUTURE PROPOSAL OUTCOME

Being a temporary event there is no impact on Fit for the Future.

#### CONSULTATION

##### Community Engagement

The event is supported by the Bradman Foundation, the emergency services and Wingecarribee Shire Council and raises money for Southern Highlands Youth organisations.

##### Internal Consultation

Reported to Council on 24 Feb 2016.

##### External Consultation

Emergency services and the bus services are aware of the proposed traffic arrangements.

#### SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

The event promotes the local emergency services and supports Southern Highlands Youth organisations.

- **Broader Economic Implications**

There are no economic issues in relation to this report.

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

There are no governance issues in relation to this report.

#### COUNCIL BUDGET IMPLICATIONS

There are no additional budget implications over and above the contribution of \$3500 voted at the Council Meeting on 24 Feb 2016.

#### RELATED COUNCIL POLICY

There is no relevant Council policy in relation to this report.

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



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**OPTIONS**

The options available to Council are:

**Option 1**

Approve the event.

**Option 2**

Decline the event.

Option 1 is the recommended option to this report.

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**CONCLUSION**

These types of events should be supported as they promote the emergency services and support Southern Highlands Youth organisations. The traffic and parking arrangements should cause minimal disruption to local and through traffic.

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**ATTACHMENTS**

There are no attachments to this report.



## 12.8 Wingello Forest Endurance Ride

**Reference:** 7420/3  
**Report Author:** Traffic Engineer  
**Authoriser:** Manager Assets  
**Link to Corporate Plan:** Encourage and implement activities that strengthen community spirit

### **PURPOSE**

Reporting on traffic arrangements for the Wingello Forest Endurance Ride.

### **RECOMMENDATION**

**THAT** there is no objection to the traffic arrangements proposed by Southern Highlands Endurance Ride Inc. to conduct the Wingello Forest Endurance Ride on Saturday 21 and Sunday 22 May 2016 subject to the satisfactory completion of all requirements detailed in the Roads and Traffic Authority's Guide to Traffic and Transport Management for Special Events for a class 3 event.

### **REPORT**

#### **BACKGROUND**

The event is being reported to this Council meeting because there is insufficient time to report it to the next Traffic Committee meeting and the matching Council meeting scheduled for 25 May 2016 before the event.

The concurrence of the voting members of the Traffic Committee has been sought and there are no objections to the traffic and parking arrangements for the event.

#### **REPORT**

The Southern Highlands Endurance Ride Inc. propose to run their eighth annual Wingello Forest Endurance Ride on 21-22 May 2016 almost entirely on forestry trails in Wingello State Forest. Permission is sought from Council because Bumballa Road and another unnamed road in Wingecarribee Shire is also used.

The ride will again raise funds for the Tallong Rural Fire Service, who will be assisting with organisational and safety aspects of the ride. The organisers anticipate that approximately 250 endurance riders from all over NSW will attend the ride, with half of this number riding on Saturday and half on Sunday.

### **IMPACT ON FIT FOR THE FUTURE PROPOSAL OUTCOME**

Being a temporary event there is no impact on Fit for the Future.



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## **CONSULTATION**

### **Community Engagement**

None

### **Internal Consultation**

None

### **External Consultation**

Emergency services are aware of the proposed traffic arrangements.

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## **SUSTAINABILITY ASSESSMENT**

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

The event promotes the endurance horse ride community.

- **Broader Economic Implications**

The event will create an economic benefit to local volunteer organisations and businesses.

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

There are no governance issues in relation to this report.

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## **COUNCIL BUDGET IMPLICATIONS**

There are no budget implications in relation to this report.

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## **RELATED COUNCIL POLICY**

There is no relevant Council policy in relation to this report.

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## **OPTIONS**

The options available to Council are:

### **Option 1**

Approve the event.

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**Option 2**

Decline the event.

Option 1 is the recommended option to this report.

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**CONCLUSION**

These types of events should be supported as they promote the Shire and support local volunteer organisations and businesses. The event should cause minimal disruption to local traffic.

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**ATTACHMENTS**

There are no attachments to this report.



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## 12.9 Moss Vale Cemetery

**Reference:** 7190/16  
**Report Author:** Business Services Officer  
**Authoriser:** Manager Business Services  
**Link to Corporate Plan:** Maintain strong public institutions and facilities in the district to match the evolving needs of the community

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### **PURPOSE**

This report seeks the approval of Council to release funding from the cemeteries reserve. The funding requested is required to engage a consultant to undertake concept design planning up to the development application stage and estimated costings for the Moss Vale Cemetery landscape improvement project.

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### **RECOMMENDATION**

**THAT Council approve the expenditure of \$75,000 (exclusive of GST) from the cemeteries reserve for the purposes of engaging a consultant to progress the implementation of the Moss Vale Cemetery Landscape Masterplan.**

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### **REPORT**

#### **BACKGROUND**

Council previously adopted a Landscape Masterplan for the Moss Vale Cemetery at the Council meeting of Wednesday 28 October 2015 (*MN 563/15*). The aim of this plan was to guide future improvement works on the Moss Vale Cemetery site.

Business Services are currently working towards the implementation of the landscape masterplan and require the services of a consultant to move forward with the project.

#### **REPORT**

Council has sought quotations for the purpose of engaging a consultant to undertake further detailed design work for the infrastructure improvements outlined in the Moss Vale Cemetery masterplan, including the provision of estimated costings for the work and DA ready detailed drawings.

The quotations received by Council varied greatly, reflecting the service and deliverables included in the quotation. The quotation evaluated as providing the best value for Council is \$74,120 exclusive of GST.

The cemeteries annual budget is not able to cover this expense; however the cemeteries reserve has sufficient funding to allow a consultant to be engaged.

The detailed concept design undertaken by a consultant should provide sufficient information, both in the provision of detailed plans and costings, to allow Council to further consider the future improvements and expansion of Moss Vale Cemetery.





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## **IMPACT ON FIT FOR THE FUTURE PROPOSAL OUTCOME**

Development of a centralised cemetery facility for the shire is consistent with Council's efforts to ensure effective infrastructure and service management into the future. The request for funding from cemeteries reserve will progress the development of a central cemetery facility.

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## **CONSULTATION**

### **Community Engagement**

Consultation with the community is not required.

### **Internal Consultation**

Relevant sections of Council including Finance and Assets have been consulted.

### **External Consultation**

External consultation is not required.

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## **SUSTAINABILITY ASSESSMENT**

- **Environment**

The further design detail to be undertaken by a consultant will include water sensitive design and the incorporation of native habitat into the cemetery.

- **Social**

The improvements resulting from the whole of site planning of the Moss Vale Cemetery will form the basis of a functional cemetery and allow for the provision of an improved level of service and access for the community now and for future generations.

- **Broader Economic Implications**

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

- **Culture**

The inherent cultural values in the Moss Vale Cemetery were considered in the development of the landscape masterplan and will not be negatively impacted in the further planning and costing services proposed to be undertaken.

- **Governance**

The landscape plan for Moss Vale Cemetery forms the basis of Council's approach to the future use and improved management of the site.

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## **COUNCIL BUDGET IMPLICATIONS**

The current available balance of the Cemeteries Reserve is \$121,700.

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#### RELATED COUNCIL POLICY

This plan aligns with Council's Community Strategic Plan (as per WSC 2031+)

Council's goal 2.3 under the "people" section identifies that services and facilities need to be provided to meet the needs of the local community. In particular strategy 2.3.2 identifies the need to "*Maintain strong public institutions and facilities in the district to match the evolving needs of the community*"

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#### OPTIONS

The options available to Council are:

##### Option 1

That Council allows the use of funds from the cemeteries reserve for the purposes of further detailed design works and costings of the infrastructure improvements outlined in the adopted masterplan.

##### Option 2

That Council may choose to decline to allow the use of funding from reserve. Declining will delay the improvements to the Moss Vale Cemetery and the resolution of succession planning to address capacity issues in Bowral Cemetery.

Option 1 is the recommended option to this report.

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#### CONCLUSION

To progress the Moss Vale Cemetery landscape and facilities improvements a suitably qualified expert consultant to provide designs and an estimation of costings is required.

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#### ATTACHMENTS

There are no attachments to this report.

Barry W Paull  
**Deputy General Manager Operations, Finance & Risk**

Friday 18 March 2016



## 13 CORPORATE STRATEGY & DEVELOPMENT SERVICES

### 13.1 DA 15/1005 Construction of a Four Multi Dwelling Development - 23 Purcell Street, Bowral

Reference:	15/1005
Report Author:	Acting Team Leader Town Planning
Authoriser:	Group Manager Planning, Development & Regulatory Services
Applicant:	Kathy Barnsley Architect Pty Ltd
Owner:	Joer Pty Ltd
Link to Corporate Plan:	Provide for higher density development within the towns of Mittagong, Bowral, Moss Vale and Bundanoon

#### REPORT

The purpose of this report is to re-consider Development Application 15/1005 which seeks consent to construct a four multi-dwelling housing development at 23 Purcell Street, Bowral.

At Council's 9 March 2016 Ordinary Meeting, Councillors resolved the following:

1. *THAT development application DA 15/1005 for a four multi dwelling development at Lot A DP 403717, 23 Purcell Street, Bowral be DEFERRED to the Ordinary Meeting of Council to be held on Wednesday, 27 April 2016.*
2. *THAT Council requests the applicant to provide a new plan showing three (3) dwellings, the siting of these having regard to the existing vegetation and the amenity of the adjoining neighbours.*
3. *THAT a review of the DCP be commenced, with a view to completing this review during the term of this Council.*

In response to points 1 and 2 of the resolution, the applicant has advised Council they wish to have the matter reconsidered at the next available meeting in its current form (**Attachment 7**).

A copy of the original Planning Report and associated attachments for this application can be found at **Attachment 1 - 6**.

#### VOTING ON THE MOTION

Councillors are required to record their votes on this matter.

#### RECOMMENDATION

**THAT development application DA 15/1005 for a four multi dwelling development at Lot A DP403717, 23 Purcell Street, Bowral be APPROVED subject to conditions as described in Attachment 2 to the report.**

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#### **OPTIONS**

The options available to Council are:

##### **Option 1**

Approve the development application.

##### **Option 2**

Refuse the development application, in which case, Council would need to provide reasons for refusal.

Option 1 is the recommended option to this report.

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#### **ATTACHMENTS**

1. Draft Notice of Determination - *circulated under separate cover*
2. Plans of Proposed Development - *circulated under separate cover*
3. Arboriculture Report - *circulated under separate cover*
4. Heritage Landscape Report - *circulated under separate cover*
5. Planning Report from 9 March 2016 - *circulated under separate cover*
6. Letter from Applicant regarding reconsideration of DA - *circulated under separate cover*
7. Figure 1 - Site Location - *circulated under separate cover*



## 13.2 Draft Cenotaphs and War Memorials Security and Protection Policy

Reference:	1440/2
Report Author:	Land Use Planner
Authoriser:	Acting Strategic Planning Team Leader/Coordinator
Link to Corporate Plan:	Identify and promote buildings, places, trees, gardens, landscapes and other areas of significant cultural heritage value

### PURPOSE

The purpose of this report is to present to Council a Draft Cenotaphs and War Memorials (Protected Places) Security and Protection Policy (DCWMSP Policy), consider responses from key stakeholders in preliminary consultations and recommend the policy be placed on public exhibition for a period of four (4) weeks.

### RECOMMENDATION

1. **THAT Council place on public exhibition the Draft Cenotaphs and War Memorials (Protected Places) Security and Protection Policy (Attachment 1 to the report) for a period of four (4) weeks.**
2. **THAT Council acknowledge the contribution of the key stakeholders and advise them of the exhibition.**
3. **THAT advertisements be placed in the local newspaper inviting comment from the general public.**

### REPORT

#### **BACKGROUND**

At its Ordinary Meeting of 14 May 2014 Council, in considering an application regarding the Bundanoon Markets, made the following resolution:

1. *THAT Council's Asset Department undertake a review of restrictions and access to War Memorials, Cenotaphs and other sacred places across the Shire.*
2. *THAT the review in 1 above includes the definition of the curtilage of such places.*
3. *THAT local RSL Sub-Branches and other interested parties be invited to participate in the review in 1 above.*

In response to Item 1 of the resolution, Council Officers researched current legislation regarding desecration, damage and access to sacred property. Information was also received from the former Bundanoon RSL President and the Returned Services League

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State Secretary regarding policies adopted by other Councils (namely Sydney City Council) to protect War Memorials.

In response to Item 2 above, *curtilage* is commonly defined as 'the land immediately surrounding a house or dwelling, including any closely associated activities but excluding any 'open fields beyond'. A definition of curtilage provided for the subject policy identifies curtilage by the distance from the outer surface of a War Memorial or Cenotaph.

The Wingecarribee Local Environmental Plan 2010 provides a more inclusive definition in relation to a heritage item or conservation area, *means the area of land (including land covered by water) surrounding a heritage item, a heritage conservation area, or building, work or place within a heritage conservation area, that contributes to its significance.*

A definition of curtilage for the subject Draft Policy needs to provide a physical delineation and separation of activities that will satisfy the following parameters.

- Provides a suitable separation distance between desirable and undesirable activities.
- Provides a suitable curtilage that will allow the continuation of normal public activities at appropriate times.
- Be conveniently 'measured' in the field to assist authorised persons in identifying the designated area (where no physical barrier is in place) and provide a suitable distance to measure encroachments.
- Readily transposable from one installation to another.

The definition of curtilage will therefore need to be clear as well as flexible.

In response to Item 3 above, a meeting between Council staff and key stakeholders was held on 20 November 2014. A draft policy has been subsequently developed that considers the comments submitted by stakeholders who attended the above meeting and Council's legal counsel.

The draft policy for exhibition is included at **Attachment 1**.

#### **Preliminary Stakeholder Feedback**

The Secretary of the Bundanoon RSL provided the following feedback on the drafting of the Policy by email on 7 May 2015.

#### **Submission**

1. The policy should name the group responsible for positions of Custodian, Guardian, Caretaker and Attendant for each monument in each town and village.

**Comment:** To maintain the brevity and succinctness of the policy, it is not considered necessary to identify each of these roles and their incumbents for each town or village. Also these people or bodies are subject to change from time to time.

2. An example where the policy (in its very preliminary form) was cited in relocating signs (displaying parking rates) from in front of memorial plaques located on the gates of the Bundanoon Bowling Club during Brigadoon.

**Comment:** It is considered that the adoption of the policy will demonstrate that Council is committed to preserving the access to monuments and their accompanying inscriptions to the general public, particularly for visitors to the towns and villages during public events. As in this circumstance, Council staff requested that the parking fee signs be relocated, to which the Bundanoon is Brigadoon attendants complied.

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3. Raised the theft of floral wreaths and tributes made by local schools, Bundanoon RSL members and Local Organisation (including the RFS, CWA and Service Groups) laid on ANZAC Day 2015. The email states these items were 'stolen' from the memorials. The theft of wreaths and tributes would be against existing legislation (*Summary Offences Act, 1988*) and enforcement action under this legislation will take precedence over any Council Policy.

**Comment:** By including comments such as these in the draft policy Council is satisfied that stakeholder consultation has been thoroughly addressed in drafting the subject policy.

#### **CONSULTATION**

It is recommended that the DCWMSP 2016 Policy be placed on public exhibition as soon as possible for a period of four (4) weeks with specific notification provided to key stakeholders including NSW Police:

The following Council branches should also be consulted as part of the development of the Draft Policy:

#### **Internal Consultation**

- Parks and Property Branch
- Rangers

#### **External Consultation**

It is recommended Council distribute the draft policy to the following key stakeholders including those who attended the meeting held on 20 November 2014:

<b>Stakeholder Group</b>	<b>Position of Representative</b>
Bowral RSL Club:	President Vice President
Bundanoon RSL Club:	President Vice President Vice President
Mittagong RSL Club:	President
Moss Vale RSL Sub-Branch:	President Vice President
Robertson – Kangaloon RSL Sub-Branch:	
Southern Highland Vietnam Veterans Peacemakers and Peacekeepers Association (SHVPP):	Secretary

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Stakeholder Group	Position of Representative
Southern Highland National Serviceman Association:	
NSW Police	Sergeant

It is intended that following the exhibition period, a further report be presented to Council detailing any comments received.

#### SUSTAINABILITY ASSESSMENT

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

It is considered that the Social impacts of this policy will affect positively on the significance of War Memorials and Cenotaphs within the Community. The intent of the policy is to preserve and protect the appearance and ongoing condition of these structures. Preserving and protecting these structures sends a strong message to the community that the sacrifices made by those represented were held and continue to be held in high regard.

- **Broader Economic Implications**

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

- **Culture**

The proposed DCWMSP Policy 2016 seeks to preserve and maintain our Cultural Heritage of sacrifice, both Aboriginal and non-Aboriginal, in both World Wars and subsequent international conflicts. In maintaining this heritage, there are also the ongoing sacrifices of time and effort by the current members of the RSL Branches and Sub-Branched to maintain these structures and keep them presentable as places of remembrance.

It is considered that this policy identifies the correct steps for Service Personnel Organisations to take to undertake these functions safely.

- **Governance**

The DCWMSP Policy 2016 identifies the Agencies and existing legislation to be considered by both Council and key stakeholders when considering the security and protection of these monuments and their ongoing maintenance. It is considered that when in place, a closer level of liaison between Council and the RSL Branches and Sub-Branched will be facilitated to ensure the future protection, security and maintenance of Cenotaphs and War Memorials.

#### COUNCIL BUDGET IMPLICATIONS

There are no budget implications arising from the Draft policy should it be adopted by Council.



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#### RELATED COUNCIL POLICY

This policy is related to the *Reward Scheme for Reporting Vandalism (1993)* but does not replace it.

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#### OPTIONS

There are two options available to Council:

##### **Option 1**

Place the *Draft Cenotaph and War Memorial (Protected Places) Security and Protection Policy (Attachment 1)* on exhibition for a period of no less than four (4) weeks.

##### **Option 2**

Do not place the *Draft Cenotaph and War Memorial (Protected Places) Security and Protection Policy 2016 (Attachment 1)* on exhibition and make further changes to the document.

Option 1 is the recommended option of this report.

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#### CONCLUSION

The *Draft Cenotaphs and War Memorials (Protected Places) Security and Protection Policy 2016* has been drafted to identify relevant authorities and legislation with jurisdiction for the protection and maintenance of sacred structures across the Shire.

Key Stakeholder Groups and Council Branches have provided effective feedback in both the drafting and consultation responses to enable the drafting of a document suitable for the purpose of inviting comments from the general public. Council has greatly appreciated the contribution the Shire's RSL Branch and Sub-Branched and International Peace Corp Associations have provided.

The conclusion of this report is that the *Draft Cenotaphs and War Memorials (Protected Places) Security and Protection Policy 2016* is now ready to be placed on public exhibition and for comments to be invited from the general public.

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#### ATTACHMENTS

1. Draft Cenotaphs and War Memorials Security and Protection Policy



**Draft Cenotaphs and War Memorial (Protected Places) Security and Protection Policy 2016**

**ATTACHMENT 1**

**PLACES GOALS AND STRATEGIES** Goal 3.5 Wingecarribee is recognised as a place of significant heritage conservation

**3.5.2 ENSURE THAT THE UNIQUE HERITAGE QUALITIES OF TOWNS, VILLAGES AND SPECIAL AREAS ARE PROTECTED**

Adoption Date:	<i>(Governance to insert)</i>
Council Reference:	<i>(Governance to insert)</i>
Policy Owner:	Parks and Property
Next review date:	5 Years
File Reference:	1440/2
Related Policies/Legislation:	<i>Summary Offences Act 1988 No 25 Section 8 Damaging or desecrating protected places</i>
Related Documents:	<i>Wingecarribee Shire Council Reward Scheme for Reporting Vandalism (MN35/09) 11 February 2009</i>
Superseded Policy/GM Practice Note:	<i>Nil</i>

**OBJECTIVES**

The purpose of this Policy is to enunciate Council's commitment to the preservation and protection of War Memorials and Cenotaphs commemorating the service of Wingecarribee residents in military conflicts and peacekeeping operations, and to maintain the dignity of Memorials and Cenotaphs with respect to their service.

The objectives of this policy are:

- to avoid the placement of objects or signage within the curtilage of War Memorials and Cenotaphs that will obscure or obstruct their viewing, context or meaning.
- To avoid any use, development or activity that restricts access to or pedestrian circulation around War Memorials and Cenotaphs
- To avoid any activity or actions that detract or damage any part of War Memorials and Cenotaphs and that do not show respect for what they represent to the wider Wingecarribee Community and Returned Service personnel in particular.



13.2 Draft Cenotaphs and War Memorials Security and Protection Policy

ATTACHMENT 1 Draft Cenotaphs and War Memorials Security and Protection Policy



## Draft Cenotaphs and War Memorial (Protected Places) Security and Protection Policy 2016

**POLICY STATEMENT**

This policy clarifies Council’s position with regard to the preservation and protection of War Memorials and Cenotaphs. It identifies the War Memorials and Cenotaphs where this policy applies and defines appropriate areas and activities that may, or may not be undertaken within the curtilage of memorials and cenotaphs.

**SCOPE**

**Jurisdiction**

This policy only applies to War Memorials and Cenotaphs on public land under Council’s control.

**Location**

War Memorials and Cenotaphs covered by this policy include:

<b>Site</b>	<b>Location</b>
Berrima War Memorial	Market Place, Berrima
Bowral War Memorial	War Memorial Park, Bowral
Bundanoon Cenotaph and Memorial Garden	Church Avenue, Bundanoon
Bundanoon War Memorial Gates	Bundanoon Oval, Bundanoon
Exeter War Memorial	Exeter Park, Exeter
National Service and Reserve Force Memorial	Illawarra Highway, Sutton Forest
Mittagong War Memorial Clock Tower	Main Street, Mittagong
Remembrance Driveway	3530 Old Hume Highway Berrima
Remembrance Driveway	201 Taylor Avenue, Berrima (fronting Old Hume Highway)
Remembrance Driveway	125 Taylor Avenue, Berrima (fronting Old Hume Highway)
Remembrance Driveway	Cnr Kater Road and Old Hume Highway, Sutton Forest
Remembrance Park	Cnr Railway Crescent and Old Hume Highway, Mittagong
Vietnam War Memorial Cherry Tree Walk	Settlers Park Bowral

Discrete signage will be installed adjacent to these items identifying that this policy applies in these locations.

This policy does NOT apply to War Memorials and Cenotaphs on private land or where Council has no jurisdiction. The preservation and protection of War Memorials and Cenotaphs not on Council controlled land will be the responsibility of the respective land owner and caretakers.

War Memorials and Cenotaphs not covered by this policy include:



13.2 Draft Cenotaphs and War Memorials Security and Protection Policy

ATTACHMENT 1 Draft Cenotaphs and War Memorials Security and Protection Policy



## Draft Cenotaphs and War Memorial (Protected Places) Security and Protection Policy 2016

<b>Site</b>	<b>Landowner/caretaker</b>
Remembrance Driveway, 3651 Old Hume Highway Berrima	Private Ownership
Burrawang War Memorial	Burrawang School of Arts
Colo Vale War Memorial	Colo Vale Community Association Incorporated
'Camaroo' 25 Camaroo Lane (fronting Illawarra Highway), Moss Vale, Hill Top War Memorial Wall, Wilson Drive Hill Top	Private Ownership Friends of Hill Top War Memorial Inc
Remembrance Driveway, Mereworth, 80 Mereworth Road (fronting Old Hume Highway), Berrima, Moss Vale War Memorial	Private Ownership Moss Vale Returned Services Club
Robertson School of Arts War Memorial	Robertson School of Arts Incorporated

**Prescriptive Standards and Permissible Activities within the identified curtilage (Separation Distance)**

The following provides standards that apply to the management of activities around Cenotaphs and War Memorial structures. It provides a definition of both the physical area (curtilage) and the types of permissible activities that can be undertaken within the curtilage and the activities to be avoided.

**Curtilage**

A distance of 2 metres from the edge of the memorial or cenotaph has been nominated for curtilage.

The 2 metres is divided into two parts:

- 0.8 metres from the furthest vertical surface of the structure for the laying and dedication of wreaths and tributes.
- A further 1.2 metres: for access and circulation around the site (avoiding the aforementioned dedications).

Within the measured curtilage no material, object or signage can be placed that obstructs, obscures the viewing of the installation or disrespects what they stand for.

**Permanent restriction within the curtilage**

The intent of this policy is to avoid the use of the two (2) metre curtilage for any purpose, signage or structures (temporary or permanent) that will obscure or obstruct the viewing of a War Memorial or Cenotaph. This includes the placement of signage, objects or structures associated with, the proffering of materials (market stalls, raffle ticket sale, soliciting views or surveys) for sale and also the parking or use of recreational equipment including but not limited to skateboards, bicycles, scooters or the like.



## 13.2 Draft Cenotaphs and War Memorials Security and Protection Policy

## ATTACHMENT 1 Draft Cenotaphs and War Memorials Security and Protection Policy



## Draft Cenotaphs and War Memorial (Protected Places) Security and Protection Policy 2016

Any of these activities, structures or signage that obscure or obstruct the viewing or pedestrian movement around these monuments or detracts or damages a War Memorial or Cenotaph will be considered to fall within the scope of this policy and enforcement action may be taken by an authorised person in accordance with their respective legislation.

### Placement of wreaths and commemorative tributes

Wreaths and commemorative tributes making a sincere dedication to the service of military personnel and peacekeepers may be placed on or around a War Memorial or Cenotaph at any time. Any wreath or tribute placed around any memorial or cenotaph not having due regard to the service of military personnel or peacekeepers and what they stand for may be removed by an Authorised person and enforcement action taken under the legislation identified below.

### Authorised erection of Signage and Banners

Persons wishing to display signage or banners on any War Memorial or Monument within the Shire should contact the relevant RSL Branch for the town or village for their requirements. The relevant RSL Branch is to advise Council in writing 7 days prior to any signage or banner being erected.

### AUTHORISED PERSONS

The NSW Police enforce compliance under the *Summary Offences Act 1988*.  
Council's Rangers enforce compliance under the *Local Government Act, 1993*.

### Damage or Desecration of Memorials in Public Places

If a person is observed *wilfully damaging or defacing any protected place* (Memorial) or *committing a nuisance or any offensive or indecent act in, on or in connection with any war memorial*, in a public place report the incident to the Police.

**Bowral Police**

**4862 9299**

### Damage or Desecration of Memorials on Council Land

If a person is observed *wilfully damaging or defacing any protected place* (Memorial) or *committing a nuisance or any offensive or indecent act in, on or in connection with any Memorial* on Council land contact Council's Rangers. Council maintains an after-hours message service so a complaint can be made at any time of the day.

**Council Rangers**

**4868 0888**

### Assistance with protecting or designating a Memorial

Where assistance is required with the installation or maintenance of devices or works for the protection of a Memorial or the designation of the area as a "protected place" contact Council's Parks and Property staff where the Memorial or Cenotaph is covered by this policy.



13.2 Draft Cenotaphs and War Memorials Security and Protection Policy

ATTACHMENT 1 Draft Cenotaphs and War Memorials Security and Protection Policy



Draft Cenotaphs and War Memorial (Protected Places) Security and Protection Policy 2016

**RESPONSIBILITIES**

Position	Responsibility
Mayor	To lead Councillors in their understanding of and compliance with this Policy and Guidelines.
General Manager	To lead staff (either directly or through delegated authority) in their understanding of and compliance with this Policy and Guidelines.  To approve resources to develop, implement and review this Policy and Guidelines.
Deputy General Managers	To communicate, implement and comply with this Policy and related Guidelines.
Deputy General Manager Corporate & Strategy	To ensure (directly or through delegation) the distribution and communication of the Policy and Guidelines to specified persons. To ensure (directly or through delegation) the approved Policy and Guidelines are available in hard copy and electronically on Council's website.
Human Resources Unit Leader	Facilitate the provision of regular training to all Council officials on their role and responsibilities in relation to this Policy, Guidelines and related procedures.
Group Managers and Managers	To implement this Policy, Guidelines and related procedures. To lead staff in their understanding of, and compliance with, this Policy and Guidelines
Information Technology Manager	To assist with the development of systems to support public access to this Policy, Guidelines and related information. To ensure IT requirements are available to facilitate compliance with the Act.
All Council officials	To comply with this Policy, Guidelines and related procedures.

