

Attachments

Monday 20 February 2017

PE1, PE2, PE3, PE4, GO2, GO5, GO6, GO8, EN1, CO1 & CO2

PE1 Attachments

1. Amended Lot Size Map (submitted by Precise Planning)
2. Proposed Amendment to Land Zoning Map (submitted by Precise Planning)
3. Map of Proposed alternative LEP Amendments

Monday 20 February 2017

PE1 – Planning Proposal West Tahmoor Minimum Lot Size
Amendment No. 2

Attachment 1 Amended Lot Size Map Submitted by Precise Planning

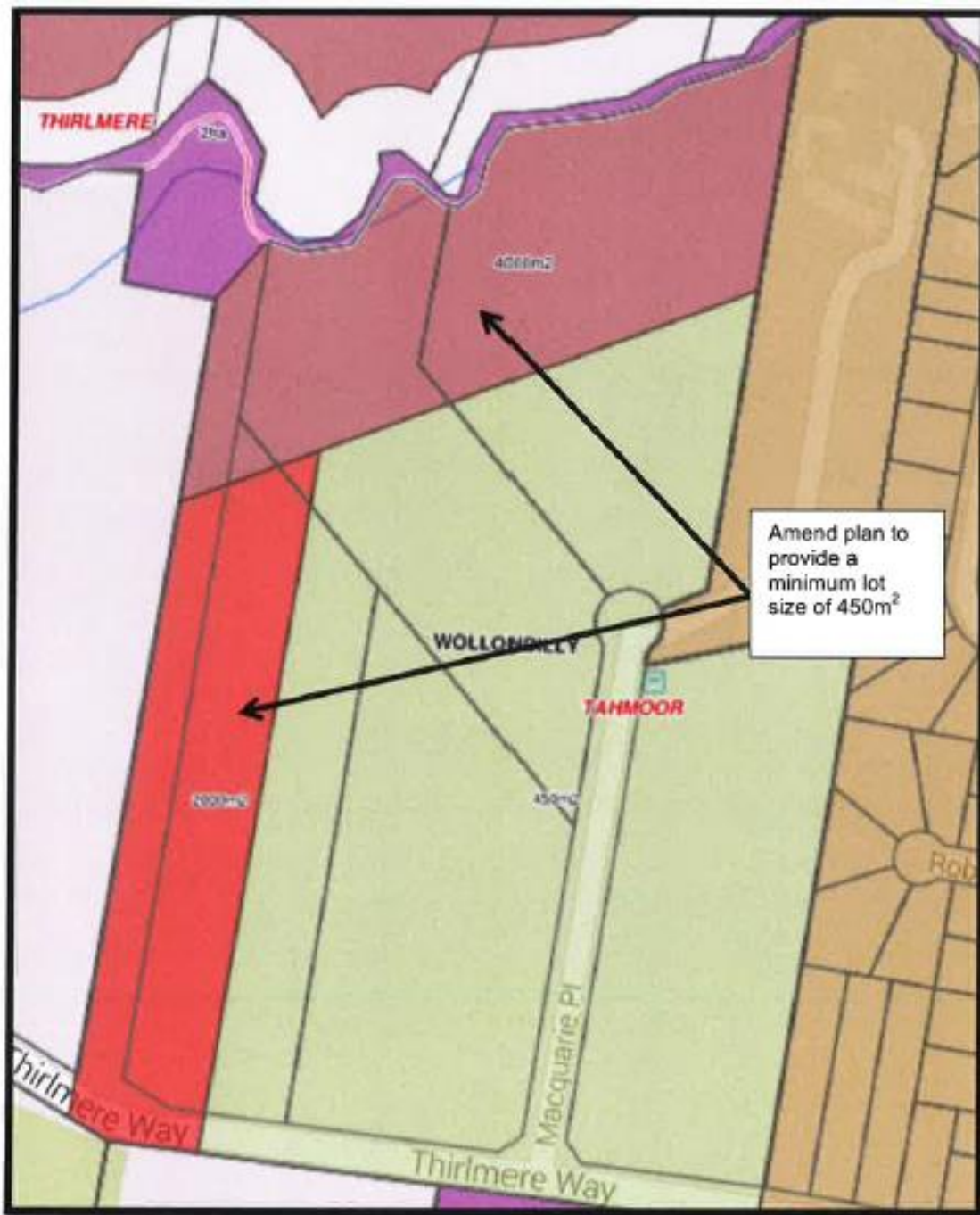
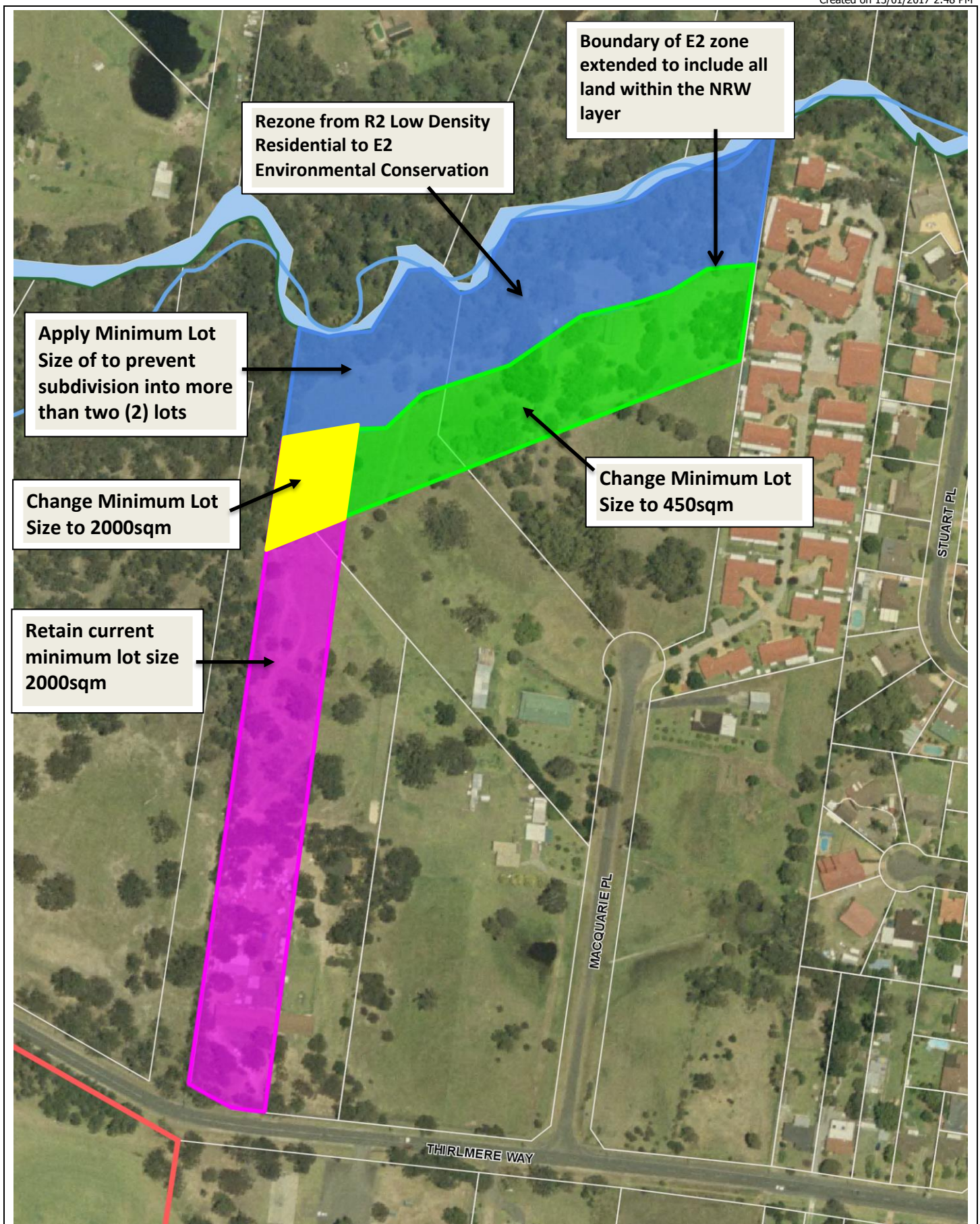


Figure 6: Amended Lot Size Map

Attachment 2 Proposed Amendment to Land Zoning Map Submitted by Precise Planning



Figure 5: Proposed Amendment to Land Zoning Map



Plan showing suggested approach for Draft Planning Proposal

PE2 Attachments

1. Draft indicative Structure Plan taken from Cawdor Draft Planning Proposal (November 2012)
2. Proposed Zoning Map taken from Cawdor Draft Planning Proposal (November 2012)
3. Outer Sydney Orbital Corridor Preservation Study Area showing approximate location of Cawdor Draft Planning Proposal site.

Monday 20 February 2017

PE2 – Draft Planning Proposal - Cawdor

Figure 4: Draft Indicative Structure Plan



Figure 7: Proposed Zoning Map



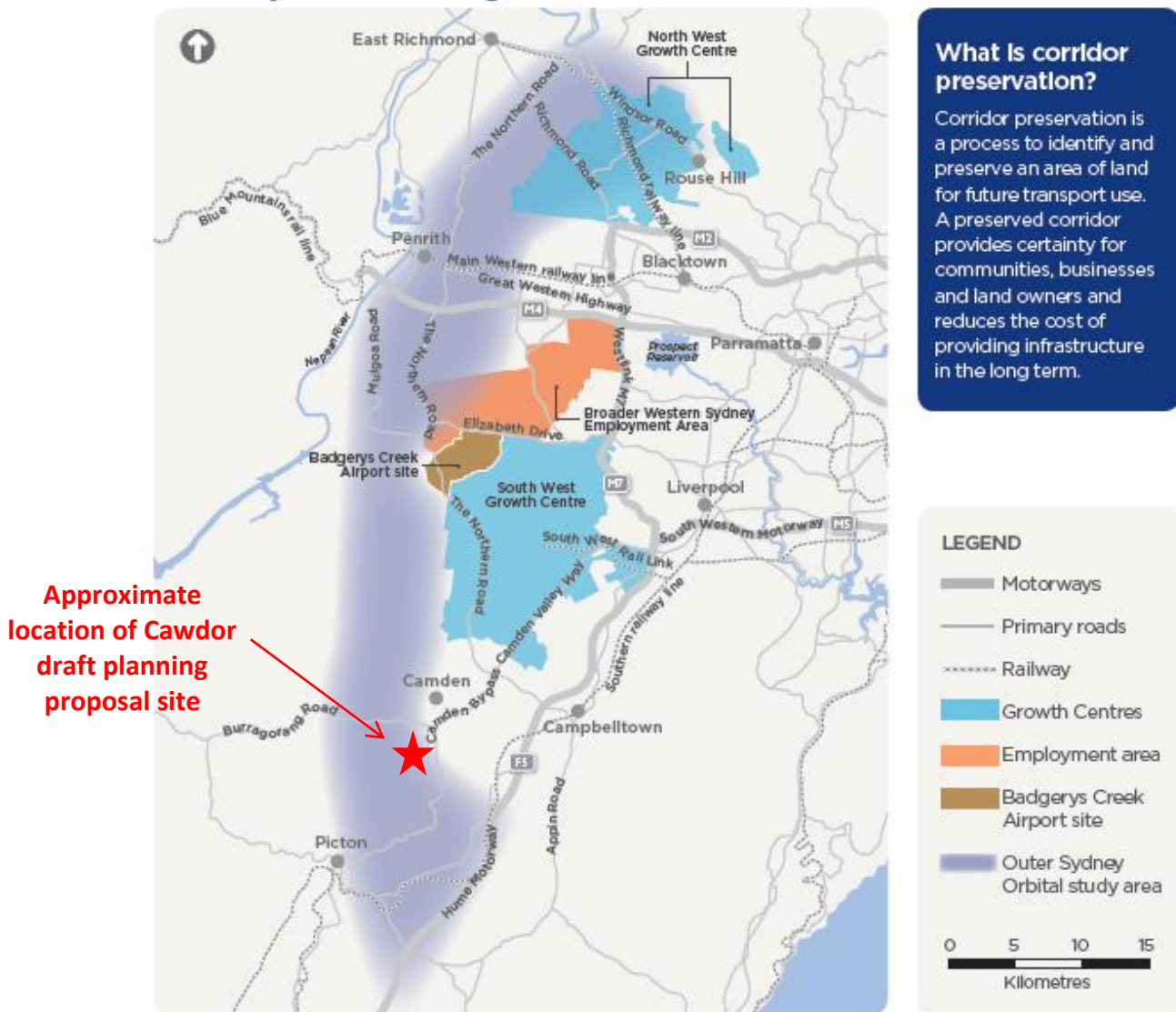
Outer Sydney Orbital

CORRIDOR PRESERVATION

NEWSLETTER • JUNE 2015

Transport for NSW is investigating a suitable corridor for the Outer Sydney Orbital to provide a north – south connection for a future motorway, freight rail with supporting Intermodal Terminal and where practical a passenger rail line.

The study area for investigation



PE3 Attachments

1. Correspondence from NSW Department of Planning and Environment received 2 November 2016
2. Submission to the NSW Department of Planning and Environment
3. Planning Proposal
4. Indicative Layout Plan
5. Zoning Plan
6. Pedestrian and Cycle Plan

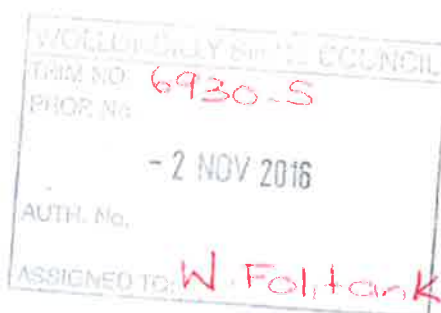
Monday 20 February 2017

PE3 – Wilton South East Precinct.



Planning & Environment

Mr Luke Johnson
General Manager
Wollondilly Shire Council
PO Box 21
PICTON NSW 2571



16/12618

Dear Mr Johnson

The Department of Planning and Environment has received a proposal for the Wilton South East Precinct within the Wilton New Town Priority Growth Area.

Under *A Plan for Growing Sydney*, the Department identified the need to plan for future growth beyond the North West and South West Priority Growth Areas as a priority for Sydney. The Wilton New Town Priority Growth Area has the potential to supply approximately 16,000 homes and help meet these growth needs.

The Department is currently preparing a draft Land Use and Infrastructure Strategy for the Wilton New Town Priority Growth Area (draft Strategy). The draft Strategy guides future planning and land use decisions.

In July 2016, the Department received a submission from Walker Corporation (Proponent) concerning land owned by the Proponent within Wilton. This land is known as the "Wilton South East Precinct".

The Department intends to review the submission to inform its preparation of the draft Strategy. We would like to invite Council to comment on the submission by 14 November 2016. We tabled a copy of the submission at our Steering Group meeting of 29 September 2016. Your feedback will assist us in developing a robust Strategy and ensuring that appropriate development is achieved for Wilton.

In order to expedite the commencement of the delivery phase of the Wilton New Town, the Department will recommend to the Minister for Planning the use of a State Environmental Planning Policy to facilitate rezoning of the Wilton South East Precinct.

Please note that the Department would only exhibit a draft SEPP when the following matters are in place:

- Exhibition of a proposed amendment to include the Wilton New Town Priority Growth Area under *State Environmental Planning Policy (Sydney Region Growth Centres) 2006* (Growth Centres SEPP).
- Preparation of a Section 117 Direction requiring planning proposals within the Wilton New Town Priority Growth Area to be consistent with the final Land Use and Infrastructure Strategy.

Any rezoning via a SEPP will only be finalised when an agreed Special Infrastructure Contributions (SIC) Scheme or other satisfactory arrangement such as a Planning Agreement for Wilton is in place.

Should you have any further enquiries, please contact Gina Metcalfe, Senior Project Manager, Land Release, at the Department on (02) 9860 1542.

We look forward to continuing to work collaboratively with Council on this project.

Yours sincerely



Brendan O'Brien

Executive Director

Infrastructure, Housing & Employment

Submission

NSW Department of Environment and Planning

Walker Corporation Proposal for Wilton South East Precinct

Planning Framework

- Council notes that the NSW Department of Planning & Environment is currently preparing a Land Use and Infrastructure Strategy (LUIS) to provide a framework for development of Wilton New Town.
- It is noted that this LUIS and the supporting technical studies that guide this document are not yet finalised.
- The LUIS is a critical guiding planning strategy that is expected to be given statutory weight through the preparation of a Section 117 Direction and amendment to the SEPP (Growth Centres)
- The LUIS is intended to provide guidance on:
 - Transport infrastructure
 - Health infrastructure
 - Education infrastructure
 - Cultural needs
 - Biodiversity
 - Housing density and typology
 - Affordable housing
 - Economic and retail growth
 - Employment targets
 - Pedestrian and cycleway networks
 - Open space and recreation
 - Activation and amenity
 - Air and water quality
 - Noise attenuation
 - Bushfire protection
 - Heritage
 - Mining coexistence
- The LUIS is in preliminary draft form and is incomplete. The Department has advised that the LUIS is not in a form sufficient to be formally reported to Council or subject to public consultation at this time.
- Without the LUIS and supporting technical studies being completed, Council is unable to undertake a comprehensive assessment of the proposal.
- Council will continue to work with the NSW Department of Planning & Environment to finalise the LUIS and resolve outstanding issues ahead of supporting any rezoning of land at Wilton

Documentation Consistency

- The proposal is supported by a number technical studies which had also been submitted to the NSW Government as part of the earlier SEPP-based rezoning proposal lodged by the Wilton Junction Landowner Group.
- Council as recently as August 2016 were reviewing these documents as part of the NSW Department of Planning's 'Tests of Adequacy' in responding to the Director – General's Study Requirements.
- It is unclear as to whether these studies have been satisfactorily updated to reflect the requirements of Council and the NSW Department of Planning & Environment
- The technical reports date back to the middle of 2014 and in many parts incorrectly cite a revised masterplan concept that has not been endorsed by Council.
- All documentation need to be updated and reflect the endorsed masterplan or draft Land Use and Infrastructure Strategy for consistency and transparency. Council does not support the public exhibition of any documentation that does not accurately reflect the endorsed masterplan and subsequent LUIS. It is of critical importance to Council that all documentation is clear and consistent and illustrates endorsed masterplans supported by Government and Council.
- It is noted that the Indicative Layout Plan and Zoning Plan as submitted to Council by the NSW Department of Planning & Environment have been superseded via revised plans being submitted which altered the proposal to accommodate Council and OEH concerns over clearing of vegetation. All supporting plans and studies should be updated to reflect the revised layout plan where inconsistencies occur prior to being placed on public exhibition.

Land Use

- The proposal seeks to rezone the subject site from RU2 Rural Landscape and RU4 Primary Production Small Lots to a number of zones including:
 - R3 – Medium Density Development
 - R2 – Low Density Residential
 - B5 – Business Development
 - B2 – Local Centre
 - SP2 – Infrastructure
 - E2 – Environmental Conservation
- The proposed land zoning map is generally in accordance with the Wilton Junction Masterplan as adopted by Council in December 2012.
- The proposed land use map proposes an area of B2 – Local Centre which would allow commercial and retail development including a full line supermarket without any limitations of floor space or scale.
- The Wilton Junction Masterplan as endorsed by Council in December 2012 only envisaged a 'neighbourhood centre' level precinct. Such a precinct is commonly zoned B1 Neighbourhood Centre which limits retail development to 'Neighbourhood Shops'. Under the LEP, the retail floor area for such development cannot exceed 400 square metres.

- The rationale for limiting the quantum of retail floor space in this location is to ensure that the neighbourhood centre does not diminish or impede the intended dominant role of the designated town centre on the western side of the Hume Highway.

Staging and Sequencing

- The proposal indicates that the first stage release of their precinct will commence from Picton Road via either the Pembroke Parade intersection or the Almond Street intersection and that an indicative staging plan is included in Appendix D. There is no staging plan included in the proposal documentation and Council does not support the proposal proceeding without provision of a staging plan unless it is first agreed to by Council and the NSW Department of Planning & Environment and integrated with the LUIS.

Employment generation

- In 2012 when Council resolved to support a masterplanned new town at Wilton, a job to house ratio of 1:1 was adopted to ensure that employment opportunities would be provided locally to avoid forcing residents to burden long commutes for work which has economic, environmental and social implications.
- The proposal submitted by Walker Corporation will generate approximately 3,000 new homes and 1,900 jobs at full development in 2046. However, the report prepared by MacroPlan Dimasi in support for the proposal included 740 jobs in this figure that would be jobs where residents work from home or are home-based (i.e. mobile).
- The total number of jobs generated from non-residential based zones is therefore 1,160.
- It is acknowledged that the south eastern precinct was never projected to contain a very high proportion of the overall employment target for Wilton New Town. However, without the LUIS and supporting economic job generation strategy being finalising it is premature to endorse the proposed zonings until there is greater certainty that the broader Wilton New Town is capable of generating the required number of jobs to sustain new growth.
- Council has consistently advocated for the establishment of an appropriate mechanism to ensure that adequate employment opportunities are created to match housing supply. Council and the Department of Planning & Environment have agreed to work with landowners and part of developing the LUIS to arrive at such a mechanism. A series of workshops are currently being negotiated with the Department to resolve this issue.
- Council does not support any rezoning of land until there is an appropriate mechanism in place to ensure that adequate local employment opportunities are created to support housing growth.

Transport Infrastructure

- The Transport Management and Accessibility Plan prepared for the Wilton Junction Landowners Group dated 30 June 2014 has been submitted in support of the Walker Corporation proposal.
- The TMAP was based on an anticipated incoming population of 11,000 to 13,000 people. As such it was considered that the TMAP would need to be revised to reflect the total likely

development of Wilton New Town of 16,600 as outlined in the Greater Macarthur Land Release Investigation - Preliminary Strategy & Action Plan.