**PERFORMANCE MEASURES**

*The success of this policy will be measured by a reduction or elimination in the number of acts of vandalism or desecration to Cenotaphs and War Memorials across the Shire.*

**BREACHES OF THE POLICY**

*Staff found breaching this policy will be disciplined to the extent of the Summary Offences Act 1988*





Draft Cenotaphs and War Memorial (Protected Places) Security and Protection Policy 2016

APPROVED BY:

WINGECARRIBEE SHIRE COUNCIL

(Insert Date)



Wingecarribee Shire Council – *Draft Cenotaphs and War Memorial (Protected Places) Security and Protection Policy 2015* Version: 1  
Adoption Date: *(Governance to insert)*  
Parks and Property:

[www.wsc.nsw.gov.au](http://www.wsc.nsw.gov.au)





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### **13.3 Report on Site-Specific Submissions to the Public Exhibition of the Draft Local Planning Strategy 2015- 2031**

**Reference:** 5602/15  
**Report Author:** Acting Strategic Planning Team Leader/Coordinator  
**Authoriser:** Group Manager Planning, Development & Regulatory Services  
**Link to Corporate Plan:** Ensure future development respects the character of the areas in which it is located, and reinforce that character with appropriately sited and designed new development

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#### **PURPOSE**

The purpose of this report is to present to Council submissions regarding site-specific amendments to Wingecarribee Local Environmental Plan 2010 received during the public exhibition of the draft Local Planning Strategy 2015-2031.

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#### **VOTING ON THE MOTION**

Councillors are required to record their votes on this matter.





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**RECOMMENDATION**

**THAT:**

1. the rezoning to RU4 Primary Production Small Lots with a minimum lot size of 4 ha of Lots 194-195, 198-200, 202-211, Pt Lots 213-214 DP 751252, 4-6 Odessa Street Berrima, **be supported** for inclusion in the Berrima Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
2. the amendment of WLEP 2010 to achieve a total of four (4) lots from Lots 55-60 and 64 DP 751252, 59 Nathan Street, Berrima, **be supported** for inclusion in the Berrima Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
3. the reduction in the minimum lot size of Lot 50 DP 556644, 2A Cliff Street, Bowral, to permit the subdivision of the two existing dwellings **be supported** for inclusion in the Bowral Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
4. rezoning of Lot 1 DP 323163, 104 Bowral Street & Part Lot 13 Section C, DP 11838, 106 Bowral Street, Bowral to R3 Medium Density Residential to permit an application for development of a Medical Centre **be supported** for inclusion in the Bowral Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
5. the reduction in the minimum lot size to 20 hectares of the area identified in the map contained in the Assessment Report **be supported** for inclusion in the Colo Vale Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
6. the rezoning to B4 Mixed Use under WLEP 2010 of the leased portion of the SP2 Rail Infrastructure land at Mittagong railway station **be supported** for inclusion in the Mittagong Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
7. Lot 115 DP 1067955, 105-119 Bong Bong Road and Lot 1 DP 1140914, 21 Mary Street, Mittagong, and Lot 11 DP 1067256, 949 Old South Road remain zoned part RU2 Rural Landscape and part E3 Environmental Management with a minimum lot size of 40 hectares under WLEP 2010 and **THAT** the rezoning of Lot 2 DP 157625, 19 Mary Street, Mittagong to R5 Large Lot Residential with a minimum lot size of 4,000m<sup>2</sup> **be supported** for inclusion in the Mittagong Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
8. the request to reduce the minimum lot size of Lot 107 DP 15496 15 Gibraltar Road, Mittagong, to 1 hectare **be supported** for inclusion in the Mittagong Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031 **AND THAT** as part of any subsequent Planning Proposal additional lots in the vicinity of the subject site also be considered for a reduction in minimum lot size to 1 hectare.
9. the rezoning of Lots 1-6 & 8 DP 502535, 71 Beaconsfield Road & Lot 2 DP 502535, 77 Beaconsfield Road, Moss Vale to RU4 Primary Production Small Lots with a minimum lot size range from 2000m<sup>2</sup> to 4000m<sup>2</sup>, **be supported** for inclusion in the Moss Vale Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.



10. the rezoning of Lot 11 DP 1084421, 74-76 Beaconsfield Road, Moss Vale, to RU4 Primary Production Small Lots with a minimum lot size range from 4000m<sup>2</sup> to 8000m<sup>2</sup> be supported for inclusion in the Moss Vale Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
11. a reduction in the minimum lot size to part 2000m<sup>2</sup> and part 4000m<sup>2</sup> of Lot 1 DP 812628, 69 Bulwer Road, Moss Vale be supported for inclusion in the Moss Vale Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
12. Lot 1 DP 819424, Darraby Lodge, Broughton Street, Moss Vale be included in the Moss Vale Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031 for further consideration to rezoning all or part of the site for residential development.
13. the rezoning to R2 Low Density Residential with a minimum lot size of 2000m<sup>2</sup> of that portion of Lot 42 DP 1058534 fronting Penrose Road between Lot 13 DP 11288 and Lot 41 DP 1058534, being approximately 4000m<sup>2</sup> in area, be supported for inclusion in the Penrose Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031 and THAT the rezoning to R2 Low Density Residential with a minimum lot size of 2000m<sup>2</sup> of Lot 41 DP 1058534 and the rezoning to R2 Low Density Residential with a minimum lot size of 2000m<sup>2</sup> of Lot 22 DP 11288 be supported for inclusion in the Penrose Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
14. Lot 5 DP 736864 42-48 Inkerman Road, Balaclava, remain zoned RU4 Primary Production Small Lots under WLEP 2010.
15. Lot 1 DP 258851, 71-75 Old Hume Highway, Braemar remain zoned SP3 Tourist under WLEP 2010.
16. Lot 24 DP 2944, 74-76 Wattle Street, Colo Vale, remain zoned RU4 Primary Production Small Lots with a minimum lot size of 2ha under WLEP 2010.
17. THAT Lots 14 & 15 Sec 2, DP 33517, 6 Gibbons Road, Moss Vale, remain zoned IN2 Light Industrial with no minimum lot size AND THAT Lot 4 Sec 3 DP 33517, 4 Gibbons Road, Moss Vale, remain zoned RU2 Rural Landscape with a minimum lot size of 40ha under WLEP 2010.
18. Lot 7 DP 237888, 48 Daphne Street Bowral remain zoned R5 Large Lot Residential with a minimum lot size of 4000sqm under WLEP 2010.
19. the rezoning to IN2 Light Industrial of Lot 2 DP 1149654, 4 Tyree Place, Braemar to permit development for the purposes of a bulky good premises be supported for inclusion in the Braemar Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
20. Lots 44 & 45 DP 751282 & Lot 21 DP 1189466, Sutherland Park, Eridge Park Road Burradoo remain zoned E3 Environmental Management with a minimum lot size of 4 hectares over that part of the lots to which the zoning and minimum lot size currently applicable under WLEP 2010.
21. Lot 5 DP 243383, 200 Drapers Road, Colo Vale remain zoned E3 Environmental Management with a minimum lot size of 40 hectares under WLEP 2010.
22. Lot 1 DP 792443, 2-6 Ebony Place, Colo Vale, remain zoned R5 Large Lot Residential with a Minimum Lot Size of 8,000sqm under Wingecarribee LEP 2010.



23. Lot 172 DP 751267, 100 Grevillea Place, Colo Vale, remain zoned RU2 with a minimum lot size of 40 hectares under Wingecarribee LEP 2010.
24. an amendment of WLEP 2010 to enable a dwelling to be constructed on Lot 109 DP 664112, 2 Wilson Drive Hill Top, be supported for inclusion in the Hill Top Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.
25. Lot 10 DP 1069811 Ferguson Crescent Mittagong remain zoned R2 Low Density Residential with a minimum lot size of 700 sqm under Wingecarribee LEP 2010, but that the applicant discuss with Council the preparation of a Concept Master Plan for the site to identify potential development options.
26. Lot 21 DP 1029384, 2 Colo Street Mittagong remain zoned R2 Low Density Residential with a minimum lot size of 700 sqm under Wingecarribee LEP 2010, but that the applicant discuss with Council the preparation of a Concept Master Plan for the site to identify potential development options.
27. Lot 13 DP 1093693 'Pine Grove' 262 Range Road, Mittagong remain zoned E3 Environmental Management with a minimum lot size of 40 hectares under Wingecarribee LEP 2010.
28. Lot 5002 DP 1160548, 66 Bong Bong Road Mittagong remain zoned R5 Large Lot Residential with a minimum lot size of 4,000 sqm under Wingecarribee LEP 2010 but that the applicant discuss with Council the preparation of a Concept Master Plan for the site under Clause 5.10(10) (Conservation Incentives) of Wingecarribee Local Environmental Plan 2010 to identify potential development options.
29. Lot 120 DP 773982 & Lot 8 DP 46900, 194 Berrima Road, Moss Vale remain zoned IN1 General Industrial with no minimum lot size under Wingecarribee LEP 2010.
30. THAT Lot 21 DP 625790, 7031 Illawarra Highway, Moss Vale remain zoned E3 Environmental Management with a minimum lot size of 40 hectares under Wingecarribee LEP 2010.
31. Lot 4 DP 1048868, 1 Belmore Falls Road, Robertson remain zoned R5 Large Lot Residential with a minimum lot size of 4,000 sqm under Wingecarribee LEP 2010.
32. Lot 14 DP 711469 and Lot 1 DP 1204707, Joadja Crescent, Woodlands remain zoned E3 Environmental Management with a minimum lot size of 40 hectares under Wingecarribee LEP 2010 but that the applicant discuss with Council the preparation of a Concept Master Plan for the site to identify potential development options.
33. Lot 1 DP 596438 remain zoned RU2 Rural Landscape with a minimum lot size of 40 hectares and Lot 2 DP 596438 remain zoned E3 Environmental Management with a minimum lot size of 40 hectares under Wingecarribee LEP 2010.
34. Lots 8,9,11 and 12 DP729209 and Lot 1 DP 770184, 41 Morris Road, Woodlands remain zoned E3 Environmental Management with a minimum lot size of 40 hectares under Wingecarribee LEP 2010.



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## **REPORT**

### **BACKGROUND**

Council resolved at its Ordinary Meeting of 24 June 2015 to on public exhibition the draft Wingecarribee Local Planning Strategy 2015-2031 (draft Strategy). This occurred for a period of eleven (11) weeks from Wednesday 15 July to Wednesday 30 September 2015.

Council received sixty-eight (68) submissions in response. Twenty seven (27) submissions related to general matters and are considered in a separate report to Council regarding the adoption of the draft Local Planning Strategy.

This report addresses the forty one (41) submissions regarding site-specific amendments to Wingecarribee Local Environmental Plan 2010 (WLEP 2010).

All submissions received during the exhibition of the draft Strategy are available for viewing by Councillors in the Councillors' Room at the Civic Centre.

### **REPORT**

#### **Submissions received during the exhibition of the Draft Strategy**

The site specific submissions received during the public exhibition of the draft Wingecarribee Local Planning Strategy 2015-2031 (draft Strategy) which are considered in this report fall into three (3) types:

1. Submissions regarding those site-specific requests to amend Wingecarribee Local Environmental Plan 2010 (WLEP 2010) which were supported by Council Resolution of 24 June 2015 for inclusion in the relevant Precinct Plan of the draft Strategy.
2. Submissions requesting the review of those site-specific requests to amend Wingecarribee Local Environmental Plan 2010 (WLEP 2010) which were not supported by Council Resolution of 24 June 2015 for inclusion in the relevant Precinct Plan of the draft Strategy.
3. Submissions requesting a site specific amendment to WLEP 2010 which have not previously been considered by Council.

Each type is considered in turn. The submissions are numbered sequentially and correspond to the relevant report recommendation above.

Submissions regarding those site-specific requests to amend WLEP 2010 which were supported by Council Resolution of 24 June 2015 for inclusion in the relevant Precinct Plan of the draft Strategy (Type 1).

Eighteen (18) submissions of this type were received. Details are contained in **Table 1** below.

**Table 1 – Submissions to site specific requests to amend WLEP 2010 contained in the exhibited draft Strategy**

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 23 March 2016

### REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY & DEVELOPMENT SERVICES



REF	DETAILS
1	<p><b>BERRIMA</b> - Lots 194-195, 198-200, 202-211, Pt Lots 213-214 DP 751252, 4-6 Odessa Street.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> the rezoning to RU4 Primary Production Small Lots with a minimum lot size of 4 ha of Lots 194, 198, 202-214 DP 751252 4-6 Odessa Street &amp; Australia Avenue, Berrima, be supported for inclusion in the draft Local Planning Strategy Berrima Precinct Plan.</p> <p>17 submissions were received with regard to this Request. One (1) supported the Request and 16 did not. Council's considerations of submissions are included in the Assessment Summary contained in <b>Attachment 1</b> to this report. As a result of those considerations, it is recommended:</p> <p><b><u>THAT</u> the rezoning to RU4 Primary Production Small Lots with a minimum lot size of 4 ha of Lots 194-195, 198-200, 202-211, Pt Lots 213-214 DP 751252, 4-6 Odessa Street Berrima, be supported for inclusion in the Berrima Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>
2	<p><b>BERRIMA</b> - Lots 55-60, 64 DP 751252, 59 Nathan Street.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> the amendment of WLEP 2010 to achieve a total of four (4) lots from Lots 55-60, 64 DP 751252, 59 Nathan Street, Berrima, <u>be supported</u> for inclusion in the Berrima Precinct Plan prior to exhibition of the draft Local Planning Strategy 2015-2031.</p> <p>16 submissions were received with regard to this Request, all objecting to the Request. Council's considerations of submissions are included in the Assessment Summary contained in <b>Attachment 1</b> to this report. As a result of those considerations, it is recommended:</p> <p><b><u>THAT</u> the amendment of WLEP 2010 to achieve a total of four (4) lots from Lots 55-60 and 64 DP 751252, 59 Nathan Street, Berrima, be supported for inclusion in the Berrima Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>
3	<p><b>BOWRAL</b> – Lot 50 DP 556644, 2A Cliff Street.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> the reduction in the minimum lot size of, to permit the subdivision of the two existing dwellings <u>be supported</u> and included in the Bowral Precinct Plan prior to public exhibition of the draft Local Planning Strategy 2015-2031.</p> <p>No submissions were received for this property during the exhibition of the draft Local Planning Strategy, therefore it is recommended:</p> <p><b><u>THAT</u> the reduction in the minimum lot size of Lot 50 DP 556644, 2A Cliff Street, Bowral, to permit the subdivision of the two existing dwellings <u>be supported</u> for inclusion in the Bowral Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 23 March 2016

### REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY & DEVELOPMENT SERVICES



REF	DETAILS
4	<p><b>BOWRAL</b> - Lot 1 DP 323163, 104 Bowral Street &amp; Part lot 13 Section C, DP 11838, 106 Bowral Street.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> Lot 1 DP 323163, 104 Bowral Street &amp; Part Lot 13 Section C, DP 11838, 106 Bowral Street, Bowral be supported for rezoning to R3 Medium Density Residential and included in the Local Planning Strategy Bowral Precinct Plan.</p> <p>No submissions were received for this property during the exhibition of the draft Local Planning Strategy, therefore it is recommended:</p> <p><b><u>THAT</u> rezoning of Lot 1 DP 323163, 104 Bowral Street &amp; Part Lot 13 Section C, DP 11838, 106 Bowral Street, Bowral to R3 Medium Density Residential to permit an application for development of a Medical Centre <u>be supported</u> for inclusion in the Bowral Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>
5	<p><b>COLO VALE</b> - Lots 19, 27 &amp; 28 DP 751267, 28, 39 &amp; 70 Drapers Creek Road.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> the area identified in the above map be included in the draft Local Planning Strategy Colo Vale Precinct Plan for reduction in the minimum lot size to 20 hectares.</p> <p>No submissions were received during the exhibition of the draft Local Planning Strategy, therefore it is recommended:</p> <p><b><u>THAT</u> the reduction in the minimum lot size to 20 hectares of the area identified in the map contained in the Assessment Report <u>be supported</u> for inclusion in the Colo Vale Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>
6	<p><b>MITTAGONG</b> - Mittagong Railway fronting Regent Street.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> the rezoning to B4 Mixed Use under WLEP 2010 of the leased portion of the SP2 Rail Infrastructure land at Mittagong railway station be supported and included in the draft Local Planning Strategy Mittagong Precinct Plan.</p> <p>No submissions were received for this property during the exhibition of the draft Local Planning Strategy, therefore it is recommended:</p> <p><b><u>THAT</u> the rezoning to B4 Mixed Use under WLEP 2010 of the leased portion of the SP2 Rail Infrastructure land at Mittagong railway station <u>be supported</u> for inclusion in the Mittagong Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>
7	<p><b>MITTAGONG</b> –</p> <p>1 Huntington Lodge, Lot 2 DP 157625, 19 Mary Street.</p> <p>2 Willow Run, Lot 115 DP 1067955, 105-119 Bong Bong Road.</p> <p>3 Rushford Barton, Lot 1 DP 1140914, 21 Mary Street.</p>

**AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 23 March 2016

**REPORT DEPUTY GENERAL MANAGER CORPORATE, STRATEGY & DEVELOPMENT SERVICES**



REF	DETAILS
	<p>4 Lynwood, Lot 11 DP 1067256, 949 Old South Road.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> Lot 115 DP 1067955, 105-119 Bong Bong Road and Lot 1 DP 1140914, 21 Mary Street, Mittagong, remain zoned part RU2 Rural Landscape and part E3 Environmental Management under WLEP 2010, <u>AND THAT</u> Lot 2 DP 157625, 19 Mary Street, be rezoned to R5 Large Lot Residential with a minimum lot size of 4,000m<sup>2</sup> under WLEP 2010.</p> <p>No submissions were received for these properties during the exhibition of the draft Local Planning Strategy, although the proponent for Lot 11 DP 1067256 noted that this property was omitted from the recommendations and resolution. Therefore, it is recommended:</p> <p><b><u>THAT</u> Lot 115 DP 1067955, 105-119 Bong Bong Road and Lot 1 DP 1140914, 21 Mary Street, Mittagong, and Lot 11 DP 1067256, 949 Old South Road remain zoned part RU2 Rural Landscape and part E3 Environmental Management with a minimum lot size of 40 hectares under WLEP 2010 and <u>THAT</u> the rezoning of Lot 2 DP 157625, 19 Mary Street, Mittagong to R5 Large Lot Residential with a minimum lot size of 4,000m<sup>2</sup> <u>be supported</u> for inclusion in the Mittagong Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>
8	<p><b>MITTAGONG</b> - Lot 107 DP 15496 15 Gibraltar Road.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> the request to reduce the minimum lot size of Lot 107 DP 15496 15 Gibraltar Road, Mittagong, to 2000m<sup>2</sup> be supported and included in the Local Planning Strategy Mittagong Precinct Plan.</p> <p>No submissions were received for this property during the exhibition of the draft Local Planning Strategy, therefore it is recommended:</p> <p><b><u>THAT</u> the request to reduce the minimum lot size of Lot 107 DP 15496 15 Gibraltar Road, Mittagong, to 1 Hectare <u>be supported</u> for inclusion in the Mittagong Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031 AND THAT as part of any subsequent Planning Proposal additional lots in the vicinity of the subject site also be considered for a reduction in minimum lot size to 1 Hectare.</b></p>
9	<p><b>MOSS VALE</b> - Lots 1-6 &amp; 8 DP 502535, 71 Beaconsfield Road &amp; Lot 2 DP 502535, 77 Beaconsfield Road.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> Lots 1-6 &amp; 8 DP 502535, 71 Beaconsfield Road &amp; Lot 2 DP 502535, 77 Beaconsfield Road, Moss Vale be supported for rezoning to RU4 Primary Production Small Lots with a minimum lot size range from 2000m<sup>2</sup> to 4000m<sup>2</sup> and included in the Local Planning Strategy Moss Vale Precinct Plan.</p> <p>No submissions were received for these properties during the exhibition of the draft Local Planning Strategy, therefore it is recommended:</p>

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REF	DETAILS
	<p><b><u>THAT</u> the rezoning of Lots 1-6 &amp; 8 DP 502535, 71 Beaconsfield Road &amp; Lot 2 DP 502535, 77 Beaconsfield Road, Moss Vale to RU4 Primary Production Small Lots with a minimum lot size range from 2000m<sup>2</sup> to 4000m<sup>2</sup>, <u>be supported</u> for inclusion in the Moss Vale Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>
10	<p><b>MOSS VALE</b> - Lot 11 DP 1084421, 74-76 Beaconsfield Road.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> Lot 11 DP 1084421, 74-76 Beaconsfield Road, Moss Vale be supported for rezoning to RU4 Primary Production Small Lots with a minimum lot size range from 4000m<sup>2</sup> to 8000m<sup>2</sup> and included in the Local Planning Strategy Moss Vale Precinct Plan.</p> <p>No submissions were received for this property during the exhibition of the draft Local Planning Strategy, therefore it is recommended:</p> <p><b><u>THAT</u> the rezoning of Lot 11 DP 1084421, 74-76 Beaconsfield Road, Moss Vale, to RU4 Primary Production Small Lots with a minimum lot size range from 4000m<sup>2</sup> to 8000m<sup>2</sup> <u>be supported</u> for inclusion in the Moss Vale Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>
11	<p><b>MOSS VALE</b> - Lot 1 DP 812628, 69 Bulwer Road.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> Lot 1 DP 812628, 69 Bulwer Road, Moss Vale be supported for a reduction in the minimum lot size to 2000m<sup>2</sup> and 4000m<sup>2</sup> and included in the Local Planning Strategy Moss Vale Precinct Plan.</p> <p>No submissions were received for this property during the exhibition of the draft Local Planning Strategy, therefore it is recommended:</p> <p><b><u>THAT</u> a reduction in the minimum lot size to part 2000m<sup>2</sup> and part 4000m<sup>2</sup> of Lot 1 DP 812628, 69 Bulwer Road, Moss Vale <u>be supported</u> for inclusion in the Moss Vale Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>
12	<p><b>MOSS VALE</b> - Lot 1 DP 819424, Darraby Lodge, Broughton Street.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> Lot 1 DP 819424, Darraby Lodge, Broughton Street, Moss Vale be included in the Local Planning Strategy Moss Vale Precinct Plan for further consideration of rezoning all or part of the site for residential development.</p> <p>No submissions were received for this property during the exhibition of the draft Local Planning Strategy, therefore it is recommended:</p> <p><b><u>THAT</u> Lot 1 DP 819424, Darraby Lodge, Broughton Street, Moss Vale be included in the Moss Vale Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031 for further consideration to rezoning all or part of the site for residential development.</b></p>



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REF	DETAILS
13	<p><b>PENROSE</b> - Lot 42 DP 1058534, 46 Koolilabah Lane.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> the rezoning to R2 Low Density Residential with a minimum lot size of 2000m<sup>2</sup> of that portion of Lot 42 DP 1058534 fronting Penrose Road between Lot 13 DP 11288 and Lot 41 DP 1058534, being approximately 4000m<sup>2</sup> in area, be supported and included in the Local Planning Strategy Penrose Precinct Plan and <u>THAT</u> the rezoning to R2 Low Density Residential with a minimum lot size of 2000m<sup>2</sup> of Lot 41 DP 1058534 and the rezoning to R2 Low Density Residential with a minimum lot size of 1000m<sup>2</sup> of Lot 22 DP 11288 be supported and included in the Local Planning Strategy Penrose Precinct Plan.</p> <p>One (1) submission of support was received for this property during the exhibition of the draft Local Planning Strategy, therefore it is recommended:</p> <p><b><u>THAT</u> the rezoning to R2 Low Density Residential with a minimum lot size of 2000m<sup>2</sup> of that portion of Lot 42 DP 1058534 fronting Penrose Road between Lot 13 DP 11288 and Lot 41 DP 1058534, being approximately 4000m<sup>2</sup> in area, be supported for inclusion in the Penrose Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031 and <u>THAT</u> the rezoning to R2 Low Density Residential with a minimum lot size of 2000m<sup>2</sup> of Lot 41 DP 1058534 and the rezoning to R2 Low Density Residential with a minimum lot size of 2000m<sup>2</sup> of Lot 22 DP 11288 be supported for inclusion in the Penrose Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>

Submissions requesting the review of those site-specific requests to amend Wingecarribee Local Environmental Plan 2010 (WLEP 2010) which were not supported by Council Resolution of 24 June 2015 for inclusion in the relevant Precinct Plan of the draft Strategy. (Type 2)

Four (4) submissions of this type were received. Details are contained in **Table 2** below.

**Table 2 – Submissions to site specific requests to amend WLEP 2010 not contained in exhibited draft Strategy**

REF	DETAILS
14	<p><b>BALACLAVA – Lot 5 DP 736864, 42-48 Inkerman Road.</b></p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> Lot 5 DP 736864 42-48 Inkerman Road, Balaclava, remain zoned RU4 Primary Production Small Lots under WLEP 2010.</p> <p>One (1) submission was received requesting a review of this decision. Council's review is included in the Assessment Summary contained in <b>Attachment 1</b> to this report. As a result of this review, it is recommended:</p> <p><b><u>THAT</u> Lot 5 DP 736864 42-48 Inkerman Road, Balaclava, <u>remain</u> zoned RU4 Primary Production Small Lots under WLEP 2010.</b></p>

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REF	DETAILS
15	<p><b>BRAEMAR</b> - Lot 1 DP 258851, 71-75 Old Hume Highway.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> Lot 1 DP 258851, 71-75 Old Hume Highway, Braemar <u>remain</u> zoned SP3 Tourist under WLEP 2010.</p> <p>One (1) submission was received requesting a review of this decision. Council's review is included in the Assessment Summary contained in <b>Attachment 1</b> to this report. As a result of this review, it is recommended:</p> <p><b><u>THAT</u> Lot 1 DP 258851, 71-75 Old Hume Highway, Braemar <u>remain</u> zoned SP3 Tourist under WLEP 2010.</b></p>
16	<p><b>COLO VALE</b> - Lot 24 DP 2944, 74-76 Wattle Street.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> Lot 24 DP 2944, 74-76 Wattle Street, Colo Vale, <u>remain</u> zoned RU4 Primary Production Small Lots with a minimum lot size of 2ha under WLEP 2010.</p> <p>One (1) submission was received requesting a review of this decision. Council's review is included in the Assessment Summary contained in <b>Attachment 1</b> to this report. As a result of this review, it is recommended:</p> <p><b><u>THAT</u> Lot 24 DP 2944, 74-76 Wattle Street, Colo Vale, <u>remain</u> zoned RU4 Primary Production Small Lots with a minimum lot size of 2ha under WLEP 2010.</b></p>
17	<p><b>MOSS VALE</b> – Lot 15 Sec 2, DP 33517, 4-6 Gibbons Road.</p> <p>At its Ordinary Meeting of 24 June 2015 Council resolved <u>THAT</u> Lot 15 Sec 2, DP 33517, 4-6 Gibbons Road, Moss Vale <u>remain</u> zoned IN2 Light Industrial with no minimum lot size and part RU2 Rural Landscape with a minimum lot size of 40ha under WLEP 2010.</p> <p>Four (4) submissions were received, three (3) in support of a review of this decision. Council's considerations of submissions are included in the Assessment Summary contained in <b>Attachment 1</b> to this report. As a result of those considerations, it is recommended:</p> <p><b><u>THAT</u> Lots 14 &amp; 15 Sec 2, DP 33517, 6 Gibbons Road, Moss Vale, <u>remain</u> zoned IN2 Light Industrial with no minimum lot size AND <u>THAT</u> Lot 4 Sec 3 DP 33517, 4 Gibbons Road, Moss Vale, <u>remain</u> zoned RU2 Rural Landscape with a minimum lot size of 40ha under WLEP 2010.</b></p>

Submissions requesting a site specific amendment to WLEP 2010 which have not previously been considered by Council. (Type 3)

Nineteen (19) submissions of this type were received. These submissions were for sites which had not been assessed previously, except in the case of Sutherland Park Burradoo (Reference 20 below) for which a new Planning Proposal for the site was lodged. Details of all new submissions are contained in **Table 3** below.

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Council considered these requests in exactly the same way in which requests made prior to the exhibition of the draft Strategy were considered. For the purposes of reporting on the assessment of each submission the 'essential assessment criteria' template was utilised. This template provides a set of basic tests which would need to be met for the submission to be recommended for Council support, the assessment outcome represented as a single Yes or No.

The Assessment Summary for each request is contained in **Attachment 1** to this report. Submission makers are reminded that these summary sheets are just that, a single page summary of a more extensive assessment process involving both Council staff and Councillors.

**Table 3 – New site specific requests to amend WLEP 2010**

REF	DETAILS
18	<p><b>BOWRAL</b> - Lot 7 DP 237888, 48 Daphne Street.</p> <p>Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lot 7 DP 237888, 48 Daphne Street Bowral <u>remain</u> zoned R5 Large Lot Residential with a minimum lot size of 4000sqm under WLEP 2010.</b></p>
19	<p><b>BRAEMAR</b> - Lot 2 DP 1149654, 4 Tyree Place.</p> <p>Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> the rezoning to IN2 Light Industrial of Lot 2 DP 1149654, 4 Tyree Place, Braemar to permit development for the purposes of a bulky good premises <u>be supported</u> for inclusion in the Braemar Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>
20	<p><b>BURRADOO</b> – Sutherland Park - Lots 44 DP 751282, Lot 5 DP1214696 (formerly Lot 45 DP 751282) and Lot 21 DP 1189466, Eridge Park Road.</p> <p>Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lots 44 &amp; 45 DP 751282 &amp; Lot 21 DP 1189466, Sutherland Park, Eridge Park Road Burradoo <u>remain</u> zoned E3 Environmental Management with a minimum lot size of 4 hectares over that part of the lots to which the zoning and minimum lot size currently applicable under WLEP 2010.</b></p>
21	<p><b>COLO VALE</b> - Lot 5 DP 243383, 200 Drapers Road.</p> <p>Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lot 5 DP 243383, 200 Drapers Road, Colo Vale remain zoned E3 Environmental Management with a minimum lot size of 40 hectares under WLEP 2010.</b></p>

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REF	DETAILS
22	<p><b>COLO VALE</b> - Lot 1 DP 792443, 2-6 Ebony Place.</p> <p>Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lot 1 DP 792443, 2-6 Ebony Place, Colo Vale, remain zoned R5 Large Lot Residential with a Minimum Lot Size of 8,000sqm under Wingecarribee LEP 2010.</b></p>
23	<p><b>COLO VALE</b> - Lot 172 DP 751267, 100 Grevillea Place.</p> <p>Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lot 172 DP 751267, 100 Grevillea Place, Colo Vale, remain zoned RU2 with a minimum lot size of 40 hectares under Wingecarribee LEP 2010.</b></p>
24	<p><b>HILL TOP</b> - Lot 109 DP 664112, 2 Wilson Drive.</p> <p>Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> an amendment of WLEP 2010 to enable a dwelling to be constructed on Lot 109 DP 664112, 2 Wilson Drive Hill Top, be supported for inclusion in the Hill Top Precinct Plan of the adopted Wingecarribee Local Planning Strategy 2015-2031.</b></p>
25	<p><b>MITTAGONG</b> - Lot 10 DP 1069811 Ferguson Crescent.</p> <p>Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lot 10 DP 1069811 Ferguson Crescent Mittagong remain zoned R2 Low Density Residential with a minimum lot size of 700 sqm under Wingecarribee LEP 2010, but that the applicant discuss with Council the preparation of a Concept Master Plan for the site to identify potential development options.</b></p>
26	<p><b>MITTAGONG</b> – The Maltings.</p> <p>Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lot 21 DP 1029384, 2 Colo Street Mittagong remain zoned R2 Low Density Residential with a minimum lot size of 700 sqm under Wingecarribee LEP 2010, but that the applicant discuss with Council the preparation of a Concept Master Plan for the site to identify potential development options.</b></p>
27	<p><b>MITTAGONG</b> - Lot 13 DP 1093693 'Pine Grove' 262 Range Road.</p> <p>Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p>

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REF	DETAILS
	<p><b><u>THAT</u> Lot 13 DP 1093693 ‘Pine Grove’ 262 Range Road, Mittagong <u>remain</u> zoned E3 Environmental Management with a minimum lot size of 40 hectares under Wingecarribee LEP 2010.</b></p>
28	<p><b>MITTAGONG</b> – Suttor House, Lot 5002 DP 1160548, 66 Bong Bong Road.</p> <p>Based on Council’s consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lot 5002 DP 1160548, 66 Bong Bong Road Mittagong <u>remain</u> zoned R5 Large Lot Residential with a minimum lot size of 4,000 sqm under Wingecarribee LEP 2010 but that the applicant discuss with Council the preparation of a Concept Master Plan for the site under Clause 5.10(10) Conservation Incentives of Wingecarribee Local Environmental Plan 2010 to identify potential development options.</b></p>
29	<p><b>MOSS VALE</b> - Lot 120 DP 773982 &amp; Lot 8 DP 46900, 194 Berrima Road.</p> <p>Based on Council’s consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lot 120 DP 773982 &amp; Lot 8 DP 46900, 194 Berrima Road, Moss Vale <u>remain</u> zoned IN1 General Industrial with no minimum lot size under Wingecarribee LEP 2010.</b></p>
30	<p><b>MOSS VALE</b> - Lot 21 DP 625790, 7031 Illawarra Highway.</p> <p>Based on Council’s consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lot 21 DP 625790, 7031 Illawarra Highway, Moss Vale <u>remain</u> zoned E3 Environmental Management with a minimum lot size of 40 hectares under Wingecarribee LEP 2010.</b></p>
31	<p><b>ROBERTSON</b> – Lot 4 DP 1048868, 1 Belmore Falls Road.</p> <p>Based on Council’s consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lot 4 DP 1048868, 1 Belmore Falls Road, Robertson <u>remain</u> zoned R5 Large Lot Residential with a minimum lot size of 4,000 sqm under Wingecarribee LEP 2010.</b></p>
32	<p><b>WOODLANDS</b> - Lot 14 DP 711469 and Lot 1 DP 1204707, Joadja Crescent.</p> <p>Based on Council’s consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended:</p> <p><b><u>THAT</u> Lot 14 DP 711469 and Lot 1 DP 1204707, Joadja Crescent, Woodlands <u>remain</u> zoned E3 Environmental Management with a minimum lot size of 40 hectares under Wingecarribee LEP 2010 but that the applicant discuss with</b></p>

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REF	DETAILS
	<b>Council the preparation of a Concept Master Plan for the site to identify potential development options.</b>
33	<b>WOODLANDS</b> - Lot 1 and 2 DP 596438, Old Hume Highway. Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended: <b><u>THAT</u> Lot 1 DP 596438 remain zoned RU2 Rural Landscape with a minimum lot size of 40 hectares and Lot 2 DP 596438 remain zoned E3 Environmental Management with a minimum lot size of 40 hectares under Wingecarribee LEP 2010 but that the applicant discuss with Council the preparation of a Concept Master Plan for the site to identify potential development options.</b>
34	<b>WOODLANDS</b> - Lots 8, 9, 11 and 12 DP 729209 and Lot 1 DP 770184, 41 Morris Road – LM Anstee. Based on Council's consideration of the submission, the Assessment Summary of which is contained in <b>Attachment 1</b> to this report, it is recommended: <b><u>THAT</u> Lots 8,9,11 and 12 DP729209 and Lot 1 DP 770184, 41 Morris Road, Woodlands remain zoned E3 Environmental Management with a minimum lot size of 40 hectares under Wingecarribee LEP 2010 but that the applicant discuss with Council the preparation of a Concept Master Plan for the site to identify potential development options.</b>

## CONSULTATION

### Community Engagement

The draft Local Planning Strategy was placed on public exhibition for a period of eleven (11) weeks from Wednesday 15 July to Wednesday 30 September 2015. The exhibition of the draft Strategy was advertised on Council's Community page each Wednesday during the exhibition period as well as on the Your Say Wingecarribee website.

The draft Strategy and all exhibition details were available for viewing on Council's website, [www.wsc.nsw.gov.au](http://www.wsc.nsw.gov.au), as well as at the Customer Service Centre, in all Council libraries including the mobile library, and at Berrima, Exeter, Robertson, Canyonleigh and Hill Top.

During the exhibition period Council staff attended two (2) community Drop In Days in each town (Mittagong, Bowral, Moss Vale and Bundanoon), one during the week and one on a Saturday, and staff were available at the Civic Centre during the conduct of each Council meeting throughout the exhibition period. Council staff also attended community organised meetings at Berrima and Bundanoon. The draft Strategy was provided to the Department of Planning and Environment for comment.

Young people within the Wingecarribee Community were encouraged to engage with the draft Local Planning Strategy through a photography competition to provide photographs for

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inclusion in the final document. Most photographs which were received have been incorporated into the draft Strategy.

#### **Internal Consultation**

Environmental Sustainability, Development Services and Assets staff have contributed valuable insight and assistance in the preparation of the framework for assessing submissions. This involvement is expected to continue as new submissions to the draft Strategy are received and considered.

#### **External Consultation**

Any supported recommendations which proceed to a Planning Proposal will be referred to the Department of Planning & Environment, Water NSW and the Rural Fire Service as part of the Planning Proposal process.

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### **SUSTAINABILITY ASSESSMENT**

- **Environment**

A key determinant in whether a submission should be recommended for support was the potential impact on the local environment through threats to endangered ecological communities or otherwise sensitive land.

- **Social**

Another key determinant in whether a submission should be recommended for support was the fact that, even by Council's most conservative estimates, there appears to be sufficient residential capacity already available in zoned land across the Shire. It is not considered that deferring any future consideration of new development potential will have an adverse impact on housing supply in the future.

- **Broader Economic Implications**

Those submissions which are supported through either residential or business development will generate broader economic benefits.

- **Culture**

Two submissions recommended for support are located within the Berrima Landscape Conservation Area. Should these recommendations be included in the adopted Local Planning Strategy any Planning Proposal to amend WLEP 2010 in this regard will be required to adequately address heritage impacts.

- **Governance**

The Assessment Framework for consideration of site specific submissions addresses Council's statutory obligations under WLEP 2010 and the relevant SEPPs and Ministerial Directions.

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### **COUNCIL BUDGET IMPLICATIONS**

Those submissions which remain within the Precinct Plans once the Local Planning Strategy is adopted will have the opportunity to lodge a formal Planning Proposal to amend WLEP 2010 for which a fee will be payable to Council in accordance with Council's adopted Fees and Charges.

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#### RELATED COUNCIL POLICY

No other Council policies are relevant to this report other than those already considered.

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#### OPTIONS

The options available to Council are:

##### Option 1

Adopt all recommendations contained in this report. This option would enable supported submissions to be included in the relevant Precinct Plan of the adopted Local Planning Strategy.

##### Option 2

Adopt some of the recommendations contained in this report. This option would still allow adoption of the draft Local Planning Strategy but would require Council to give further considerations to those recommendations not supported.

Option 1 is the recommended option to this report.

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#### CONCLUSION

The submissions included in this report have been assessed using a Framework developed in consultation with the Department of Planning and Environment to reflect the requirements of state legislation as well as to integrate Local Strategy priorities and community expectations enunciated through the Wingecarribee Community Strategic Plan and the town and village workshops conducted during the preparation of the draft Local Planning Strategy.

Within that context many of the submissions received for consideration under the draft Local Planning Strategy are not supported at this time, notably those requesting the rezoning of rural or environmental land to a residential zone, or requesting a reduction in the minimum lot size of rural residential land outside the existing town or village boundaries. Those that are recommended for support would be included in the relevant Precinct Plan prior to public exhibition of the draft Local Planning Strategy.

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#### ATTACHMENTS

1. Assessment Framework - *circulated under separate cover*
2. Submissions - *circulated under separate cover*





## 13.4 Report to Recommend Adoption of Draft Local Planning Strategy 2015-2031

Reference:	5602/15
Report Author:	Acting Strategic Planning Team Leader/Coordinator
Authoriser:	Group Manager Planning, Development & Regulatory Services
Link to Corporate Plan:	Ensure future development respects the character of the areas in which it is located, and reinforce that character with appropriately sited and designed new development

### PURPOSE

The purpose of this report is to provide Council with the results of the public exhibition of the draft Local Planning Strategy 2015-2031 and to recommend its adoption.

### VOTING ON THE MOTION

Councillors are required to record their votes on this matter.

### RECOMMENDATION

1. **THAT** the draft Local Planning Strategy 2015-2031, as amended post-exhibition, as included in Attachments 1 and 2 to the report be adopted and submitted to the Department of Planning and Environment for endorsement.
2. **THAT** Council proceed now with the re-establishment of the demographics and housing working group **AND THAT** members of the community be invited to nominate to be members of the working group in accordance with recommendation 4.5 of the Local Planning Strategy as included in Attachment 1 to the report.

### REPORT

#### **BACKGROUND**

At the Ordinary Meeting of Council on 28 April 2010, Council resolved (*inter alia*) **THAT** Council commence the preparation of a new Local Planning Strategy for the Wingecarribee Shire to replace the current Wingecarribee Our Future Strategic Plan adopted by Council in 2002.

The purpose of a Local Planning Strategy is to identify a long term direction for the future development of the Shire upon which any proposed amendments to the Local Environmental Plan (LEP) can be based.

At the Ordinary Meeting of Council on 24 June 2015, Council resolved (*inter alia*) **THAT** the draft Local Planning Strategy 2015-2031 be placed on public exhibition for a period of eight

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(8) weeks in accordance with the proposed community consultation program contained in this report.

#### REPORT

The community consultation process for exhibition of the draft Local Planning Strategy (the draft Strategy) is described under the Community Engagement heading below which also includes details of the submissions received.

On the basis of the consultation process and submissions received the draft Strategy was reviewed and the following amendments made:

1. Opportunities for Action have become Recommendations. All Recommendations are listed in **Table 1** below. Within the Strategy document they are contained at the end of the relevant Chapter and are summarised in Part 1 - Chapter 1 where they are aligned with the relevant Goals and Strategies from the W2031+ Community Strategic Plan. Reference numbers relate to the relevant Chapter within the Strategy.
2. In some instances Recommendations have been amended to provide a more general strategic framework for further work. Those Recommendations which vary from the Opportunities for Action in the exhibited draft Strategy are highlighted in yellow in the list below with the original Opportunity it replaces also shown for comparison.

With regard to variations to the proposed Agricultural Produce Retail Premises clause and proposed local clause with regard to restaurants and cafes in conjunction with agricultural produce industries, the Department of Planning and Environment has advised that a more general Recommendation would provide a strategic framework without limiting the outcome to a clause-specific one.

Some exhibited Opportunities for Action have been expanded, or a new Recommendation introduced to provide a broader strategic framework for ongoing review of WLEP 2010 and the DCPs which support it. These particularly relate to a review of the operation of Clause 2.8 (Temporary Use of Land) with regard to Function Centres, the review of medium density residential controls in the town and village DCPs and the review of certain rural based land uses in the Rural Lands and Rural Living DCPs, including standards for Indoor Equestrian Centres Arena and ancillary development. New Recommendations are highlighted in grey.

3. The Rural Tourism discussion has been moved from Chapter 5 (A Prosperous Wingecarribee) to Chapter 3 (Managing Our Rural Lands) as this seems a more appropriate location for that discussion.
4. The Strengths, Weaknesses, Opportunities and Threats (SWOT) maps have been removed from the Precinct Plans as their status seemed to cause some confusion.
5. Site specific submissions which were supported for inclusion in the draft Strategy for exhibition are considered separately in report Item 13.3 of this Business Paper.
6. Of particular note is Recommendation 8.2 below which states:

*That, for a period of two years from the adoption of the Wingecarribee Local Planning Strategy 2015-2031, any Planning Proposal to rezone or vary the minimum lot size of non-urban land outside the existing town and village boundaries for residential purposes, not be supported.*



This Recommendation replaces Opportunity for Action 4.9 as exhibited in the draft Strategy, as indicated in the table below. The purpose of this Recommendation is to enable Council to complete its 'Green Web' mapping programme in consultation with the Office of Environment and Heritage and the review of bushfire prone land that will result. It will also provide time for Council to measure the rate of development of existing residential capacity within the towns and village. Both will provide specific performance indicators against which it can be reviewed at the completion of the two year period. The Recommendation also supports the Rural Lands State Environmental Planning Policy, which seeks to minimise the fragmentation of rural land, and community's goals and strategies to protect the non-urban lands between the major towns and villages as enunciated in the W2031+ Community Strategic Plan.

It is emphasised that this Recommendation in no way affects the subdivision or development of any land which is already permitted under WLEP2010. In fact one of the key intentions of this Recommendation is that it will encourage such development where there is existing capacity under WLEP 2010.

**Table 1 – Recommendations from the Wingecarribee Local Planning Strategy 2015-2031.**

CHAPTER	RECOMMENDATION
<p><b>NATURAL ENVIRONMENT</b> (Chapter 2)</p>	<p>2.1 Use the outcomes from the Green Web mapping project to better inform the community about the importance of the natural environment.</p> <p>2.2. Use the outcomes from the Green Web mapping project to better inform the assessment of submissions to rezone land currently zoned Environmental.</p> <p>2.3. Promote the Rural Living Handbook being prepared by Council in conjunction with Water NSW to assist rural residents to better understand the responsibilities of living on environmentally sensitive land.</p>
<p><b>RURAL LANDS</b> (Chapter 3)</p>	<p>3.1 Continue to monitor state government policy with regard to the Sydney Peri-Urban localities, including Wingecarribee Shire, and encourage the recognition and protection of these lands.</p> <p>3.2 Promote the Rural Living Handbook being prepared by Council in conjunction with Water NSW to assist rural residents to better understand the responsibilities of living on rural land.</p> <p>3.3 Develop a Farmers Tool Kit of contacts &amp; resources to assist new owners of rural land to develop agriculturally, environmentally and financially sustainable farming enterprises.</p> <p>3.4 Use the outcomes from the Green Web mapping project to better identify environmentally sensitive rural land and educate the community as to its value.</p> <p>3.5 Use the outcomes from the Green Web mapping project to better inform the assessment of submissions to rezone rural land.</p> <p>3.6. Review the RU4 Primary production Small Lots and E4 Environmental Living zones under WLEP2010 to assess the merit of</p>

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CHAPTER	RECOMMENDATION
	<p>rezoning the RU4 Primary Production Small Lots areas on the outskirts of the towns and villages to E4 Environmental Living while retaining current minimum lot sizes in order to better delineate the different focus and objectives of each zone. (<i>replaces</i> Consider rezoning the RU4 Primary Production Small Lots areas on the outskirts of the towns and villages to E4 Environmental Living while retaining current minimum lot sizes.)</p>
<p><b>POPULATION &amp; HOUSING (Chapter 4)</b></p>	<p>4.1 Liaise with relevant state agencies and tertiary education providers to identify opportunities for the provision of additional or expanded tertiary education facilities within the Shire, or at least within the Southern Highlands and Tablelands Regional subgroup. This liaison could occur as part of the Economic Development Strategy.</p> <p>4.2 Encourage pro-active community engagement through promotion and implementation of Council’s Community Engagement Strategy to build awareness of community engagement opportunities and confidence in the community engagement process.</p> <p>4.3 Identify and promote employment opportunities in providing health care and services across all community groups to enable those who need them to enjoy a better quality of life in their own home.</p> <p>4.4 Develop and implement a Housing Monitor to track and assess housing demand against supply across the Shire, with particular reference to Bowral.</p> <p>4.5 Encourage the development of housing choice across the Shire through the re-establishment of the Demographic and Housing Working Group comprising representatives from Council, housing providers, service providers, estate agents and various population age groups within the community to investigate how to increase demand for different forms of housing and how to meet that demand, with particular reference to multi dwelling housing and residential flat buildings. (<i>replaces</i> Encourage the development of housing choice across the Shire through the establishment of a working group comprising representatives from Council, housing providers, service providers, estate agents and various population age groups within the community to investigate how to increase demand for different forms of housing and how to meet that demand.)</p> <p>4.6 Provide regular community engagement opportunities for local communities to articulate the extent, type and location of infill housing they would accept.</p> <p>4.7 Continue to work with affordable housing providers to facilitate appropriate development.</p> <p>4.8 Encourage innovative design by incorporating performance based controls into the DCPs to offer more incentive to the development of infill accommodation while retaining and enhancing the defined character of each locality.</p>

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CHAPTER	RECOMMENDATION
<b>ECONOMIC DEVELOPMENT (Chapter 5)</b>	<p>5.1 Monitor the take up and use of business and industrial zoned land to better understand key drivers and ensure an adequate supply of economic land.</p> <p>5.2 Prepare a Rural Tourism Fact Sheet summarising what is permitted and prohibited with regard to this form of tourism.</p> <p>5.3 Incorporate into any Rural Tourism Fact Sheet a clear explanation of the role of and restrictions on 'ancillary development'.</p> <p>5.4 Incorporate the current guidelines for the assessment of land proposed for rezoning to SP3 Tourist into the SP3 Tourist section of the Rural Lands Development Control Plan.</p> <p>5.5 Initiate a Planning Proposal to permit with consent in the SP3 Tourist zone the following land uses – Extensive agriculture, Intensive plant agriculture, Agricultural produce industry and Farm buildings.</p> <p>5.6 Investigate options for enabling a form of agricultural produce retail premises within certain zones under WLEP 2010. (<i>replaces</i> Prepare a Planning Proposal to insert a clause into WLEP 2010 to create a new land use and definition being Agricultural produce retail premises.)</p> <p>5.7 Investigate options for enabling some form of restaurant or café development in conjunction with Agricultural produce industries in certain rural and environmental zones. (<i>replaces</i> Prepare a Planning Proposal to amend WLEP 2010 to insert a new Local Clause to permit with consent the operation of restaurants and cafés in conjunction with agricultural produce industries in in certain rural and environmental zones.)</p> <p>5.8 Review the operation of Clause 2.8 Temporary use of Land, particularly with regard to Function Centres.</p> <p>5.9 Undertake a comprehensive review of the Rural Lands and Rural Living Development Control Plans (DCPs) to ensure that the controls they contain remain relevant and address at least the following specific matters:</p> <ul style="list-style-type: none"><li>a) The objectives and requirements of the Rural Lands State Environmental Planning Policy.</li><li>b) Second dwelling and dual occupancy developments.</li><li>c) Indoor equestrian centres as a form of Recreation facility (outdoor)</li><li>d) Size and location of rural buildings other than dwellings.</li></ul> <p>(<i>replaces</i> Provide more detailed controls in the Rural Lands and Rural Living DCPs to support the assessment of an indoor equestrian centre as a form of Recreation facility (outdoor).)</p> <p>5.10 Review the distribution of Business zoned land across the Shire, with particular reference to the B1 and B4 zones.</p>

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CHAPTER	RECOMMENDATION
<p><b>BUILT ENVIRONMENT – HERITAGE &amp; URBAN DESIGN (Chapter 6)</b></p>	<p>6.1 Continue to develop strategies which build awareness of and respect for the Shire’s rich heritage resource base.</p> <p>6.2 Continue to develop strategies to improve awareness of the heritage incentives provisions of clause 5.10(10) of WLEP 2010 and the opportunities they provide to preserve the Shire’s heritage buildings and places. <i>(replaces Continue to develop strategies to improve awareness of the heritage incentives provisions of clause 5.10(10) of WLEP 2010.)</i></p> <p>6.3 Undertake a comprehensive review of all town and village Development Control Plans (DCPs) to ensure that the controls they contain reflect community expectations for built form and urban design while preserving the economic viability of development with particular reference to:</p> <ul style="list-style-type: none"> <li>a) Goals and Strategies identified in W2031+ - Wingecarribee Community Strategic Plan.</li> <li>b) Development on zone boundaries.</li> <li>c) Consistency of bulk and scale of development across housing types - detached dwellings, multi dwelling housing and residential flat buildings.</li> <li>d) Consistency between DCP controls and State Environmental Planning Policies, particularly the Exempt and Complying SEPP &amp; ‘Seniors Housing’ SEPP.</li> <li>e) Current staff experience with use of the DCPs to assess development applications.</li> </ul> <p><i>(replaces Undertake a review of the heritage provisions of the town and village DCPs as well as those applicable to the rural, environmental and tourist zones.)</i></p> <p>6.4 Build awareness of the Town Centre Master Plans by integrating their goals and strategies into the relevant DCPs as part of the proposed comprehensive DCP review (6.3 above). <i>(replaces Build awareness of the Town Centre Master Plans by integrating their goals and strategies into the relevant DCPs.)</i></p>
<p><b>INFRA-STRUCTURE (Chapter 7)</b></p>	<p>7.1 Continue to ensure that the Shire’s infrastructure is well managed to optimise efficient service delivery and to reflect community needs and meet Council’s Fit for the Future commitments. <i>(replaces Continue to ensure that the Shire’s infrastructure is well managed to optimise efficient service delivery and to reflect community needs.)</i></p> <p>7.2 Council is to advocate for more state or federal funded public infrastructure and community resources including health and education facilities.</p>

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CHAPTER	RECOMMENDATION
<b>FUTURE AMENDMENTS TO WLEP 2010 (Chapter 8)</b>	<p>8.1 Require all requests to Council to amend WLEP2010 be in the form of a Planning Proposal using the template contained in Chapter 8 of the Wingecarribee Local Planning Strategy and available on Council's website.</p> <p>8.2. That, for a period of two years from the adoption of the Wingecarribee Local Planning Strategy 2015-2031, any Planning Proposal to rezone or vary the minimum lot size of non urban land outside the existing town and village boundaries for residential purposes, not be supported. (<i>replaces Opportunity for Action 4.9. in Chapter 4 - Defer, for a period of two (2) years, any submissions to rezone or reduce the minimum lot size for residential purposes, of any environmental or rural zoned land outside the current town and village boundaries.</i>)</p>
<b>BERRIMA PRECINCT PLAN</b>	THAT a review of the Berrima Landscape Conservation Area boundary be included in the 2016 review of the Wingecarribee Local Environmental Plan 2010.
<b>BOWRAL PRECINCT PLAN</b>	THAT Wyeera, Lot 22 DP 792646, 460 Kangaloon Road, Bowral be considered for rezoning to RE2 Private Recreation in the 2016 review of Wingecarribee Local Environmental Plan 2010.
<b>ROBERTSON PRECINCT PLAN</b>	THAT the controls for and location of minimum lot size within Robertson Village be included in the 2016 review of the Wingecarribee Local Environmental Plan 2010 taking into account the availability of sewage infrastructure.

## CONSULTATION

### Community Engagement

The draft Local Planning Strategy was placed on public exhibition for a period of eleven (11) weeks from Wednesday 15 July to Wednesday 30 September 2015. The exhibition of the draft Strategy was advertised on Council's Community page each Wednesday during the exhibition period as well as on the Your Say Wingecarribee website.

The draft Strategy and all exhibition details were available for viewing on Council's website, [www.wsc.nsw.gov.au](http://www.wsc.nsw.gov.au), as well as at the Customer Service Centre, in all Council libraries including the mobile library, and at Berrima, Exeter, Robertson, Canyonleigh and Hill Top.