- The proposal is supported by a new traffic study dated July 2016. This was used to inform proposed infrastructure upgrades.
- The development will result in significant additional traffic loads on three intersections including:
 - Hume Highway / Picton Road interchange
 - Picton Road / Pembroke Road intersection
 - Picton Road / Almond Street intersection
- The development proposes sequential upgrades to the existing Hume/Picton Interchange can be constructed over time including 300 metre lengthening of the existing right turn lane from Picton Road and would culminate in duplication of off ramps and provision of additional stand-up lanes at signals
- Development of up to 900 homes and 300 jobs being accommodated with a “single access” from either Pembroke Parade or Almond Street intersections
- A cash contribution towards the construction of the second signalised intersection at Picton Road and Almond Street will overcome the existing safety issue at this location plus provide for a 4 way intersection allowing access to WSEP. This contribution would need to be combined with the contribution Lend lease Communities are required to pay under the Council VPA signed 3 November 2000.
- A bridge over Picton Road near Janderra Lane connecting the south east precinct with the existing Wilton village is also proposed.
- While generally supporting the Indicative Layout Plan, Council prefers that Pembroke Parade and Almond Street be provided within grade separated intersections at full development.
- In October 2016, the NSW Department of Planning & Environment engaged Jacobs engineers to carry a comprehensive Transport Plan for Wilton. This is anticipated to be concluded in Q2 2017.
- Council recommends that the Indicative Layout Plan and proposed infrastructure upgrades and funding mechanisms be discussed further in consultation with the RMS and Jacobs.

Public Transport

- The TMAP found that “Improvements to public transport services and infrastructure are recommended to reduce the amount of car use and meet State Government targets for sustainable transport. The major component of the public transport network would be a greatly expanded bus network, with a mixture of regional, local, school and rural services and service levels commensurate with a town of the size planned for Wilton Junction”.
- As previously alluded to this assessment did not take into consideration the current estimated dwelling yield for Wilton of 16,600 as outlined in the Greater Macarthur Land Release Investigation - Preliminary Strategy & Action Plan. Nor does it consider the implications of the Greater Macarthur Consultation update which foreshadowed a further 18,000 homes at West Appin by 2046.

- The TMAP only considering the lower dwelling yield of 11,000-13,000 is deficient and does not accurately consider the real development potential of Wilton and surrounding growth planned for West Appin.
- The TMAP proposed a bus network plan which provided for:
 - bus routes, service frequencies and journey time estimates
 - estimates of the bus fleet required to service the bus plan
 - interchange and layover focussed within the Town Centre
 - facilities for passengers at the Town Centre, neighbourhood centres and along the bus routes.
- Then TMAP and supporting documentation provided as part of proposal does not fully articulate the timing for delivery of a bus network and the location of a bus interchange. This needs to be resolved as part of the LUIS before being placed on public exhibition.
- Council is concerned that the issue of public transport has not been adequately resolved and that rezoning should not occur until the LUIS has finalised an integrated public transport plan that provides for the logical establishment of early priority bus services and interchange and the planned introduction of passenger rail services to meet growth as it occurs over time.
- Council notes that a proposed local bus network has been submitted as part of the proposal however this needs to be considered in tandem with the LUIS and involve discussion with local bus service providers and Transport for NSW.

Walking and Cycling

- Council notes that a Pedestrian & Cycling Masterplan has been submitted as part of the proposal. This needs to be updated to reflect the most recent Indicative Layout Plan
- Council is generally satisfied that pedestrian and cycleway network proposed will encourage active transport however, this network will need to be reflected in the LUIS to ensure that it integrates well with the broader masterplanned area

Housing Choice and Affordability

- Housing typology is not given enough consideration in the indicative layout plan / structure plan.
- Council has prepared a Social Planning Strategy (adopted Nov 2016) which has identified the current homogenous stock of traditional detached forms of housing as a risk to affordability across the Shire. The masterplanned approach to Wilton is a strategic opportunity to
- A report prepared by MacroPlan Dimasi for the Wilton Junction Landowners Group dated May 2014 states that greenfield areas typically exhibit a preference for detached dwelling stock versus townhouses, villas apartments etc. It is proposed that across the masterplanned area, 84% of all dwelling stock will be of a detached nature. Council does not
- A model DCP has been submitted in support for the proposal which proposes a clause with a blanket minimum lot size of 400m2 with provision for a minimum lot size of 200m2 in areas close to parks, retail services and transport.

- Council does not support this approach and will emphasise that the masterplanned approach provides the most appropriate mechanism to plan for a mix of housing typologies and implement those through the land zone and minimum lot size map in Wollondilly LEP 2011.
- The LUIS is anticipated to provide further guidance and requirements for adoption of principles to support a range of housing choices but in the right locations.
- The LUIS should establish clear targets to support a greater mix of housing types and choices to accommodate a range of segments of the market. This is an important consideration intended to ensure that affordable housing choices are provided and cater for a broader demographic.

Affordable Housing

- Affordable housing has not been adequately considered as part of the proposal. Council expects that the LUIS will set appropriate targets and principles to require adequate provision of affordable housing.

Biodiversity Offset Strategy

- Council have reviewed Ecological and Offset Strategy provided in March 2014 as part of the Director – General’s Requirements and recent biodiversity reports prepared on behalf of Walker Corporation.
- Council believes that there is insufficient delineation of areas of exotic and native grassland areas in accordance with applicable Scientific Determinations by data and mapping within the Strategy.
- Council believes that there is an underestimation of identification of the conservation value of the site as a consequence of deficiencies regarding grassland areas as well as the significance of the open woodlands in the northern part of the site.
- Council considers that there is an absence of a defined pathway and mechanism to adequately offset biodiversity losses associated with the proposal consistent with established biodiversity offset strategy.
- These issues must be fully resolved before any rezoning takes place.

Wilton South East Precinct Planning Proposal



990 Picton Road, Wilton

July 2016

Prepared by Walker Corporation Pty Ltd
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Prepared by	Nicole Topple
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Date	20 July 2016
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Contents

1.0	INTRODUCTION	1
2.0	SITE DESCRIPTION AND CONTEXT	2
2.1	Location	2
2.2	Context	4
3.0	VISION AND OBJECTIVES	8
4.0	DEVELOPMENT PROPOSAL AND STAGING.....	9
5.0	EXPLANATION OF THE PROPOSED PROVISIONS.....	10
5.1	Proposed zoning	10
5.2	Proposed Development Standards	16
6.0	JUSTIFICATION AND PROCESS FOR IMPLEMENTATION	19
6.1	Need for the Planning Proposal	19
6.2	Relationship to the strategic planning Framework	19
6.3	Environmental Impact.....	25
6.4	Economic Impact	35
6.5	Social Impact.....	36
6.6	Infrastructure.....	37
6.7	State and Commonwealth interests	39
7.0	COMMUNITY CONSULTATION	40
8.0	PROJECT TIMELINE	41

Appendices

APPENDIX A	Wilton Junction Land Owner's Group 2014 Submission
APPENDIX B	Proposed LEP Maps
APPENDIX C	Draft WSEP DCP
APPENDIX D	WSEP Mapping package
APPENDIX E	Voluntary Planning Agreement (State)
APPENDIX F	Voluntary Planning Agreement (Council)
APPENDIX G	South32 Letter of Support, 2 June 2015
APPENDIX H	Wilton South East Precinct Economic Impact Assessment, 19 July 2016
APPENDIX I	Cumberland Ecology Addendum Report, 8 July 2016
APPENDIX J	Walker Corporation Wilton Junction Traffic Assessment Staged Development Options Testing, 20 July 2016

Figures

Figure 1	The Site.....	1
Figure 2	Land Ownership.....	2
Figure 3	Site Context.....	4
Figure 4	Wilton Junction Master Plan.....	5
Figure 5	Wilton Junction Structure Plan.....	6
Figure 6	Current Wollondilly LEP 2011 Land Zoning Map.....	7
Figure 7	Current Wollondilly LEP 2011 Lot Size Map.....	7
Figure 8	Proposed Land Zoning Map.....	10
Figure 9	Local Centre – section through Main Street.....	12
Figure 10	Local Centre Master Plan.....	13
Figure 11	Existing Camden Street neighbourhood centre.....	14
Figure 12	Additional Lots zoned B5.....	15
Figure 13	Proposed Lot Size Map.....	16
Figure 14	Proposed Height of Building Map.....	18
Figure 15	Agricultural Land Classification.....	25
Figure 16	North South corridor along Allens Creek.....	26
Figure 17	Development Footprint and Impact on Vegetation.....	27
Figure 18	Koala Linkage mapping.....	28
Figure 19	Priority Conservation Lands.....	29
Figure 20	Picton Road Cross Section.....	30
Figure 21	WSEP located outside the area of maximum residual tilt.....	33

Tables

Table 1	List of Properties that comprise the site of the subject planning proposal.....	3
Table 2	Projected rate of dwelling construction, population and job growth.....	9
Table 3	Existing Centres B2 zoned B2 Local Centre under Wollondilly LEP 2011.....	11
Table 4	Proposed Lot size.....	17
Table 5	Consistency with the relevant State Environmental Planning Policies.....	20
Table 6	Consistency with the relevant deemed State Environmental Planning Policies.....	22
Table 7	Consistency with the relevant s.117 Directions.....	22
Table 8	Key issues and mitigation strategies.....	34
Table 9	WSEP project timeline.....	41

1.0 INTRODUCTION

This planning proposal has been prepared to support the rezoning of land owned by Walker Corporation and other adjoining properties at Wilton. The land is described as the Wilton South East Precinct (WSEP) and is located south of the existing Wilton Village and Bingara Gorge and south east of the Hume Highway/Picton road intersection - refer to Figure 1.

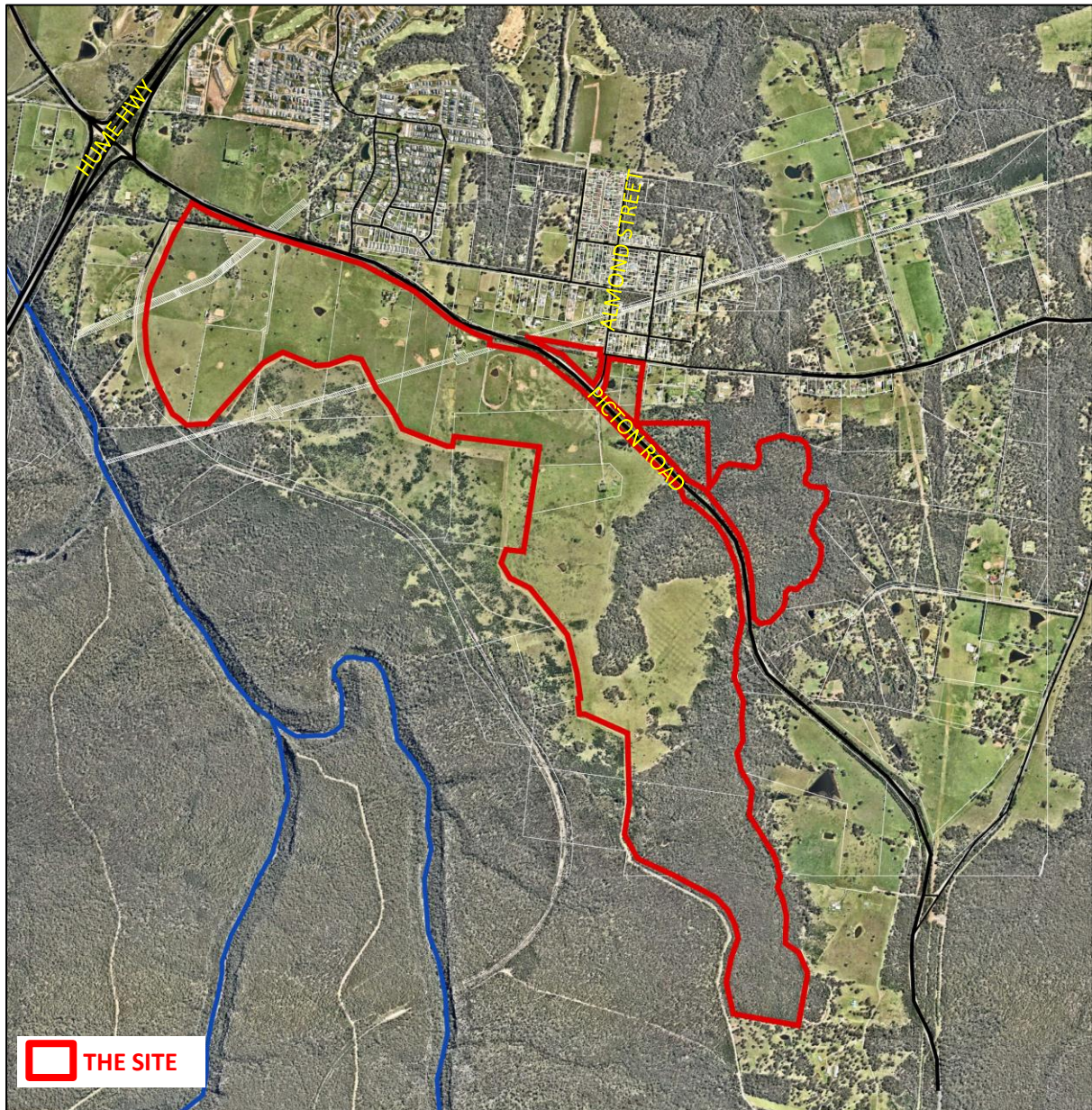


Figure 1 – The site (Near Maps, 2016)

The WSEP planning proposal has been prepared based on the master plan prepared by the Wilton Junction Landowners Group and the Greater Macarthur Land Release Investigation.

The intent of the planning proposal is to rezone the site from rural purposes to support a mix of residential, commercial, employment and environmental land uses.

2.0 SITE DESCRIPTION AND CONTEXT

2.1 Location

The site comprises a series of properties located south east of the Hume Hwy/Picton Road interchange. Figure 2 identifies the site and table 1 identifies the relevant properties and land owners. The site is located within the Wollondilly Local Government Area (LGA).

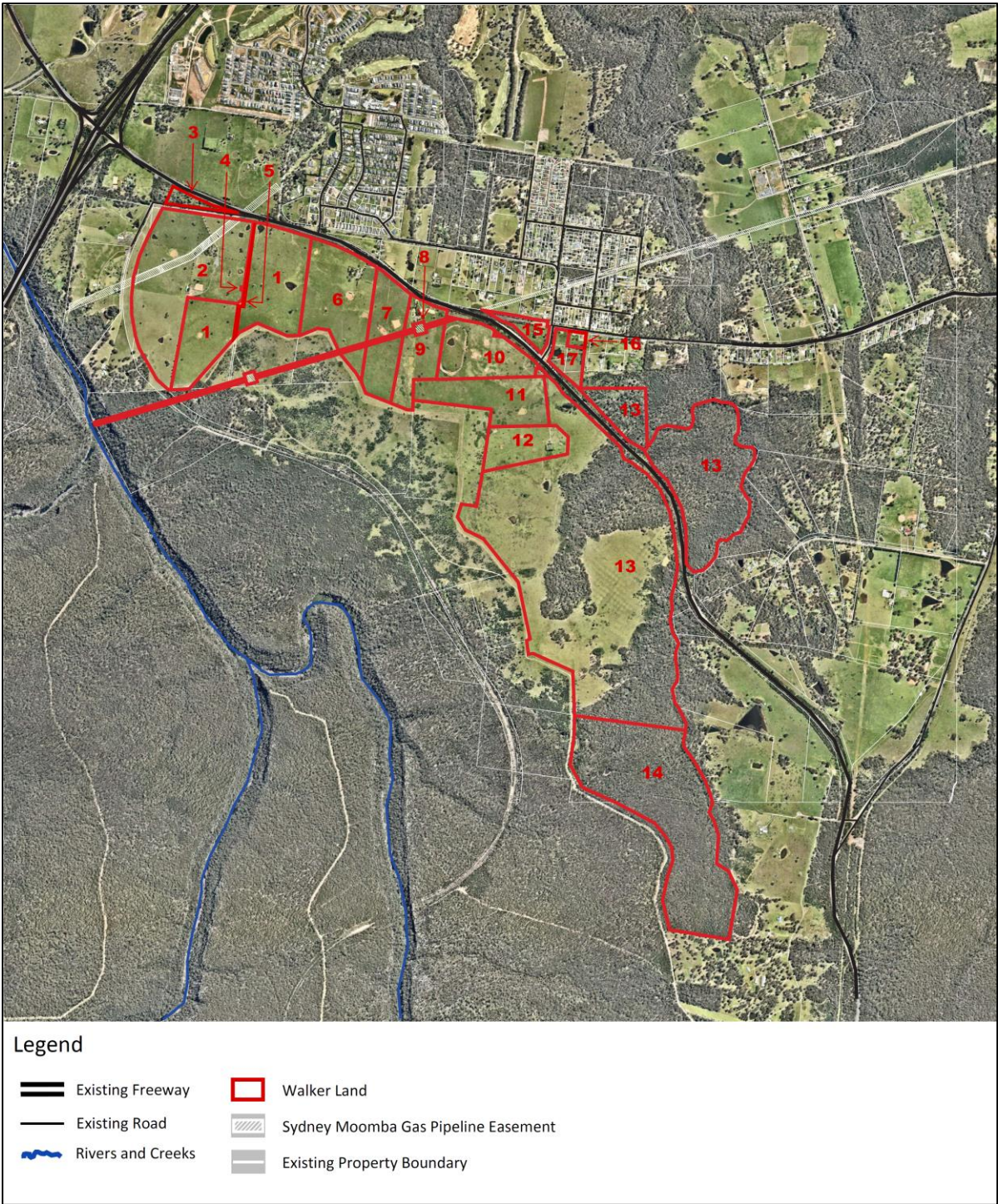


Figure 2 – Land Ownership

Table 1: List of the properties that comprise the site of the subject planning proposal

	ADDRESS	LOT	SECTION	DP	AREA (Ha)	OWNER
1	5 Janderra Lane, Wilton	51	-	626650	35.14	Walker Corporation P/L
2	15 Janderra Lane, Wilton	75	-	837310	43.66	Walker Corporation P/L
3	Picton Road, Wilton	5	-	702025	1.99	State Rail Authority Of New South Wales
4	Picton Road, Wilton	1	-	445344	0.0215	Telstra Corporation Limited
5	Picton Road, Wilton	2	-	88145	0.6531	Water NSW
6	990 Picton Road, Wilton	16	-	253158	22.88	Walker Corporation P/L
7	1000 Picton Road, Wilton	25	-	253157	14.1	Walker Corporation P/L
8	Picton Road, Wilton	1	-	744834	1.26	Water NSW
9	1010 Picton Road, Wilton	26	-	253157	11.61	Walker Corporation P/L
10	1080 Picton Road, Wilton	29	-	814280	0.18	Walker Group Holdings P/L
		30	-	814280	14.83	Walker Group Holdings P/L
		34	-	814280	0.08	Walker Group Holdings P/L
		38	-	814280	0.0303	Walker Group Holdings P/L
11	1114 Picton Road, Wilton	1	-	1076362	17.01	Walker Group Holdings P/L
12	1140 Picton Road, Wilton	1	-	587498	10.12	Walker Corporation P/L
13	Picton Road, Wilton	2	-	1076362	194.12	Walker Corporation P/L
14	Picton Road, Wilton	2	-	108340	61.00	Walker Corporation P/L
15	72 Almond Street, Wilton	1	-	1018965	3.54	Walker Corporation P/L
16	6 Argyle Street, Wilton	1	-	161854	0.2	Keith Ashley Dillon Kelly Francis Dillon
	1100 Argyle Street, Wilton	1	-	112522	0.81	George Jarjoura Badra Jarjoura
17	1090 Argyle Street, Wilton	32	-	814280	4.36	Walker Corporation P/L
		33	-	814280		
		36	-	814280		
		2	13	759094		
		37	-	814280		
TOTAL					437.59	

Walker Corporation acquired further properties in 2015 at 1000 and 1010 Picton Road and 1090 Argyle Street increasing the Walker development site from 405.2 hectares (as reported in the technical reports lodged June 2014) to 432.66 hectares.

Note there are two properties included in the planning proposal - 6 and 1100 Argyle Street not owned by Walker. The two properties are included as they adjoin land owned by Walker and are a logical extension to the proposal. The planning justification for this is discussed later in the report.

WSEP is burdened by various easements. The most significant are the Sydney Moomba Gas pipeline and the Endeavour Energy high voltage power easement.

The protection and or relocation of these major easements will be addressed on more detail in the body of this report.

2.2 Context

WSEP is located approximately 1km south of the existing Wilton Village, 27km north-west of Wollongong and 65km south west of the Sydney Central Business District – refer to Figure 3.

The Site is strategically located south east of the Hume Highway-Picton Road interchange which provides access to Campbelltown/Macarthur, the Illawarra and the Southern Highlands. The WSEP represents a major precinct within the Wilton Junction New Town, a new priority growth area capable of providing housing, physical and social infrastructure, and needed local employment.

Surrounding towns include (calculations based from Picton Rd/Almond Street intersection):

- Appin – 10km north-east.
- Picton – 12km north-west.
- Tahmoor – 10km west.
- Douglas Park – 7km north-east.
- Camden – 20km north.
- Campbelltown – 23km north-east.

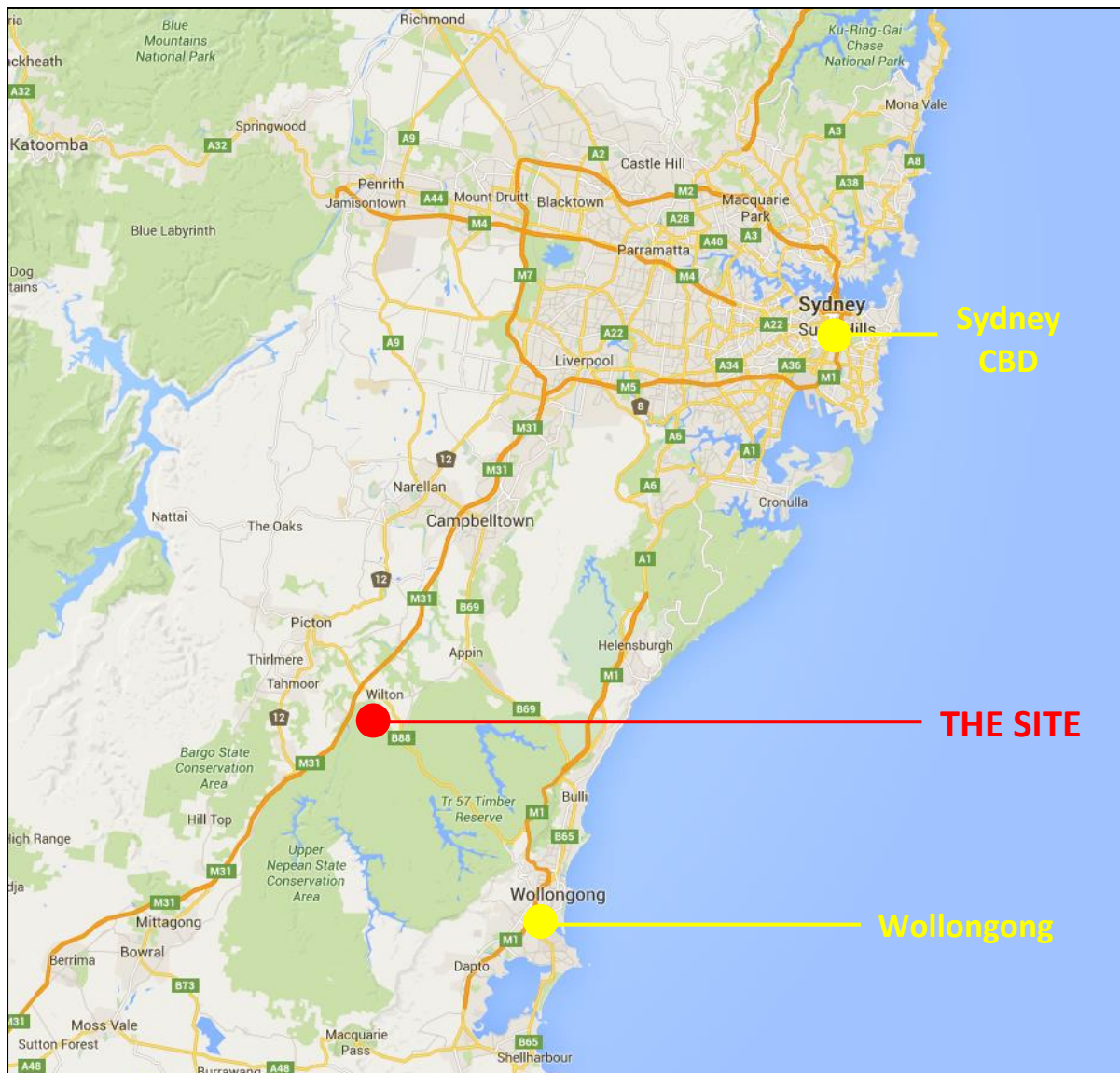


Figure 3 – Site Context (Google Maps 2016)

Wilton Junction

The Wilton Junction New Town was formalised as a coordinated project following the NSW Government's invitation to landowners with large properties in suitable locations to nominate sites that could deliver additional housing to address Sydney's housing supply shortfall.

A number of large landowners responded to this invitation including Walker Corporation. Wollondilly Shire Council and the Local Member for Wollondilly convened a working group of the 4 major landowners. The working group developed a master plan and undertook substantial community engagement including exhibition, public meetings and a Community Reference Group. Following this community engagement the masterplan was adopted by Wollondilly Shire Council and the Wilton Junction New Town project was born.

Three of the large landowners formed a consortium known as the Wilton Junction Landowners Group (WJLG). The WJLG lodged an amended masterplan and rezoning application for Wilton Junction through a State Environmental Planning Policy (SEPP) process in May 2014. The masterplan creates a sustainable new town, strategically located at the cross roads of the Hume Highway and Picton Road in the heart of Wollondilly LGA.

The WSEP planning proposal has been made generally in accordance with the 2014 amended masterplan. A copy of this submission and supporting technical reports are provided at **Appendix A**.

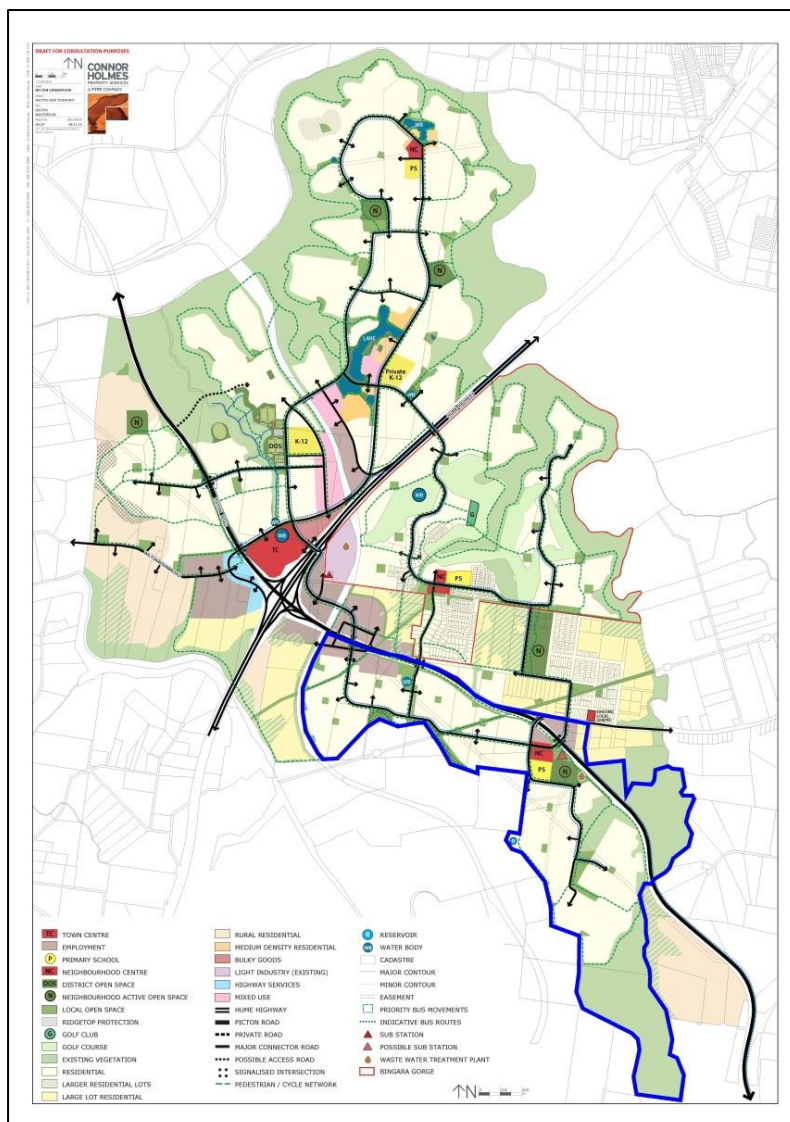


Figure 4 – Wilton Junction Masterplan, 26 May 2014 (site outlined in blue)

2.3 Greater Macarthur Land Release Investigation

The state government announced the *Greater Macarthur Land Release Investigation* (GLMRI) in September 2015. This announcement identified Wilton as a Priority Growth Area.

A preliminary Structure plan for Wilton was also placed on exhibition. The land included within the WSEP planning proposal is outlined in yellow on the preliminary Structure plan – refer to Figure 5.

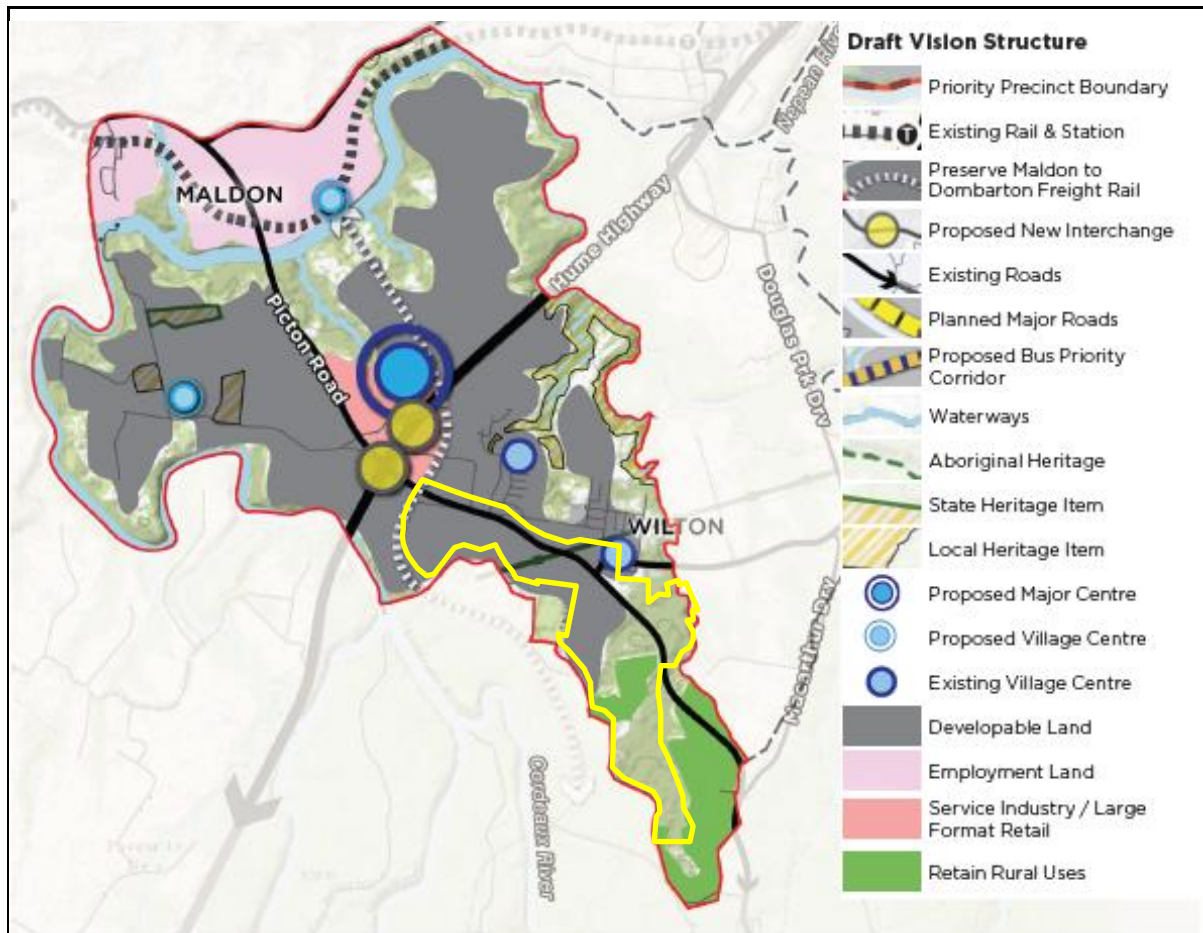


Figure 5 – Wilton Junction Structure Plan: GMLRI (site outlined in yellow)

2.4 Current Development Characteristics

WSEP currently has a rural character and the land is primarily used for grazing. As detailed in Figure 6, *Wollondilly LEP 2011* zones the majority of WSEP RU2 Rural Landscape and a small portion of the site adjacent to Almond Street is zoned RU4 Rural Small Holdings.

The related map for Minimum lot size reflects the rural character with much of the site having a minimum lot size of 16 hectares or 40 hectares – refer to figure 7.

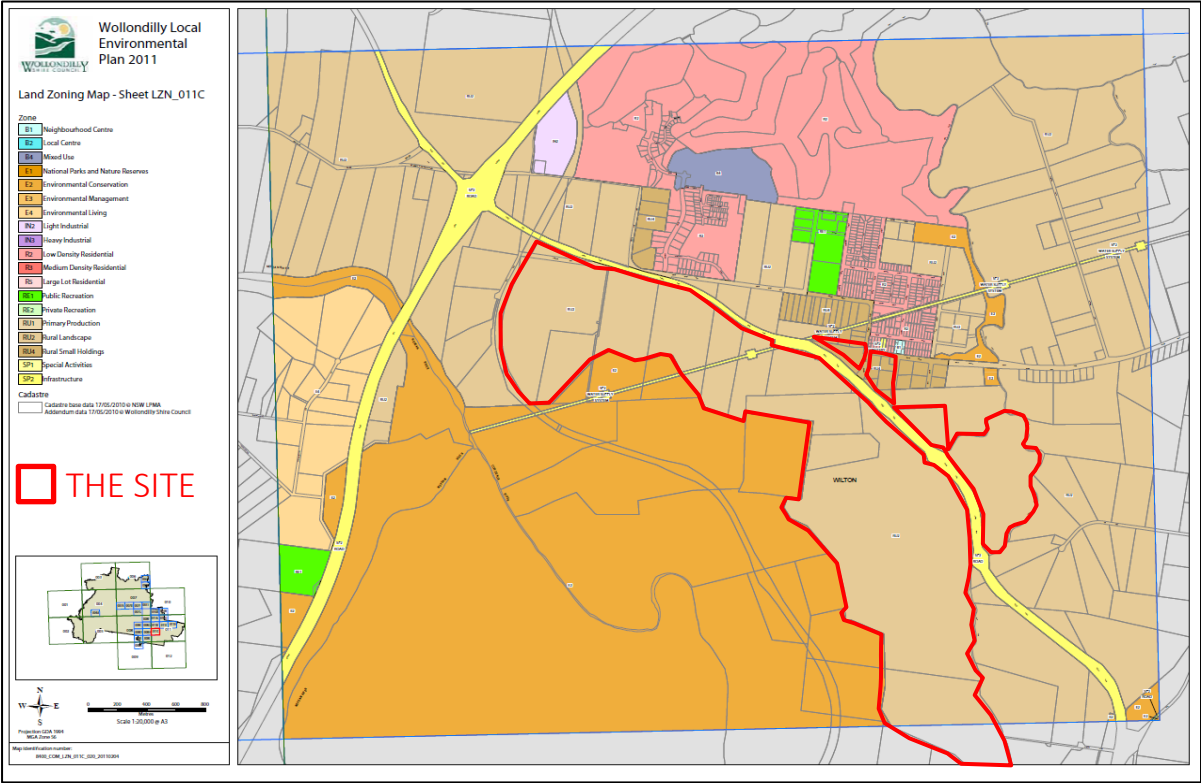


Figure 6 – Current Wollondilly LEP 2011 Land Zoning Map (NSW Legislation, 2016)

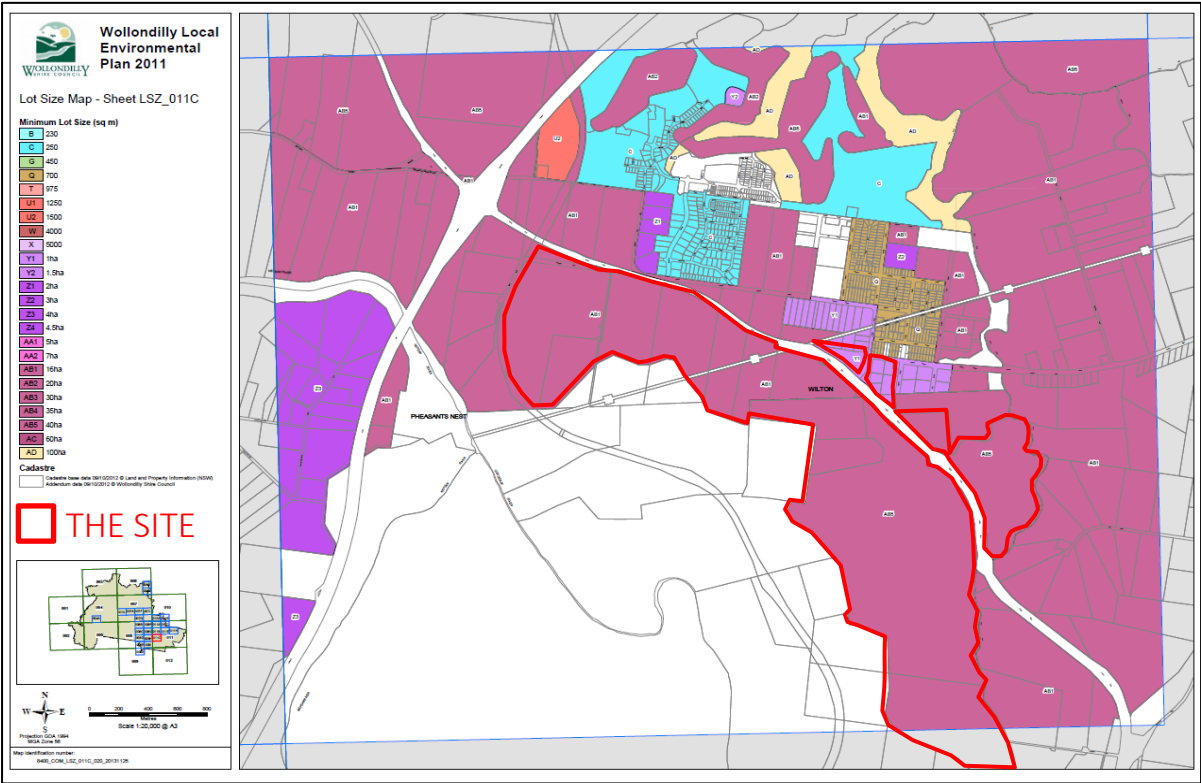


Figure 7 – Current Wollondilly LEP 2011 Lot Size Map (NSW Legislation, 2016)

3.0 VISION AND OBJECTIVES

The vision for the WSEP to be achieved by the subject planning proposal is:

The Wilton South East Precinct will be a new community within the Wilton Junction New Town, a community embraced by the surrounding bushland, rivers and ridges. It will enable the development of a master planned residential community integrating access to a network of public open spaces, employment opportunities, retail and community services.

The primary objectives of the planning proposal and the reasons why these objectives are important are presented below.

Objective 1

Give effect to the Greater Macarthur Land Release Investigation by:

- a. Enabling the urban development of the WSEP
- b. Identify the WSEP as an urban release area within *the Wollondilly LEP 2011*

Reason

The *Greater Macarthur Land Release Investigation* established Wilton as a Priority Growth Area for housing and employment. This was done in order to meet the objectives of the *Plan for Growing Sydney* which determined that Sydney needs 33,200 new homes every year for the next 20 years to house Sydney's growing population.

Objective 2

Identify the appropriate zones and development standards for the site to allow it to be developed for residential, employment and environmental uses.

Reason

Development needs to be managed to ensure it is compatible with the natural, social and economic environment in which it is proposed. The application of zoning and development standards are the way the community controls development so it remains compatible and hence "well planned".

Objective 3

Deliver a development outcome consistent with the Wilton Junction masterplan.

Reason

The WSEP planning proposal is located on land identified as a potential new town called Wilton Junction. Wollondilly Shire Council, major land owners and the community worked for 4 years to produce a masterplan for the Wilton Junction new town. It is important this work is applied to this proposal and the agreed planning outcomes are delivered.

Objective 4

Deliver a statutory planning framework that is consistent with the existing framework in place under *Wollondilly LEP 2011*.

Reason

Managing statutory planning is complex with multiple development standards and permitted and prohibited land uses. To facilitate an efficient statutory system new controls, such as those required to deliver the subject planning proposal, need to be as consistent as possible with existing controls.

4.0 DEVELOPMENT PROPOSAL AND STAGING

The WSEP is envisaged as a new neighbourhood filling in the south eastern portion of the Wilton Junction new town. The streetscape will be predominantly detached housing on wide lots with employment land fronting Picton Road with a local centre in the middle of the new neighbourhood linked to homes via a bus route and cycling and walking paths.

The WSEP will connect to the existing Wilton village and Primary School via intersections at Pembroke Parade and Almond Street.

A key element of the WSEP proposal is the development of two enterprise areas and a local centre. This will provide a sense of place that will be important in the early years of Wilton new town until the Town Centre is established. The enterprise and local centre zones will also generate needed local employment essential to the creation of a sustainable new town.

The projected rate of dwelling construction, population and jobs is presented below in table 2.

This is provided to allow the consideration of impacts on community services and infrastructure including roads, water, sewer and power. This development rate is optimistic but will allow issues to be flagged even if they do not eventuate until later in the development cycle.

Ultimately the rate of development will reflect market conditions, competition from other projects, the availability of services and the time taken to receive approvals from government agencies and Wollondilly Shire Council.

Table 2 – Projected rate of dwelling construction, population and job growth.

YEAR	CUMULATIVE DWELLINGS	CUMULATIVE POPULATION*	CONSTRUCTION JOBS**	PERMANENT JOBS**	CUMULATIVE JOBS
2016	0	0	0	0	0
2021	500	1400	115	265	379
2026	1500	4200	222	757	979
2031	2500	7000	215	1253	1468
2036	3000	8400	115	1604	1719
2041	3000	8400	15	1712	1726
2046	3000	8400	8	1901	1909

*Assumes 2.8 persons per household

** Refer Table 8.4 MacroPlan Dimasi Report July 2016 (Appendix H)

The jobs projections include jobs undertaken from home and mobile jobs (refer MacroPlan Dimasi; July 2016 at **Appendix H**).

The first stage release of WSEP will commence from Picton Road via either the Pembroke Parade intersection or the Almond Street intersection. The final decision on staging will depend upon the most cost effective approach for the delivery of essential services – power, water and sewer as well as the timing required for the two intersections at Pembroke Parade and Almond Street and feedback from Council and Roads and Maritime Services.

Further releases will then develop to the east and west of either intersection allowing separate price points with higher priced larger lots to the south and west because of topography and views. Smaller lower priced lots are envisaged closer to Picton Road.

An indicative staging plan is provided in **Appendix D**.

5.0 EXPLANATION OF THE PROPOSED PROVISIONS

To achieve the objectives of this planning proposal amendments to the *Wollondilly LEP 2011* are required. These amendments are outlined in the following sections.

5.1 Proposed zoning

The proposed zoning for the WSEP is detailed in Figure 8 below.