During the exhibition period Council staff attended two (2) community Drop In Days in each town (Mittagong, Bowral, Moss Vale and Bundanoon), one during the week and one on a Saturday, and staff were available at the Civic Centre during the conduct of each Council meeting throughout the exhibition period. Council staff also attended community organised meetings at Berrima and Bundanoon. The draft Strategy was provided to the Department of Planning and Environment for comment.

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Young people within the Wingecarribee Community were encouraged to engage with the draft Local Planning Strategy through a photography competition to provide photographs for inclusion in the final document. Most photographs which were received have been incorporated into the draft Strategy.

#### Submissions Received

Sixty eight (68) submissions were received during the exhibition period. Nineteen (19) submissions were site specific requests to vary current Local Environmental Plan 2010 controls, usually rezoning or a reduction in the minimum lot size. A further twenty two submissions (22) related to site specific proposals which Council had resolved on 24 June 2015 to either include in, or exclude from the relevant Precinct Plan prior to public exhibition of the draft Local Planning Strategy. All of these submissions are considered in a separate report to Council on site specific submissions.

The remaining twenty seven (27) submissions addressed a range of matters as follows. The number of submissions received on each matter is indicated in parentheses. Some submissions addressed more than one issue.

All submissions received during the exhibition of the draft Strategy are available for viewing by Councillors in the Councillors' Room at the Civic Centre.

Subject & Comments	Council Response
<p>Proposals shown on SWOT Maps (6).</p> <ul style="list-style-type: none"><li>• Bundanoon - Glow Worm Glen track over private land not supported (4).</li><li>• Colo Vale – Wensleydale proposal not supported (1)</li><li>• Penrose – Extension of urban area not supported. (1)</li></ul>	<p>Although a very clear disclaimer accompanied each SWOT map within the Precinct Plans, some SWOT maps still caused confusion by appearing to represent Council endorsed proposals. To avoid further confusion, all SWOT maps have been removed from the draft Strategy.</p>
<p>Short term (Holiday) Letting of dwellings (6) &amp; inconsistency in controls between these and B&amp;B accommodation.</p> <ul style="list-style-type: none"><li>• Not appropriate for strata – densities too high and neighbour impacts too great.</li><li>• Not suitable for rural areas – inadequate infrastructure.</li></ul>	<p>These comments are noted. Council considered the current clause with regard to holiday rentals during 2015 and resolve to retain the current controls.</p>
<p>Future Planning for Colo Vale (3)</p> <ul style="list-style-type: none"><li>• 2 submissions support on extending the Colo Vale urban boundary or further reducing the minimum lot size.</li><li>• 1 submission does support any variation to the Colo Vale urban boundary.</li></ul>	<p>Recommendation 8.2 of the post-exhibition draft Strategy supports retaining the existing town and village boundaries at this time.</p>
<p>Future Planning for Exeter (1)</p>	<p>Subdivision and development of land within town and village boundaries, including Exeter, will be</p>



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<b>Subject &amp; Comments</b>	<b>Council Response</b>
<ul style="list-style-type: none"> <li>• Existing potential lot capacity in some localities, especially Exeter and Bundanoon should be reviewed.</li> <li>• Lack of employment opportunities in Exeter.</li> </ul>	<p>monitored over the next two years. Employment opportunities will probably remain low in Exeter while ever the population base remains low.</p>
<p>Urban Design &amp; Heritage (4)</p> <ul style="list-style-type: none"> <li>• The ‘common good’ should be enshrined in all planning decisions.</li> <li>• Protect scale &amp; character of smaller villages such as Burrawang</li> <li>• Infill supported provided it does not compromise existing town and village character.</li> <li>• DCPs need better integration into other planning systems. DCPs often of limited use.</li> </ul>	<p>Recommendations in the Strategy have been expanded to provide a strategic framework for further investigation of options and review of current DCP controls.</p>
<p>Providing for Rural Tourism while still protecting the rural environment (2)</p> <ul style="list-style-type: none"> <li>• Need increased opportunities for café and restaurants associated with agricultural produce industries.</li> <li>• Encourage farm gate sales opportunities.</li> <li>• Need to provide Function Centres in appropriate rural locations.</li> <li>• Temporary Use of Land clause should be more flexible.</li> </ul>	<p>The Local Planning Strategy contains an extensive discussion of these subjects and the Recommendation that Council continue to work to review options to seek outcomes which benefit the rural community while also protecting the Shire’s rural and environmental lands.</p>
<p>Environmental/Infrastructure Initiatives (4)</p> <ul style="list-style-type: none"> <li>• Zonings should permit individual wind farms &amp; solar panels.</li> <li>• Traffic issues already a problem.</li> <li>• Shared pathways &amp; networks.</li> <li>• More medium density &amp; more efficient housing stock to reduce energy &amp; infrastructure impacts.</li> <li>• There should be an Assets and Properties audit of the Shire.</li> </ul>	<p>These comments are noted and will be incorporated in future reviews of both WLEP2010 and the DCPs which support it.</p>

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Subject & Comments	Council Response
<ul style="list-style-type: none"><li>• Need to protect water quality, agricultural land &amp; fauna and flora from mining impacts.</li><li>• Need to limit population growth within the Shire.</li></ul>	
The Chelsea Gardens/Coomungie Urban Release Area should be supported as it is on the WLEP 2010 Urban Release Area Map.	This is noted.
Why hasn't Robertson been rezoned since the sewer is now connected? (1)	The Robertson Village Precinct Plan contains the recommendation THAT the controls for and location of minimum lot size within Robertson Village be included in the 2016 review of the Wingecarribee Local Environmental Plan 2010 taking into account the availability of sewage infrastructure.

#### **Internal Consultation**

Internal consultation occurred with Environment and Sustainability, Development Services and Assets Branches of Council.

#### **External Consultation**

The Department of Planning and Environment provided comment on the draft Strategy.

### **SUSTAINABILITY ASSESSMENT**

#### **• Environment**

The draft Local Planning Strategy highlights the extent and significance of the Shire's environmental and rural lands and the fact that almost half of all land in the Shire is owned by public authorities. Recommendations in the draft Strategy seek to protect sensitive resources and also identify opportunities for rural land uses of a type and scale appropriate to these lands.

#### **• Social**

The draft Local Planning Strategy addresses constraints on and opportunities for housing and community resources across the towns and villages of the Shire while ensuring that their individual character and qualities are recognised and retained.

#### **• Broader Economic Implications**

The draft Local Planning Strategy identifies current and future opportunities for economic activity to enhance the prosperity of the Shire, including appropriate rural based tourism.

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- **Culture**

The draft Local Planning Strategy identifies the extensive heritage base of the Shire, both in Items of Heritage and Heritage Conservation Areas, as well as Landscape Conservation Areas and opportunities to protect and enhance this cultural heritage are considered.

- **Governance**

The draft Local Planning Strategy provides an importance strategic framework within which future amendments to WLEP 2010 can be considered.

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#### **COUNCIL BUDGET IMPLICATIONS**

There are no budget implications associated with this report.

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#### **RELATED COUNCIL POLICY**

No other Council policies are relevant to this report other than those already considered.

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#### **OPTIONS**

There are two (2) options available to Council:

##### **Option 1**

Proceed with the adoption of the post-exhibition Wingecarribee Local Planning Strategy 2015-2031.

##### **Option 2**

Not proceed with the adoption of the post-exhibition Wingecarribee Local Planning Strategy 2015-2031.

This Option is not supported. The draft Strategy has been in progress since 2010 and has been the subject of extensive community consultation. Its adoption would provide Council with the strategic framework to move on with the review of WLEP 2010 and the DCPs which support it.

Option 1 is recommended.

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#### **CONCLUSION**

Council resolved in 2010 to prepare a new Local Planning Strategy which has now been on public exhibition and reviewed in the light of community feedback. The adoption of this draft Strategy provides the framework for the five year review of WLEP 2010 and the associated DCPs.

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#### **ATTACHMENTS**

1. Draft Local Planning Strategy - Version 2 - for adoption - Part One - *circulated under separate cover*
2. Draft Local Planning Strategy - Version 2 - for adoption - Part Two - *circulated under separate cover*



## 13.5 Joint Regional Planning Panel (JRPP) Southern Region- Adoption of Community Members

Reference:	5300
Report Author:	Group Manager Planning, Development & Regulatory Services
Authoriser:	Deputy General Manager Corporate, Strategy & Development Services
Link to Corporate Plan:	Provide opportunities to participate in futures thinking and nurture ideas

### PURPOSE

The purpose of this report is to consider recent applications for the appointment of a 'community member' and 'alternate community member' to the Joint Regional Planning Panel (Southern Region).

### RECOMMENDATION

1. **THAT** Council appoint \_\_\_\_ as the Wingecarribee Shire Council's community representative for the Joint Regional Planning Panel (Southern Region).
2. **THAT** Council appoint \_\_\_\_\_ as the Wingecarribee Shire Council's alternate community representative for the Joint Regional Planning Panel (Southern Region).

### REPORT

#### **BACKGROUND**

Joint Regional Planning Panels (JRPP's) provide independent, merit based decision making on regionally significant development. Applications for regionally significant development are notified and assessed by Council's assessing officers and then are referred to the Joint Regional Planning Panel for determination.

Regional Panels may also have a role in planning proposals, where the Minister for Planning has appointed the regional panel to act as the relevant planning authority (RPA) or has requested the regional panel to undertake a pre or post gateway review.

Regional Panels consist of five (5) members comprising one chair appointed by the Minister for Planning and Environment with the concurrence of local Government NSW, two other members are appointed by the Minister and two Council appointed members.

Council members (which include community members) sit on the regional panel when a regionally significant Development Application (DA) is being decided in the Local Government Area (LGA). The Council members of the regional panel are nominated by

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each local Council and may come from within or external to the Council or outside of the Local Government Area.

In order to meet Council's obligations concerning the appointment of Community Representatives to the JRPP (Southern Region), Council resolved on 13 August 2014 under vide minute number 219/14, to call for expressions of interest to seek nominations for a Council appointed community member position and also an alternate member.

#### **REPORT**

A report was made to Council on 10 February 2016 including initial applications. In considering the report Council resolved:

*THAT appointment of a community member and alternate community member to the Joint Regional Planning Panel (Southern Region) be deferred pending further consideration by Councillors AND THAT further nominations be sought.*

In response to Council's resolution of 10 February 2016, Council re-advertised for the positions in February / March 2016 to seek further applications for suitably qualified and experienced professionals. As a result of the advertising period, the following applications have been received by the Council:

Applications received in 2015:

- George Birdsall
- Robyn Dove
- Jim Gilvarry
- James Muir

New Applications received in March 2016:

- Alan Hunt
- Carl Peterson

A copy of the applications and resumes for each applicant has been provided as a **Confidential Attachment** to this report for Councillors' reference and consideration.

All applicants have the necessary skills, qualifications and industry experience in order to fulfil the roles of the community representative on the JRPP Southern Region.

Council is required to appoint one (1) community representative and one (1) alternate community representative.

#### **IMPACT ON FIT FOR THE FUTURE PROPOSAL OUTCOME**

It is not expected that the appointment of the Community Representatives to the Joint Regional Planning Panel Southern Region will have any direct foreseeable or predictable impacts on Councils Fit for the Future Proposal.



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## **CONSULTATION**

### **Community Engagement**

Community engagement was sought through the advertisement of the positions on the JRPP Southern region in the Southern Highlands News, Council's website and also the Sydney Morning Herald in May 2015. It was readvertised in the Southern Highlands News in February 2016.

### **Internal Consultation**

Internal consultation regarding appointment of Community representatives to the JRPP (Southern Region) has taken place with the Group Manager Corporate and Community, in relation to governance surrounding appointment of the community members to the panel and also compliance with the Joint Regional Planning Panel Operational Guidelines 2009.

### **External Consultation**

Council has consulted with the New South Wales Department of Planning and Environment regarding the processes required to appoint community representatives to the JRPP Southern Region.

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## **SUSTAINABILITY ASSESSMENT**

- **Environment**

There are no environmental issues in relation to this report.

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

The appointment of Community representatives by the Council to the Joint Regional Planning Panel is mandated under the statutory provisions of the Environmental Planning and Assessment Regulation 2000 to ensure effective representation of community views and opinions on prescribed planning related matters.

Those representatives are required to be qualified and experienced in an area of Planning, Architecture or Science to ensure that decision making surrounding planning matters considered by the panel is appropriately informed through the application of a level of expertise.

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#### COUNCIL BUDGET IMPLICATIONS

Council adopted via resolution on 13 August 2014 that panel members would be remunerated at a rate of \$600 per meeting including GST and travel expenses.

The current 2015/2016 budget allocation for JRPP matters is \$6,156 and it is not expected that the budget allocation will be exceeded.

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#### RELATED COUNCIL POLICY

There are no Council Policies related to the appointment of Joint Regional Planning Panel community representatives.

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#### OPTIONS

The options available to Council are:

##### Option 1

Council appoint a Wingecarribee Shire Council community representative and an alternate representative to the JRPP Southern Region from the applications received.

##### Option 2

Council not accept the current applicants and seek to re-advertise the positions in order to pursue suitable alternative candidates for the position of 'community representative' and 'alternate community representative'.

Option 1 is the recommended option to this report.

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#### CONCLUSION

Council is required to appoint a community member and alternate community member to the Joint Regional Planning Panel (Southern Region) to fulfil its obligations under section 23G of the *Environmental Planning and Assessment Act 1979*. The current applications received during the advertisement period demonstrate suitability to enable appointments to be made to the vacant positions on the panel.

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#### ATTACHMENTS

1. Application of Alan Hunt - *circulated under separate cover - confidential*
2. Application of Carl Peterson - *circulated under separate cover - confidential*
3. Application of George Birdsall - *circulated under separate cover - confidential*
4. Application of Robyn Dove - *circulated under separate cover - confidential*
5. Application of Jim Gilvarry - *circulated under separate cover - confidential*
6. Application of James Muir - *circulated under separate cover - confidential*

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DEVELOPMENT SERVICES**



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

Friday 18 March 2016



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## COUNCIL MATTERS

### 14 GENERAL MANAGER

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#### 14.1 Legal Affairs

Reference: 107/22  
Report Author: General Counsel  
Authoriser: Group Manager Corporate & Community  
Link to Corporate Plan: Ensure systems and processes are in place to achieve mutual trust and collaboration

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#### PURPOSE

Updating the report on the status of legal proceedings reported to Council at the meeting on 24 February 2016.

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#### RECOMMENDATION

1. **THAT the status of the legal proceedings involving Council be considered in Closed Council – Item 22.5.**
2. **THAT the information relating to ongoing legal costs in Attachment 1 to the report be noted.**

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

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#### REPORT

##### **BACKGROUND**

This report updates the current status and costs paid from 1 February 2016 to 29 February 2016 of legal proceedings involving Council, including those matters completed since the last report to Council. Legal proceedings involving Council and legal advice obtained by Council are confidential and attract legal professional privilege. Therefore, their status is reported in a closed report.

##### **REPORT**

On 17 April 2013, Council resolved: *THAT the legal costs as detailed in the Legal Affairs Report be made public in the Business Paper on an ongoing basis.*

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

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 23 March 2016

### REPORT GENERAL MANAGER



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

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

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## CONSULTATION

### Community Engagement

There was no community engagement in the matters reported.

### Internal Consultation

Staff and management provide information, as required, to assist the progress of the matters reported and General Counsel reviews and provides advice and instructions, as necessary, on various aspects of the matters reported.

### External Consultation

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

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## SUSTAINABILITY ASSESSMENT

- **Environment**

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

- **Social**

There are no social issues in relation to this report.

- **Broader Economic Implications**

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

- **Culture**

There are no cultural issues in relation to this report.

- **Governance**

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

**AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 23 March 2016

**REPORT GENERAL MANAGER**



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**COUNCIL BUDGET IMPLICATIONS**

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

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**RELATED COUNCIL POLICY**

Council's Compliance and Enforcement Policy.

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**ATTACHMENTS**

1. Legal costs - 1-29 February 2016

Ann Prendergast  
**General Manager**

Friday 18 March 2016

AGENDA FOR THE ORDINARY MEETING OF COUNCIL

14.1 Legal Affairs

ATTACHMENT 1

Legal costs - 1-29 February 2016

Wednesday 23 March 2016



ATTACHMENT 1

Received	Feb 2016	YTD	MATTER	LIFE
		\$		\$
	412.80	5,505.76	WSC v O'Shanassy (LEC)(Prosecution)	393,301.18
	5,126.50	20,298.44	Fenwick v WSC (LEC) (Old Wingello Road, Bundanoon)	20,298.44
	1,895.80	28,179.25	Associated World Investments v WSC (LEC) (Martha Street)	28,179.25
	308.70	20,451.21	Allman Associates v WSC (LEC) (Montrose Berry Farm)	20,451.21
	924.85	4,373.88	Lomman v WSC (LEC) (Centennial Vineyards)	4,373.88
	2,093.00	2,093.00	Issa & Daher v WSC (LEC) (Evelyn Ave, Bundanoon)	2,093.00
	4,479.17	4,479.17	Cooper v WSC (LEC) (KFC, Mittagong)	4,479.17
	1,049.27	1,049.27	Woolworths v WSC (LEC) (Woolworths Servo, Mittagong)	1,049.27
	970.24	43,912.69	WSN v SW Councils (Court of Appeal)	98,413.10
<b>*(31,000.00)</b>	1,999.00	11,893.00	Mauger v WSC (Supreme Court)(Code of Conduct)	72,964.86

**\$410,237.57 – Total legal costs paid 1 July 2015 to 29 February 2016**

**\$665,303.83 - Total legal costs paid from 1 July 2014 to 30 June 2015**

**\*\$27,500 received, remainder due by 19 August 2016**

## 18 COMMITTEE REPORTS

### 18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016

**Reference:** 107/16  
**Report Author:** Strategic Planner - Heritage  
**Authoriser:** Acting Strategic Planning Team Leader/Coordinator  
**Link to Corporate Plan:** Foster and support diverse interest groups to harness the skills, passion, time and commitment of community members and organisation, and to leverage effective participation

#### PURPOSE

This report provides the Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016.

#### SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION

##### 3. BUSINESS ARISING

Item1 'Bibury'

HC 3/16

THAT Mr Lucas be requested to provide annotations of his suggestions on the Allman plans AND THAT desirably he meet with Jim Allman, on site, to discuss the issues.

Item 2 23 Purcell Street, Bowral

HC 4/16

1. THAT the Arborists Report, Heritage Landscape Report and Landscape Plan, distributed to Committee Members, be received and noted.
2. THAT copies of the documents be referred to Laurel Cheetham AND THAT a coordinated reply be prepared by the Strategic Planner - Heritage.

Item 5.2 Cricket Pitch at 11 Edward St, Bowral (Lot 5, DP 1188597)

HC 6/16

1. THAT the Committee notes and agrees with the three recommendations contained in the Assessment of Heritage Significance report prepared by Chris and Charlotte Webb as attached to the report.
2. THAT the Committee notes that the owner now proposes to relocate the building to retain the whole Cricket Pitch.
3. THAT the Committee recommends that the former Glebe Cricket Field and Pitch at 11 Edward Street, Bowral be listed as a local Heritage Item and included in the next review of proposed Heritage Items.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 23 March 2016

### COMMITTEE REPORTS



Item 5.3 DA for 9 Bundaroo Street, Bowral (Lot 2 DP 151648)

HC 7/16

THAT the Committee makes no objection to the development on the site but that the potential impacts on the canopy and the root zone of the London Plane Tree on the street be assessed and minimised.

#### 6. GENERAL BUSINESS

Item 1 5 Church Street, Bowral

HC 8/16

THAT the Committee recommends that the owners of the property at 5 Church Street, Bowral be required to submit a Statement of Heritage Impact as part of any DA requirements.

Item 5 Maintenance of Heritage Items in the Shire

HC 12/16

THAT the Berrima District Historical Society be requested to undertake research on the location and condition of monuments and plaques throughout the Shire with a view to their future conservation.

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### RECOMMENDATION

**THAT recommendations Nos HC 1/16 to HC 12/16 – as detailed in the Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016 be adopted, save for any items which have budgetary implications AND THAT any item with budgetary implications and which is unfunded, be referred to the Finance Committee for consideration.**

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### ATTACHMENTS

1. Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016



ATTACHMENT 1



# MINUTES

## of the Heritage Committee Meeting

held in

Gibraltar Room

Civic Centre, Elizabeth Street, Moss Vale

on

**Friday 19 February 2016**

The meeting commenced at 3.00pm

*File No. 107/16*

**18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016**

**ATTACHMENT 1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016**



**MINUTES OF THE HERITAGE COMMITTEE MEETING**

Friday 19 February 2016



<b>1. APOLOGIES</b>	
<b>2. ADOPTION OF MINUTES OF PREVIOUS MEETING</b>	
Heritage Committee Meeting held on 13 November 2015	
<b>3. BUSINESS ARISING.....</b>	<b>2</b>
<b>4. DECLARATIONS OF INTEREST .....</b>	<b>3</b>
<b>5. AGENDA REPORTS .....</b>	<b>4</b>
5.1 Report on the Wilkinson Houses of the Southern Highlands .....	4
5.2 Cricket Pitch at 11 Edward St, Bowral (Lot 5, DP1188597).....	5
5.3 DA for 9 Bundaroo Street, Bowral (Lot 2 DP 151648) .....	6
<b>6. GENERAL BUSINESS .....</b>	<b>7</b>
<b>7. DATE OF NEXT MEETING .....</b>	<b>10</b>
<b>8. MEETING CLOSURE .....</b>	<b>10</b>



18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016

ATTACHMENT 1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016



MINUTES OF THE HERITAGE COMMITTEE MEETING

Friday 19 February 2016



MINUTES OF THE HERITAGE COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN GIBRALTAR ROOM, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON FRIDAY 19 FEBRUARY 2016 COMMENCING AT 3.13PM.

<b>Present:</b>	Clr Jim Clark	<i>Chair</i>
	Clr Graham McLaughlin	<i>Alternate Chair (arrived at 3.05 pm)</i>
	Mr Ian Stapleton	<i>Community Representative (arrived at 3.23 pm)</i>
	Ms Charlotte Webb	<i>Community Representative</i>
	Mr Dennis McManus	<i>Community Representative</i>
	Ms Linda Emery	<i>Berrima District Historical &amp; Family History Society (arrived at 3.13 pm)</i>
	Ms Sarah Farnese	<i>National Trust of Australia</i>
	Ms Laurel Cheetham	<i>Australian Garden History Society</i>
<b>In Attendance:</b>	Susan Stannard	<i>Acting Coordinator Strategic Planning</i>
	Anne Mackay	<i>Heritage Land Use Planner</i>
	Liz Johnson	<i>Administration Officer</i>
	Kaia Webb	<i>Business Support Officer - Development</i>

1. APOLOGY

**HC 1/16**

**MOTION** moved by Clr G McLaughlin and seconded by Mr D McManus

**THAT** the apologies of Laurel Cheetham, Charlotte Webb and Mhairi Clark be received and noted.

**PASSED**

2. CONFIRMATION OF MINUTES

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON FRIDAY 13 NOVEMBER 2015

**HC 2/16**

**MOTION** moved by Mr D McManus and seconded by Clr G McLaughlin

**THAT** the minutes of the Heritage Committee Meeting held on Friday 13 November 2015 MN 24/15 to MN 34/15 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.

**PASSED**

## 18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016

## ATTACHMENT 1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016



## MINUTES OF THE HERITAGE COMMITTEE MEETING

Friday 19 February 2016



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**3. BUSINESS ARISING**1. 'BIBURY'

Mr Dennis McManus addressed the Committee providing an update on the 'Bibury' property.

He advised that it was his understanding that this matter has been dealt with but he understands that Mr Clive Lucas has been in contact with Council with further objections. It was suggested that Mr Lucas to provide annotations of his suggestions on the Allman plans and that desirably he meet with Jim Allman, on site, to discuss the issues.

**MOTION****HC 3/16**

**MOTION ARISING** moved by Mr D McManus and seconded by Linda Emery

**THAT** Mr Lucas be requested to provide annotations of his suggestions on the Allman plans **AND THAT** desirably he meet with Jim Allman, on site, to discuss the issues.

**PASSED**

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2. 23 PURCELL STREET, BOWRAL

The Strategic Planner - Heritage advised that Council has received an Arborists Report, Heritage Landscape Report and indicative Landscape Plan for this property. Copies of these documents were distributed to Committee Members. It was noted that the Heritage Landscape Report was prepared by Charlotte Webb.

**MOTION****HC 4/16**

**MOTION ARISING** moved by Mr D McManus and seconded by Cllr G McLaughlin

1. **THAT** the Arborists Report, Heritage Landscape Report and Landscape Plan, distributed to Committee Members, be received and noted.

2. **THAT** copies of the documents be referred to Laurel Cheetham **AND THAT** a coordinated reply be prepared by the Strategic Planner - Heritage.

**PASSED**

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18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016

ATTACHMENT 1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016



MINUTES OF THE HERITAGE COMMITTEE MEETING

Friday 19 February 2016



4. DECLARATIONS OF INTEREST

101/13

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

There were no Declarations of Interest at this Meeting.

18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016

ATTACHMENT 1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016



MINUTES OF THE HERITAGE COMMITTEE MEETING

Friday 19 February 2016



5. AGENDA REPORTS

5.1 Report on the Wilkinson Houses of the Southern Highlands

Reference: 107/16  
Report Author: Strategic Planner - Heritage

**PURPOSE**

The purpose of this report is to provide the Committee with an overview of the Leslie Wilkinson designed houses in the Southern Highlands.

It was noted that the properties are 'Shadowood' (Bowral), and 'Greyleaves' (Burradoo) and 'Rosedale' (Sutton Forest).

**HC 5/16**

**MOTION** moved by Mr I Stapleton and seconded by Sarah Farnese

**THAT** the report in relation to the Wilkinson Houses of the Southern Highlands be deferred to the next meeting.

**PASSED**

## 18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016

## ATTACHMENT 1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016



## MINUTES OF THE HERITAGE COMMITTEE MEETING

Friday 19 February 2016

**5.2 Cricket Pitch at 11 Edward St, Bowral (Lot 5, DP1188597)**

Reference: 14/0650  
Report Author: Strategic Planner - Heritage

**PURPOSE**

The purpose of this report is to advise the Committee on the assessed heritage significance of the cricket pitch at this property and to consider the listing of the site as a heritage item on Schedule 5 (Environmental Heritage) of the WLEP 2010.

It was noted that a DA has been lodged for development of a hospice on the site. The original design would have required removal of part of the cricket pitch, but the applicant has advised that the design is being amended to include full retention of the cricket pitch. The applicant has also been asked to detail how the cricket pitch would be interpreted as part of the proposed development.

**HC 6/16**

**MOTION** moved by Mr D McManus and seconded by Sarah Farnese

1. **THAT** the Committee notes and agrees with the three recommendations contained in the Assessment of Heritage Significance report prepared by Chris and Charlotte Webb as attached to the report.
2. **THAT** the Committee notes that the owner now proposes to relocate the building to retain the whole Cricket Pitch.
3. **THAT** the Committee recommends that the former Glebe Cricket Field and Pitch at 11 Edward Street, Bowral be listed as a local Heritage Item and included in the next review of proposed Heritage Items.

**PASSED**

18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016

ATTACHMENT 1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016



MINUTES OF THE HERITAGE COMMITTEE MEETING

Friday 19 February 2016



**5.3 DA for 9 Bundaroo Street, Bowral (Lot 2 DP 151648)**

Reference: 15/1280  
Report Author: Strategic Planner - Heritage

**PURPOSE**

To discuss DA 15/1280 for a mixed use development comprising five commercial units and five residential units. The development site is not a heritage item or in the Bowral HCA but is located opposite the HCA.