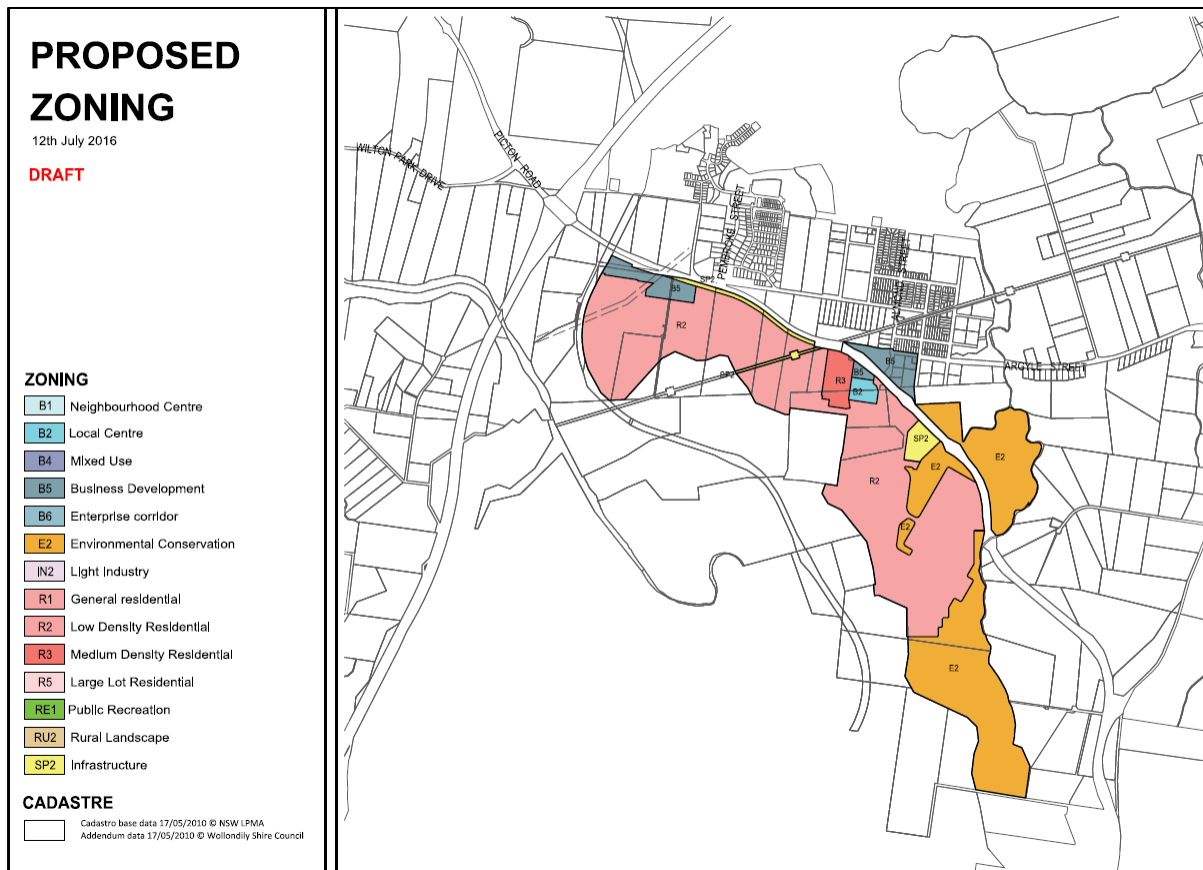


Figure 8 – Proposed Land Zoning Map

The following zones from the *Wollondilly LEP2011* are proposed to apply to the WSEP:

- R2 Low Density Residential
- R3 Medium Density Residential
- B2 Local Centre
- B5 Business Development
- SP2 Infrastructure
- E2 Environmental Conservation

These zones have been selected because they are consistent with the existing Wollondilly regulatory provisions i.e. the planning proposal adopts the same zones and permitted and prohibited land uses that currently apply elsewhere within the Shire. The B2 Local Centre and B5 Business Development zones have also been selected to maximise the likelihood of attracting investment and creating jobs in Wilton.

R2 Low Density Residential

This zone has been selected as the predominant zone for the future WSEP residential areas. This is consistent with existing new urban release areas in Wollondilly including neighbouring Bingara Gorge.

Proposed primary school, local open space and recreation areas are also included within the R2 Low Density Residential zone.

R3 Medium Density Residential

An area for medium density housing is proposed in an area of high accessibility, next to the local centre.

No other R3 zone areas are proposed. Rather a mix of housing choices will be controlled by a new exception to the minimum lot size clause and the DCP. This is discussed in more detail later in this report and in the proposed DCP provided at **Appendix C**.

B2 Local Centre

The position of the local centre has been selected as it is the gateway to the WSEP and is situated generally in the centre of the precinct; ensuring residents are within 2km of a local centre. It is expected that the WSEP community will be able to access the local centre for all their day-to-day convenience retailing needs as well as some local employment opportunities. The location and scale of the proposed WSEP Local Centre has the following planning benefits:

- Avoids longer car based trips to the Town Centre for convenience shopping and encourages walking and cycling to the local centre and the school;
- Reduces traffic on the Hume Highway/Picton Road interchange (prior to the completion of the new interchange);
- Encourages local employment; and
- Establishes a small employment node around the intersection of Almond Street and Picton Road at the eastern most edge of Wilton Junction kick starting job creation in the early stages of the growth of Wilton Junction.

The B2 Local Centre zone was selected because it permits a range of retail, business and community uses consistent with the zone hierarchy already deployed within the *Wollondilly LEP 2011*.

A list of existing B2 zoned Local Centres in the *Wollondilly LEP 2011* and their approximate land area and population catchment is identified in table 3 below.

Table 3 - Existing centres zoned B2 Local Centre under the *Wollondilly LEP 2011* (note: Zoned area includes roads where they have also been zoned B2)

B2 Local Centre	Zoned area (approx. hectares including roads) ¹	District Population ²
WSEP	3.9	8,400 ³
The Oaks	5.4	3,100
Bargo	4.4	5,400
Warragamba	9.4	5,100
Appin	10.6	1,800
Picton	14.3	4,600
Tahmoor	11.0	4,600

¹ Area estimated using data from <http://maps.six.nsw.gov.au/> (accessed 27/6/16)

² Population from 2011 ABS (rounded) Ref: <http://profile.id.com.au/wollondilly> (accessed 27/6/2016)

³ Population assumes 3,000 dwellings at average occupancy rate of 2.8 persons/dwelling

Table 3 indicates existing B2 centres serve similar or smaller catchments than the WSEP. The larger zoned areas in existing B2 centres are probably the result of these centres growing organically along a main road resulting in a less efficient land use pattern. The smaller populations in Picton and Tahmoor under represent their catchments as these two centres attract population from larger areas within the Shire than represented by the ABS district.

The proposed WSEP B2 Local Centre zone would service a similar population and have a similar scale to other B2 Local Centres in LEP 2011.

A B1 Neighbourhood Centre zone was considered for the local centre but was rejected because the WSEP requires a larger scale and services a larger population than other B1 centres in the *Wollondilly LEP 2011*.

For example, B1 Neighbourhood Centres at Wilton (0.4ha), Silverdale (0.6ha), Belimba Park (0.45ha), Mt Hunter (0.1ha), Douglas Park (1.2ha) and Buxton (0.38ha) are all very minor centres with no capacity or planning intention to provide for a range of convenience services for a population of the scale envisaged for WSEP.

A B3 zone was rejected because it is not present in *Wollondilly LEP 2011* and where it is used in other LEP's (e.g. *Orange LEP 2011*) it signifies a large commercial core such as the envisaged Wilton Junction Town Centre.

A B4 zone was rejected because it would signify a focus on residential as well as commercial. The only B4 Mixed use zone in *Wollondilly LEP 2011* is at Bingara Gorge and permits residential accommodation including detached dwellings. The envisaged local centre for WSEP will prohibit residential accommodation (apart from shop top housing) because like other local centres in *Wollondilly LEP 2011* its primary purpose is to deliver convenience services and employment, not housing.

Design of the Local Centre

Because WSEP is 3-4 kilometres from the Town Centre separated by Picton Road and the Hume Highway it is isolated from community amenities, the proposed lake and the existing golf course. A local centre is therefore needed to create a neighbourhood place for future residents.

The local centre has been designed to engender this by the introduction of a traditional east/west main street, with wide footpaths and public domain works including a small plaza – refer to Figures 9 and 10 below. The centre will be linked to all residents by the east west spine road, bus route and off road cycle paths. This will encourage local trips to the centre; encourage activation and a sense of community.

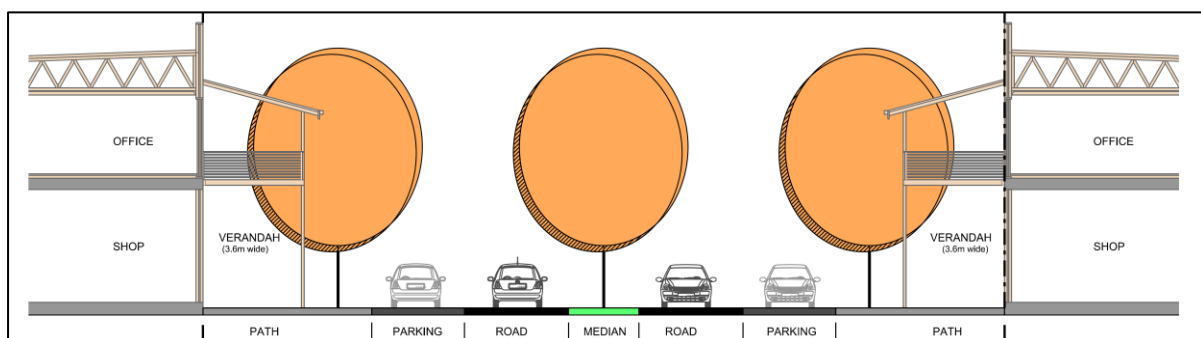


Figure 9 – Local Centre - section through Main Street



Figure 10 – Local Centre Master Plan (extract from proposed WSEP Urban Release Area DCP)

The activity and amenity around the local centre will be supported by the proposed primary school, local open space, neighbourhood community centre and adjoining “common” which will be used for markets, fetes and other gatherings. A precinct of medium density housing to the west of the local centre will allow integrated housing and higher density living in this area of greater amenity.

Protecting the Wilton Town Centre

The Wilton Junction masterplan requires the core commercial and retail precinct to be located in the North West precinct within the envisaged Town Centre. It will be necessary to reinforce this location by ensuring the scale of the envisaged WSEP Local Centre does not undermine the viability of the Town Centre.

The scale of the local centre will be limited by the area of land zoned B2 plus the need to provide at grade car parking, a main street, a neighbourhood community centre, a childcare centre and local General Practice surgery. These constraints will be enforced through the proposed amendments to the Wollondilly DCP. This will ensure future development applications are assessed against a physical design that will control the scale of the WSEP Local Centre. A trade analysis was also undertaken to explore the commercial impact of the WSEP Local Centre on the Town Centre and is discussed later in this report.

Alternative locations for the Local Centre

The first alternative would be to continue to rely upon the existing B1 Neighbourhood Centre in Camden Street, Wilton. The existing centre is outlined in red in figure 11 below. The GMLRI structure plan indicated this approach. However, the Camden Street neighbourhood centre occupies 0.4 hectares and includes two existing homes unlikely to be redeveloped in the short term.

The 3,000 homes envisaged in WSEP require a substantially larger local centre than what exists in Camden Street (MacroPlan Dimasi; July 2016). This cannot be achieved unless additional land is rezoned.

If the existing centre were to be expanded (refer figure 11) approximately 2.5ha could be included to service WSEP. This approach would require 13 homes to be rezoned from R2 Low Density Residential to either B1 Neighbourhood Centre or B2 Local Centre. A rezoning would create uncertainty for those 13 owners because there would be no immediate demand for commercial development so they would not be able to immediately sell and move away.

The design and delivery of an optimal centre would also be difficult unless the sites were consolidated into one or two holdings. The existing fragmented ownership would make this difficult. As a result the future centre could be delayed, poorly designed and would always remain isolated from the WSEP population on the other side of Picton Road.



Figure 11 - Existing Camden Street neighbourhood centre outlined in red (SIX Maps, 2016)

The second alternative would be to rely on the existing Bingara Gorge local service centre for all development east of the Hume Highway. Bingara Gorge does contain a small supermarket and has some room available for expansion.

However, Bingara Gorge like the existing neighbourhood centre in Camden Street is poorly located in relation to the WSEP population requiring a crossing of Picton Road.

As a result walking and cycling to the Bingara Gorge centre is unlikely and car journeys would be more likely. It is also more likely that once residents were driving to the centre they would bypass Bingara Gorge and travel to the Town Centre for convenience shopping. This would reduce opportunities for shared trips to the local primary school and child care centre which are planned for the centre of the WSEP precinct and would increase car dependency.

B2 Floorspace Cap

Applying a floor space cap to the local centre zone was also considered but was rejected because it would be inconsistent with other local centres both in Wollondilly and across the Sydney region. While there are cases where floor space caps have been applied such an approach increases the complexity of DA assessment and should be unnecessary if the scale of the centre is correctly sized in the first place.

The scale of the WSEP B2 local centre is small - 3.93ha and 2.58ha after deducting land for the main street. After deducting land for at grade car parking and community uses the actual development footprint is approximately 1 ha. The available land area for development is therefore limited and unlikely to impact on the primacy of the Wilton Town Centre which was originally planned to cover 18 ha (Connor Holmes; June 2014).

The proposed DCP will enforce this scale and ensure the centre is built as designed while providing flexibility to respond to uses that add to place making without impacting on the Town Centre.

B5 Business Development

The B5 Business Development zone allows a mix of business and warehouse uses, bulky goods premises and other employment generating uses that require a large floor area in locations with good exposure and vehicle access and which will attract uses that are compatible with adjoining residential uses.

The B5 zone is currently deployed on the southwestern edge of Tahmoor in a similar location to the proposed sites in the planning proposal – main road exposure adjacent to residential.

Approximately 8,250sqm of showroom space and 22,240sqm of warehouse space and 1,140sqm of office space are envisaged based upon the indicative layout provided within the mapping package at **Appendix D**.

The proposed B5 Business Development Zone is generally consistent with the Wilton Junction State Environmental Planning Policy Rezoning Planning Report (Elton Consulting; June 2014) (report not included in Appendix A due to its size).

The exception to this are four allotments (Lot 1 DP 161854, Lot 1 DP112522, Lot 37 DP 814280 and Lot 13 DP 759094) proposed to be rezoned Residential R2 in the SEPP Rezoning Planning report but now proposed to be zoned B5 Business Development. These four lots are outlined in yellow in the figure 12 below.

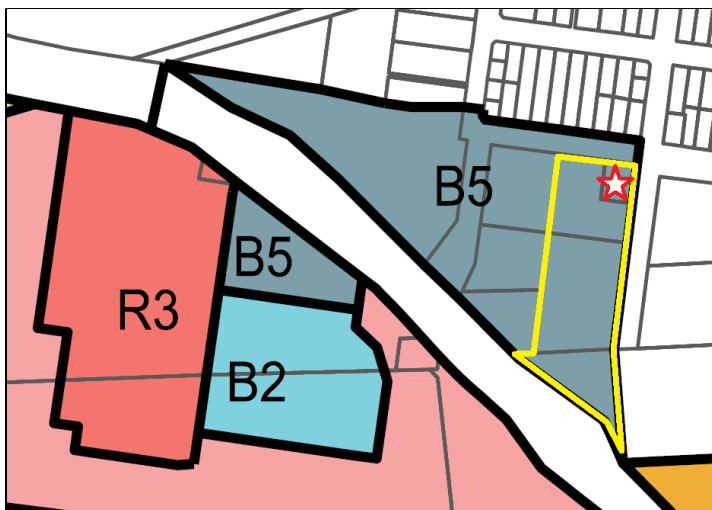


Figure 12 – Additional lots zoned B5 - existing residence identified by star (extract from proposed LEP Map)

The variation to the B5 zone is supported because it allows an expanded employment area in an accessible location affected by noise from Picton Road and adjacent to the existing commercial area in Camden Street and logically places zone boundaries along formed and unformed road reserves. There is a substantial home on Lot 1 DP161854 which would need to be protected with appropriate setbacks and landscaping if initial development proceeded without including this allotment. Ultimately this site would be developed and this would allow the Business Development Zone to

extend along Argyle Street to a point opposite the existing small Camden Street neighbourhood centre while remaining separate from other residential lots.

SP2 Infrastructure

The SP2 Infrastructure Zone has been proposed to reserve land for public infrastructure. It is proposed to address the potential need for a waste water treatment plant (STP) (6 ha) and for land required for the widening of Picton Road (4ha).

E2 Environmental Conservation

The planning proposal suggests approximately 140 hectares of E2 Environmental Conservation Zone will be conserved in areas of high biodiversity significance as determined in the Ecological Issues and Assessment Report (Cumberland Ecology: July 2016).

The E2 zone excludes approximately 27 ha of ecologically sensitive land and it is suggested this loss will be offset in accordance with principles established under the draft Biodiversity Conservation Bill either as a contribution or by establishing an offset area.

The commitment to offset losses of sensitive land will be included in the state Voluntary Planning Agreement with the commitment to mitigate this loss through completing a bio-diversity certification process within 2 years of gazettal.

5.2 Proposed Development Standards

Minimum Lot Size

The proposed lot size map for the WSEP is provided below at in Figure 13.

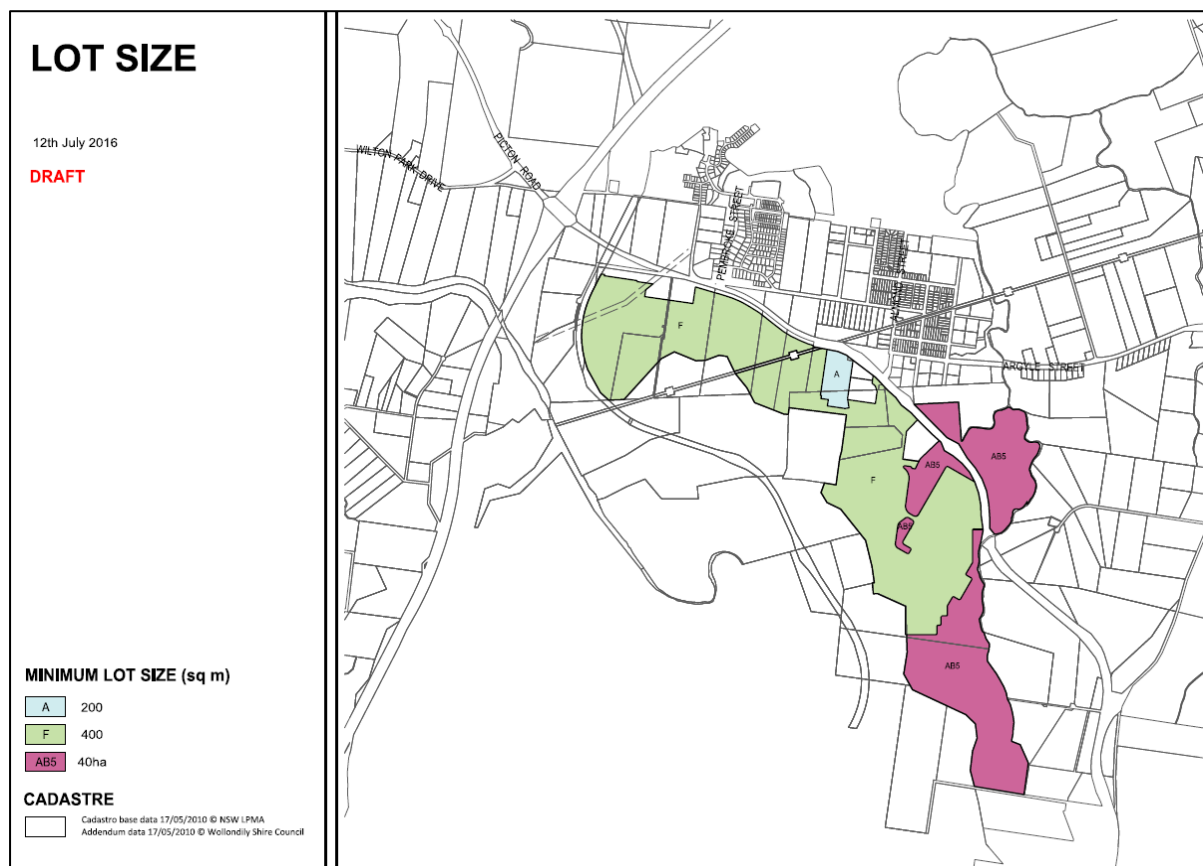


Figure 13 – Proposed Lot Size Map

Table 4 summaries the minimum lot size for the proposed zones.

Table 4: Proposed lot size

Zone	Minimum Lot Size
R2 Low Density Residential	400sqm
R3 Medium Density Residential	200sqm
B2 Local Centre	n/a
B5 Business Development	n/a
E2 Environmental Conservation	40ha

A new clause 4.1C *Exception to minimum lot sizes for certain development within the Zone R2 Low Density Residential* is proposed to allow dwellings houses on smaller lots where the lots adjoin a recreation area or bus route.

The purpose of Clause 4.1C is to provide opportunity for residents to “trade off” allotment size for either proximity to open space or accessibility. The Addendum to the Wollondilly Development Control Plan specifies the conditions that need to apply for the land to be defined as “adjoining”, “recreation area” and “bus route”.

The proposed clause is detailed below:

4.1C Exception to minimum lot sizes for certain development within the Zone R2 Low Density Residential

- (1) The objective of this clause is to encourage greater housing diversity in zone R2 Low Density Residential by allowing small lot housing in areas of high amenity or accessibility.
- (2) This clause applies to land identified as Wilton South East on the Urban Release Area Map and within zone R2 Low Density Residential.
- (3) Despite clause 4.1, development consent can be granted on land to which this clause applies if development includes both of the following:
 - a) the subdivision of land into 2 or more lots equal to or greater than 200 square metres
 - b) the land adjoins a recreation area or a bus route

Building Height

The proposed height of building map for the WSEP is provided below at Figure 14.