**HC 7/16**

**MOTION** moved by Cllr J R Clark and seconded by Sarah Farnese

**THAT** the Committee makes no objection to the development on the site but that the potential impacts on the canopy and the root zone of the London Plane Tree on the street be assessed and minimised.

**PASSED**

18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016

ATTACHMENT 1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016



MINUTES OF THE HERITAGE COMMITTEE MEETING

Friday 19 February 2016



6. GENERAL BUSINESS

1. 5 CHURCH STREET, BOWRAL

Mr Dennis McManus advised that there is a proposal for demolition of the house on site with a new house to be built. He asked what are the controls in a Heritage Conservation Area and if this can be investigated, noting that a DA has not yet been lodged.

**MOTION**

**HC 8/16**

***MOTION*** moved by Mr D McManus and seconded by Mrs Linda Emery

***THAT the Committee recommends that the owners of the property at 5 Church Street, Bowral be required to submit a Statement of Heritage Impact as part of any DA requirements.***

**PASSED**

2. JOADJA SITE UPDATE

Mr Dennis McManus advised that the owner of the Joadja site is yet to bring forward further draft proposals and that this is proposed to be done with the Heritage Adviser in March 2016.

**MOTION**

**HC 9/16**

***MOTION*** moved by Mr D McManus and seconded by Clr J R Clark

***THAT the information in relation to the Joadja site be noted.***

**PASSED**

3. VENABLES PARK AT 16 UNA STREET, BOWRAL

Clr G McLaughlin noted that the site has now been sold. He advised that the plaque that has been removed will be relocated on the Merrigang Street entrance to Venables Park, noting that the plaque will be either rejuvenated or replaced.

**MOTION**

**HC 10/16**

***MOTION*** moved by Clr G McLaughlin and seconded by Mr D McManus

***THAT the information in relation to Venables Park at 16 Una Street, Bowral be noted.***

**PASSED**

18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016

ATTACHMENT 1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016



MINUTES OF THE HERITAGE COMMITTEE MEETING

Friday 19 February 2016



4. REFERRAL OF ITEMS TO COMMITTEE MEMBERS

Mr Dennis McManus asked about items being referred to Heritage Committee Members, how can this be streamlined and if there is a procedure for this.

The Strategic Planner – Heritage has been requested to advise the committee on all items of heritage potential.

**MOTION**

**HC 11/16**

**MOTION** moved by Mr Dennis McManus and seconded by Cllr G McLaughlin

**THAT** the Strategic Planner – Heritage be requested to provide a brief summary for the Committee on the referral process.

**PASSED**

5. MAINTENANCE OF HERITAGE ITEMS IN THE SHIRE

Cllr G McLaughlin referred to this item which he had raised previously and asked if there is a budget for maintaining heritage monuments.

**MOTION**

**HC 12/16**

**MOTION** moved by Ms L Emery and seconded by Cllr G McLaughlin

**THAT** the Berrima District Historical Society be requested to undertake research on the location and condition of monuments and plaques throughout the Shire with a view to their future conservation.

**PASSED**

6. RIVERVIEW COTTAGE AT BERRIMA

Mrs Linda Emery advised that there has been some further correspondence and submissions in relation to this matter and that a final decision has not been made about delisting this property from the State Heritage Register.

Ms Sarah Farnese advised that a submission was made on behalf of Council, noting that the site did not warrant State listing. Berrima village would warrant listing in full and the Berrima residents committee are currently looking at this. The site would remain on the local list.



18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016

ATTACHMENT 1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016



MINUTES OF THE HERITAGE COMMITTEE MEETING

Friday 19 February 2016



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7. LISTING OF 'BIBURY'

Mr Ian Stapleton asked that Council advise what has happened about the listing of 'Bibury'.

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7. APPOINTMENT OF SARAH FARNESE TO THE COMMITTEE

The Committee noted that Ms Sarah Farnese has been appointed to the Committee as the National Trust representative.

Sarah has resigned from the position of Heritage Land Use Planner at WSC, replaced by Anne Mackay (Strategic Planner – Heritage).

The Committee welcomed Anne and Sarah to the Committee in their new capacities.

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**18.1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016**

**ATTACHMENT 1 Minutes of the Heritage Committee Meeting held on Friday, 19 February 2016**



**MINUTES OF THE HERITAGE COMMITTEE MEETING**

Friday 19 February 2016



**7. DATE OF NEXT MEETING**

The next meeting will be held on Friday 8 April 2016 in Gibraltar Room, Civic Centre, Elizabeth Street, Moss Vale commencing at 3.00pm.

**8. MEETING CLOSURE**

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 4.55 PM



## 18.2 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016

**Reference:** 107/25  
**Report Author:** Natural Resource Project Coordinator  
**Authoriser:** Manager Environment & Sustainability  
**Link to Corporate Plan:** Ensure that no development takes place in Wingecarribee that would threaten the underpinning natural resources of the area as a water catchment, food bowl, and tourist and recreational attraction

### PURPOSE

This report provides the Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016.

### SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION

Item 5.3 Council Weed Management Programs

ES 5/16

1. THAT the report be noted.
2. THAT a media release and Wingecarribee Today article be prepared on weed management and that other appropriate media such as the Council website also provide information on this subject.

### RECOMMENDATION

THAT recommendations Nos ES 1/16 to ES 7/16 – as detailed in the Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016 be adopted, save for any items which have budgetary implications AND THAT any item with budgetary implications and which is unfunded, be referred to the Finance Committee for consideration.

### ATTACHMENTS

1. Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016



ATTACHMENT 1



# MINUTES

## of the Environment & Sustainability Committee Meeting

held in

Nattai Room

Civic Centre, Elizabeth Street, Moss Vale

on

**Wednesday 17 February 2016**

The meeting commenced at 11.00am

*File No. 107/25*

**18.2 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016**

**ATTACHMENT 1 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016**



**MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE MEETING**

Wednesday 17 February 2016



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<b>1. APOLOGIES</b>	
<b>2. ADOPTION OF MINUTES OF PREVIOUS MEETING</b>	
Environment & Sustainability Committee Meeting held on 16 December 2015	
<b>3. BUSINESS ARISING.....</b>	<b>2</b>
3.1 Latham Snipe at Southern Highlands Botanic Gardens .....	2
<b>4. DECLARATIONS OF INTEREST .....</b>	<b>3</b>
<b>5. AGENDA REPORTS .....</b>	<b>4</b>
5.1 Environment Levy Program and Expenditure Update .....	4
5.2 Organisation Service Review .....	5
5.3 Council Weed Management Programs .....	6
5.4 Publicity .....	7
5.5 Agency Program Updates.....	8
5.6 Matters Arising from Council Meetings.....	10
5.7 Coal Mining and CSG Update.....	11
<b>6. GENERAL BUSINESS .....</b>	<b>12</b>
6.1 Backyard Planting Guide .....	12
6.2 NSW Government Container Deposit Scheme .....	12
<b>7. DATE OF NEXT MEETING .....</b>	<b>13</b>
<b>8. MEETING CLOSURE .....</b>	<b>13</b>

18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 17 February 2016

ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 17 February 2016



MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE  
MEETING

Wednesday 17 February 2016



MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE MEETING OF  
WINGECARRIBEE SHIRE COUNCIL HELD IN NATTAI ROOM, CIVIC CENTRE,  
ELIZABETH STREET, MOSS VALE ON WEDNESDAY 17 FEBRUARY 2016  
COMMENCING AT 11.00AM.

<b>Present:</b>	Clr Larry Whipper	<i>Chair</i>
	Clr Jim Clark	<i>Alternate Chair</i>
	Mr Leon Hall	<i>Community Representative</i>
	Ms Jane Lemann	<i>Community Representative</i>
	Mr Wayne Williams	<i>NPWS</i>
	Mr Geoff O'Connor	<i>Local Land Services</i>
<b>In Attendance:</b>	Barry Arthur	<i>Manager Environment &amp; Sustainability</i>
	Ian Perkins	<i>Natural Resources Coordinator</i>
	Jennifer Slattery	<i>Team Leader Open Spaces (Bushcare)</i>
	Martin Filipczyk	<i>Noxious Weeds Ranger</i>
	Belinda Serone	<i>Administration Officer</i>

**Acknowledgement of Country**

Clr L A C Whipper acknowledged country:

"We acknowledge the Traditional Owners and Custodians of this Land and we pay respect to the past and present Elders of the Country we are meeting on today."

**1. APOLOGY**

Apologies were received from Clive West, Kevin Wale, Maree Byrne, Michael Vyse and Malcolm Hughes. Malcolm Hughes advised that due to changing roles at Water NSW, he would be an apology for the rest of meetings for 2016 but will continue to receive agendas and minutes.

**ES 1/16**

**MOTION** moved by Clr J R Clark and seconded by Mr L Hall

**THAT** apologies of Clive West, Kevin Wale, Maree Byrne, Michael Vyse and Malcolm Hughes be accepted and leave of absence granted.

**PASSED**

**2. CONFIRMATION OF MINUTES**

MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE MEETING HELD  
ON WEDNESDAY 16 DECEMBER 2015

18.2 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016

ATTACHMENT 1 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016



MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE MEETING

Wednesday 17 February 2016



**ES 2/16**

**MOTION** moved by Cllr J R Clark and seconded by Mr L Hall

**THAT** the minutes of the Environment & Sustainability Committee Meeting held on Wednesday 16 December 2015 MN 25/15 to MN 26/15 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.

**PASSED**

### 3. BUSINESS ARISING

#### 3.1 Latham Snipe at Southern Highlands Botanic Gardens

Jane Lemann requested an update on her action request regarding who is responsible for the weeds on the Latham Snipe site within the Botanic Southern Highlands Botanic Gardens.

**18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 17 February 2016**

**ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 17 February 2016**



**MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE  
MEETING**

Wednesday 17 February 2016



**4. DECLARATIONS OF INTEREST**

101/13

There were no declarations of interest at the meeting.



18.2 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016

ATTACHMENT 1 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016



MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE MEETING

Wednesday 17 February 2016



5. AGENDA REPORTS

5.1 Environment Levy Program and Expenditure Update

Reference: 2210/8  
Report Author: Natural Resource Project Coordinator  
Authoriser: Manager Environment & Sustainability  
Link to Corporate Plan: Conserve the key natural resources of the Shire water catchments, arable land, key wildlife corridors, vegetation and scenic landscapes

**PURPOSE**

To provide committee members with an update on the implementation of Environment Levy Projects and Environment Levy budget expenditure.

**ES 3/16**

**MOTION** moved by Ms J Lemann and seconded by Mr L Hall

**THAT the Environment Levy update for the period of July 2015 to January 2016 be noted and considered by the committee.**

**PASSED**

18.2 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016

ATTACHMENT 1 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016



MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE MEETING

Wednesday 17 February 2016



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## 5.2 Organisation Service Review

Reference: 107/25  
Report Author: Natural Resource Project Coordinator

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### PURPOSE

Nick O'Connor, Group Manager Corporate and Community presented on the upcoming organisation service review, which forms part of Council's Fit for the Future Improvement Proposal.

### *ES 4/16*

**MOTION** moved by Ms J Lemann and seconded by Mr L Hall

***THAT the presentation be noted.***

**PASSED**

18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 17 February 2016

ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 17 February 2016



MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE  
MEETING

Wednesday 17 February 2016



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### 5.3 Council Weed Management Programs

Reference: 107/25  
Report Author: Natural Resource Project Coordinator

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#### **PURPOSE**

Ian Perkins, Natural Resource Projects Co-ordinator, Martin Filipczyk, Noxious Weeds Ranger and Jennifer Slattery, Team Leader Open Spaces- Bushcare, presented an overview of Council's weed management programs including those for noxious, environmental and new and emerging weeds.

#### **ES 5/16**

**MOTION** moved by Mayor L A C Whipper and seconded by Ms J Lemann

1. ***THAT the report be noted.***
2. ***THAT a media release and Wingecarribee Today article be prepared on weed management and that other appropriate media such as the Council website also provide information on this subject.***

**PASSED**

18.2 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016

ATTACHMENT 1 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016



MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE MEETING

Wednesday 17 February 2016



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## 5.4 Publicity

Reference: 107/25  
Report Author: Natural Resource Project Coordinator

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### PURPOSE

A verbal report on recent Environment Levy related media and publicity was presented.

Copies of the media articles presented will be forwarded to committee members.

**ES 6/16**

**MOTION** moved by Mr L Hall and seconded by Ms J Lemann

***THAT the report be noted.***

**PASSED**

18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 17 February 2016

ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 17 February 2016



MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE  
MEETING

Wednesday 17 February 2016



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## 5.5 Agency Program Updates

Reference: 107/25  
Report Author: Natural Resource Project Coordinator

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### PURPOSE

Agency updates from South East Local Land Services, National Parks and Wildlife Service, Greening Australia and WaterNSW (if available) will be presented to the Committee.

#### Greening Australia

##### **Bush Connect Success**

In November 2015 we were notified that the GER Southern Highlands partnership had been successful with our Application to the NSW Environmental Trust Bush Connect Grants for our project, 'Wall to Wollondilly'. This grant will provide \$486,000 over 6 years.

The project will enhance East-West connectivity in the Southern Highlands by coordinating community, government and NGO effort to deliver revegetation, weed management, education and landholder capacity building along the Wingecarribee River, from the Wingecarribee Reservoir Wall to the Wollondilly River.

We are in the final stages of preparing the monitoring plan for the project and we anticipate that it will begin in earnest in March 2016.

Partners in this project are;

- Wingecarribee Shire Council
- South East LLS
- Moss Vale Landcare
- BirdLife Southern Highlands
- Greening Australia
- Nature Conservation Trust of NSW

##### **Direct Seeding activities**

Our WOPR to Woodlands Direct seeding program continues and has a focus on the Western part of the Shire and into Goulburn-Mulwaree Shire. We are doing broad scale revegetation in open paddocks by direct seeding a mix of native trees and shrubs from the woodland communities. We are seeking an additional 120ha of land to plant out via this method.

If the committee is aware of any landholders who may be interested in revegetation on their land we would love to hear from them. The Greening Australia Project Manager to contact is Chris Macris M: 0416 225 097 E: [cmacris@greeningaustralia.org.au](mailto:cmacris@greeningaustralia.org.au)

We are also in discussions with NPWS Nattai area about revegetation by direct seeding on parks estate in the North-Western area of the Shire. The aim is to restore land within the parks estate that has been previously cleared for grazing but is now suitable to be returned to native vegetation.

18.2 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016

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**NPWS**

Works at Cecil Hoskins Reserve, blackberry spraying and fox bating continue to be ongoing. Hazard reduction burns will commence at Fitzroy Falls.

**South East Local Land Services**

- The newly formed Community Advisory Group for the South Coast & Highlands have begun meeting. The Southern Highlands representative for the group is dairy farmer Jane Sherbourne.
- LLS, Greening Australia and WSC are partnering in several projects aimed at enhancing the Wingecarribee River corridor, including the 'Wall to Wollondilly' project which has received funding from the NSW Government for \$485,000 over 6 years, and the 'Linking Landscapes & Community on the Wingecarribee' project with funding from LLS of \$32,000 over 3 years.
- Upcoming events:
  - February – Moss Vale Small Farms Field Day and Robertson Show
  - March – Bushcare and Landcare event at Mittagong, and Sheep Group Discussion Day at Moss Vale
  - April – Seasonal Farm Update at Moss Vale, 'Who's Living on my Land' workshop at Canyonleigh, Prograze course starting and 2 soil testing and interpretation sessions.

**ES 7/16**

**MOTION** moved by Mr L Hall and seconded by Ms J Lemann

***THAT the reports be noted.***

**PASSED**

18.2 Minutes of the Environment and Sustainability Committee  
Meeting held on Wednesday, 17 February 2016

ATTACHMENT 1 Minutes of the Environment and Sustainability  
Committee Meeting held on Wednesday, 17 February 2016



MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE  
MEETING

Wednesday 17 February 2016



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## 5.6 Matters Arising from Council Meetings

Reference: 107/25  
Report Author: Natural Resource Project Coordinator

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### PURPOSE

Any matters arising from Council Meetings which are of relevance to the Committee terms of reference will be discussed.

#### Ellsmore Road Rehabilitation

Council at its meeting of 28/10/15 resolved the following:

1. *THAT staff bring to Council a Program of Works which will ensure that the surfacing works to Ellsmore Road with an anticipated start date of February 2016.*
2. *THAT a replanting schedule be developed in consultation with the Environment & Sustainability Committee to replace any trees that are removed during construction.*
3. *THAT such schedule be developed concurrent to construction works.*

With respect to resolution number 2 the following was provided by way of update. The realignment of the road is attempting to be designed so that the removal of any vegetation may be minimised. The project will not start until the review of environmental factors has been completed. Currently trees that may need to be removed are being assessed and tree hollows are being inspected. This information is feeding into the replanting / offset considerations. A replanting/offset schedule will be completed for the next Environment & Sustainability Committee meeting.

**18.2 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016**

**ATTACHMENT 1 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016**



**MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE MEETING**

Wednesday 17 February 2016



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**5.7 Coal Mining and CSG Update**

**Reference:** 107/25  
**Report Author:** Natural Resource Project Coordinator

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**PURPOSE**

The Battle for Berrima group will attend the next Ordinary Council meeting to present their petition and survey on being a coal free community.

Coal Free Southern Highlands has replaced the Southern Highlands Coal Action Group (SHCAG). Hume Coal are still yet to submit a DA.



**18.2 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016**

**ATTACHMENT 1 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016**



**MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE MEETING**

Wednesday 17 February 2016



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**6. GENERAL BUSINESS**

**6.1 Backyard Planting Guide**

Leon Hall noted an incorrect fact in the Backyard Planting Guides that are being distributed regarding butterfly larvae. The guide will be corrected before the next print run. The online version available from Council's website will be corrected promptly.

**6.2 NSW Government Container Deposit Scheme**

Clr Clark asked if Council would be making a submission on the Container Deposit Scheme and how the scheme would affect Council's recycling program. Barry Arthur advised he would follow up with the RRC. Submissions close on 26 February 2016.

**18.2 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016**

**ATTACHMENT 1 Minutes of the Environment and Sustainability Committee Meeting held on Wednesday, 17 February 2016**



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**MINUTES OF THE ENVIRONMENT & SUSTAINABILITY COMMITTEE MEETING**

Wednesday 17 February 2016



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**7. DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 20 April 2016 in Nattai Room Civic Centre, Elizabeth Street, Moss Vale commencing at 9.00am.

**8. MEETING CLOSURE**

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 1.00 PM



### 18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016

**Reference:** 1660/1.1  
**Report Author:** PA for Mayor / Administration Team Leader  
**Authoriser:** Group Manager Corporate & Community  
**Link to Corporate Plan:** Ensure systems and processes are in place to achieve mutual trust and collaboration

#### PURPOSE

This report provides the Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016.

#### SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION

Item 5.1 Committee Member Resignation

ACC03/16

THAT the resignation of Ms Jessica Raschke from the Arts and Culture Committee be noted.

THAT a letter of thanks be sent to Ms Jessica Raschke for her assistance on the Arts and Culture Committee.

THAT the Cultural Development Officer contact all previous expression of interest applicants to determine current interest AND THAT submissions be forwarded to the Committee Review Panel for determination and recommendation of new appointment to the Arts and Culture Committee.

Item 5.2 Art Studio Trail 2015 Statistics

ACC04/16

1. THAT the report on the 2015 Art Studio Trail be noted.
2. THAT the Committee suggest Council explore the additional opportunities and options for printing map segments online and explore further use of social and other media.

Item 5.3 Loan of Public Art Work

ACC05/16

1. THAT the report on the Loan of Public Art Work be noted.
2. THAT the Cultural Development Officer develop draft guidelines for a Public Art Loan Program for presentation at the next meeting.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 23 March 2016

### COMMITTEE REPORTS



3. THAT the Committee and Artists be invite to make suggestions on suitable future locations for loaned Public Art Work and other temporary art installations.

#### Item 5.4 Southern Highlands Arts Festival Budget

ACC06/16

1. THAT the report on the Southern Highlands Arts Festival Budget be noted.
2. THAT the Committee support the installation of a banner wire across the Old Hume Hwy Berrima and Argyle Street, Moss Vale AND THAT discussions be held with the relevant Business Chambers, Economic and Development Committee and interested organisations.
3. THAT the Arts Tourism budget be increased by \$10,000.00 and indexed annually in accordance with CPI.

#### Item 5.5 Sculpture by the River

ACC07/16

1. THAT the report be noted.
2. THAT the Committee support Sculpture at Hillview 2016 AND THAT further discussions be held to determine further ways to promote and support the event through Destination Southern Highlands.
3. THAT the Committee endorse sponsorship at Silver level, being a sum of \$2,000.00 from the 2015/16 Arts and Culture Budget for the 2016 Sculpture at Hillview Art Event AND THAT the funds are directed for use towards the presentation and promotion of the Hillview Sculpture Event.
4. THAT the Sculpture at Hillview Committee be required to present a report to the Arts and Culture Committee after the event is completed.

#### Item 5.7 Bowral Memorial Hall Redevelopment

ACC09/16

1. THAT the report on the Bowral Memorial Hall be noted.
2. THAT the Cultural Development Officer confirm if it is possible for a copy of the Tender Brief to be emailed to all Committee Members
3. THAT the Cultural Development Officer provide an update to the Committee as soon as possible in relation to the first floor rehearsal room status.
4. THAT the Committee supports Council funding the expected shortfall of \$10,000 for the purchase of Orchestra chairs and looks forward to the advice from Facilities Committee in relation to the upgrades.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 23 March 2016

### COMMITTEE REPORTS



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#### RECOMMENDATION

**THAT recommendations Nos ACC01/16 to ACC10/16 – as detailed in the Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016 be adopted, save for any items which have budgetary implications AND THAT any item with budgetary implications and which is unfunded, be referred to the Finance Committee for consideration.**

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#### ATTACHMENTS

1. Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016



ATTACHMENT 1



# MINUTES

## of the Arts & Culture Committee Meeting

held in

Nattai Room

Civic Centre, Elizabeth Street, Moss Vale

on

**Monday 22 February 2016**

The meeting commenced at 5.00pm

*File No. [1660/1.1](#)*

**18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016**

**ATTACHMENT 1 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016**



**MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING**

Monday 22 February 2016



**1. APOLOGIES**

Apologies for this meeting were received from Member J G Arkwright, Cllr J Uliana and Ms S Conroy and leave of absence be granted.

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING**

Arts & Culture Committee Meeting held on 23 November 2015

**3. BUSINESS ARISING..... 2**

**4. DECLARATIONS OF INTEREST ..... 3**

**5. AGENDA REPORTS ..... 4**

5.1 Committee member Resignation..... 4

5.2 Art Studio Trail 2015 Statistics ..... 5

5.3 Loan of Public Art Work ..... 6

5.4 Southern Highlands Arts Festival Budget..... 7

5.5 Sculpture by the River ..... 8

5.6 Arts and Culture Strategy - Action Plan..... 9

5.7 Bowral Memorial Hall Redevelopment .....10

5.8 Public Art Project in Robertson - Community Information Point.....11

**6. GENERAL BUSINESS .....12**

**7. CLOSED COMMITTEE .....13**

Nil

**8. DATE OF NEXT MEETING .....14**

**9. MEETING CLOSURE.....14**

18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016

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MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING

Monday 22 February 2016



MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN NATTAI ROOM, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON MONDAY 22 FEBRUARY 2016 COMMENCING AT 5.00PM.

**Present:**

Clr Ian Scandrett	<i>Alternate Chair</i>
Dr Allan Stiles	<i>Community Representative</i>
Mr Harlan Hall	<i>Community Representative</i>
Mr Philip Walker	<i>Community Representative</i>
Mr Hamish Ta-mé	<i>Community Representative</i>
Mrs Maisy Stapleton	<i>Community Representative</i>

**In Attendance:**

Mr Mark Pepping	<i>Deputy General Manager Corporate, Strategy and Development Services</i>
Ms Jenny Kena	<i>Cultural Development Officer</i>
Ms Leesa Stratford	<i>Administration Officer</i>

**1. APOLOGY**

**RECOMMENDATION**

**ACC01/16**

**MOTION** moved by Clr I M Scandrett and seconded by Mr H Hall

**THAT** apologies of Clr Juliet Arkwright, Clr John Uliana and Ms Susan Conroy be accepted and leave of absence granted be accepted and leave of absence granted.

**MOTION PASSED**

**2. CONFIRMATION OF MINUTES**

MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING HELD ON MONDAY 23 NOVEMBER 2015

**RECOMMENDATION**

**ACC02/16**

**MOTION** moved by Mr H Hall and seconded by Dr A Stiles

**THAT** the minutes of the Arts & Culture Committee Meeting held on Monday 23 November 2015 MN ACC25/15 to MN ACC31/15 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting

**MOTION PASSED.**



**AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 23 March 2016

**18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016**

**ATTACHMENT 1 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016**



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**MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING**

Monday 22 February 2016



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**3. BUSINESS ARISING**

There was no Business Arising from the Minutes of the Arts and Culture meeting held on 23 November 2015.

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18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016

ATTACHMENT 1 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016



MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING

Monday 22 February 2016



4. DECLARATIONS OF INTEREST

101/13

Mr Hamish Ta-me declared a Non-Pecuniary Interest in item 5.5, Sculpture by the River as he is on the committee for Sculpture at Hillview.

Mr Philip Walker declared a Pecuniary Interest in item 5.5, Sculpture by the River as he has previously participated as an artist and committee member of Sculpture at Hillview.

Dr Allan Stiles declared a Non-Pecuniary Interest in item 5.7, Bowral Memorial Hall Redevelopment as he is a member of the Southern Highlands Symphony Orchestra.

18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016

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MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING

Monday 22 February 2016



## 5. AGENDA REPORTS

### 5.1 Committee member Resignation

Reference: 1660/1.1  
Report Author: Cultural Development Officer

#### PURPOSE

To advise the Committee of the resignation of Ms Jessica Raschke due to other competing commitments.  
Consideration should be given as to when the vacancy on the Committee should be filled.

#### RECOMMENDATION

ACC03/16

**MOTION** moved by Cllr I M Scandrett and seconded by Mr P Walker

**THAT** the resignation of Ms Jessica Raschke from the Arts and Culture Committee be noted

**THAT** a letter of thanks be sent to Ms Jessica Raschke for her assistance on the Arts and Culture Committee.

**THAT** the Cultural Development Officer contact all previous expression of interest applicants to determine current interest **AND THAT** submissions be forwarded to the Committee Review Panel for determination and recommendation of new appointment to the Arts and Culture Committee

**MOTION PASSED**

18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016

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MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING

Monday 22 February 2016



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## 5.2 Art Studio Trail 2015 Statistics

Reference: 1650/19  
Report Author: Cultural Development Officer

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### PURPOSE

At the last meeting it was advised that a full report on the Art Studio Trail 2015 would be presented to the February meeting.

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### RECOMMENDATION

**ACC04/16**

**MOTION** moved by Mr Turczynski and seconded by Mr H Ta-me

1. **THAT** the report on the 2015 Art Studio Trail be noted.
2. **THAT** the Committee suggest Council explore the additional opportunities and options for printing map segments online and explore further use of social and other media.

**MOTION PASSED**

---

18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016

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MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING

Monday 22 February 2016



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**5.3 Loan of Public Art Work**

Reference: 1660/1.1  
Report Author: Cultural Development Officer

---

**PURPOSE**

Reporting back on additional information requested as per the following resolution from the Arts and Culture Committee meeting on 23 November 2015.

*THAT the Committee support the possibility of the installation of a leased public art space located at the front of the Civic Centre, Moss Vale AND THAT the Cultural Officer report back to a future meeting with additional information.*

---

**RECOMMENDATION**

**ACC05/16**

**MOTION** moved by Cllr I M Scandrett and seconded by Mr P Walker

1. **THAT** the report on the Loan of Public Art Work be noted.
2. **THAT** the Cultural Development Officer develop draft guidelines for a Public Art Loan Program for presentation at the next meeting.
3. **THAT** the Committee and Artists be invite to make suggestions on suitable future locations for loaned Public Art Work and other temporary art installations.