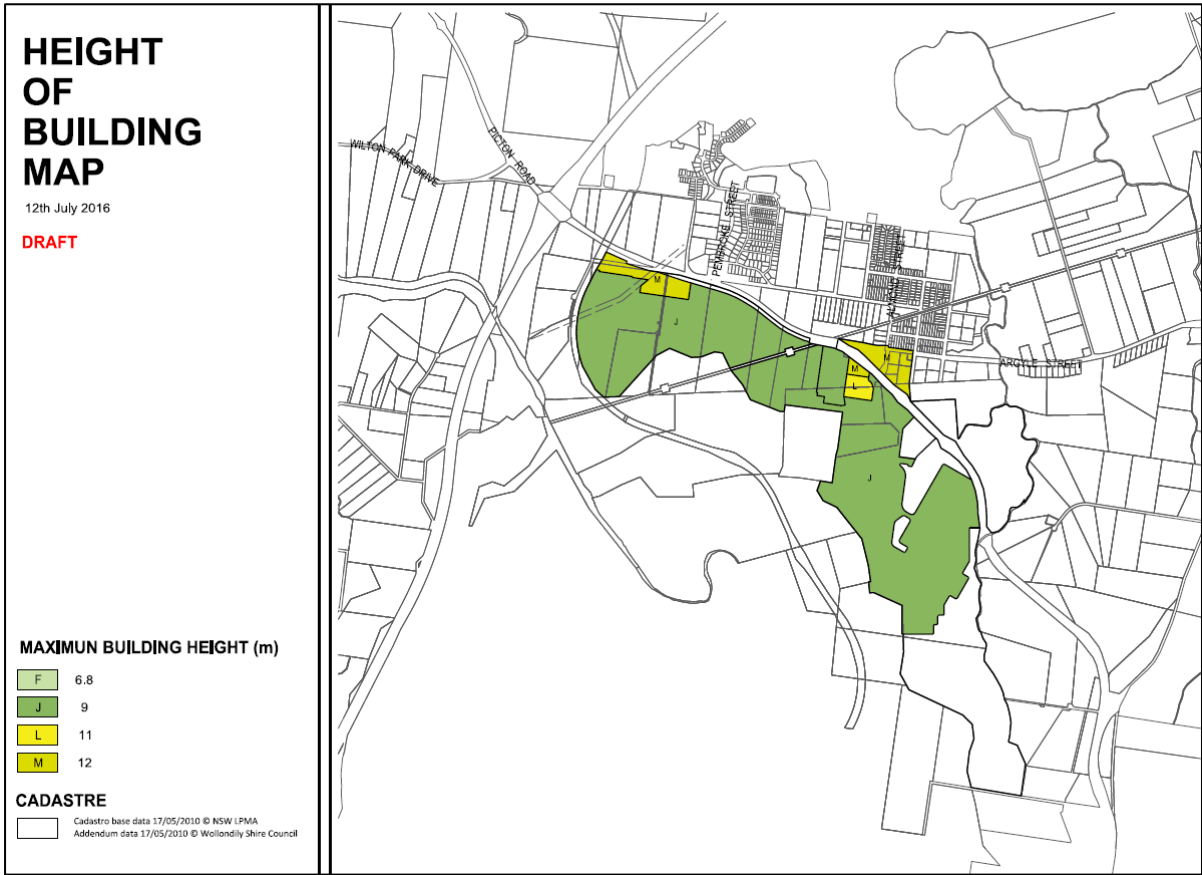


Figure 14 – Proposed Height of Building Map

A maximum building height of 9m across the residential zones is proposed consistent with the existing Bingara Gorge release area and residential zones generally in LEP 2011.

A maximum building height of 11 metres is proposed for buildings within zone B2 and 12 metres for buildings within zone B5 consistent with controls applying under LEP 2011 in B2 and B5 zones respectively.

A complete set of proposed LEP maps supporting this planning proposal are provided at **Appendix B**.

6.0 JUSTIFICATION AND PROCESS FOR IMPLEMENTATION

6.1 Need for the Planning Proposal

This planning proposal has come about as a result of the Department of Planning and Environment's *Greater Macarthur Land Release Investigation* (GMLRI) which identified immediate opportunities to deliver 35,000 new homes in Menangle Park, Mount Gilead and Wilton.

The GMLRI states the actions required to deliver growth in Wilton include commencing the process of rezoning land for urban development. To rezone land in NSW requires a planning proposal.

6.2 Relationship to the strategic planning Framework

The assessment against the strategic planning framework is to consider whether the proposal has strategic merit.

A Plan for Growing Sydney

A Plan for Growing Sydney outlined the NSW Government's strategy for meeting NSW housing supply needs. As part of meeting this strategy the Government stated it would look beyond the existing North West and South West growth centres to other locations that could contribute to meeting the housing supply challenge now and beyond 2036.

Action 2.4.2 of *A Plan for Growing Sydney* committed the Government to developing a framework for the identification of new growth areas, with the initial focus on the Greater Macarthur Investigation Area.

The Greater Macarthur Land Release Investigation

The GMLRI identified immediate opportunities for the delivery of 35,000 new homes in Menangle Park, Mount Gilead and Wilton.

The GLMRI identified the following actions to deliver growth in Wilton:

- Commencing the process of rezoning land at Wilton for urban development in partnership with Wollondilly Shire Council;
- Defining thresholds for the delivery of infrastructure needed to support stages of population growth;
- Establishing infrastructure funding arrangements, such as through a Special Infrastructure Contribution;
- Establishing a planning and development pathway for land that is constrained by underground mining, to manage risks to Government and the community; and
- Upgrade the Hume Highway between Picton Road and Raby Road.

The subject proposal is to facilitate the first action.

The GLMRI nominates a rezoning pathway through an amendment to the *State Environmental Planning Policy (Sydney Region Growth Centres) 2006*. The subject planning proposal seeks a rezoning to the south east precinct of the nominated Wilton Growth Area as it is relatively unconstrained i.e. it is not affected by coal mining, coal seam gas or agriculture.

A portion of the site is affected by biodiversity constraints and 27 hectares of bushland are proposed to be cleared for development. A state Voluntary Planning Agreement (VPA) is proposed which will commit the proponent to gaining biodiversity certification in two years of the proposal's gazettal achieving an "improve or maintain" outcome notwithstanding the proposed clearing.

This approach is recommended because it is important an overall zoning position be established so that infrastructure, community and financial planning for the project can proceed with certainty around the number of dwellings ultimately being developed.

The GLMRI requires the submission of technical studies to support the rezoning application. These documents are provided as Appendices to this report.

Prior to rezoning taking place the GMLRI states an appropriate funding mechanism must be in place to secure the infrastructure needed to support the growth. It is proposed that a Voluntary Planning Agreement (VPA) with the NSW Government be entered into to fund state infrastructure required as a result of this proposal. The proponent's draft Commercial terms which could form the basis for negotiating the VPA are attached at **Appendix E**.

This proposal precedes the completion and adoption of a final state funding mechanism such as a State Infrastructure Contribution (SIC). To ensure state infrastructure obligations are fully met it is proposed the state VPA include a 2 year review process that will provide opportunity to reconcile the funding offered under the VPA against the final SIC rate.

A separate VPA to fund local infrastructure will be entered into with Wollondilly Shire Council. This VPA will be benchmarked against the Wilton Junction Social Infrastructure Assessment (Elton Consulting; July 2014) and the subsequent draft Section 94 funding proposal outlined to Council by the Wilton Junction Landowners Group in July 2015. An outline of the potential Commercial Terms for a Council VPA is provided at **Appendix F**.

Consistency with applicable State Environmental Planning Policies

Table 5 below discusses the consistency of the planning proposal for WSEP with the relevant SEPPs.

Table 5 – Consistency with the relevant State Environmental Planning Policies

SEPP	Comment
SEPP 44 – Koala Habitat Protection	<p>The impact on the Koala is fully assessed in the Ecological Report (Cumberland Ecology; May 2016 and July 2016).</p> <p>There is no record of recent koala presence within the WSEP but the forested and wooded lands around the periphery constitute potential habitat and/or potential movement corridors.</p> <p>The management of the conservation area around the WSEP will ensure koalas can continue to utilise those forested and wooded lands, to the extent that they are currently.</p> <p>The proposal is therefore considered to be consistent with the objectives of the SEPP.</p>

SEPP	Comment
SEPP 55 –Remediation of Land	<p>A Phase 1 Site Investigation Contamination Assessment (Douglas: June 2014) has been completed based on desktop investigations and soil sampling. This study identified several areas with a low potential for contamination.</p> <p>Douglas recommends the rezoning process and preliminary contamination assessment and findings are consistent with the objectives of this SEPP.</p> <p>Consistent with the SEPP further investigations of areas with low potential for contamination are required when development applications are being assessed.</p>
SEPP – Building Sustainability Index: BASIX 2004	Future dwellings will comply with the water and energy efficiency requirements stipulated within the BASIX SEPP.
SEPP – Exempt and Complying Development Codes 2008	The proposal does not suggest any changes to the range of works and uses which fall under the auspices of this SEPP.
SEPP – Infrastructure	<p>Various divisions of the Infrastructure SEPP (ISEPP) will be triggered in relation to elements of the WSEP potentially including:</p> <ul style="list-style-type: none"> • Educational establishments (Division 3). • Electricity transmission or distribution network (Division 5). • Gas transmission or distribution and pipelines (Division 9). • Roads and traffic (Division 17, Subdivisions 1 & 2). • Sewerage systems (Division 18). • Water supply systems (Division 24). <p>As such, various applications will be lodged and will require assessment under the ISEPP at the appropriate time. There is no other impact from this proposal on the ISEPP.</p>
SEPP – Mining, Petroleum Production and Extractive Industries	<p>The WSEP is designated within the Wilton Mine Subsidence Area. There are no proposals to mine under the WSEP and the Mine Subsidence Board (MSB) and Department of Primary Production do not object to the development subject to normal mine subsidence controls being implemented.</p> <p>The proposal therefore accords with the requirements of the Mining SEPP.</p>
SEPP – Rural Lands 2008	<p>The site has been assessed to determine the presence and amount of the various classes of agricultural land (Harvest Scientific Services; June 2014). The assessment identifies Class 3, Class 4 and class 5 agricultural within the WSEP. The site area does not contain any Class 1 or 2 or Specialist Class lands.</p> <p>The study concludes much of the site consists of land generally too steep to cultivate with potential agricultural uses limited to grazing. The agricultural value of this land is therefore considered to be low and as the site has been developed to near its agricultural capacity the loss of future agricultural land potential is limited.</p>

Consistency with applicable Deemed State Environmental Planning Policies

Table 6 assesses how the proposed WSEP planning proposal is consistent with the planning policies and strategies contained within the deemed State Environmental Planning Policy, Sydney Regional Environmental Plan No. 20 – Hawkesbury-Nepean River.

Table 6 – Consistency with deemed Stated Environmental Planning Policies

Planning Policy	Comment
Sydney Regional Environmental Plan No. 20 – Hawkesbury-Nepean River	
	The site ultimately drains via Stringybark Creek and Allens Creek into the Nepean River some 6-9 kilometres downstream.
	A proposed water cycle management system has been designed and modelled (J. Wyndham Prince; June 2014) which fully addresses the policy intent and outcomes required under SREP 20.
	If the potential Sewer Treatment Plant is required to service the WSEP it will be assessed in accordance with ISEPP and the requirements of the NSW EPA to ensure that any approved infrastructure achieves the water quality outcomes required under SREP 20.

Applicable s.117 Directions

Table 7 below considers the consistency of the proposal with the relevant s.117 Directions.

Table 7 – consistency with relevant s.117 Directions

S.117 Direction	Comment
Employment and Resources	
1.1 Business and Industrial Zones	<p>The proposed zoning plan includes areas which will be zoned B2 Local Centre and B5 Business Development to cater for the future needs of the population in terms of employment opportunities and to cater for the day-to-day needs of the local population.</p> <p>The amount and location of the business and industrial uses has been informed by the Employment Projections and Land Need Report (MacroPlan Dimasi; May 2014); and Economic Development Strategy (MacroPlan Dimasi; May 2014).</p>
1.2 Rural Zones	The proposal is inconsistent but can be supported because the rezoning of land from rural to urban area is supported by identification of the site as a potential urban area in the 2015 Plan for Growing Sydney and the subsequent Greater Macarthur Land Release Investigation (Preliminary Strategy and Action Plan).
1.3 Mining, Petroleum Production and Extractive Industries	The WSEP contains an existing coal resource but as there are no active mine proposals the proposed development is unlikely to constrain future extraction provided development is regulated under the Mine Subsidence Act. This approach is consistent with other land releases in the region.
1.5 Rural Lands	The proposal is inconsistent but can be supported because the rezoning of land from rural to urban area is supported by identification of the site as a potential urban area in the 2015 Plan for Growing Sydney and the subsequent Greater Macarthur Land Release Investigation (Preliminary Strategy and Action Plan).

S.117 Direction	Comment
Environment and Heritage	
2.1 Environmental Protection Zones	<p>The proposed plan applies an E2 Environmental Conservation Zone to most areas of high biodiversity significance to ensure they are protected from development.</p> <p>Twenty seven hectares of bushland are required for removal to support the efficient use of infrastructure. The impact of this loss has been assessed and mitigation is suggested through a bio-certification agreement under a commitment provided in the draft state VPA.</p> <p>As a result it is concluded that while there will be impact it will be appropriately mitigated in accordance with the legislation and therefore is acceptable.</p>
2.3 Heritage Conservation	<p>An Aboriginal and European Heritage Assessment is provided (Kayandel; July 2014).</p> <p>The assessment concludes that subject to the appropriate protection and management of discovered items, the proposed zoning is unlikely to have an impact on any Aboriginal objects or deposits, or State and local significant heritage items.</p>
Housing, Infrastructure and Urban Development	
3.1 Residential Zones	<p>The preferred residential zoning for this development is Zone R2 Low Density Residential with opportunity for medium density adjacent to the local centre within a proposed R3 zone plus opportunities under an amendment to minimum subdivision lot size clause 4.1 to permit small lot housing where located adjacent to local open space and areas with access to bus routes.</p> <p>The proposal envisages a base minimum allotment size of 400sqm which will promote the vision of the development of respecting the bushland setting. A minimum lot size of 200sqm is proposed in medium density areas.</p> <p>This approach will offer a consistent approach to residential land zoning in Wollondilly, while encouraging housing choice, efficient use of infrastructure and minimise impact on environmental lands.</p>
3.3 Home Occupations	<p>The proposal adopts existing provisions within Wollondilly LEP 2011 which permit home occupations as exempt development and allow home businesses subject to development consent. This allows working from home and will support the projected 10% of future jobs within WSEP which will be carried out from home.</p>
3.4 Integrating Land Use and Transport	<p>The proposal envisages a walkable neighbourhood where housing is linked to a central local shopping area that provides all necessary convenience retailing and services, plus an adjoining primary school, community and childcare services.</p> <p>The proposal incorporates employment areas that will generate significant local jobs within close proximity to housing reducing travel demand and encouraging walking and cycling. The proposal is designed to allow for a bus route to run east west through the site so that 90% of residents will be within 400m of a bus route.</p>
Hazard and Risks	
Acid Sulphate Soils	<p>There is no acid sulphate soil risks associated with developing the site.</p>

S.117 Direction	Comment
Mine Subsidence and Unstable Land	<p>The WSEP is designated within the Wilton Mine Subsidence Area. There are no proposals to mine under the WSEP and the Mine Subsidence Board (MSB) and Department of Primary production do not object to the development subject to normal mine subsidence controls being implemented.</p> <p>There are no identified stability risk issues which would preclude rezoning the WSEP for urban development (Douglas; June 2014) however further detailed investigations will be needed as part of any development application and construction assessment.</p>
Flood Prone Land	<p>The site can be developed in accordance with the Flood Plan Development Manual 2005. 1 % AEP flows within the Nepean River will not impact the portions of the site proposed for development. The Catchments within the site itself are generally characterised as small (<40 ha) and consequently flood risks will be managed by providing a conventional major /minor street drainage system (J. Wyndham Prince; July 2014).</p>
Planning for Bushfire Protection	<p>A bushfire assessment has been undertaken (InSites; June 2014). This identified the extent of the bushfire hazard, requirements for APZs and egress and other measures consistent with Planning for Bushfire Protection 2006. Provided these constraints are incorporated within the proposed development the proposal will comply with the objectives of this direction.</p>
Regional Planning	
5.1 + 5.10 Implementation of Regional Strategies	<p>The proposed rezoning has no impact upon the regional strategies referred to (Direction 5.1) and is consistent with the relevant Regional Plans (Direction 5.10) specifically the Greater Macarthur Land Release Investigation.</p>
Local Plan Making	
6.1 Approval and Referral Requirements	<p>Various state Government agencies have been consulted throughout the land suitability and rezoning phase of the project and as a result there will be minimal requirements for future concurrence post rezoning.</p>
6.2 Reserving Land for Public Purposes	<p>The planning proposal identifies land required for public purposes as SP2 Infrastructure. Under this zone, and as a requirement pursuant to the LEP, the land shall be acquired by the relevant authority.</p> <p>Provisions are proposed to be included to the Wollondilly LEP which will enable the acquisitions to occur. In all cases these provisions will be overtaken by the state VPA. This proposal will therefore comply with this Direction</p>
6.3 Site Specific Provisions	<p>The proposal is consistent with the SEPP and does not impose additional development standards apart from clause 4.1C (allows a variation to minimum lot size in certain circumstances).</p>
Metropolitan Planning	
7.1 Implementation of A Plan for Growing Sydney	<p>The WSEP planning proposal achieves the overall intent of the Plan and does not undermine the achievement of its planning principles; directions; and priorities.</p>
7.2 Implementation of Greater Macarthur Land Release Investigation	<p>The WSEP planning proposal is broadly consistent with the GMLRI Preliminary Strategy and Action Plan published in September 2015.</p>

6.3 Environmental Impact

Agricultural Land

For land use planning purposes, NSW Agriculture (2002) recommends protecting highly productive agricultural land that is Classes 1, 2 and 3 and Specialist Class, from competing land uses, such as urban development. Furthermore, there is a preference to protect land identified as Class 1 and 2, over Class 3 and 4 lands.

An Agricultural Lands Assessment has been undertaken (Harvest Scientific Services; June 2014). Within the WSEP it found two small areas of Class 3 lands. All remaining lands within WSEP are either Class 4 or 5. The Class 3 lands are identified on the Figure 15 below.

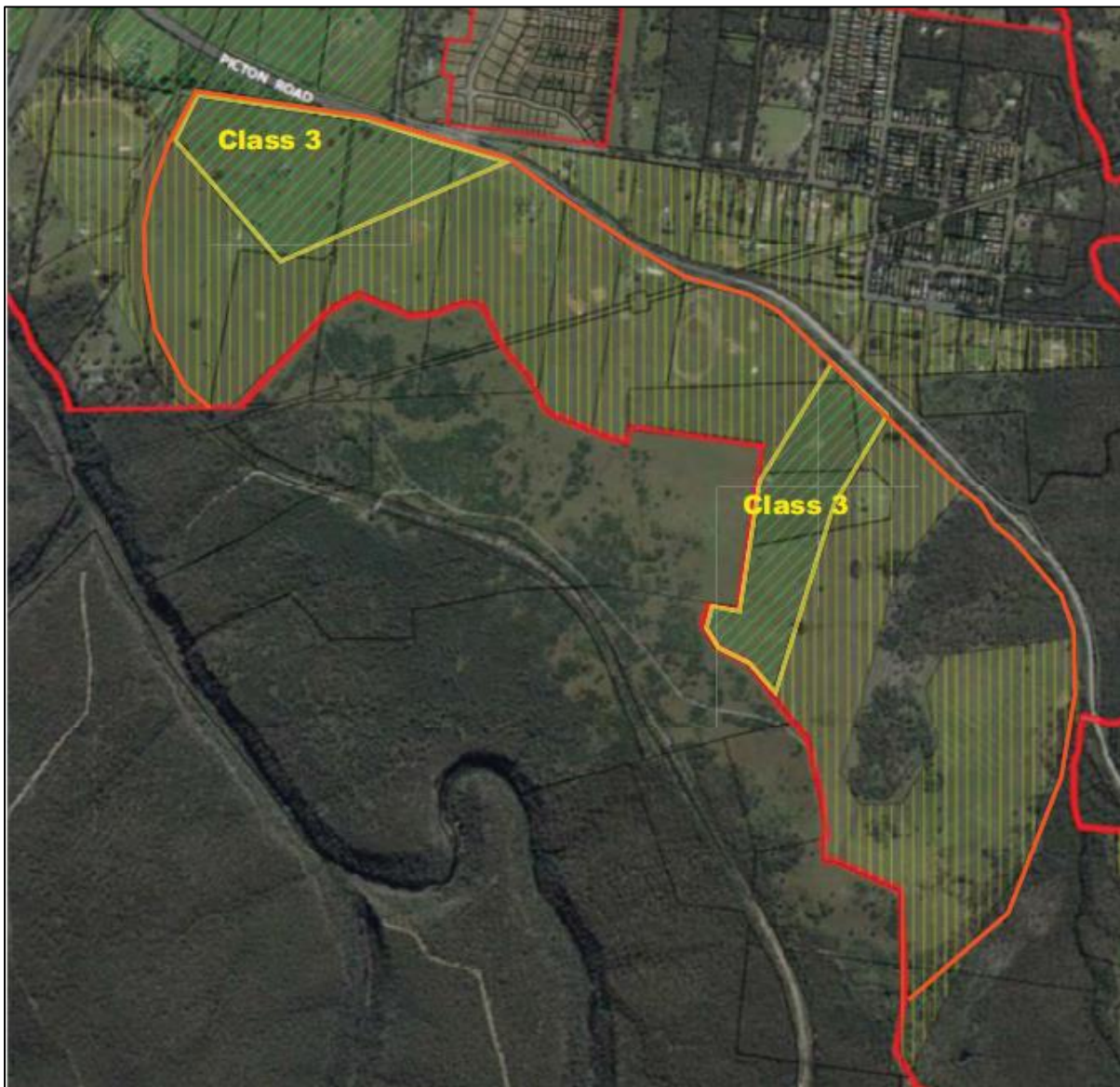


Figure 15 – Agricultural land Classification (Harvest Scientific Services; June 2014)

The study concludes much of the Wilton Junction area consists of land generally too steep to cultivate with potential agricultural uses limited to grazing. The agricultural value of the land was therefore considered to be low and because the site has been developed to near its agricultural capacity the loss of agricultural land potential as a result of its development is limited.

Ecology

The site has been intensively researched to determine impacts from eventual development on flora and fauna (Cumberland Ecology; May 2016 / Anne Clements & Associates; December 2007 / SLR October 2013). Cumberland Ecology also provided a detailed breakdown of their findings specifically for WSEP (Cumberland Ecology; July 2016) provided in **Appendix I**.

These investigations found the overall ecological value of the WSEP is minor as the majority of the land has been cleared for grazing so the loss of habitat has already occurred. However some threatened flora and fauna and endangered ecological species were encountered and there will be some impact from the proposed development footprint.

Specifically the development footprint at the eastern end of the proposal would result in the loss of 26.1 hectares of Cumberland Shale Plains Woodland (CSPW) and 1.6 hectares of Shale Sandstone Transition Forest (SSTF). Both communities are Threatened Ecological Communities (Cumberland Ecology; July 2016: page 12, Table 3).