**MOTION PASSED**

---

18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016

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MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING

Monday 22 February 2016



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## 5.4 Southern Highlands Arts Festival Budget

Reference: 1660/1  
Report Author: Cultural Development Officer

---

### PURPOSE

This report outlines possible further budget needs for Arts and Culture including the Southern Highlands Arts Festival as requested in the following resolutions from the last meeting:

*THAT the Arts & Culture Committee support an increase to the Arts & Culture budget towards the marketing of the Southern Highlands Arts Festival AND THAT a brief report be presented to the February meeting of the Arts & Culture Committee meeting itemising allocations needs .*

*THAT the Cultural Development officer presents a report to the Arts & Culture Committee outlining possible further budget needs.*

---

### RECOMMENDATION

ACC06/16

*MOTION moved by Mr H Ta-me and seconded by Mrs M Stapleton*

1. *THAT the report on the Southern Highlands Arts Festival Budget be noted.*
2. *THAT the Committee support the installation of a banner wire across the Old Hume Hwy Berrima and Argyle Street, Moss Vale AND THAT discussions be held with the relevant Business Chambers, Economic and Development Committee and interested organisations.*
3. *THAT the Arts Tourism budget be increased by \$10,000.00 and indexed annually in accordance with CPI.*

**MOTION PASSED**

---

18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016

ATTACHMENT 1 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016



MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING

Monday 22 February 2016



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**5.5 Sculpture by the River**

Reference: 1650/13  
Report Author: Cultural Development Officer

---

**PURPOSE**

It was resolved at the last meeting as follows:

*THAT Mr Hamish Ta-mé report to the Sculpture @ Hillview Committee on the suggestions of a "Sculpture by the River" and report back to the February Arts & Culture Committee with current and long term plans for Sculpture @ Hillview and how the expansion could incorporate the "Sculpture by the River" project.*

Mr Ta-mé will report on this item and provide an update on the event.

---

**RECOMMENDATION**

ACC07/16

**MOTION** moved by Mr P Walker and seconded by Dr A Stiles

1. **THAT** the report be noted.
2. **THAT** the Committee support Sculpture at Hillview 2016 **AND THAT** further discussions be held to determine further ways to promote and support the event through Destination Southern Highlands.
3. **THAT** the Committee endorse sponsorship at Silver level, being a sum of \$2,000.00 from the 2015/16 Arts and Culture Budget for the 2016 Sculpture at Hillview Art Event **AND THAT** the funds are directed for use towards the presentation and promotion of the Hillview Sculpture Event.
4. **THAT** the Sculpture at Hillview Committee be required to present a report to the Arts and Culture Committee after the event is completed.

**MOTION PASSED**

---

18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016

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MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING

Monday 22 February 2016



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**5.6 Arts and Culture Strategy - Action Plan**

Reference: 1680  
Report Author: Cultural Development Officer

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**PURPOSE**

To update the Committee on progress with developing the Action Plan for the Arts and Culture Strategy.

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**RECOMMENDATION**

**ACC08/16**

**MOTION** moved by Mr P Walker and seconded by Mr H Ta-me

1. **THAT** the report on the Arts and Culture Strategy Action Plan be noted.
2. **THAT** the Committee supply the Cultural Development Officer with suggestions and input via email.

**MOTION PASSED**

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18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016

ATTACHMENT 1 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016



MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING

Monday 22 February 2016



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**5.7 Bowral Memorial Hall Redevelopment**

Reference: 7225/4  
Report Author: Cultural Development Officer

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**PURPOSE**

To update the Committee on progress with the project to redevelop the Bowral Memorial Hall.

---

**RECOMMENDATION**

**ACC09/16**

**MOTION** moved by Mr Turczynski and seconded by Mr H Ta-me

1. **THAT** the report on the Bowral Memorial Hall be noted.
2. **THAT** the Cultural Development Officer confirm if it is possible for a copy of the Tender Brief to be emailed to all Committee Members
3. **THAT** the Cultural Development Officer provide an update to the Committee as soon as possible in relation to the first floor rehearsal room status.
4. **THAT** the Committee supports Council funding the expected shortfall of \$10,000 for the purchase of Orchestra chairs and looks forward to the advice from Facilities Committee in relation to the upgrades.

**MOTION PASSED**

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18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016

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MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING

Monday 22 February 2016



**5.8 Public Art Project in Robertson - Community Information Point**

Reference: 1650/13  
Report Author: Cultural Development Officer

**PURPOSE**

To inform the Committee about an upcoming public art project in Robertson relating to a Community Information point structure.

**RECOMMENDATION**

**ACC10/16**

**MOTION** moved by Mr H Hall and seconded by Mr Turczynski

**THAT** the report be noted **AND THAT** the Committee be kept updated on the progress of the Community Information Project at Robertson.

**MOTION PASSED**

**AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 23 March 2016

**18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016**

**ATTACHMENT 1 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016**



**MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING**

Monday 22 February 2016



**6. GENERAL BUSINESS**

*There was no General Business*

**AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 23 March 2016

**18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016**

**ATTACHMENT 1 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016**



**MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING**

Monday 22 February 2016



**7. CLOSED COMMITTEE**

Nil

**18.3 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016**

**ATTACHMENT 1 Minutes of the Arts and Culture Committee Meeting held on Monday, 22 February 2016**



**MINUTES OF THE ARTS & CULTURE COMMITTEE MEETING**

Monday 22 February 2016



**8. DATE OF NEXT MEETING**

The next meeting will be held on Monday 2 May 2016 in Nattai Room  
Civic Centre, Elizabeth Street, Moss Vale commencing at 5.00pm.

**9. MEETING CLOSURE**

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 7.36 PM

In accordance with the provisions of Section 375(2) of the Local Government Act, these Minutes of the Meeting held Monday 22 February 2016 numbered M/N ACC01/16 to M/N ACC10/16.



## 18.4 Minutes of Economic Development and Tourism Committee Meeting held on Tuesday, 23 February 2016

**Reference:** 107/24  
**Report Author:** Administration Officer  
**Authoriser:** Manager Economic Development  
**Link to Corporate Plan:** Establish the Southern Highlands as a leading centre of industry, innovation and expertise, which provides tried and tested, cost effective solutions for the sustainable management and use of scarce water resources

### PURPOSE

This report provides the Minutes of the Economic Development and Tourism Committee Meeting held on Tuesday, 23 February 2016.

### SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION

#### 5.4 2015/2016 Small Business Friendly Council Program Participation

ETC06/16

THAT Council staff meet with interested Chambers of Commerce and community members in order to facilitate and establish a volunteer business mentoring program to support small businesses for e-tendering and business registration.

#### 5.5 Moss Vale Enterprise Zone - Invitation to local communication company to present to next Committee meeting.

ED&TC07/16

THAT local communication company Ace Technology Pty Ltd be invited to a future Committee meeting to give a brief overview of their commercial communication processes.

#### 5.6 Investment Summit – Update

EDTC08/16

THAT the three documents:

- a) Economic Development Framework – Discussion Notes
- b) Summary of Economic Development in Progress in the Southern Highlands
- c) WSC Economic Development – Goals, Projects and Estimate Job Creation

be discussed in detail at the Working Party meeting scheduled for Tuesday, 8 March 2016.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 23 March 2016

### COMMITTEE REPORTS

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### RECOMMENDATION

**THAT recommendations Nos EDTC01/16 to EDTC09/16 – as detailed in the Minutes of the Economic Development and Tourism Committee Meeting held on 23 February 2016 be adopted, save for any items which have budgetary implications AND THAT any item with budgetary implications and which is unfunded, be referred to the Finance Committee for consideration.**

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### ATTACHMENTS

1. Minutes of the Economic Development & Tourism Committee Meeting held on Tuesday, 23 February 2016



ATTACHMENT 1



# MINUTES

## of the Economic Development & Tourism Committee Meeting

held in

Nattai Room

Civic Centre, Elizabeth Street, Moss Vale

on

**Tuesday 23 February 2016**

The meeting commenced at 4.00pm

*File No. 107/24*



18.4 Minutes of Economic Development and Tourism Committee Meeting held on Tuesday, 23 February 2016

ATTACHMENT 1 Minutes of the Economic Development & Tourism Committee Meeting held on Tuesday, 23 February 2016



MINUTES OF THE ECONOMIC DEVELOPMENT & TOURISM COMMITTEE MEETING

Tuesday 23 February 2016



- 1. WELCOME AND APOLOGIES
- 2. DECLARATIONS OF INTEREST
- 3. ADOPTION OF MINUTES OF PREVIOUS MEETING  
Economic Development & Tourism Committee Meeting held on 8 December 2015
- 4. BUSINESS ARISING
- 5. AGENDA REPORTS ..... 3
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MINUTES OF THE ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE MEETING

Tuesday 23 February 2016



MINUTES OF THE ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN NATTAI ROOM, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON TUESDAY 23 FEBRUARY 2016 COMMENCING AT 4.00PM.

**Present:** Clr Ian Scandrett *Chair*  
Ms Rina Hore  
Ms Kate Ingham  
Ms Lynn Watson (*arrived 4.20pm*)  
Mr Chris Muldoon  
Mr Terry Oakes-Ash

**In Attendance:** Mark Pepping *DGM Corporate, Strategy & Development Services*  
Noel Ferguson *Manager Economic Development*  
Judyth Wiley *Observer*  
Helen Stokes *Administration Officer*

## 1. WELCOME AND APOLOGIES

**Welcome:** Noel Ferguson introduced Judyth Wiley to the Committee. The budget process has currently increased the funding for Economic Development which has enabled Judyth to assist Noel until 30 June 2016.

**Apologies** were received from Clr Juliet Arkwright, Clr John Uliana, Clr Graham McLaughlin, Ann Prendergast, Steve Rosa and Steve Horton

### RECOMMENDATION

**EDTC01/16**

Moved: Clr I Scandrett      Seconded: Terry Oakes-Ash

**THAT** the apologies received from Clr Juliet Arkwright, Clr John Uliana, Clr Graham McLaughlin, Ann Prendergast, Steve Rosa and Steven Horton be accepted and leave of absence granted.

## 2. DECLARATIONS OF INTEREST

Nil

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### 3. ADOPTION OF MINUTES OF PREVIOUS MEETING

MINUTES OF THE ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE MEETING HELD ON TUESDAY 8 DECEMBER 2015

#### RECOMMENDATION

**EDTC02/16**

Moved: Terry Oakes-Ash      Seconded: Chris Muldoon

***THAT the minutes of the Economic Development and Tourism Committee Meeting held on Tuesday 8 December 2015 MN EDTC34/15 to MN EDTC42/15 inclusive be adopted as a correct record of the proceedings of the meeting.***

### 4. BUSINESS ARISING

Clr Scandrett referred to Item 6 of General Business and to the process of appointing new members to this Committee. Advertising for Expressions of Interest from interested members of the public was undertaken during December/January, with several nominations received. A selection meeting was held to consider the nominations but due to one nomination inadvertently being omitted from this selection process, the report to Council on 10 February was deferred.

A further meeting of the selection team will be held as soon as possible following which a report will be presented to Council at a March meeting where appointment of the new Committee member will be confirmed.

Mark Pepping advised the Local Government elections for Councillors is scheduled for 10 September 2016 when all members of all Council committees stand down. The process of calling for expressions of interest from interested members of the public will commence following the determination of the newly elected Council in late September, with current committee members strongly encouraged to re-apply.

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5. AGENDA REPORTS

5.1 Monthly Report  
Southern Highlands Chamber of Commerce and Industry

Reference: 107/24  
Report Author: Manager Economic Development

PURPOSE

To provide an update on the Southern Highlands Chamber of Commerce and Industry activities for December 2015 / January 2016.

Kate Ingham gave a brief update on the Chamber's recent activities and future functions. Noting the attached report was for December 2015 and January 2016 and will endeavour to table a current report for the next meeting.

RECOMMENDATION

**EDTC03/16**

Moved: Cllr I Scandrett      Seconded: Terry Oakes-Ash

**THAT the report be noted.**

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**5.2 Monthly Report  
Moss Vale and Rural Chamber of Commerce**

Reference: 107/24  
Report Author: Manager Economic Development

**PURPOSE**

A report from the Moss Vale and Rural Chamber of Commerce was not provided for tabling at this meeting. In future, up to date reports for Committee meetings will be requested from the Chamber.

It was suggested there needs to be alignment between the Southern Highlands Chamber of Commerce and Industry and the Moss Vale and Rural Chamber of Commerce in an endeavour to move forward.

**RECOMMENDATION**

**EDTC04/16**

Moved: Cllr I Scandrett                      Seconded: Terry Oakes-Ash

**THAT the report be noted.**

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**5.3 Fit for the Future - Update**

**Reference:** 107/24  
**Report Author:** Deputy General Manager Corporate, Strategy & Development Services

**PURPOSE**

Mark Pepping, Deputy General Manager Corporate, Strategy and Development Services, gave an update on *Fit for the Future*.

Following community engagement with residents, including crucial on-line survey statistics, Council's submission was lodged with IPART on 15 February. It is anticipated a final decision on the Special Rate Variation will be received from IPART by mid-May.

In the meantime, Council will continue to prepare the 2016/2017 Operational Plan which will be adopted by Council in June.

**RECOMMENDATION**

**EDTC05/16**

*Moved:* Cllr I Scandrett      *Seconded:* Lynn Watson

***THAT the report be noted.***

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**5.4 2015/2016 Small Business Friendly Council Program Participation - Update**

Reference: 107/24  
Report Author: Manager Economic Development

**PURPOSE**

Noel Ferguson, Manager Economic Development, gave an update on the 2015/2016 Small Business Friendly Councils Program Participation.

Highlighting the need for many local businesses to register on to Google, so that their businesses can be found. Council will be facilitating this process for local businesses by mentoring and assisting this process, but in the long term, it is the responsibility of each business to register their business on Google and ensure it is maintained.

Noel Ferguson and Terry Oakes-Ash will consult with the Business Enterprise Centre on this issue.

Suggested investigating the possibility of Council's Local Procurement Strategy being circulated to all committee members to review. Members to then forward their thoughts and suggestions to the Manager Economic Development on how to encourage the business community to engage with local suppliers using the Internet.

**RECOMMENDATION**

**EDTC06/16**

Moved: Kate Ingham

Seconded: Rina Hore

***THAT Council staff meet with interested Chambers of Commerce and community members in order to facilitate and establish a volunteer business mentoring program to support small businesses for e-tendering and business registration.***

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**5.5 Moss Vale Enterprise Zone - Update**

Reference: 107/24  
Report Author: Manager Economic Development

**PURPOSE**

Noel Ferguson, Manager Economic Development, gave an update on the Moss Vale Enterprise Zone highlighting the intention to begin promotion of the Zone. Once the provision of fast community-owned broadband, in addition to the NBN is available to facilitate in attracting new information businesses/workers to the area.

The importance of current communication towers in the Shire was discussed.

**RECOMMENDATION**

**EDTC07/16**

Moved: Terry Oakes-Ash      Seconded: Kate Ingham

***THAT local company Ace Technology Pty Ltd be invited to a future Committee meeting to give a brief overview of their commercial communication processes.***



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**5.6 Investment Summit - Update**

Reference: 107/24  
 Report Author: Manager Economic Development

**PURPOSE**

Noel Ferguson, Manager Economic Development, gave an update, advising the target is June and October (the same schedule as 2015). The following documents were tabled:

- a) *Economic Development Framework – Discussion Notes*
- b) *Summary of Economic Development in Progress in the Southern Highlands*
- c) *WSC Economic Development – Goals, Projects and Estimate Job Creation*

These three documents will be promoted on Council's website and feedback encouraged. It is proposed the Working Party meeting scheduled for 8 March will discuss these documents in detail. It was also suggested that the framework already in place for this process be locked down so there is direction for continuation by the newly elected Councillors in September 2016.

**RECOMMENDATION**

**EDTC08/16**

Moved: Cllr I Scandrett                      Seconded: Terry Oakes-Ash

**THAT the three documents:**

- a) *Economic Development Framework – Discussion Notes*
- b) *Summary of Economic Development in Progress in the Southern Highlands*
- c) *WSC Economic Development – Goals, Projects and Estimate Job Creation*

***be discussed in detail at the Working Party meeting scheduled for Tuesday, 8 March 2016.***

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**5.7 Hospitality / Tourism Customer Service Training**

Reference: 107/24  
Report Author: Manager Economic Development

**PURPOSE**

Further discussion on current issues with labour and skill shortages in the local hospitality industry following the recommendation passed at the meeting held on 8 December 2015:

*“ED&TC 37/15*

1. ***THAT** a Working Group comprising Rina Hore, Lynn Watson, Izabella Lane, Steve Horton and Cllr Ian Scandrett be established to facilitate employment and fast track training in hospitality services in Wingecarribee Shire, as soon as possible.*
2. ***THAT** a meeting date and venue be determined and circulated to the Working Group members.*

Advising the first meeting of this Working Group has not been held to date. An Acting Chairperson is required to be nominated to organise the meeting date, time and venue and convey to the members as soon as possible

**RECOMMENDATION**

***EDTC09/16***

*Moved: Rina Hore      Seconded: Leonie Poulton*

***THAT** Lynn Watson be nominated Acting Chair to organise the first meeting of the Working Group as soon as possible.*

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## 6. GENERAL BUSINESS

### 1. Committee Structure

Discussion on the current committee structure questioned how the current model was determined and is there a way to improve the process.

Requesting that a report be presented to a future Committee meeting on the current Terms of Reference, as well as the objectives and definitive goals of the Committee, to give clear guidance to new members as to what is acceptable.

### 2. Questacon Science Circus

Terry Oakes-Ash advised the *Shell Questacon Science Circus* will be in the Southern Highlands region on 19 and 20 May and to date, response from local schools and teachers has been slow. Further details will be emailed to members who are asked to promote this event in the Shire.

### 3. Engineering Challenge, Mittagong RSL, Monday 7 / 8 March

Clr Scandrett informed the meeting of this event.

### 4. Berrima Gaol

Terry Oakes-Ash asked if Council has been notified of the current position on the future of the Gaol.

Mark Pepping advised the Aboriginal Land Council has lodged an objection to the Appeal to the High Court and to date, Council has not been notified anything further.

### 5. SHAPE

Terry Oakes-Ash asked what was the current position regarding the investigation by the group SHAPE on the proposed establishment of a Performing Arts Centre in the Shire. Further information on this matter will be provided at the April Committee meeting.

The next Arts and Culture Committee meeting is scheduled for 2 May, following which contact will be made with the Chair and feedback provided to a future Economic Development and Tourism Committee meeting.

### 6. "Bowral Classic" Cycling Event

Chris Muldoon expressed interest in this event to be held on Sunday, 23 October 2016. As this inaugural Event could become a major road cycling event in the future, it was suggested Council make an approach to the State Government for funding.

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**7. DATES OF THE NEXT MEETINGS**

- A) The **Working Party Committee meeting** will be held on Tuesday, 8 March 2016 in the Nattai Room, Civic Centre, Elizabeth Street, Moss Vale commencing at 4pm.
  
- B) The next **Committee meeting** will be held on Tuesday 12 April 2016 in the Nattai Room Civic Centre, Elizabeth Street, Moss Vale commencing at 4pm.

**8. MEETING CLOSURE**

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.10 PM



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## **18.5 Minutes of the Traffic Committee held on Thursday 25 February 2016**

**Reference:** 107/6  
**Report Author:** Administration Officer  
**Authoriser:** Traffic Engineer  
**Link to Corporate Plan:** Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

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### **PURPOSE**

This report provides the Minutes of the Traffic Committee meeting held on Thursday, 25 February 2016.



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**SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION**

Item 4.1 Road Safety Officer Report

TC2/16

THAT the projects/campaigns currently coordinated by Council's Road Safety Officer be noted, particularly:

<LOOK> Pedestrian Safety

Stage two of the <LOOK> Pedestrian Safety Project funded by Roads and Maritime Service, has resulted in the <LOOK> white stencil message stamped at 18 new locations (60 stencils) identified as high pedestrian activity areas in Moss Vale, Mittagong and Bowral. The campaign has included <LOOK> flyers and marketing material distributed locally with surveys for residents to complete located at three council libraries, customer service and online at Your Say Wingecarribee.

Safety Around Schools. Road Safety Rules at Schools

Pedestrian and child restraint, back to school road safety campaign and competition. All primary schools in the Shire invited to have their students participate in the colouring and poster competition, which also includes road safety parent information flyer and teacher survey. Competition highlights important road safety behaviours our youngest and most vulnerable road users need to adopt.

- Wearing a seat belt
- Holding an adults hand when crossing the road
- Ensuring adults park safely in school zones to help keep children safe
- Waiting for the bus to leave before crossing the road

Speed Busters.

The Speed Busters temporary variable speed signs were operational at Merrigang Street Moss Vale and Railway Parade, Mittagong. The variable speed signs for schools operated at St Pauls Primary School, Mittagong. Each participating school receives a parent information flyer for inclusion in the school newsletters and two corflute signs with the speed busters message "Go 40 For Me" for placement on the school fence.

Item 4.2 Reporting on recent road crashes in the Shire

TC3/16

2. THAT maintenance of the roadside vegetation and road pavement on Wilson Drive be investigated and that special funding be considered.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

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#### Item 4.3 Dragon Skin 2016

TC4/16

THAT there is no objection to the traffic arrangements proposed by Scouts Australia NSW Branch to conduct Dragon Skin 2016 from Friday 25 March to Monday 28 March 2016 subject to the satisfactory completion of all requirements detailed in the Roads and Traffic Authority's Guide to Traffic and Transport Management for Special Events for a class 2 event.

#### Item 4.4 Bundanoon Highland Gathering

TC5/16

THAT there is no objection to the traffic arrangements for the Bundanoon Highland Gathering on 9 April 2016 subject to the satisfactory completion of all requirements detailed in the Roads and Traffic Authority's Guide to Traffic and Transport Management for Special Events for a class 2 event.

#### Item 4.5 Traffic Arrangements for ANZAC Day

TC6/16

THAT permission be granted for the 2016 ANZAC Day traffic arrangements subject to the satisfactory completion of all requirements detailed in the Roads and Traffic Authority's Guide to Traffic and Transport Management for Special Events for a class 2 event.

#### Item 4.6 Tulip Time Traffic and Parking Arrangements

TC7/16

THAT the following traffic, parking and signage arrangements be implemented by 4pm Monday 12 September 2016 and be removed from Monday 26 September 2016.

- a. On the northern side of Wingecarribee Street west from Bendooley Street signposting of two accessible parking spaces;
- b. A coach set down only zone on the western side of Bendooley Street from Wingecarribee Street to Merrigang Street beside Corbett Gardens;
- c. Direction signs showing a massed tulip display directing visitors to Corbett Gardens be erected at the following locations:
  - Bong Bong Street at Bundaroo Street, Bowral
  - Bundaroo Street at Bendooley Street, Bowral
  - Station Street at Boolwey Street, Bowral
  - Boolwey Street at Bendooley Street, Bowral
  - Bong Bong Street at Bowral Street, Bowral
  - Bowral Street at Bendooley Street, Bowral
  - Kangaloon Road at Bendooley Street, Bowral
  - Old South Road at Merrigang Street, Bowral

#### Item 4.7 Tulip Time Street Parade

TC8/16

1. THAT permission be granted for the Tulip Time Street Parade to be held on Saturday 17 September 2016 from 1.45pm to 4pm subject to the satisfactory completion of all requirements of the Guide to Traffic and Transport for Special Events for a Class 2

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Event.

2. THAT the event organiser publishes notice regarding road closures and changes to traffic direction.

#### Item 4.8 Bowral Long Lunch

TC9/16

THAT there is no objection to the traffic arrangements proposed by Berrima District Credit Union Children's Foundation to conduct the Bowral Long Lunch on Sunday 16 October 2016 from 5am to 8pm subject to the satisfactory completion of all requirements of the Guide to Traffic and Transport for Special Events for a Class 2 Event.

#### Item 4.9 Linemarking of Pearsons Lane and Wildes Meadow Road

TC10/16

THAT the centreline of Pearsons Lane be marked from Belmore Falls Road to the Illawarra Highway.

#### Item 4.10 Parking Restrictions in Gantry Place, Braemar

TC11/16

THAT No Stopping signs be placed on each side of the driveway to 3-5 Gantry Place, Braemar.

#### Item 4.11 Murrimba Road, Wingello

TC12/16

1. THAT alternative treatments for the approaches to the junction of Railway Parade and the rail level crossing at Wingello be investigated and reported to the next Traffic Committee meeting;
2. THAT the Give Way signs at the level crossing junctions with Railway Parade and Sydney Street in Wingello not be replaced with stop signs.
3. THAT the Wingello Association be contacted as necessary.

#### Item 4.12 Bicycle Guide and Warning Signs

TC13/16

THAT the proposed locations for warning and guide signs for cyclists be investigated and reported to the next meeting of the Traffic Committee

#### Item 4.13 Traffic Safety on Jellore Street, Berrima

TC14/16

1. THAT the unsealed roads in the road reserve of Jellore Street, Berrima west of Bryan Street be signposted as one-way in a clockwise direction as they are not wide enough for two-way traffic;
2. THAT a No Entry sign be erected at the Bryan Street end of the northern unsealed road in the road reserve of Jellore Street, Berrima;



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3. THAT the informal tracks between the two unsealed roads in the road reserve of Jellore Street, Berrima be returned to grass to discourage use by motorists and remove any ambiguity with traffic priority;
4. THAT a short length of the southern unsealed road in the road reserve of Jellore Street, Berrima west of Bryan Street be realigned so that it meets Bryan Street at right angles.

#### Item 4.14 Parking restrictions on Berrima Road, Moss Vale at Old Dairy Close

TC15/16

THAT No Parking zones be signposted on Berrima Road on each approach to Old Dairy Close, Moss Vale.

#### Item 4.15 Parking restrictions in Mittagong Memorial Hall Car Park

TC16/16

THAT "2P 8.30AM-6PM MON-FRI 8.30AM-12.30PM SAT" parking restrictions be signposted on the western side of the Memorial Hall Car Park in Mittagong and that the eastern side of the car park remain as unrestricted parking.

#### Item 4.16 "Please limit compression braking" signs

TC17/16

THAT the Traffic Committee does not support the use of "Please limit compression braking" signs.

#### Item 4.17 Traffic priority at Hoskins Street and Suttor Road, Moss Vale

TC18/16

1. THAT a Give Way sign and markings and a barrier line 30m long be installed on Hoskins Street at its junction with Suttor Road in Moss Vale give priority to the traffic on Suttor Road;
2. THAT centreline markings be marked on Suttor Road.

#### Item 4.18 Change of Status for Woolworths Car Park in Bowral

TC19/16

1. THAT the status of Woolworths Car Park as a Council Free Car Park be annulled AND THAT the car park be classified as a timed car park named Woolworths Car Park with the enforcement of parking restrictions being made under the Australian Road Rules, subject to concurrence of the lessor of the parts of the car park not owned by Council;
2. THAT new signposting be erected in Woolworths Car Park to allow enforcement of the parking restrictions in accordance with the NSW Road Rules 2008.

#### Item 4.19 Bus Zone outside Hill Top School

TC20/16

1. THAT a "BUS ZONE 8-9:30AM 2:30-4PM SCHOOL DAYS" be signposted in the eastern half of the bus bay on the southern side of Linda Street outside Hill Top School;
2. THAT the existing P 2 MINUTE, BUSES EXCEPTED" zone be shortened to cover the

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

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western half of the bus bay.