The suggested removal of vegetation will retain the main north south corridor along Allens Creek and maximise the efficiency of delivering infrastructure such as water, sewer, roads and housing.

Consideration was given to the western “finger” of vegetation and whether there was advantage in retaining it in its current form. However, the western “finger” is not connected to the Nepean Conservation Area (south of WSEP) and is unlikely to ever be connected as it is separated by cleared grazing land. As a result it was concluded a better outcome could be achieved by focusing on the conservation of the main north south corridor which includes significant holdings to be provided by the proponent as part of a future bio-certification process.

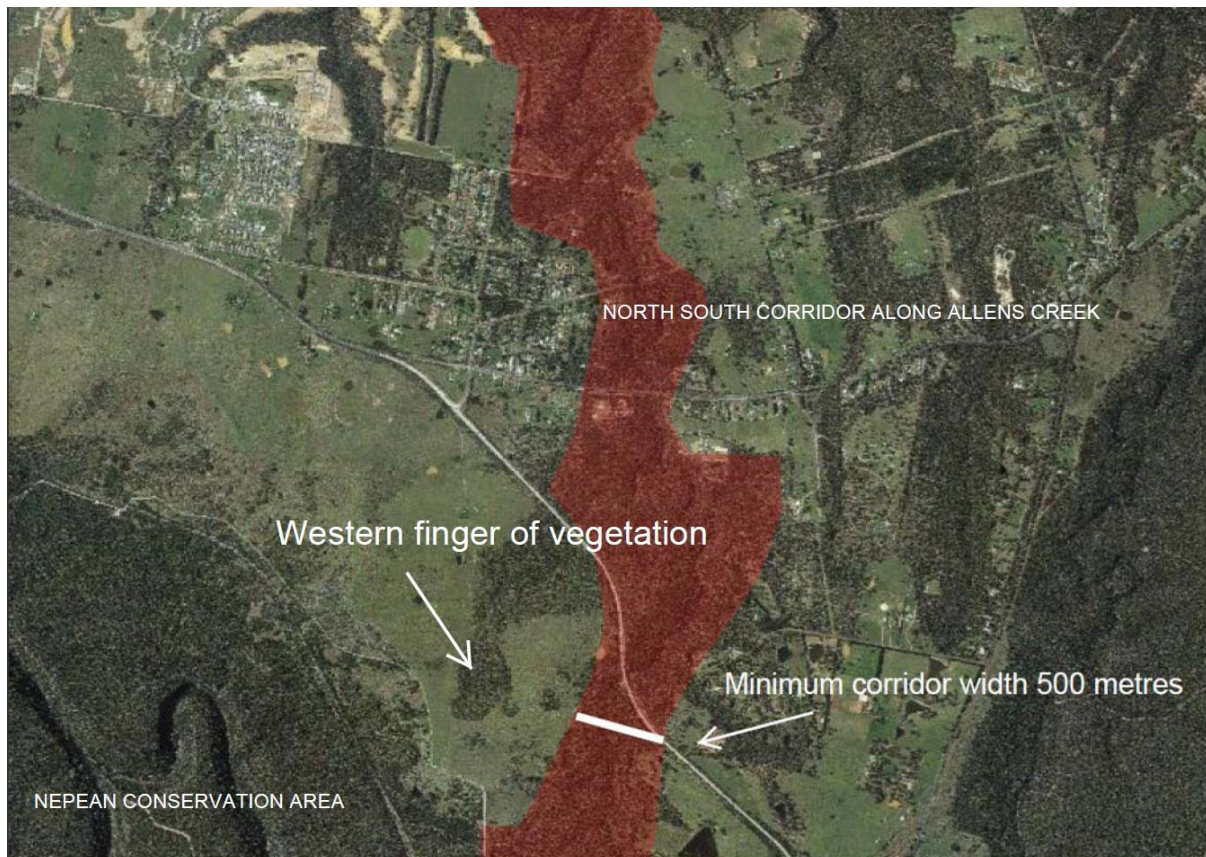


Figure 16 – North south corridor along Allens Creek

If all vegetation was retained it would cause the loss of approximately 350 dwellings – refer to figure 17 below.

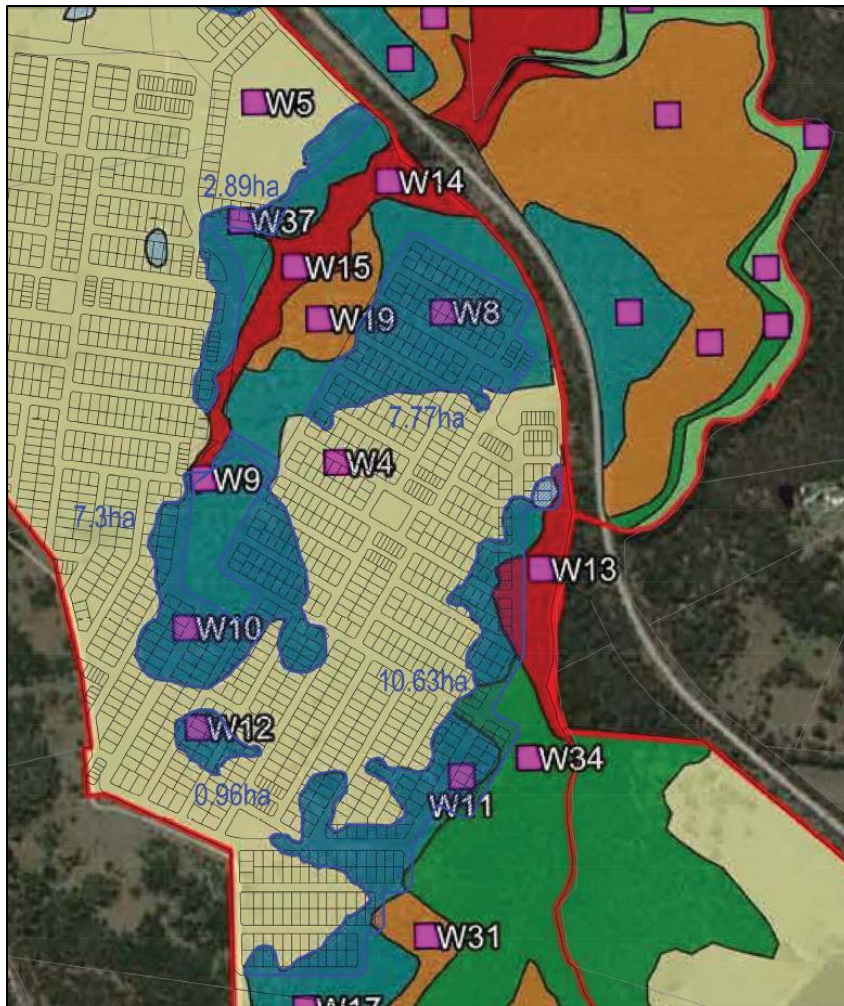


Figure 17 – Development footprint and impact on vegetation

It would also result in a complex road system, inefficient servicing and an urban form that would be interspersed through the vegetation increasing fire risk and creating edge impacts. The preferred footprint, while resulting in the loss of vegetation, will allow a consolidated area of vegetation to be retained which can be separated from development by perimeter roads.

In order to construct a functional part of the Wilton Junction New Town Project it is not possible to avoid the clearance of all native vegetation. Some native forest and woodland, including TECs and habitat for threatened species will be cleared. However, the proposal for future development of WSEP provides for a substantial conservation outcome that will link to other such conservation lands in the Wilton Junction Area. The overall conservation outcome for Wilton Junction will provide for sustainable management of viable, linked areas of all of the forest and woodland habitats that currently occur on site.

Approximately 143.3 ha of vegetated land will be retained in a substantial Conservation Area within the Study Area (in addition to the 120 ha already conserved at Bingara Gorge). This will include substantial areas of SSTF and CSPW and will form part of a large, well connected reserve network that will occur along the Nepean River valley and the Allens Creek valley.

The Conservation Area will protect viable occurrences of all of the vegetation types that currently occur in the proposal area, and will conserve viable tracts of habitat for threatened species that are known or considered likely to occur.

The Conservation Area will be permanently conserved and funded under an appropriate State and Commonwealth approved mechanism. The options for mechanisms that could apply at present include various conservation trust arrangements and Bio-Banking. However, in the near future, the TSC Act and Native Vegetation Conservation Act are to be repealed and replaced with new biodiversity legislation. This may provide additional options for management of the Conservation Area which is proposed to be conserved in perpetuity.

Koala Linkage Habitat mapping and Cumberland Plain Recovery Plan

Development at the eastern end of the WSEP will be at variance with two policies - the *Koala Linkage Habitat mapping* and the *Cumberland Plain Recovery Plan*.

The majority of Koala Habitat Linkage areas that are proposed to be cleared are actually grassland, rather than forest or woodland – refer to Figure 18. Some forest and woodland from within the linkage will be cleared however, a high proportion will be retained and conserved in perpetuity within the Conservation Area and would facilitate any movements of Koalas through the locality, to the extent that any such movements currently occur or might occur in the future.

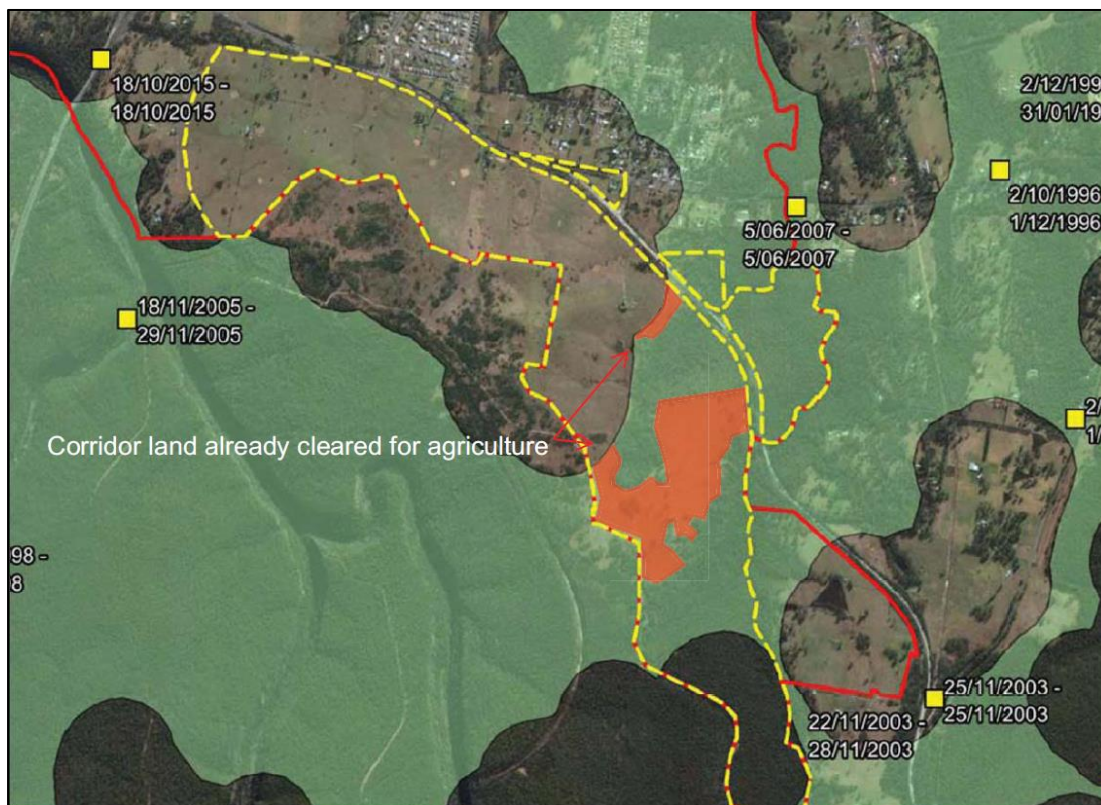


Figure 18 – Koala Linkage mapping

Parts of the Study Area have also been identified by the OEH as Priority Conservation Lands (PCLs) for the conservation of Cumberland Plain Woodland and other related flora and fauna.

However, the PCL mapping was prepared by OEH based upon relatively coarse, regional scale mapping. On WSEP the mapping has included broad areas of cleared, low diversity grasslands within the habitat linkage – refer to Figure 19 below. A high proportion of PCL land that is proposed to be cleared is grassland, rather than TEC forest or woodland. Some TEC forest and woodland that has been mapped as PCL vegetation will be cleared. However, most will be retained and conserved in perpetuity within the Conservation Area.

Biodiversity Certification

Preliminary BCAM estimations of the credit liability required for biodiversity certification indicate approximately 505 off-site biodiversity credits may be required to offset the loss of Cumberland Plain Woodland (Cumberland Ecology; July 2016: page 13, Table 4).

These offsets may be reduced as there are an excess of Shale Sandstone Transition Forest credits and the two vegetation communities are related. Alternatively because the proponent has other land holdings in the immediate bio-region additional offset credits could be provided if required. The final outcome can only be determined through a bio-certification application and the proponent undertakes to complete a Bio-certification process within 2 years of the gazettal of the planning proposal.

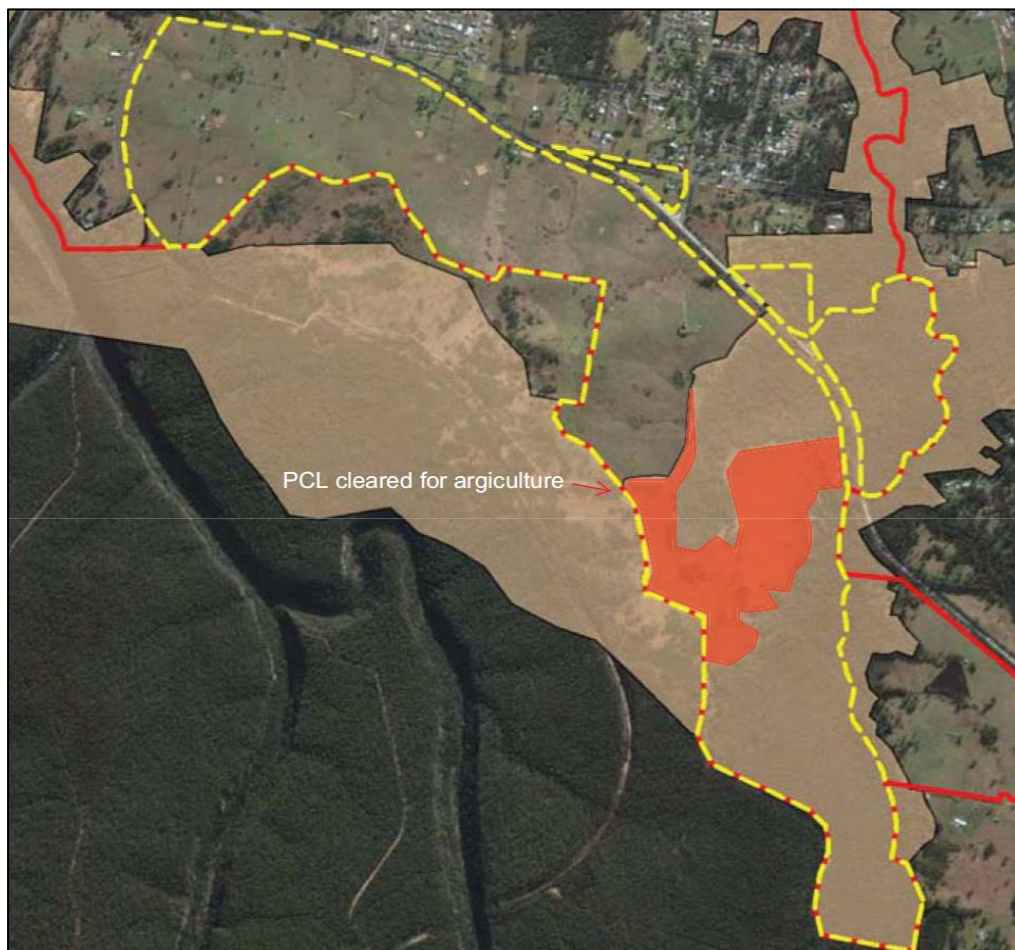


Figure 19 – Priority Conservation Lands

Bushfire Hazard

A high level Bushfire Assessment has been undertaken (Whelans InSite: June 2014). This assessment identified the extent of the overall bushfire hazard within the WSEP and calculated and mapped the extent of potential Asset Protection Zones in accordance with the NSW Rural Fire Services Planning for Bushfire Protection 2006.

The final extent of the APZ will be reviewed once there is a finalised landform and vegetation footprint.

The indicative layout design envisages perimeter roads adjoining bushland areas and it is intended that the outer APZ will be included within road reserves wherever possible. This will typically result in a 20 metre road reserve with a 5metre building setback. Where wider APZs are needed a section of the outer APZ may intrude into the open space.

Noise

A Noise and Vibration Management Assessment was undertaken (Atkins Acoustics; July 2014). The Assessment addressed potential noise and vibration impacts from Picton Road and potential impacts from possible development of the Maldon Dombarton rail corridor.

The Hume Highway was also considered but for the purposes of this proposal the results are ignored because the Highway is 600 metres from the western boundary of the proposal so the need for attenuation would be over ridden by requirements for attenuation to accommodate the Maldon Dombarton rail corridor which adjoins the western boundary of the proposal.

Picton Road

The Assessment considered future traffic volumes along Picton Road. This proposal uses the results that applied immediately east of Pembroke Road because this is the main frontage exposed to the WSEP and it is also the location where traffic volumes are highest.

The study used a projected daily traffic volume of around 33,000 which is the 2036 traffic volume projected in the TMap including traffic growth from Wilton Junction. This was distributed with 28,286 PCU's during day time (15 hour day) and 5,208 PCU's at night (9 hour night) (Atkins Acoustics; July 2014: page 29).

Average speed was assumed at 80km/h. Heavy vehicle content assumed at 16% day and 34% night. Standards for bedroom noise levels between 10.00pm–7.00am where set at 35dBA as required under ISEPP.

The Assessment found at night time the traffic along Picton Road could be managed to achieve an acceptable interior noise level where dwellings were setback 20 metres from a 5m high noise barrier assuming acoustic rated windows/doors to achieve a 6dBA reduction.

The indicative layout within the Addendum to the Wollondilly DCP provides for a minimum setback of 20 metres from the potential acoustic barrier. While the acoustic barriers will be critically assessed at the subdivision application stage the green field nature of the development will allow opportunities for combination of bulk earthworks, (see figure 19 below) and noise fencing with intensive landscaping to soften visual impacts.

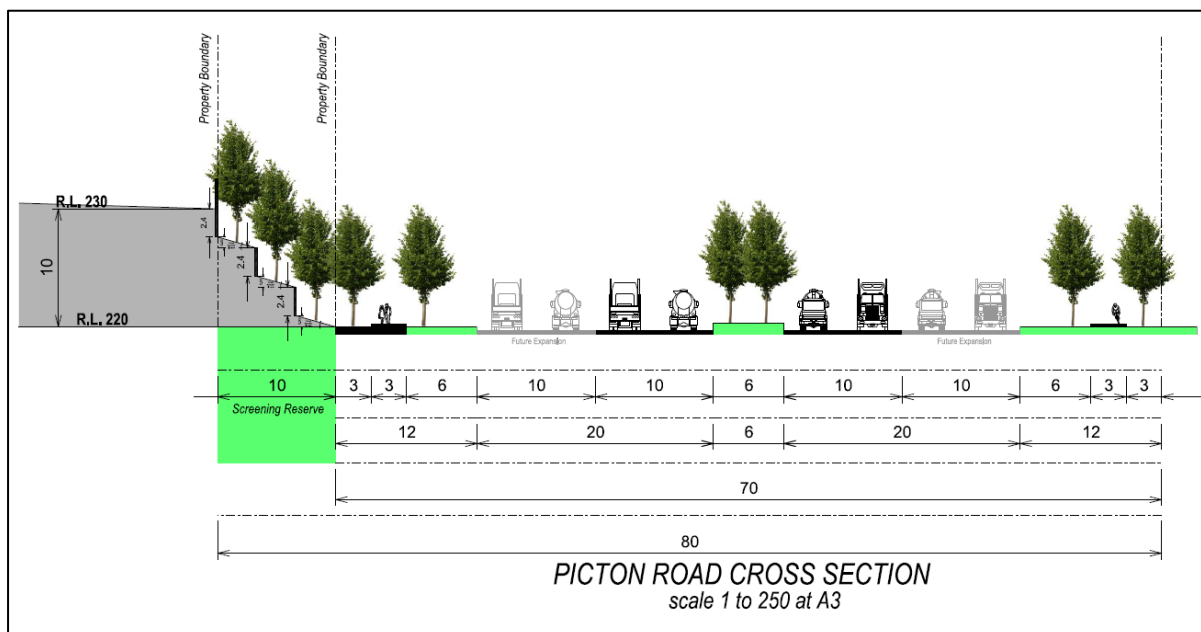


Figure 20 – Picton Road Cross Section

Noise barriers along Picton Road will be constructed by the proponent at the proponent's cost.

The Addendum to the Wollondilly DCP will require an acoustic report to be considered during the assessment of plans of subdivision to determine whether the noise reduction from acoustic barriers is sufficient or whether additional internal acoustic treatments or setbacks are required.

Where acoustic treatment is required this will be identified on the title of the relevant allotments and will be the responsibility of the land purchaser.

The current government traffic projections for Picton Road are from the 2011 Corridor Study which project 23,500 vehicles/day by 2026 (RMS; 2011 page 28).

The TMap submitted by the Wilton Junction Landowners Group (Parson Brinkerhoff; June 2014) predicted a 2036 traffic volume of approximately 33,000vpd and this was adopted in the Acoustic Assessment. The growth rates for Wilton will be slower than assumed in the TMap because development has been delayed. It is concluded the traffic volumes used in the Acoustic Assessment are still relevant for the purposes of the planning proposal. Because the Addendum to the Wollondilly DCP requires further acoustic studies to be provided at subdivision any changes in traffic volume can be reflected in those studies.

Maldon Dombarton Corridor

The construction of this rail line was abandoned in the 1980's after it was partially completed. Current estimates to finish the line are between \$624 million and \$667 million (NSW Freight and Ports Strategy; November 2013).

While there is no government commitment to build the line the government did seek expressions of interest from the private sector. No information could be found regarding market response and the author is not aware of any accepted proposal.

While there are no plans to build the line, it remains a legal corridor and therefore it is necessary to plan for potential noise and vibration impacts in the event it is completed.