Item 4.20      Stop sign at Browley and Waite Streets, Moss Vale

TC21/16

THAT a Stop sign and markings not be marked on Browley Street, Moss Vale at its junction with Waite Street and that the Give Way hold line be remarked.

Item 4.22      Loading Zone for Bowral Markets

TC23/16

1. THAT the “BUS ZONE 7AM-7PM MON-SAT” restriction on the southern side of Boolwey Street outside Bowral Public School be changed to “BUS ZONE 7AM-7PM MON-FRI 8AM-5PM SAT”;
2. THAT further discussions be held with the operator of the Bowral market.

Item 4.23      Linemarking on Bong Bong Road, Mittagong

TC24/16

THAT a centreline be marked on Bong Bong Road from Old South Road to Renwick Drive, Mittagong

Item 4.24      Concealed Entrances Sign on Eridge Park Road, Burradoo

TC25/16

1. THAT a “Concealed Entrances” sign be installed on Eridge Park Road, Burradoo 30m north of Westminster Place facing southbound traffic;
2. THAT the Police carry out surveillance of speeding vehicles on Eridge Park Road, Burradoo as resources permit

Item 4.25      Concealed Entrances Sign on Old Hume Highway, Berrima

TC26/16

1. THAT it is to be noted that the best way to improve sight distance for vehicles exiting the driveway at 4 Old Hume Highway, Berrima is to remove the vegetation on the western footpath;
2. THAT the Police carry out surveillance of speeding vehicles on the Old Hume Highway on the northern approach to Berrima as resources permit

Item 4.26      Junction of Ellsmore Road and Exeter Road, Exeter

TC27/16

1. THAT 60km/h repeater speed zone signs be installed on Ellsmore Road midway between Exeter Road and Middle Road, Exeter;
2. THAT a T junction warning sign be erected on Ellsmore Road on approach to the junction with Exeter Road, Exeter;
3. THAT the Give Way sign on Ellsmore Road at its junction with Exeter Road be moved

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closer to the junction;

4. THAT "Reduce speed to conditions" signs be erected at each end of the unsealed section of Ellsmore Road between Exeter Road and Middle Road, Exeter.

#### General Business

##### Item 1 Traffic and pedestrian safety at Hill Top

TC31/16

THAT traffic and pedestrian safety be investigated at the Chalker Parade bridge and the Fitzroy Street crossing of the Loop Line in Hill Top and reported to the next meeting of the Traffic Committee.

##### Item 2 Parking restrictions near McDonalds in Moss Vale

TC32/16

1. THAT a 15m long Bus Zone be signposted on the southern side of Argyle Street, Moss Vale eastwards from the boundary between 186 and 188 Argyle Street;
2. THAT the Bus Stop J-pole on the southern side of Argyle Street, Moss Vale outside 186 Argyle Street be moved to near the boundary between 186 and 188 Argyle Street;

#### RECOMMENDATION

**THAT recommendations Nos TC1/16 to TC32/16 as detailed in the Minutes of the Traffic Committee Meeting held on Thursday 25 February 2016 be adopted, save for any items which have budgetary implications AND THAT action on any item with budgetary implications be delayed, pending consideration by the Finance Committee.**

#### ATTACHMENTS

1. Minutes of the Traffic Committee Meeting of Thursday 25 February 2016



ATTACHMENT 1



# MINUTES

## of the Traffic Committee Meeting

held in

Council Chambers

Civic Centre, Elizabeth Street, Moss Vale

on

**Friday 26 February 2016**

The meeting commenced at 9.30 am

*File No. 107/6*

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MINUTES OF THE TRAFFIC COMMITTEE MEETING

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MINUTES OF THE TRAFFIC COMMITTEE MEETING

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MINUTES OF THE TRAFFIC COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN COUNCIL CHAMBERS, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON FRIDAY 26 FEBRUARY 2016 COMMENCING AT 9.33 AM.

**Present:** Clr I M Scandrett (Chair)  
Senior Constable Phil Downes  
Ms Kelly Wells (Roads and Maritime Services)  
Mr Marcus Hewitt (Representing Member for Wollondilly)

**In Attendance:** Mr Chris Moule Berrima Buslines  
Mr Frank Perger Traffic Engineer  
Mr Frank Iacono Transportation Planning Engineer  
Ms Melanie Lausz Road Safety Officer  
Mrs Liz de Graaf Administration Officer

**Absent** Mrs Katherine Wood (Representing Member for Goulburn)

1. APOLOGY

Apologies were received from Clr J Uliana.

RECOMMENDATION

***THAT** apology of Councillor Uliana be accepted and leave of absence granted.*

2. CONFIRMATION OF MINUTES

MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON FRIDAY 20 NOVEMBER 2015

RECOMMENDATION

***THAT** recommendations Nos 93/15 to 128/15 – as detailed in the Minutes of the Traffic Committee Meeting held on Friday 20 November 2015 be adopted, save for any items which have budgetary implications **AND THAT** action on any item with budgetary implications be delayed, pending consideration by the Finance Committee*

TC1/16

Unanimous Support

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**3. DECLARATIONS OF INTEREST**

101/13

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

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

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

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

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There were no declarations at this meeting.

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## 4. AGENDA REPORTS

### 4.1 Road Safety Officer Progress Report

**Reference:** 7410/5  
**Report Author:** Road Safety Officer  
**Authoriser:** Traffic Engineer  
**Link to Corporate Plan:** Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

#### PURPOSE

Reporting on promotions and activities of the Road Safety Officer (RSO)

TC2/16

Unanimous Support



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**RECOMMENDATION**

***THAT the projects/campaigns currently coordinated by Council's Road Safety Officer be noted, particularly:***

**<LOOK> Pedestrian Safety**

***Stage two of the <LOOK> Pedestrian Safety Project funded by Roads and Maritime Service, has resulted in the <LOOK> white stencil message stamped at 18 new locations (60 stencils) identified as high pedestrian activity areas in Moss Vale, Mittagong and Bowral. The campaign has included <LOOK> flyers and marketing material distributed locally with surveys for residents to complete located at three council libraries, customer service and online at Your Say Wingecarribee.***

**Safety Around Schools. Road Safety Rules at Schools**

***Pedestrian and child restraint, back to school road safety campaign and competition. All primary schools in the Shire invited to have their students participate in the colouring and poster competition, which also includes road safety parent information flyer and teacher survey. Competition highlights important road safety behaviours our youngest and most vulnerable road users need to adopt.***

- Wearing a seat belt***
- Holding an adults hand when crossing the road***
- Ensuring adults park safely in school zones to help keep children safe***
- Waiting for the bus to leave before crossing the road***

**Speed Busters.**

***The Speed Busters temporary variable speed signs were operational at Merrigang Street Moss Vale and Railway Parade, Mittagong. The variable speed signs for schools operated at St Pauls Primary School, Mittagong. Each participating school receives a parent information flyer for inclusion in the school newsletters and two corflute signs with the speed busters message "Go 40 For Me" for placement on the school fence.***



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## 4.2 Reporting on recent road crashes in the Shire

**Reference:** 7410  
**Report Author:** Traffic Engineer  
**Authoriser:** Manager Assets  
**Link to Corporate Plan:** Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

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### PURPOSE

Reporting on recent road crashes in the Shire attended by Police

**Note:** Clr Scandrett requested that maintenance of the roadside vegetation and road pavement on Wilson Drive be investigated and that special funding be considered.

### TC3/16

Unanimous Support

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### RECOMMENDATION

1. ***THAT*** the information be received and noted;
2. ***THAT*** maintenance of the roadside vegetation and road pavement on Wilson Drive be investigated and that special funding be considered.

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**4.3 Dragon Skin 2016**

**Reference:** 7420/3  
**Report Author:** Traffic Engineer  
**Authoriser:** Manager Assets  
**Link to Corporate Plan:** Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Reporting on traffic arrangements for the Dragon Skin 2016 in Belanglo State Forest at Easter

**TC4/16**

Unanimous Support

**RECOMMENDATION**

***THAT there is no objection to the traffic arrangements proposed by Scouts Australia NSW Branch to conduct Dragon Skin 2016 from Friday 25 March to Monday 28 March 2016 subject to the satisfactory completion of all requirements detailed in the Roads and Traffic Authority's Guide to Traffic and Transport Management for Special Events for a class 2 event.***

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#### 4.4 Bundanoon Highland Gathering

Reference: 7420/3  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

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#### PURPOSE

Reporting on traffic arrangements for the 2016 Bundanoon Highland Gathering

TC5/16

Unanimous Support

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#### RECOMMENDATION

***THAT there is no objection to the traffic arrangements for the Bundanoon Highland Gathering on 9 April 2016 subject to the satisfactory completion of all requirements detailed in the Roads and Traffic Authority's Guide to Traffic and Transport Management for Special Events for a class 2 event.***

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#### 4.5 Traffic Arrangements for ANZAC Day

Reference: 7420/3  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

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##### PURPOSE

Reporting on the traffic arrangements for ANZAC Day in 2016

TC6/16

Unanimous Support

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##### RECOMMENDATION

***THAT permission be granted for the 2016 ANZAC Day traffic arrangements subject to the satisfactory completion of all requirements detailed in the Roads and Traffic Authority's Guide to Traffic and Transport Management for Special Events for a class 2 event.***

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#### 4.6 Tulip Time Traffic and Parking Arrangements

Reference:	1671/8, 7420/3
Report Author:	Traffic Engineer
Authoriser:	Manager Assets
Link to Corporate Plan:	Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

#### PURPOSE

Reporting on traffic and parking arrangements for 2016 Tulip Time near Corbett Gardens. Tulip Time dates in Corbett Gardens are from 13 - 25 September, with the gardens being closed on Monday 12 September for set-up.

#### TC7/16

Unanimous Support

#### RECOMMENDATION

***THAT the following traffic, parking and signage arrangements be implemented by 4pm Monday 12 September 2016 and be removed from Monday 26 September 2016.***

- a. ***On the northern side of Wingecarribee Street west from Bendooley Street signposting of two accessible parking spaces;***
- b. ***A coach set down only zone on the western side of Bendooley Street from Wingecarribee Street to Merrigang Street beside Corbett Gardens;***
- c. ***Direction signs showing a massed tulip display directing visitors to Corbett Gardens be erected at the following locations:***
  - Bong Bong Street at Bundaroo Street, Bowral***
  - Bundaroo Street at Bendooley Street, Bowral***
  - Station Street at Boolwey Street, Bowral***
  - Boolwey Street at Bendooley Street, Bowral***
  - Bong Bong Street at Bowral Street, Bowral***
  - Bowral Street at Bendooley Street, Bowral***
  - Kangaloon Road at Bendooley Street, Bowral***
  - Old South Road at Merrigang Street, Bowral***

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**4.7 Tulip Time Street Parade**

Reference: 1671/8, 7420/3  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Reporting on traffic arrangements for the 2016 Tulip Time Street Parade

TC8/16

Unanimous Support

**RECOMMENDATION**

1. ***THAT*** permission be granted for the Tulip Time Street Parade to be held on Saturday 17 September 2016 from 1.45pm to 4pm subject to the satisfactory completion of all requirements of the Guide to Traffic and Transport for Special Events for a Class 2 Event.
2. ***THAT*** the event organiser publishes notice regarding road closures and changes to traffic direction.

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**4.8 Bowral Long Lunch**

Reference: 7420/3, LUA13/0026  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

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**PURPOSE**

Reporting on traffic arrangements for the Bowral Long Lunch

TC9/16

Unanimous Support

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**RECOMMENDATION**

***THAT there is no objection to the traffic arrangements proposed by Berrima District Credit Union Children's Foundation to conduct the Bowral Long Lunch on Sunday 16 October 2016 from 5am to 8pm subject to the satisfactory completion of all requirements of the Guide to Traffic and Transport for Special Events for a Class 2 Event.***





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**4.9 Linemarking of Pearsons Lane and Wildes Meadow Road**

**Reference:** 7460/30, 7460/34  
**Report Author:** Traffic Engineer  
**Authoriser:** Manager Assets  
**Link to Corporate Plan:** Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Requesting linemarking on Pearsons Lane and Wildes Meadow Road

**TC10/16**

Unanimous Support

**RECOMMENDATION**

***THAT the centreline of Pearsons Lane be marked from Belmore Falls Road to the Illawarra Highway.***

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**4.10 Parking Restrictions in Gantry Place, Braemar**

Reference: 7460/9  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Requesting parking restrictions in Gantry Place, Braemar

TC11/16

Unanimous Support

**RECOMMENDATION**

***THAT*** No Stopping signs be placed on each side of the driveway to 3-5 Gantry Place, Braemar.

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**4.11 Murrimba Road, Wingello**

Reference: 7460/36  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Reporting on various issues in Wingello

TC12/16

Unanimous Support

**RECOMMENDATION**

1. ***THAT*** alternative treatments for the approaches to the junction of Railway Parade and the rail level crossing at Wingello be investigated and reported to the next Traffic Committee meeting;
2. ***THAT*** the Give Way signs at the level crossing junctions with Railway Parade and Sydney Street in Wingello not be replaced with stop signs.
3. ***THAT*** the Wingello Association be contacted as necessary.

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**4.12 Bicycle Guide and Warning signs**

Reference: 6609/2  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Requesting warning and guide signs for cyclists

TC13/16

Unanimous Support

**RECOMMENDATION**

***THAT*** the proposed locations for warning and guide signs for cyclists be investigated and reported to the next meeting of the Traffic Committee



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**4.13 Traffic Safety on Jellore Street, Berrima**

Reference: 7460/7  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Reporting on traffic safety on Jellore Street, Berrima

TC14/16

Unanimous Support

**RECOMMENDATION**

1. ***THAT*** the unsealed roads in the road reserve of Jellore Street, Berrima west of Bryan Street be signposted as one-way in a clockwise direction as they are not wide enough for two-way traffic;
2. ***THAT*** a No Entry sign be erected at the Bryan Street end of the northern unsealed road in the road reserve of Jellore Street, Berrima;
3. ***THAT*** the informal tracks between the two unsealed roads in the road reserve of Jellore Street, Berrima be returned to grass to discourage use by motorists and remove any ambiguity with traffic priority;
4. ***THAT*** a short length of the southern unsealed road in the road reserve of Jellore Street, Berrima west of Bryan Street be realigned so that it meets Bryan Street at right angles.



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**4.14 Parking Restrictions on Berrima Road, Moss Vale at Old Dairy Close**

Reference: 7460/26  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Requesting parking restrictions on Berrima Road, Moss Vale at Old Dairy Close

TC15/16

Unanimous Support

**RECOMMENDATION**

***THAT No Parking zones be signposted on Berrima Road on each approach to Old Dairy Close, Moss Vale.***

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**4.15 Parking restrictions in Mittagong Memorial Hall Car Park**

Reference: 7460/25  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Reporting changes to parking restrictions in the Memorial Hall Car Park in Mittagong

TC16/16

Unanimous Support

**RECOMMENDATION**

***THAT "2P 8.30AM-6PM MON-FRI 8.30AM-12.30PM SAT" parking restrictions be signposted on the western side of the Memorial Hall Car Park in Mittagong and that the eastern side of the car park remain as unrestricted parking.***



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**4.16 "Please limit compression braking" signs**

Reference: 7415/2  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

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**PURPOSE**

Requesting "Please limit compression braking" signs.

TC17/16

Unanimous Support

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**RECOMMENDATION**

***THAT the Traffic Committee does not support the use of "Please limit compression braking" signs.***





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**4.17 Traffic priority at Hoskins Street and Suttor Road, Moss Vale**

**Reference:** 7460/26  
**Report Author:** Traffic Engineer  
**Authoriser:** Manager Assets  
**Link to Corporate Plan:** Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Requesting changed traffic priority at the junction of Barnett Avenue and Birriga Avenue, Bundanoon

TC18/16

Unanimous Support

**RECOMMENDATION**

1. ***THAT a Give Way sign and markings and a barrier line 30m long be installed on Hoskins Street at its junction with Suttor Road in Moss Vale give priority to the traffic on Suttor Road;***
2. ***THAT centreline markings be marked on Suttor Road.***

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**4.18 Change of Status for Woolworths Car Park in Bowral**

Reference: 7470/1  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Reporting on the need to change the status of Woolworths Car Park in Bowral

TC19/16

Unanimous Support

**RECOMMENDATION**

1. ***THAT the status of Woolworths Car Park as a Council Free Car Park be annulled AND THAT the car park be classified as a timed car park named Woolworths Car Park with the enforcement of parking restrictions being made under the Australian Road Rules, subject to concurrence of the lessor of the parts of the car park not owned by Council;***
2. ***THAT new signposting be erected in Woolworths Car Park to allow enforcement of the parking restrictions in accordance with the NSW Road Rules 2008.***

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**4.19 Bus Zone outside Hill Top School**

Reference: 7460/20  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Requesting a bus zone outside Hill Top Public School

TC20/16

Unanimous Support

**RECOMMENDATION**

1. ***THAT*** a “BUS ZONE 8-9:30AM 2:30-4PM SCHOOL DAYS” be signposted in the eastern half of the bus bay on the southern side of Linda Street outside Hill Top School;
2. ***THAT*** the existing P 2 MINUTE, BUSES EXCEPTED” zone be shortened to cover the western half of the bus bay.

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**4.20 Stop sign at Browley and Waite Streets, Moss Vale**

Reference: 7460/26  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Requesting a stop sign on Browley Street and Waite Street in Moss Vale

TC21/16

Unanimous Support

**RECOMMENDATION**

***THAT a Stop sign and markings not be marked on Browley Street, Moss Vale at its junction with Waite Street and that the Give Way hold line be remarked.***

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**4.21 Parking Restrictions on Kangaloon Road, Bowral**

Reference: 7460/8  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Requesting parking restrictions on Kangaloon Road, Bowral near Aitken Road

**TC22/16**

Unanimous Support

**RECOMMENDATION**

***THAT the information be received and noted.***

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**4.22 Loading Zone for Bowral Markets**

**Reference:** 7460/8  
**Report Author:** Traffic Engineer  
**Authoriser:** Manager Assets  
**Link to Corporate Plan:** Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

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**PURPOSE**

Requesting a loading zone on Boolwey Street for the Bowral markets on the second Saturday of the month

**TC23/16**

Unanimous Support

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**RECOMMENDATION**

1. ***THAT*** the “***BUS ZONE 7AM-7PM MON-SAT***” restriction on the southern side of Boolwey Street outside Bowral Public School be changed to “***BUS ZONE 7AM-7PM MON-FRI 8AM-5PM SAT***”;
2. ***THAT*** further discussions be held with the operator of the Bowral market.

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**4.23 Linemarking on Bong Bong Road, Mittagong**

Reference: 7460/25  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Requesting linemarking on Bong Bong Road, Mittagong

TC24/16

Unanimous Support

**RECOMMENDATION**

***THAT a centreline be marked on Bong Bong Road from Old South Road to Renwick Drive, Mittagong***



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**4.24 Concealed Entrances Sign on Eridge Park Road, Burradoo**

Reference: 7460/11  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Requesting a concealed entrances sign on Eridge Park Road, Burradoo

TC25/16

Unanimous Support

**RECOMMENDATION**

1. ***THAT*** a “Concealed Entrances” sign be installed on Eridge Park Road, Burradoo 30m north of Westminster Place facing southbound traffic;
2. ***THAT*** the Police carry out surveillance of speeding vehicles on Eridge Park Road, Burradoo as resources permit





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**4.25 Concealed Entrances Sign on Old Hume Highway, Berrima**

Reference: 7460/7  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Requesting a concealed entrance sign on the Old Hume Highway at Berrima

TC26/16

Unanimous Support

**RECOMMENDATION**

1. ***THAT it is to be noted that the best way to improve sight distance for vehicles exiting the driveway at 4 Old Hume Highway, Berrima is to remove the vegetation on the western footpath;***
2. ***THAT the Police carry out surveillance of speeding vehicles on the Old Hume Highway on the northern approach to Berrima as resources permit***



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**4.26 Junction of Ellsmore Road and Exeter Road, Exeter**

Reference: 7460/16  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Reporting on the junction of Ellsmore Road and Exeter Road, Exeter

TC27/16

Unanimous Support

**RECOMMENDATION**

1. ***THAT*** 60km/h repeater speed zone signs be installed on Ellsmore Road midway between Exeter Road and Middle Road, Exeter;
2. ***THAT*** a T junction warning sign be erected on Ellsmore Road on approach to the junction with Exeter Road, Exeter;
3. ***THAT*** the Give Way sign on Ellsmore Road at its junction with Exeter Road be moved closer to the junction;
4. ***THAT*** "Reduce speed to conditions" signs be erected at each end of the unsealed section of Ellsmore Road between Exeter Road and Middle Road, Exeter.

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**4.27 Traffic Committee Action Sheet**

Reference: 107/6  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Reporting on the Traffic Committee Action Sheet

TC28/16

Unanimous Support

**RECOMMENDATION**

*THAT the information be received and noted*

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**4.28 Date of the next Traffic Committee meeting**

Reference: 107/6  
Report Author: Traffic Engineer  
Authoriser: Manager Assets  
Link to Corporate Plan: Provide safe and efficient road, cycle and where appropriate, walking paths between and within town and villages, and conveniently located parking areas for cars and bicycles. Ideally, all roads serves to include provision for safe walking and cycling

**PURPOSE**

Reporting on the date of the next Traffic Committee meeting.

TC29/16

Unanimous Support

**RECOMMENDATION**

*THAT the date of the next Traffic Committee meeting is Thursday 5 May 2016.*

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Friday 26 February 2016



**5. EN BLOC MOTION**

The Chairman, Cllr I Scandrett moved a motion en bloc that agenda items 4.3 to 4.10, 4.13 to 4.18, 4.20, 4.21, 4.24, 4.25 are supported by all voting members of the Traffic Committee.

**TC30/16**

Unanimous Support

**6. MEETING CLOSURE**

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11:41 AM

18.5 Minutes of the Traffic Committee held on Thursday 25 February 2016

ATTACHMENT 1 Minutes of the Traffic Committee Meeting of Thursday 25 February 2016



MINUTES OF THE TRAFFIC COMMITTEE MEETING

Friday 26 February 2016



**GENERAL BUSINESS**

1. TRAFFIC AND PEDESTRIAN SAFETY AT HILL TOP 7460/20

Clr Scandrett requested that traffic and pedestrian safety be investigated at the Chalker Parade bridge and the Fitzroy Street crossing of the Loop Line in Hill Top.

**TC31/16**

Unanimous support

**THAT** traffic and pedestrian safety be investigated at the Chalker Parade bridge and the Fitzroy Street crossing of the Loop Line in Hill Top and reported to the next meeting of the Traffic Committee.

2. PARKING RESTRICTIONS NEAR MCDONALDS IN MOSS VALE 7460/26

Chris Moule of Berrima Buslines raised issues with the on-street parking of customers visiting McDonalds Restaurant and the location of the bus stop on Argyle Street, Moss Vale following construction of the pedestrian refuge. Note that the RMS proposes to make changes to the parking restrictions on the state road network, namely Argyle Street and Robertson Road.

**TC32/16**

Unanimous support

1. **THAT** a 15m long Bus Zone be signposted on the southern side of Argyle Street, Moss Vale eastwards from the boundary between 186 and 188 Argyle Street;
2. **THAT** the Bus Stop J-pole on the southern side of Argyle Street, Moss Vale outside 186 Argyle Street be moved to near the boundary between 186 and 188 Argyle Street;



## 18.6 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016

**Reference:** 107/39  
**Report Author:** Administration Officer  
**Authoriser:** Built Assets Coordinator  
**Link to Corporate Plan:** Ensure systems and processes are in place to achieve mutual trust and collaboration

### PURPOSE

This report provides the Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016.

### SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION

#### Item 5.1 Presentation by Penrose Hall 355 Committee

CF 3/16

1. THAT the presentation by the Penrose Hall 355 Committee in relation to proposed extensions to the Penrose Hall be received and noted.
2. THAT the Committee endorse the engagement of an architect to work with Council staff and the 355 Committee to develop concepts for an extension/refurbishment of the existing Penrose Hall.

#### Item 5.2 Update on Delivery of Chairs for Bowral Memorial Hall

CF 6/16

1. THAT the information in relation to the Update on Delivery of Chairs for Bowral Memorial Hall be received and noted.
2. THAT the Committee supports the purchase of 50 orchestra chairs AND THAT the funding be sourced from the remainder of the funds allocated for the audience chairs (\$10,000) with the shortfall (approximately \$12,000 including delivery) to be funded from the unutilised allocation in the 2015/16 budget.

#### Item 6.1 General Business – Surplus Chairs from the Bowral Memorial Hall

CF 7/16

THAT surplus existing chairs from the Bowral Memorial Hall be donated to the Glenquarry Peace Hall Committee.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 23 March 2016

### COMMITTEE REPORTS

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### RECOMMENDATION

**THAT recommendations Nos CF 1/16 to CF 7/16 – as detailed in the Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016 be adopted, save for any items which have budgetary implications AND THAT any item with budgetary implications and which is unfunded, be referred to the Finance Committee for consideration.**

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### ATTACHMENTS

1. Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016





ATTACHMENT 1



# MINUTES

## of the Council Facilities Committee Meeting

held in

Council Chambers

Civic Centre, Elizabeth Street, Moss Vale

on

**Tuesday 1 March 2016**

The meeting commenced at 2.30pm

*File No. 107/39*

**18.6 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016**

**ATTACHMENT 1 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016**



**MINUTES OF THE COUNCIL FACILITIES COMMITTEE MEETING**

Tuesday 1 March 2016



<b>1. WELCOME AND APOLOGIES</b>	
<b>2. DECLARATIONS OF INTEREST</b>	
<b>3. ADOPTION OF MINUTES OF PREVIOUS MEETING</b>	
Council Facilities Committee Meeting held on Tuesday, 24 November 2015	
<b>4. BUSINESS ARISING</b>	
<b>5. AGENDA REPORTS</b> .....	<b>3</b>
5.1 Presentation by Penrose Hall 355 Committee.....	3
5.2 Update on Bowral Memorial Hall.....	4
5.3 Update on Bowral memorial hall toilet refurbishment .....	5
5.4 Update on delivery of chairs for Bowral Memorial hall.....	6
<b>6. GENERAL BUSINESS</b> .....	<b>7</b>
<b>7. DATE OF NEXT MEETING</b> .....	<b>8</b>
<b>8. MEETING CLOSURE</b> .....	<b>8</b>

18.6 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016

ATTACHMENT 1 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016



MINUTES OF THE COUNCIL FACILITIES COMMITTEE MEETING

Tuesday 1 March 2016



MINUTES OF THE COUNCIL FACILITIES COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN COUNCIL CHAMBERS, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON TUESDAY 1 MARCH 2016 COMMENCING AT 2.30PM.

**Present:** Deputy Mayor I M Scandrett (Chair)

**Community Representatives:** Ms Laurel Cheetham  
Ms Roma Dix  
Mr Stephen Blinkhorn  
Mr Peter Cunningham

**In Attendance:** Deputy General Manager Corporate & Strategy  
Built Assets Coordinator  
Administration Officer  
Mr Mark Pepping  
Mr Chris Richmond  
Ms Liz Johnson

**Also in Attendance: Representing Penrose Hall 355 Committee**

Mr Mike Jonas  
Mrs Dawn Jonas  
Mr Peter Gillies  
Ms Jo Casely  
Ms Susie Edwards

**Representing Southern Highlands Community Orchestra**  
Mr Alan Styles

**Representing Southern Highlands Concert Band**  
Mr Gerry Power

**1. WELCOME AND APOLOGIES**

The Chairman welcomed Committee Members and others in attendance.

**CF 1/16**

**MOTION** moved by Stephen Blinkhorn and seconded by Peter Cunningham

**THAT** the apologies of Cllr J Uliana and Mr Barry Paull be accepted

**PASSED**

**2. DECLARATIONS OF INTEREST**

101/13

There were no Declarations of Interest at this Meeting.

18.6 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016

ATTACHMENT 1 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016



MINUTES OF THE COUNCIL FACILITIES COMMITTEE MEETING

Tuesday 1 March 2016



3. ADOPTION OF MINUTES OF PREVIOUS MEETING

MINUTES OF THE COUNCIL FACILITIES COMMITTEE MEETING HELD ON TUESDAY 24 NOVEMBER 2015

**CF 2/16**

***MOTION*** moved by Stephen Blinkhorn and seconded by Deputy Mayor I M Scandrett

***THAT*** the minutes of the Council Facilities Committee Meeting held on Tuesday 24 November 2015 MN 1/15 to MN 7/15 inclusive, copies of which were forwarded to Councillors, be adopted as a correct record of the proceedings of the meeting.

***PASSED***

4. BUSINESS ARISING

There was no Business Arising from the Minutes of the Meeting held on Tuesday, 24 November 2015.



MINUTES OF THE COUNCIL FACILITIES COMMITTEE MEETING

Tuesday 1 March 2016



5. AGENDA REPORTS

5.1 Presentation by Penrose Hall 355 Committee

Reference: 7218/1  
Report Author: Built Assets Coordinator

**PURPOSE**

Penrose Hall 355 Committee presentation for proposed extensions to hall.

Members of the Penrose Hall s355 Committee addressed the Committee in relation to the proposal for extensions to the Penrose Hall.

The Deputy General Manager Corporate, Strategy & Development Services and Built Assets Coordinator addressed the Committee.

**CF 3/16**

***MOTION*** moved by Peter Cunningham and seconded by Stephen Blinkhorn

1. ***THAT*** the presentation by the Penrose Hall 355 Committee in relation to proposed extensions to the Penrose Hall be received and noted.
2. ***THAT*** the Committee endorse the engagement of an architect to work with Council staff and the 355 Committee to develop concepts for an extension/refurbishment of the existing Penrose Hall.

**PASSED**

18.6 Minutes of the Council Facilities Committee Meeting held on  
Tuesday, 1 March 2016

ATTACHMENT 1 Minutes of the Council Facilities Committee  
Meeting held on Tuesday, 1 March 2016



MINUTES OF THE COUNCIL FACILITIES COMMITTEE MEETING

Tuesday 1 March 2016



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**5.2 Update on Bowral Memorial Hall**

Reference: 7225/4  
Report Author: Built Assets Coordinator

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**PURPOSE**

The Built Assets Coordinator addressed Council on this matter. He advised that the tenders closed several weeks ago and are currently being assessed, with a report to go to Council within the next month.

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**CF 4/16**

**MOTION** moved by Laurel Cheetham and seconded by Stephen Blinkhorn

**THAT** the information in relation to the Update of the Bowral Memorial Hall be received and noted.

**PASSED**

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18.6 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016

ATTACHMENT 1 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016



MINUTES OF THE COUNCIL FACILITIES COMMITTEE MEETING

Tuesday 1 March 2016



**5.3 Update on Bowral Memorial Hall Toilet Refurbishment**

Reference: 7225/4  
Report Author: Built Assets Coordinator

**PURPOSE**

Update on progress of toilet refurbishment.

The Built Assets Coordinator addressed Council on this matter. He advised that the refurbishment has been completed, with a couple of minor issues to be addressed.

Mr Alan Styles addressed the Committee on this matter.

**CF 5/16**

**MOTION** moved by Roma Dix and seconded by Laurel Cheetham

**THAT** the information in relation to the Update on Bowral Memorial Hall Toilet Refurbishment be received and noted.

**PASSED**

18.6 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016

ATTACHMENT 1 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016



MINUTES OF THE COUNCIL FACILITIES COMMITTEE MEETING

Tuesday 1 March 2016



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**5.4 Update on Delivery of Chairs for Bowral Memorial hall**

Reference: 7225/4  
Report Author: Built Assets Coordinator

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**PURPOSE**

Update committee on delivery date of chairs and trolleys.

The Built Assets Coordinator addressed the Committee on this matter. He advised that the 300 new chairs and 2 trolleys have been ordered.

Mr Alan Styles addressed the Committee in relation to the orchestra chairs.

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**CF 6/16**

***MOTION*** moved by Peter Cunningham and seconded by Stephen Blinkhorn

1. ***THAT the information in relation to the Update on Delivery of Chairs for Bowral Memorial Hall be received and noted.***
2. ***THAT the Committee supports the purchase of 50 orchestra chairs AND THAT the funding be sourced from the remainder of the funds allocated for the audience chairs (\$10,000) with the shortfall (approximately \$12,000 including delivery) to be funded from the unutilised allocation in the 2015/16 budget.***

**PASSED**

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18.6 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016

ATTACHMENT 1 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016



MINUTES OF THE COUNCIL FACILITIES COMMITTEE MEETING

Tuesday 1 March 2016



**6. GENERAL BUSINESS**

1. SURPLUS CHAIRS FROM THE BOWRAL MEMORIAL HALL

Deputy Mayor I M Scandrett referred to the surplus existing chairs from the Bowral Memorial Hall and the suggestion that some of the chairs be given to the Glenquarry Peace Hall.

**CF 7/16**

**MOTION** moved by Peter Cunningham and seconded by Roma Dix

**THAT** surplus existing chairs from the Bowral Memorial Hall be donated to the Glenquarry Peace Hall Committee.

**PASSED**

2. DOCUMENTS TO NEW COMMITTEE MEMBERS

The Built Assets Coordinator provided to new Committee Members copies of booklets which includes the list of Council's facilities including buildings and toilet facilities. He advised that these documents are provided on the basis that they are confidential documents that are not for public information.

3. TOILET FACILITIES WITHIN THE SHIRE

The Committee discussed both public and commercial facilities and the advice from Deputy General Manager Corporate, Strategy & Development Services that this is a matter to be brought before Council.

4. PURPOSE OF THE COMMITTEE

The Built Assets Coordinator advised that this Committee is not operational but is from the strategic side of the operation of Council.

**18.6 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016**

**ATTACHMENT 1 Minutes of the Council Facilities Committee Meeting held on Tuesday, 1 March 2016**



**MINUTES OF THE COUNCIL FACILITIES COMMITTEE MEETING**

Tuesday 1 March 2016



**7. DATE OF NEXT MEETING**

The next meeting will be held on **Tuesday, 3 May 2016** in the Gibraltar Room, Civic Centre, Moss Vale commencing at **2.30 pm**.

**8. MEETING CLOSURE**

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 4.14 PM



## 18.7 Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016

Reference: 2102/3  
Report Author: Administration Officer  
Authoriser: Group Manager Corporate & Community  
Link to Corporate Plan: Ensure systems and processes are in place to achieve mutual trust and collaboration

### PURPOSE

This report provides the Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016.

### SUMMARY OF RECOMMENDATIONS AND ACTIONS FOR COUNCILLORS' ATTENTION AND ADOPTION

Item 7.3 Audit Management Letter – Audit of 30 June 2015

RA 7/16

THAT the Risk and Audit Committee note the contents of the Management Letter for the audit ending 30 June 2015 AND THAT an update be provided on a quarterly basis of all outstanding issues raised by Council's External Auditor, Warton Thompson and Co.

### RECOMMENDATION

THAT recommendations Nos RA 1/16 to RA 9/16 – as detailed in the Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016 be adopted, save for any items which have budgetary implications AND THAT any item with budgetary implications and which is unfunded, be referred to the Finance Committee for consideration.

### ATTACHMENTS

1. Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016



ATTACHMENT 1



# MINUTES

## of the Risk & Audit Committee Meeting

held in

Nattai Room

Civic Centre, Elizabeth Street, Moss Vale

on

**Monday 7 March 2016**

The meeting commenced at 10.00am

*File No. 2102/3*

18.7 Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016

ATTACHMENT 1 Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016



MINUTES OF THE RISK & AUDIT COMMITTEE MEETING

Monday 7 March 2016



1.	<b>WELCOME AND APOLOGIES</b>	
2.	<b>DECLARATIONS OF INTEREST</b>	
3.	<b>ADOPTION OF MINUTES OF PREVIOUS MEETING</b>	
	Risk & Audit Committee Meeting held on 7 December 2015	
4.	<b>BUSINESS ARISING</b>	
5.	<b>COMMITTEE ACTION LIST</b> .....	<b>2</b>
5.1	Committee Actions Update .....	2
6.	<b>RISK MANAGEMENT</b> .....	<b>3</b>
6.1	Corporate Risk Program Update .....	3
7.	<b>INTERNAL AUDIT</b> .....	<b>4</b>
7.1	Internal Audit Report on Inventory & Stores .....	4
7.2	Agreed Audit Actions Report .....	5
7.3	Audit Management Letter - Audit to 30 June 2015 .....	6
7.4	Update on Implementation of Software to Manage Leases and Licenses .....	7
7.5	Fit for the Future Update .....	8
8.	<b>GENERAL BUSINESS</b> .....	<b>9</b>
9.	<b>DATE OF NEXT MEETING</b> .....	<b>9</b>
10.	<b>MEETING CLOSURE</b> .....	<b>9</b>

18.7 Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016

ATTACHMENT 1 Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016



MINUTES OF THE RISK & AUDIT COMMITTEE MEETING

Monday 7 March 2016



MINUTES OF THE RISK & AUDIT COMMITTEE MEETING OF WINGECARRIBEE SHIRE COUNCIL HELD IN NATTAI ROOM, CIVIC CENTRE, ELIZABETH STREET, MOSS VALE ON MONDAY 7 MARCH 2016 COMMENCING AT 10.00AM.

**Present:** Ms Jan Edwards *Chairperson*  
Clr I M Scandrett *Councillor*  
Mr Lyle Briggs *Community Representative*  
Ms Alana Saunders *Community Representative*

**In Attendance:** Ann Prendergast *General Manager*  
Mark Pepping *DGM Corporate, Strategy & Development Services*  
Richard Mooney *Chief Financial Officer*  
Nick O'Connor *Group Manager Corporate & Community*  
Belinda Serone *Administration Officer*

**1. WELCOME AND APOLOGIES**

Apologies were received from Clr John Uliana and Barry Paull.

**RA 1/16**

**MOTION** moved by Ms J Edwards and seconded by Mr L Briggs

**That the apologies of Clr John Uliana and Barry Paull be accepted and leave of absence granted.**

**PASSED**

**2. DECLARATIONS OF INTEREST**

101/13

There were no declarations of interest at the meeting.

**3. ADOPTION OF MINUTES OF PREVIOUS MEETING**

MINUTES OF THE RISK & AUDIT COMMITTEE MEETING HELD ON MONDAY 7 DECEMBER 2015

**RA 2/16**

**MOTION** moved by Mr L Briggs and seconded by Ms J Edwards

**THAT the minutes of the Risk & Audit Committee Meeting held on Monday 07 December 2015 MN 23/15 to MN 33/15 inclusive, copies of which were forwarded to members, be adopted as a correct record of the proceedings of the meeting.**

**PASSED**

**4. BUSINESS ARISING**

Nil.

18.7 Minutes of the Risk & Audit Committee Meeting held on Monday,  
7 March 2016

ATTACHMENT 1 Minutes of the Risk & Audit Committee Meeting  
held on Monday, 7 March 2016



MINUTES OF THE RISK & AUDIT COMMITTEE MEETING

Monday 7 March 2016



## 5. COMMITTEE ACTION LIST

### 5.1 Committee Actions Update

Reference: 2102/3  
Report Author: Administration Officer

#### PURPOSE

To keep the Risk and Audit Committee apprised of the progress of resolutions and directions issued by the Committee.

#### **RA 3/16**

**MOTION** moved by Mr L Briggs and seconded by Cllr I M Scandrett

***THAT the Risk & Audit Committee Actions Update report be noted.***

**PASSED**



MINUTES OF THE RISK & AUDIT COMMITTEE MEETING

Monday 7 March 2016



## 6. RISK MANAGEMENT

### 6.1 Corporate Risk Program Update

Reference: 2102/3  
Report Author: Workplace Systems Coordinator

#### **PURPOSE**

The purpose of this report is to provide the Risk & Audit Committee with an update on Council's Risk Management Program.

#### **RA 4/16**

**MOTION** moved by Mr L Briggs and seconded by Cllr I M Scandrett

***THAT the report be noted.***

**PASSED**



18.7 Minutes of the Risk & Audit Committee Meeting held on Monday,  
7 March 2016

ATTACHMENT 1 Minutes of the Risk & Audit Committee Meeting  
held on Monday, 7 March 2016



MINUTES OF THE RISK & AUDIT COMMITTEE MEETING

Monday 7 March 2016



## 7. INTERNAL AUDIT

### 7.1 Internal Audit Report on Inventory & Stores

Reference: 2102/3  
Report Author: Administration Officer

#### PURPOSE

This report details the results of IAB's internal audit of Council's Inventory and Stores Processes. The audit is part of the Council's approved 2015/2016 Internal Audit Plan. The fieldwork was performed during November 2015. Rob McKimm from IAB addressed the Committee via teleconference on this report.

#### RA 5/16

**MOTION** moved by Mr L Briggs and seconded by Cllr I M Scandrett

**THAT the Inventory & Stores Internal Audit Report be noted.**

**PASSED**

18.7 Minutes of the Risk & Audit Committee Meeting held on Monday,  
7 March 2016

ATTACHMENT 1 Minutes of the Risk & Audit Committee Meeting  
held on Monday, 7 March 2016



MINUTES OF THE RISK & AUDIT COMMITTEE MEETING

Monday 7 March 2016



**7.2 Agreed Audit Actions Report**

Reference: 2102/3  
Report Author: Administration Officer

**PURPOSE**

To provide an overview of progress on the implementation of agreed actions and recommendations from previous audits.

It was noted that implementation of some of the agreed actions from the 2014 Asset Management Audit are subject to the approval of funds through the 2016/17 budget process and/or the approval of the Special Rate Variation.

**RA 6/16**

**MOTION** moved by Ms J Edwards and seconded by Cllr I M Scandrett

***THAT the report be noted.***

**PASSED**

18.7 Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016

ATTACHMENT 1 Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016



MINUTES OF THE RISK & AUDIT COMMITTEE MEETING

Monday 7 March 2016



**7.3 Audit Management Letter - Audit to 30 June 2015**

Reference: 107/34  
Report Author: Chief Financial Officer  
Authoriser: Chief Financial Officer  
Link to Corporate Plan: Ensure systems and processes are in place to achieve mutual trust and collaboration

**PURPOSE**

This report provides the Risk and Audit Committee with a copy of the Management Letter received from Council's External Auditors Warton Thompson and Co for the audit ending 30 June 2015. The report also provides details of the corrective actions which have been put in place to address the issues raised in the Management Letter.

**RA 7/16**

**MOTION** moved by Ms A Saunders and seconded by Cllr I M Scandrett

***THAT the Risk and Audit Committee note the contents of the Management Letter for the audit ending 30 June 2015 AND THAT an update be provided on a quarterly basis of all outstanding issues raised by Council's External Auditor, Warton Thompson and Co.***

**PASSED**

18.7 Minutes of the Risk & Audit Committee Meeting held on Monday,  
7 March 2016

ATTACHMENT 1 Minutes of the Risk & Audit Committee Meeting  
held on Monday, 7 March 2016



MINUTES OF THE RISK & AUDIT COMMITTEE MEETING

Monday 7 March 2016



**7.4 Update on Implementation of Software to Manage  
Leases and Licenses**

Reference: 2102/3  
Report Author: Administration Officer

**PURPOSE**

At the Risk & Audit Committee meeting on 7 December 2015 the Committee requested an update on the implementation of software to manage leases and licenses. The following update was provided by Council's Senior Property Officer:

The property lease management software module was installed in mid-November 2015, including training of the relevant council officers. A bulk upload of information from Property & Rating occurred in December 2015 to link the various leases and licences to the relevant property numbers, which completed the installation. The lease management module has been operational since installation.

**RA 8/16**

**MOTION** moved by Mr L Briggs and seconded by Cllr I M Scandrett

***THAT the update be noted.***

**PASSED**



MINUTES OF THE RISK & AUDIT COMMITTEE MEETING

Monday 7 March 2016



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**7.5 Fit for the Future Update**

Reference: 2102/3  
Report Author: Administration Officer

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**PURPOSE**

The Group Manager Corporate and Community provided an update on Council's progress with the Fit for the Future and Special Rate Variation process.

**RA 9/16**

**MOTION** moved by Mr L Briggs and seconded by Ms J Edwards

***THAT the report be noted.***

**PASSED**

**18.7 Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016**

**ATTACHMENT 1 Minutes of the Risk & Audit Committee Meeting held on Monday, 7 March 2016**



**MINUTES OF THE RISK & AUDIT COMMITTEE MEETING**

Monday 7 March 2016



**8. GENERAL BUSINESS**

Nil.

**9. DATE OF NEXT MEETING**

The next meeting will be held on Monday 6 June 2016 in Nattai Room  
Civic Centre, Elizabeth Street, Moss Vale commencing at 10.00am.

**10. MEETING CLOSURE**

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11.33 AM



## 19 QUESTIONS WITH NOTICE

### 19.1 Question with Notice 03/2016 - Rate Rise

**Reference:** 101/2  
**Report Author:** Administration Officer  
**Authoriser:** Group Manager Corporate & Community  
**Link to Corporate Plan:** Ensure systems and processes are in place to achieve mutual trust and collaboration

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**To:** General Manager

**From:** Clr John Uliana

**Received:** 16 March 2016

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**Subject:** Rate Rise

**Question:**

Why should I continue to support rate rise when the community has still not seen the benefits of the previous rate rise of 9<sup>1/2</sup>%?

The community has an expectation that by this point in time the following projects would be completed.

Can staff detail the history and current status of projects?

- Exeter Hall
- Roads generally
- Robertson sewerage scheme
- Ellsmore Road repairs in late 2014
- Welby Hockey Field

**Response:**

Information relating to funding and resulting expenditure generated from previous Special Rate Variations can be made available at a Councillor briefing session as required.

For the specific projects detailed in the question above, Councillors have been kept fully briefed on project milestones throughout the life-cycle of each initiative. For the avoidance of doubt, following is a summary for each project

Exeter Hall

A Construction Certificate (CC) application was lodged on 16 March with the independent certifier. Site sheds and temporary fencing is in place and work will start as soon as the CC is approved. Contract period is 26 weeks. Following is a summary of reports to Council:

- Report to Council on 12 February 2014 in relation to the LUA for Proposed Extension to Exeter Hall and recommending approval of the LUA and advertising for Expressions of Interest.

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 23 March 2016

### QUESTIONS WITH NOTICE



- Report to Council Meeting on 30 April 2014 providing an update on the Extensions following receipt of expressions of interest.
- Councillor Briefing 13 August 2014
- Report to Council Meeting on 27 August 2014 providing an update on the latest budget for the project.
- Report to Council Meeting on 26 November 2014 when Council resolved not to accept any tenders and to form a Working Group to be chaired by Clr Turland.
- QWN from Clr Scandrett to Council Meeting on 8 July 2015 regarding the Exeter Hall Extensions
- Notice of Motion from Clrs Scandrett and Arkwright to Council Meeting on 28 October 2015 requesting Program of Works for the project.
- Report to Council on 9 December 2015 when Council resolved to award tender to Zauner Construction Pty Ltd.

#### Roads generally

Council staff are undertaking a number of Roadworks projects across the Shire in accordance with the Council-approved Capital Works program and maintenance schedules. Further detail on the progress of individual projects can be provided to Councillors as required.

#### Robertson Sewerage Scheme

Almost all works have been completed, including the recent planting of hundreds of trees on the irrigation site. Only tasks to be completed are the replacement of one boundary fence and the installation of three micro bat boxes on the site.

#### Ellsmore Road repairs in late 2014

Councillors have been briefed on the challenges that have arisen with this project. A further briefing can be provided if required by Councillors.

A Report to was presented to the Council Meeting on 27 February 2013 providing information on the concept design and cost estimates.

At the 12 November 2014 Council Meeting, Clr Scandrett put up a Notice of Motion which lapsed for want of a seconder.

More recently Council has resolved to proceed with significant works on Ellsmore Rd.

#### Welby Hockey Field

This project has been placed on hold at the request of the Hockey Association since last year as they are pursuing funding options with the State Government. Council has been advised that the Welby Hockey Field is the number one priority for the State Hockey Association should it be able to secure funds from the State Government's sale of 'poles and wires'. Starting the project without State funding in place would jeopardise the funding.



**AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 23 March 2016

**QUESTIONS WITH NOTICE**



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**RECOMMENDATION**

**THAT the information in relation to Question with Notice 04/2016 – Rate Rise - be noted.**

## 20 NOTICES OF MOTION

### 20.1 Notice of Motion 03/2016 - Additional Funding for the 2016/17 Financial Year

Reference: 200/4  
Report Author: Administration Officer  
Authoriser: Group Manager Corporate & Community  
Link to Corporate Plan: Ensure systems and processes are in place to achieve mutual trust and collaboration

#### **PURPOSE**

Councillors Ian Scandrett, Juliet Arkwright and Johns Uliana have given notice that it is their intention to move the following motion at the Ordinary Meeting of Council on 23 March 2016:

**THAT staff find funding for the 2016/17 financial year to deliver the following:**

1. Resourcing the permanent Events and Events Manager budget request.
2. Resource the permanent additional funding for the Economic Development Manager's budget request.
3. The funding for the additional pot hole repair truck, support ute and retention of existing pot hole repair truck and related costs:

Patching Truck (Retain Truck)	\$130,000
Plant Purchase (Support Vehicle)	\$ 30,000
Pothole and Patching Crew	\$358,000
4. The funding of \$15,000 for GIS software to enable electricity pole and roadside tree mapping.
5. The permanent budget increase for Sport and Recreation of \$200,000 pa and that such total budget be indexed annually.
6. That five outdoor fitness stations – locations to be determined by staff in consultation with the Sport and Recreation Committee.
7. That an amount of up to \$20,000 be allocated for master planning the existing Wingecarribee Animal Shelter site.
8. New footpaths in West Parade and Linda Street Hill Top to 1600 mm width.

#### **RECOMMENDATION**

**Submitted for determination.**

#### **COMMENT FROM STAFF**

The following table provides a (preliminary) estimate of costs of the items outlines above:

## AGENDA FOR THE ORDINARY MEETING OF COUNCIL

Wednesday 23 March 2016

### NOTICES OF MOTION



ITEM	Budget Estimate	Recurrent
Events and Events Manager	\$175,000	\$130,000
Economic Development Budget Increase	\$50,000	\$50,000
Pothole Management – increased service level	\$518,000	\$358,000
GIS Software	\$15,000	\$3,000 (license fee)
Increase to Sport and Recreation Budget	\$200,000	\$200,000
Outdoor Fitness Stations (5)	\$200,000	\$5,000 (maintenance/inspections)
Animal Shelter Master Plan	\$20,000	
New footpaths in West Parade and Linda Street Hill Top to 1600 mm width	TBA	
<b>TOTAL</b>	<b>\$1,178,000 (plus footpath works)</b>	<b>\$746,000</b>

As part of the development of the draft 2016/2017 draft Operational Plan and Budget Councillors were provided with briefings on 2 March and 9 March, 2016.

At these briefings Councillors were provided with information on:

- Key corporate financial performance information
- Draft Capital Works Program
- Unfunded priorities list (including Councillor requests from 4 November 2015 Strategic Workshop)
- Draft Annual deliverables for the Operational Plan 2016-17

At the two briefing sessions Councillors were requested to prioritise items for funding from the unfunded priorities list.

As discussed at the briefing sessions, the General Manager will table a report at the 13 April, 2016 Council Meeting seeking a resolution to adopt the draft 2016-17 Operational Plan and Budget for public exhibition.



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## 20.2 Notice of Motion 04/2016 - Vacant Land at Frankland Street, Mittagong

Reference: 100/4  
Report Author: Administration Officer  
Authoriser: Group Manager Corporate & Community  
Link to Corporate Plan: Ensure systems and processes are in place to achieve mutual trust and collaboration

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### **PURPOSE**

Councillors Ian Scandrett, Juliet Arkwright and John Uliana have given notice that it is their intention to move the following motion at the Ordinary Meeting of Council on 23 March 2016:

**THAT** for the purposes of clarity:

1. That the vacant land at Frankland Street, Mittagong be put to public auction by the end of May 2016.
2. That such sale would be unconditional.
3. That Council set a reserve prior to the auction.
4. That any pre-auction offer for delayed settlement be referred to Council at the time of such offer.
5. That Council will not entertain any other conditional offers relating to possible Private Public Partnerships (PPP) or rezoning.
6. That the proceeds of the sale be applied to the Moss Vale War Memorial Aquatic Centre's loan/s and any surplus be referred to Council.

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### **RECOMMENDATION**

**Submitted for determination.**

### **COMMENT FROM STAFF**

A report concerning 10 Frankland Street Mittagong is listed on the Business Paper for discussion in Closed Session of Council.

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**20.3 Notice of Motion 05/2016 - Submitted by Councillors  
Juliet Arkwright and Ian Scandrett**

**Reference:** 100/4  
**Report Author:** Administration Officer  
**Authoriser:** Group Manager Corporate & Community  
**Link to Corporate Plan:** Ensure systems and processes are in place to achieve mutual trust and collaboration

On 16 March 2016, Council received a duly executed Notice of Motion from Councillors Arkwright and Scandrett. After seeking legal advice, the proposed Notice of Motion has been excluded from the Agenda in accordance with the provisions of c240(c) of the Local Government (General) Regulation 2005. It is noted also that "The General Manager must report (without giving details of the item of business) any such exclusion to the next meeting of Council."

## **22. CLOSED COUNCIL**

### **MOVING INTO CLOSED SESSION**

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

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

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

#### Section 10B

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

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

### **Director General's Guidelines**

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

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## REPRESENTATIONS FROM THE PUBLIC

At this juncture, the Mayor will offer the opportunity to members of the public to make representations to Council as to whether any items of the Closed Council should not be considered in Closed Council.

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## RECOMMENDATION

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

- 22.1 **Tender Evaluation for Design for the Redevelopment of Bowral Memorial Hall**

**Relevant Legal Provisions**

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

**Brief description**

To report on the evaluation of tenders for the design for structural works and redevelopment of the Bowral Memorial Hall as a concert hall.

- 22.2 **Bowral Distributor Road - Tender: Design Services**

**Relevant Legal Provisions**

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

**Brief description**

Reporting on the results of the tender for design services for the development of the Bowral Distributor Road.

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**22.3 Proposed Right of Carriageway, 39 Station Street Bowral**

**Relevant Legal Provisions**

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

**Brief description**

The objective of this Report is to have Council further consider its position in relation to the request for a Right of Carriageway to burden Council Property at 39 Station Street, Bowral ("the Council property"). The Right of Carriageway is sought by the owner of 33-37 Station Street, Bowral ("the adjoining property").

As at the date of submission of this report, Council is not able to confirm the acquisition of the required land in the railway corridor by 31 March 2016. Therefore this matter is referred back to Council for further consideration in accordance with the Minutes of Council made Wednesday 9 December 2015.

**22.4 10 Frankland Street, Mittagong**

**Relevant Legal Provisions**

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

**Brief description**

The objective of this report is to have Council approve the appointment of CBRE to undertake pre-market testing of the Council property at 10 Frankland Street, Mittagong.

**22.5 Legal Affairs - Closed Report**

**Relevant Legal Provisions**

This report is referred to Closed Committee in accordance with s10A(2) of the Local Government Act, 1993, under clause 10A(2)(g) as it contains advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and the Council considers that it would be on balance contrary to the public interest to consider this information in Open Council.



**AGENDA FOR THE ORDINARY MEETING OF COUNCIL**

Wednesday 23 March 2016

**CLOSED COUNCIL**



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**Brief description**

**Reporting the ongoing management of legal proceedings since last reported to Council on 24 February 2016.**

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

Ann Prendergast  
**General Manager**

Friday 18 March 2016