Vibration is not expected to be a problem where dwellings are further than 50 metres from the edge of track (Atkins Acoustics; May 2014: p35). This is envisaged in the Addendum to the Wollondilly DCP where the Indicative Layout Plan envisages dwellings will be setback at least 60 metres from the line.

The main impact will therefore be noise from freight trains.

The Acoustic Assessment assumed a single track freight rail line (with passing loops north of WSEP). The Maldon - Dombarton Rail Link Feasibility Study (September 2011) proposes a new line could support 25 trains per day, potentially increasing to 60 trains per day with construction of a third loop.

Dwellings impacted by freight train noise are required to be attenuated to achieve the same noise levels as for roads i.e. 35dBA between 10.00pm–7.00am inside bedrooms (55dBA externally).

The Indicative Layout Plan shows a minimum setback of 38 metres between the wall of the closest dwelling and the edge of the rail corridor (the *dwelling buffer*). The rail corridor is 45 metres wide so the closest edge of the track would be located approximately 22 metres from the beginning of the *dwelling buffer*. As a result the Indicative Layout Plan achieves a combined 60 metre buffer from the edge of the track to the wall of the nearest dwelling.

The Addendum to the Wollondilly DCP requires the proponent to plant screening along the edge of the rail corridor. However, noise barriers would need to be funded and constructed by the rail proponent, when and if the line is constructed.

The Acoustic Assessment (Table 23) found that in a maximum scenario of 60 trains a day (22 trains a night) a 6 metre noise barrier is required to achieve acceptable noise levels where dwellings are setback 60 metres from the track and are constructed with double glazed windows/doors.

However 60 trains a day are only possible where a third passing loop is constructed (not proposed) - in other words a worst case scenario.

The Assessment shows potential noise impacts from the rail corridor can be addressed provided the rail proponent constructs noise walls within the rail corridor and the precinct proponent ensures dwellings are at least 60 metres from the edge of track and are built with an appropriate level of attenuation. A final decision on the level of attenuation can be made as more information becomes available regarding the likelihood of the line being built and the likely volume of trains.

High Speed Rail

A “strategic study” into the implementation of a High Speed Rail network was undertaken in 2013 with funds provided by the Commonwealth government.

The study suggested an alignment that crossed the south eastern corner of the WSEP. The alignment is hypothetical and has no legal or government status or funding commitment. Critically there has been no environmental impact assessment of the corridor.

What is clear is any potential High Speed Rail infrastructure would face significant challenges if it were to be constructed through the south eastern corner of WSEP. In particular, a future rail line would need to cross the Avon, Cordeaux and Nepean River gorges (approximately 50-70 metres deep) with potentially significant impacts not only on endangered ecological communities but also large sections of the Sydney Water catchment.

The study notes (AECOM et al; 2013) that developed urban areas and sections of the regional alignment would be built in a tunnel to avoid built-up or environmentally sensitive areas.

Therefore because the corridor does not have legal status and because a surface alignment would face considerable environmental challenges that have not been assessed, it is unreasonable to adopt the corridor as a planning constraint for an urban release area which is responding to an adopted regional strategy (the Plan for Growing Sydney) and a gazetted growth centre.

If High Speed Rail did proceed notwithstanding the competition it would face from the Western Sydney Airport, a corridor would need to be acquired based upon the economic and environmental constraints applicable at the time including potential urban development at Wilton.

Mining

The WSEP is not affected by approved coal mining operations, gas drainage or surface infrastructure (IMC Mining Group; July 2014).

Mine subsidence

WSEP is located above an identified coal seam but does not have any currently allocated mining leases or mining authorisations (MSEC; June 2014). While WSEP is within the Wilton Mine Subsidence District there are no known plans to extract from this seam. Its location close to the Nepean Gorge may also constrain opportunities for future extraction.

South32 (the adjoining mine operator) has stated they have no intention to mine beneath WSEP (see attached correspondence at **Appendix G**).

Coal mining is therefore not an encumbrance to the rezoning of WSEP and development can proceed quickly without impacting on the extraction of coal from adjoining approved mining operations.

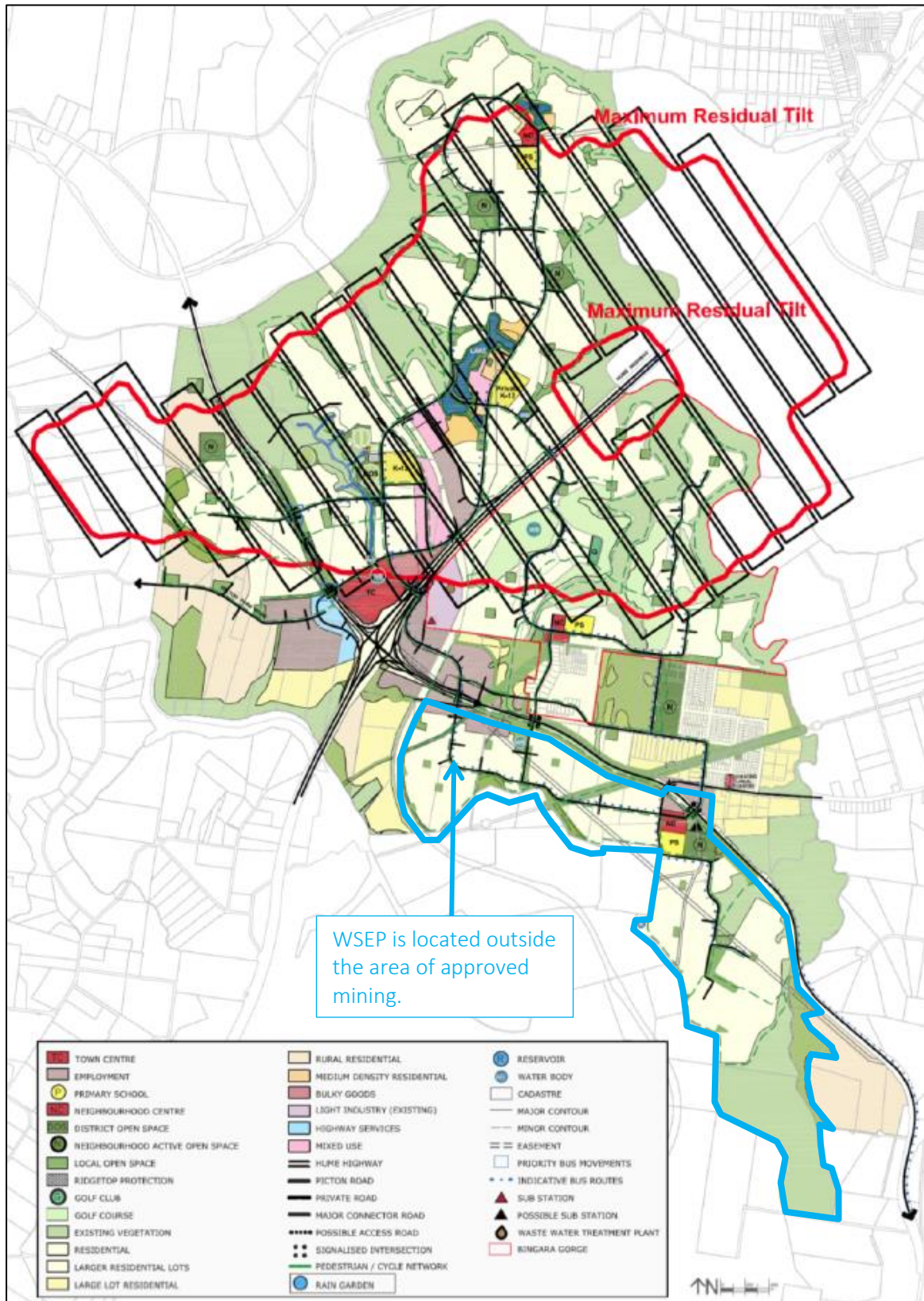


Figure 21 – the WSEP is located outside the area of Maximum residual tilt (source: MSEC figure 3.6 Relationship between the Masterplan and the Conceptual Mine Layout)

Air Quality

Air pollution has been recognised as a consideration for urban growth in the Sydney Region since before the 1990's. However a whole of government approach adopted in the late 1990's (Action for Air) has successfully lowered total volumes of air pollution levels despite ongoing growth in the Sydney basin.

There is no evidence that the continuation of urban development in south western Sydney will significantly worsen air quality. However air quality improvements should continue to be introduced.

Examples of potential improvements include:

- Placing local centres at the closest practical distance from residents to minimise car trips,
- Public transport facilitated by bus routes integrated into release areas;
- Planning controls applied to minimise emissions (e.g. prohibiting wood heaters), and
- Incentives to reduce power consumption.

This planning proposal and accompanying Addendum DCP will facilitate these improvements.

An air quality opportunities and constraints report was also prepared (SLR Consulting; July 2014). The conclusions of this report have been considered in relation to the WSEP.

The report was a risk-based assessment to identify potential opportunities and constraints to air quality within Wilton.

The assessment determined existing and proposed surrounding industries will not form a significant constraint in terms of air quality provided mitigation strategies are implemented. The assessment identified the following key issues for the construction and operational phases of the project:

Table 8 –Key issues and mitigation strategies (SLR Consulting; July 2014: page 5)

Key Issues	Proposed Mitigation Strategy
Construction activities to be located within 10 metres of sensitive receptors.	<ul style="list-style-type: none"> • Implementation of best practice dust control measures • Locate fixed plant and fuel tanks away from receptors • Compliance with a Construction Environmental Management Plan (CEMP) • Complaints handling and proactive response measures
Increased traffic volumes (particularly on the Hume Highway and Picton Road) predicted for 2021 as a result of the development	<ul style="list-style-type: none"> • Traffic/transport initiatives • Road improvements • Setbacks for development • Vegetated buffer placement • Location of sensitive receptors away from busy roads (i.e. the Hume Highway and Picton Road)
Early operations of the Bingara Gorge Sewage Treatment Plant (STP), the proposed Project Wastewater Treatment Plant (WWTP) and associated Sewage Pumping Stations.	<ul style="list-style-type: none"> • Odour dispersion modelling (STP and WWTP) • Appropriate design and containment • Provision of suitable buffer zones based on the results of odour dispersion modelling • Vegetated buffer placement • Complaints handling and proactive response measures

It is considered existing and proposed industries will not form a significant constraint on WSEP in terms of air quality. The Indicative Layout provides vegetated buffers to both Picton Road, the potential Maldon Dombarton rail line and between proposed residential areas and enterprises zones.

6.4 Economic Impact

Housing, Population and Workforce Projections

Dwelling, population and employment projections for WSEP were presented previously in **Table 2**.

Around 3000 dwellings are envisaged to be built over 16 years starting late 2018 and ultimately creating a resident community of approximately 8,500. Final dwelling and population numbers will depend upon the densities and occupancy rates which will in turn depend on Council approvals and market acceptance.

If WSEP develops as projected it would include a resident employed workforce of approximately 5,100 (MacroPlan Dimasi; July 2016) provided in **Appendix H**. Approximately 10% of this workforce will work from home while a further 5% will have jobs with no fixed address (e.g. tradespersons, home service workers, care givers, health workers, construction workers, etc.).

The remaining 4,400 workers would be employed in jobs in centres/precincts and other fixed places of employment. This would include local schools, local centres, employment zones and the Town Centre plus centres and employment areas beyond Wilton (MacroPlan Dimasi: July 2016).

The Greater Macarthur Land Release and the existing south west Growth Centre are identified for substantial growth over the next 20 years and this growth will provide opportunity for workers based in Wilton to work within 30 minutes of home.

Employment Outcomes

If the employment generated from the B2 Local Centre and two B5 Business zones is added to the likely home based employment (10%) and mobile employment (5%) a total of 1,800 local jobs is reached.

In addition WSEP will generate 500 - 600 construction related jobs each year once construction is underway. Many of these jobs will be locally based although some will be offsite (MacroPlan Dimasi; July 2016).

Impact of WSEP Local Centre on Wilton Town Centre

A trade analysis was undertaken to determine the potential for impact on the Wilton Town Centre (MacroPlan Dimasi; July 2016) of a local centre at WSEP with a supermarket of 2,500sqm.

MacroPlan concludes the Town Centre will commence when the majors decide it is viable to locate a large full line supermarket and DDS offerings. These decisions will depend on overall dwelling thresholds across the new town and will ignore the local convenience offering proposed in WSEP.

The analysis by MacroPlan found the population in WSEP can support a medium sized supermarket of 2,500sqm without impacting on the viability of the Town Centre. The analysis concludes the WSEP local centre is generally consistent with the sizes envisaged for the 'village centres' across the Wilton priority precinct in the GMLRIA *Preliminary Strategy and Action Plan*.

6.5 Social Impact

Social Infrastructure

A review of community facilities required to support WSEP was undertaken (Elton; June 2014).

The community facilities strategy recommended WSEP would need to provide a local multi-purpose community centre, a primary school and a child care centre. These findings have been included into the Indicative Layout Plan and the concept design for the Local Centre.

While the population of WSEP may be slightly higher (approximately 15%) compared with the population used in the Elton report, the findings for the Primary School and child care centre remain valid because the size of these facilities are unaffected by the small increase. The multi-purpose community centre may need to be increased marginally and this can be determined once the final layout and DCP is approved by Council.

There will also be a need to address the soft infrastructure requirements of developing a new estate including the employment of a community worker to help families become established and to connect with each other. The proponent has taken this approach before and suggests the role could be developed and may be included in the Council VPA if an appropriate benefit is received in return.

Aboriginal Cultural and Historical Heritage Assessment

An Aboriginal Cultural Heritage Assessment (ACHA) and European Heritage Assessment (EHA) has been prepared (Kayandel; July 2014).

Indigenous Heritage

During the investigative work engagement with the two primary organisations occurred who possess the right to speak for the location – the Tharawal Local Aboriginal Land Council and the Cubbitch Barta Native Title Claimants Aboriginal Corporation.

There are 4 aboriginal sites within the development footprint envisaged for WSEP. A further 6 sites are located within proposed conservation areas along creek lines (Kayandel; July 2014: Figure 27).

The one highly significant site - an identified scar tree, can potentially be retained within open space/landscaping adjacent to Picton Road.

Prior to Development Applications being submitted, further Aboriginal archaeological investigations are required at the locations identified in the ACHA. An Aboriginal Heritage Impact Permit (AHIP) under Part 6 of the National Parks and Wildlife Act 1974 will be sought for the extent of each Development Application area. The need for an AHIP will trigger the opportunity to undertake further consultation. The AHIP will be sought to minimise the risk of delays during works that may result from unexpected finds. A process of further consultation with Aboriginal stakeholders will be required to be undertaken in accordance with the specifications of the Aboriginal Cultural Heritage Consultation Requirements for Proponents.

No further assessment of Aboriginal heritage within the WSEP is required to inform the rezoning proposal.

Non-indigenous Heritage

The assessment identified 3 non-indigenous heritage items within the WSEP as follows:

- The upper Nepean Catchment System (traverses the western portion of the WSEP)
- Timber cottage on the south side of Wilton Road/Argyle Street opposite St Luke's Church
- Small sandstone weir structure (Thornton's Weir) in the southern extent of Allens Creek

Prior to the approval of Development Applications affecting an identified item, further heritage assessment will be required to inform the DA assessment. Any development impacts upon the Heritage Item will require the relevant excavation or exemption notification under the Heritage Act 1977 (Kayandel; July 2014: Section 2.2.4).

No further assessment of non-indigenous heritage within the WSEP is required to inform the rezoning proposal.

6.6 Infrastructure

Traffic and Access

Significant work has been completed assessing the impact on existing road infrastructure resulting from the development of the Wilton new town including a Transport Management and Accessibility Plan or TMap (Parson Brinkerhoff; June 2014). This work has been refined to examine the impact from WSEP proceeding independently of the other land holdings.

While WSEP represents less than 20% of the Wilton new town (3,000 /16,600 dwellings) it will have significant impacts on Picton Road both at the two intersections to the release area (Pembroke Parade and Almond Street) and the existing interchange with the Hume Highway.

Further work was undertaken by (Parsons Brinkerhoff; July 2016) to determine the impact on these three intersections where WSEP proceeds independently of the other land holdings. Their conclusions are as follows:

- Sequential upgrades to the existing Hume/Picton Interchange can be constructed over time to accommodate the full build out of WSEP. This would commence with a 300 metre lengthening of the existing right turn lane from Picton Road and would culminate in duplication of off ramps and provision of additional stand-up lanes at signals.
- Development of up to 900 homes and 300 jobs can be accommodated with a “single access” from either Pembroke Parade or Almond Street intersections.

While it is possible for WSEP to be developed independently the TMap shows that as the other projects within the Wilton new town emerge and the Town Centre is established a new interchange to and over the Hume Highway is required.

The WSEP Indicative Layout Plan makes provision for the new Hume Highway interchange to be connected to the collector road/bus route via a bridge over Picton Road. This will provide access to the Hume Highway, the Town Centre and other higher order community and recreational facilities west of the highway.

The 2015 VPA offer to government and the proposed VPA offer to Council provide for the bridge over Picton Road and the collector road connection to be delivered by the proponent when it is needed.

A cash contribution towards the construction of the second signalised intersection at Picton Road and Almond Street will overcome the existing safety issue at this location plus provide for a 4 way intersection allowing access to WSEP. This contribution would need to be combined with the contribution Lend lease Communities are required to pay under the Council VPA signed 3 November 2000.

An alternative approach where the proponent undertook the construction of Almond Street signalised intersection, may be considered but would need to be funded through the development of the adjoining commercial land proposed to the zoned B5 Business Development.

Sydney to Moomba Gas Pipeline

Two high pressure gas pipelines traverse WSEP:

- The DN 850 Sydney to Moomba pipeline owned and maintained by APA Group; and
- The DN 200 Ethane pipeline owned by Qenos and maintained by APA Group.

A high level risk assessment was undertaken (Elton Consulting/Venton & Associates; 14 July 2014). Both pipelines are contained within a 40 metre corridor. No development can encroach within this corridor and road crossing will need to be minimised and carefully managed to avoid increasing the risk of penetration.

The rezoning of the WSEP will result in the classification of the land traversed by the pipeline changing from rural to residential. This may require further protection for existing pipelines generally in the form of penetration barriers e.g. concrete slabs, or concrete encasements. Furthermore, Schools, child care, hospitals, aged care facilities and other areas where a large number of people may be present will need to be located away from the pipelines. Additional signage will also be required to indicate the location of the pipeline.

A Safety Management Study (SMS) will need to be provided at subdivision stage to ensure consideration of both the future urban development of the WSEP and the maintenance of pipeline integrity and safety is undertaken. APA and Qenos negotiated a range of additional protection measures to be applied to the pipelines on the north side of Picton Road to accommodate the Bingara Gorge residential development and a similar approach is expected for the WSEP development.

Utilities

Electricity

Application has been made to Endeavour Energy for a *Notice of Arrangements* for the delivery of high voltage power to the site from the Wilton sub-station. Negotiations with Endeavour Energy to relocate the existing high voltage power easement that crosses the site will also take place as part of this process.

The findings from the ISSP (BG&E; July 2014) still apply to WSEP and no further analysis is required for the purposes of this planning proposal.

Water and Waste Water

Sydney Water advise they are carrying out an *integrated servicing strategy* for the Greater Macarthur area including Wilton and anticipate completing a strategy in the second half of this year. There will then be stakeholder consultation before a decision is made on the most cost effective approach.

The ISSP showed that WSEP can be serviced under a *commercial agreement* with Sydney Water so no further analysis is required for the purposes of this planning proposal.

A potential site for bulk water storage has been identified and will be allowed for in the final ILP if required.

A 6ha Special Use Zone for a waste water treatment plant has been included in the planning proposal in case it is required under the Sydney Water strategy. Adequate land is available in later stages 5, 6 and 7 for irrigation should it be needed as an interim measure. Both waste water recycling and rain garden discharge solutions are being actively pursued in order to maximise sustainability.

Storm water Management

Storm water management has been comprehensively investigated (J.Wyndham Prince; June 2014) so no further analysis is envisaged for the purposes of this planning proposal.

Gas

Jemena advise sufficient capacity exists within the main supplying Bingara Gorge for WSEP to be supplied with gas.

Infrastructure Servicing and Staging

Following rezoning detailed infrastructure plans and designs will be prepared in concert with the relevant authorities to facilitate development applications and other environmental approvals for infrastructure items including the STP and major road and interchange upgrades.

6.7 State and Commonwealth interests

The relevant state government agencies will be consulted during the public exhibition of the draft LEP. These agencies have already been consulted as part of the test of adequacy for the Wilton Junction Project and during the public notification of the Greater Macarthur land Release investigation.

Where necessary, applications will be made to the Federal Government for the approval under the *Environmental Protection Biodiversity Conservation Act 1999*. There are no further commonwealth issues that relate to this proposal.

7.0 COMMUNITY CONSULTATION

The proposal is based upon the Wilton Junction master plan which was exhibited and publicly notified. This is summarised in detail within the Elton Consulting Community Engagement Outcomes Report dated 11 June 2014 and provided at **Appendix A**.

The subject Planning Proposal will need to be publicly exhibited in accordance with the requirements of the Environmental Planning and Assessment Act 1979. The exhibition should include consultation with the Wilton Community Reference Group. During this time a copy of the proposal will also be referred to all the relevant state agencies and stakeholders and each will have the opportunity to provide a submission to the relevant planning authority assessing the application.

Any submissions received during this time will be reviewed by the NSW Department of Planning and Environment in their consideration of the planning proposal prior to final determination.

8.0 PROJECT TIMELINE

The WSEP project timeline is summarised below and is subject to the funding and delivery commitments of the utility agencies.

Table 9: WSEP project timeline

Action	Date
NSW DPE Contributions Framework	September 2016
Initial draft LEP for Walker and non-coal affected lands exhibited	September 2016
Initial LEP Gazettal	March 2017
DA with Wollondilly Shire Council for Stage 1 (533 lots)	September 2016 (following exhibition of LEP)
DA/CC approval for early works	March 2017
DA approval for Stage 1	April 2017
Part 5 approval including WAD agreement for first intersection to Picton Road	May 2017
Construction approval for Stage 1	June 2017
Construction commences on early works including intersection	August 2017
Marketing and sales commence	November 2017
Construction commences on Stage 1	February 2018
Stage 1 lot registration and settlements of sold lots	July 2018
Dwelling construction commences on sold lots	December 2018
Dwelling occupation begins	June 2019



vision to reality

HEAD OFFICE NSW

Level 21, Governor Macquarie Tower
1 Farrer Place
Sydney NSW 2000
Tel: (02) 8273 9600
Fax: (02) 9252 7400

QUEENSLAND

Level 18
150 Charlotte Street
Brisbane QLD 4000
Tel: (07) 5530 9700
Fax: (07) 5530 9799

VICTORIA

Collins Square, Tower Two
Level 7, 727 Collins Street
Melbourne VIC 3008
Tel: (03) 9252 7600
Fax: (03) 9252 7699

SOUTH AUSTRALIA

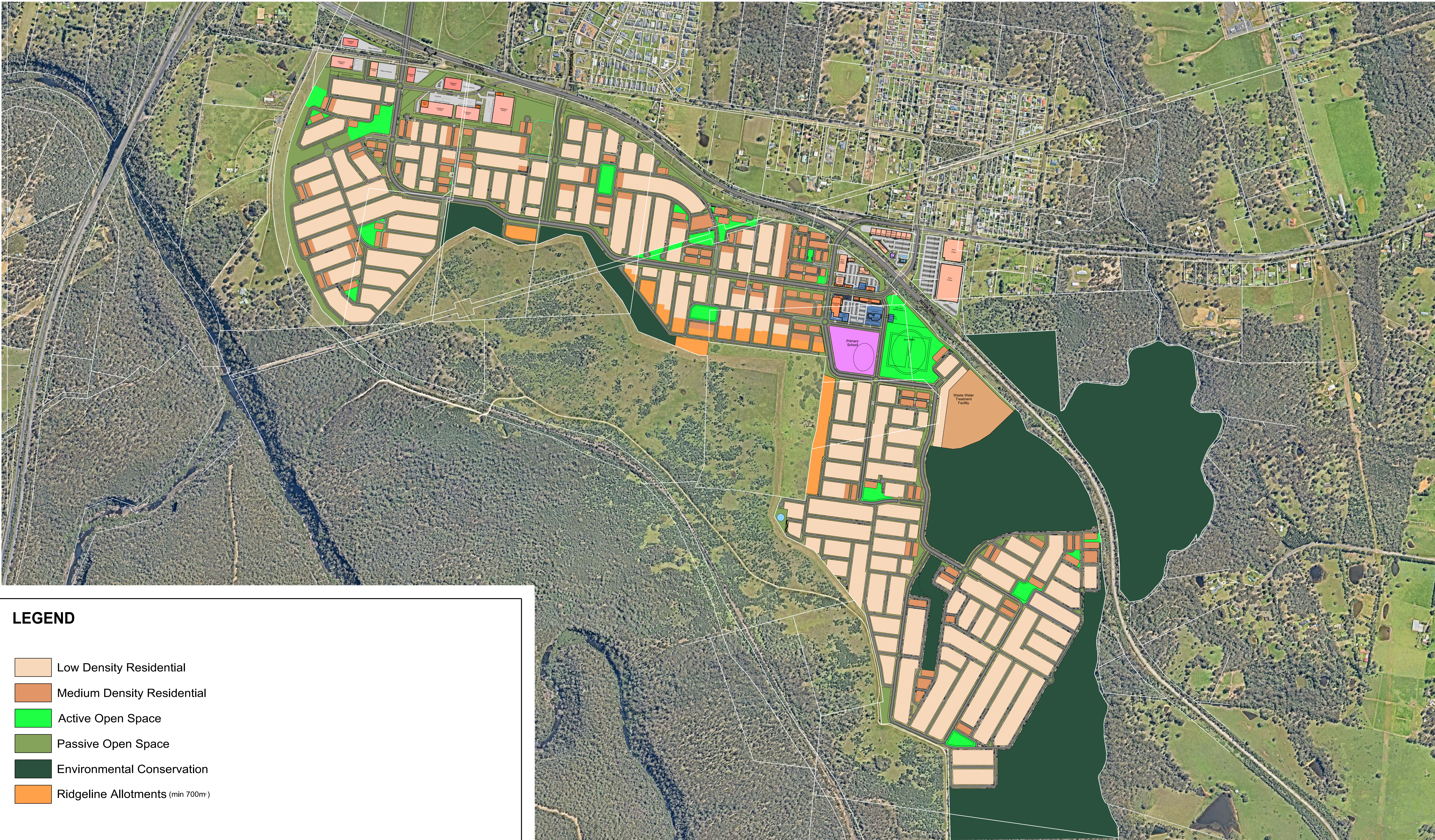
Level 5, City Central Tower 2
121 King William Street
Adelaide SA 5000
Tel: (08) 8423 4585

WESTERN AUSTRALIA

19 Hardy Street
South Perth WA 6151
Tel: (08) 9481 1633
Fax: (08) 9481 1655

MALAYSIA

Permas Mall #G-11, Block A
No. 3, Jalan Permas Utara, Bandar Baru
Permas Jaya 81750 Masai Johor, Malaysia
Tel: +60 (7) 387 3388
Fax: +60 (7) 387 2331



LEGEND

- Low Density Residential
- Medium Density Residential
- Active Open Space
- Passive Open Space
- Environmental Conservation
- Ridgeline Allotments (min 700m²)

INDICATIVE LAYOUT PLAN

WILTON



Date: 30th November 2016
Scale: 1:5,000 @ A0
Rev: C
Drawn: TP



Notes: Option 1



PROPOSED ZONING

1st December 2016

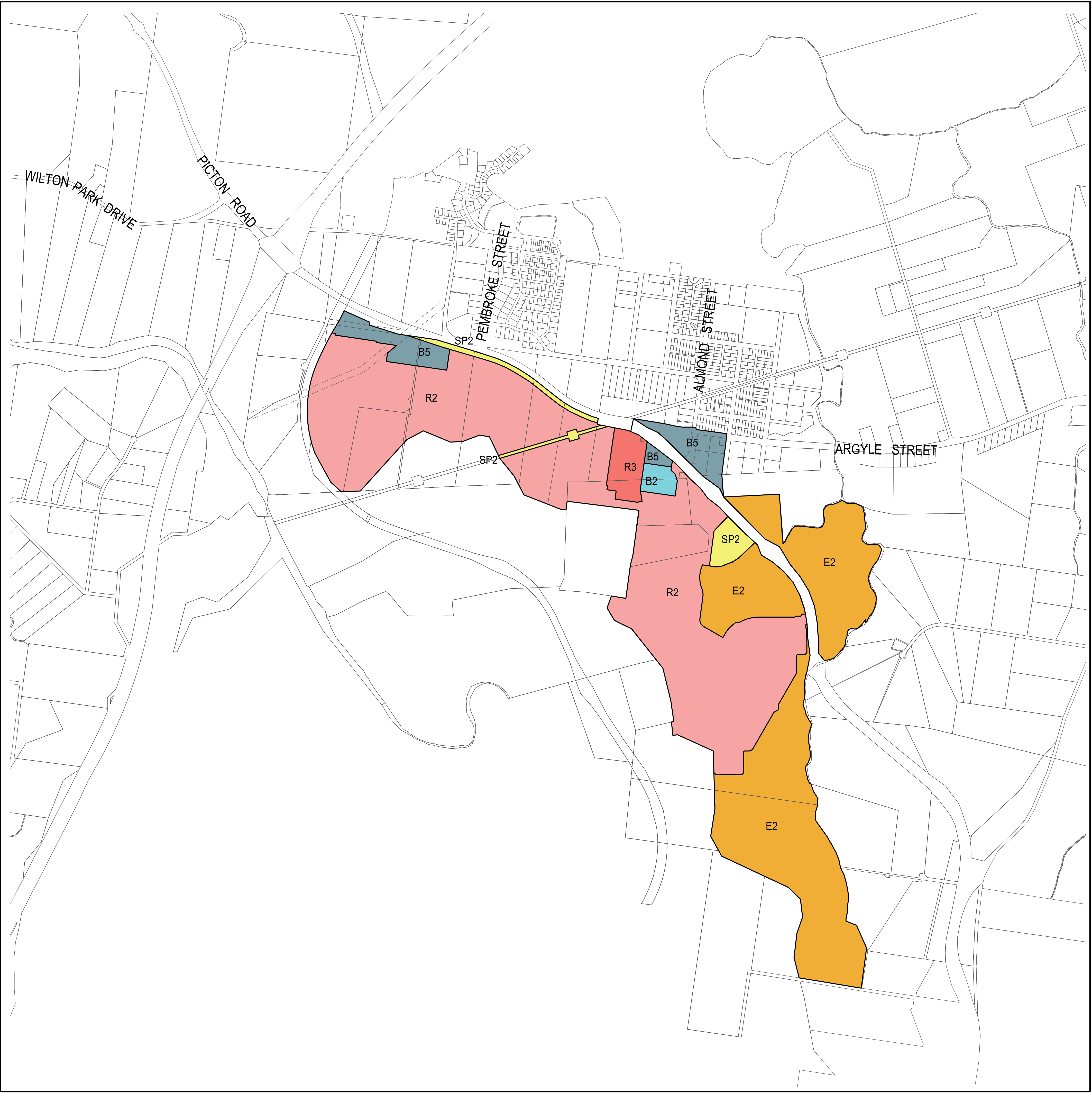
DRAFT

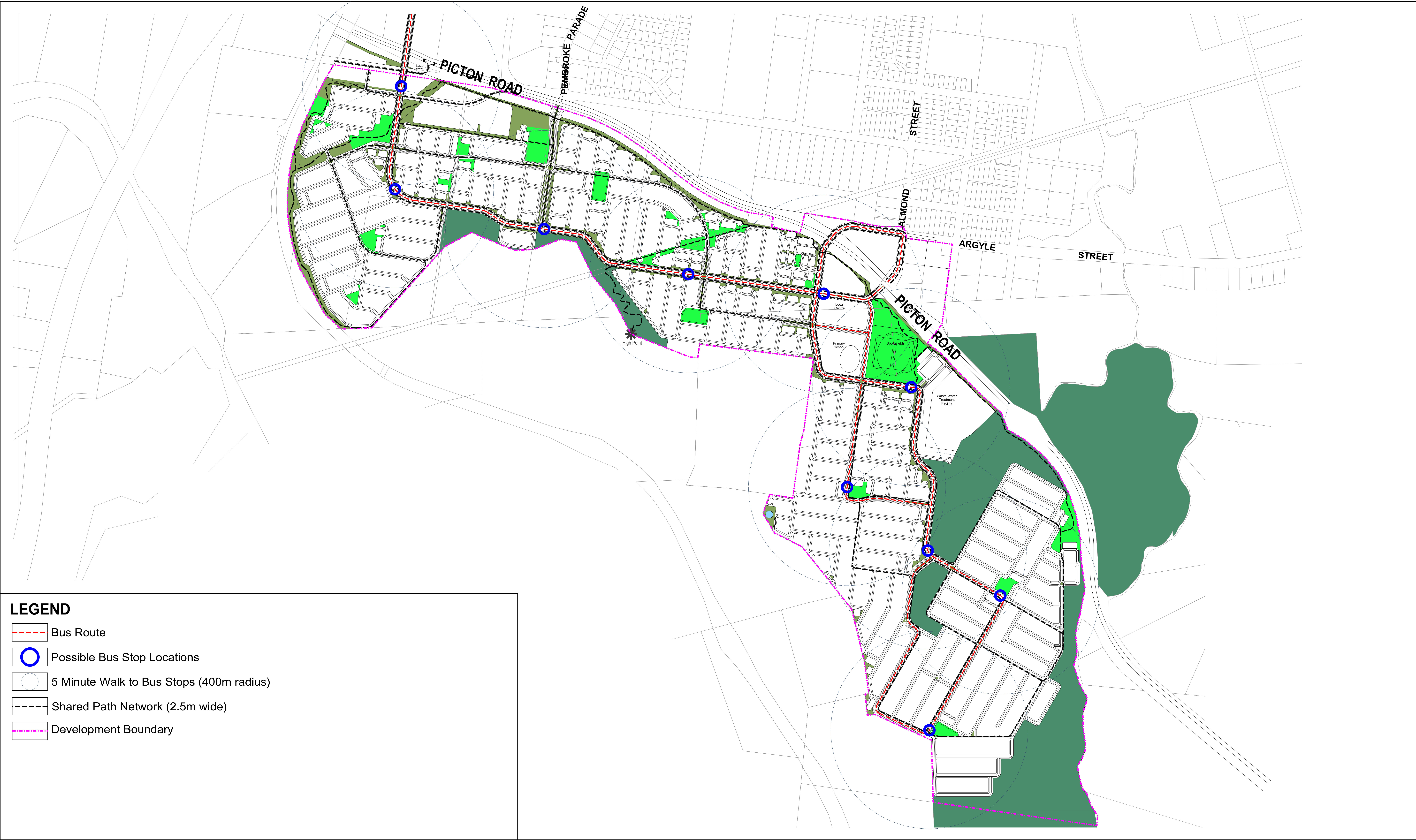
ZONING

- B1 Neighbourhood Centre
- B2 Local Centre
- B4 Mixed Use
- B5 Business Development
- B6 Enterprise corridor
- E2 Environmental Conservation
- IN2 Light Industry
- R1 General residential
- R2 Low Density Residential
- R3 Medium Density Residential
- R5 Large Lot Residential
- RE1 Public Recreation
- RU2 Rural Landscape
- SP2 Infrastructure




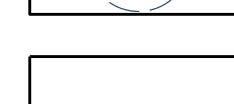
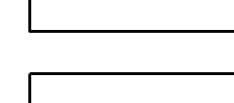
CADASTRE

Cadastral base data 17/05/2010 © NSW LPMA
Addendum data 17/05/2010 © Wollondilly Shire Council





LEGEND

-  Bus Route
-  Possible Bus Stop Locations
-  5 Minute Walk to Bus Stops (400m radius)
-  Shared Path Network (2.5m wide)
-  Development Boundary



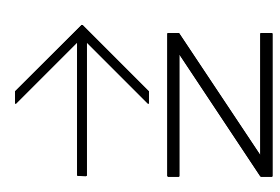
Pedestrian & Cycle Masterplan

WILTON

Date:	19th July 2016
Scale:	1:5,000 @ A0
Rev:	B
Drawn:	TP



Notes:



PE4 Attachment

1. Media Release from NSW Department of Planning regarding proposed changes.

Monday 20 February 2017

PE4 – Public Exhibition of Proposed Planning Legislation
Updates

MEDIA RELEASE

PLANNING REFORMS TO BOOST HOUSING SUPPLY

Making it simpler to build a home and enhancing community participation in key decisions will be now easier through a package of red tape-busting reforms released for consultation by the NSW Government today.

Planning Minister Rob Stokes said proposed amendments to the *Environmental Planning and Assessment Act 1979* target delays in Development Application (DA) processing by councils, while also enhancing community confidence in the planning system.

The proposed changes include standardising the format of council's development control plans to make them easier to understand and navigate, giving developers incentives to resolve objections before lodging DAs, and focusing councillor attention on strategic planning with greater numbers of DA assessments being processed by staff or local planning panels.

Local communities will have greater opportunity to participate in strategic planning for their neighbourhoods as early as practicable, with each planning authority required to prepare community participation plans.

Other proposed changes include leveling the playing field for the assessment of major projects by ending transitional arrangements under Labor's controversial Part 3A development assessment which will prevent the misuse of modifications.

Mr Stokes said the state was experiencing the longest housing construction boom in NSW history with the latest figures for the 12 months to October showing 74,577 approvals, the second highest on record.

"However, there is still more work to do and these planning reforms build on our impressive results over the past five years by making it easier to build new homes," Mr Stokes said.

"The NSW Government is determined to do everything it can, including making the planning system more efficient, to ensure housing supply gets to homebuyers fast."

Mr Stokes said NSW Treasury estimated there is pent up demand for up to 100,000 new homes due to the former Labor Government failing to provide adequate supply.

Proposed updates to the EP&A Act include:

- Investigating incentives for developers to consult with neighbours and the surrounding community to ensure disputes are resolved prior to a Development Application proceeding to council;
- New powers for the Planning Minister to direct a council to establish a local planning panels of experts and community representatives;
- A standardised format for development control plans, produced in consultation with councils, to promote consistency across the confusing array of up to 400 formats currently used in NSW;
- Authority for the Department of Planning and Environment Secretary to ensure the efficient processing of developments that require separate approvals and advice under different NSW legislation;
- Measures to ensure that local environmental plans are kept up to date;
- Extending and improving the complying development assessment process that currently covers most new one or two storey dwellings, to include greenfield developments and terrace housing.
- Simplifying and consolidating building provisions to remove confusion for developers;
- Widening the availability of internal review options for proponents aggrieved by council decisions as a faster, low cost alternative to court action; and
- Introducing fair and consistent planning agreements between developers and councils to ensure there is more transparency on deals to fund public amenities, affordable housing, transport and other infrastructure.

Mr Stokes said the planning reforms would assist the NSW Government deliver the 725,000 new homes forecast to be required by 2036 to house an extra 1.7 million residents.

The community is encouraged to have its say on the proposed amendments to the *Environmental Planning and Assessment Act 1979*. These updates are on public exhibition from 9 January – 10 March 2017, and can be viewed at: www.planning.nsw.gov.au/legislative-updates.

GO2 Attachments

1. Investments as at 30 November 2016 including summary of investment holdings by investment type
2. Investments as at 31 December 2016 including summary of investment holdings by investment type

Monday 20 February 2017

GO2 – Investment of Funds as at 30 November 2016 and 31 December 2016

INVESTMENTS AS AT 30 November 2016							
Reporting Period:	1-Nov-16		to		30-Nov-16		
Investment Institution	Rating	Face Value 30-Nov-16	Value at 30-Nov-16	Percentage Holding	Interest/ Capital Growth %p.a. Accrued		Maturity
CASH & CASH PLUS FUNDS			(1)				
National Australia Bank							
General Account Balance (for information only. Not included in Total Cash Plus Investments)		379,833.64					
11AM At call							
NAB	AA	3,995,000	3,995,000	7.53%	1.55	5,459	At Call
Term Deposits							
Bank of Queensland (Matured)	A-1+					84	02-Nov-16
Bendigo & Adelaide Bank (Matured)	A-2					312	09-Nov-16
National Australia Bank	A-1+	1,000,000	1,027,672	1.88%	3.07	2,523	07-Dec-16
National Australia Bank	A-1+	1,000,000	1,019,577	1.88%	3.08	2,532	14-Dec-16
National Australia Bank	A-1+	1,000,000	1,022,541	1.88%	3.07	2,523	10-Jan-17
Suncorp Bank	A-1	1,000,000	1,014,122	1.88%	3.05	2,507	18-Jan-17
National Australia Bank	A-1+	1,000,000	1,018,515	1.88%	3.10	2,548	25-Jan-17
ME Bank	A-2	2,000,000	2,050,471	3.76%	3.05	5,014	01-Feb-17
ME Bank	A-2	1,000,000	1,024,375	1.88%	3.10	2,548	16-Feb-17
ME Bank	A-2	1,000,000	1,023,592	1.88%	3.12	2,564	28-Feb-17
ME Bank	A-2	1,000,000	1,023,507	1.88%	3.12	2,564	01-Mar-17
National Australia Bank	A-1+	750,000	759,653	1.41%	2.90	1,788	19-Apr-17
Bank of Queensland	A-1+	1,000,000	1,003,795	1.88%	2.77	2,277	26-Apr-16
Bank of Queensland	A-1+	1,000,000	1,002,185	1.88%	2.75	2,185	02-May-17
Bendigo & Adelaide Bank	A-2	2,000,000	2,031,844	3.76%	3.12	4,849	17-May-17
Bank of Queensland	A-1+	1,000,000	1,007,978	1.88%	2.80	2,301	24-May-17
Bendigo & Adelaide Bank	A-2	1,000,000	1,014,790	1.88%	2.95	2,425	31-May-17
National Australia Bank	A-1+	1,000,000	1,009,205	1.88%	2.85	2,301	05-Jun-16
Bank of Queensland	A-1+	1,000,000	1,006,879	1.88%	2.70	2,219	14-Jun-17
National Australia Bank	A-1+	1,000,000	1,011,556	1.88%	2.85	2,342	05-Jul-17
National Australia Bank	A-1+	1,000,000	1,009,205	1.88%	2.80	2,301	02-Aug-17
Bendigo & Adelaide Bank	A-2	1,000,000	1,007,355	1.88%	2.95	2,425	29-Aug-17
Westpac Group	AA-	1,000,000	1,007,479	1.88%	3.00	2,466	13-Sep-17
Westpac Group	AA-	500,000	504,027	0.94%	3.00	1,233	27-Sep-17
Westpac Group	AA-	1,000,000	1,007,397	1.88%	3.10	2,466	23-Aug-18
Westpac Group	AA-	1,000,000	1,006,411	1.88%	3.00	2,466	04-Oct-17
Bendigo & Adelaide Bank	A-2	500,000	500,829	0.94%	2.75	829	08-Nov-17
Westpac Group	AA-	1,000,000	1,008,493	1.88%	3.10	2,552	23-Aug-18
Bendigo & Adelaide Bank	A-2	1,000,000	1,008,105	1.88%	3.05	2,507	27-Aug-18
Westpac Group	AA-	1,000,000	1,007,729	1.88%	3.10	2,548	12-Sep-18
Westpac Group	AA-	1,000,000	1,009,995	1.88%	3.20	2,630	09-Aug-19
TOTAL CASH PLUS INVESTMENTS		33,745,000	34,144,285	63.48%		78,288	
Investment Institution	Rating	Face Value 30-Nov-16	Value at 30-Nov-16	Percentage Holding	Interest %p.a. Accrued		Maturity
OTHER INVESTMENTS			(1)				
Corporate Bond							
National Australia Bank	AA-	1,000,000	1,025,434	1.88%	6.00	4,891	15-Feb-17
Zero Coupon Bond							
Commonwealth Bank of Australia	AA-	2,000,000	1,944,020	3.76%	7.17	0	22-Jan-18
Floating Rate Notes							
Members Equity Bank Pty Ltd (Matured)	BBB+					1,102	28-Nov-16
Westpac Banking Corporation	AA-	500,000	501,892	0.94%	3.41	1,391	20-Feb-17
Macquarie Bank	A	1,000,000	1,010,519	1.88%	4.63	3,801	09-Mar-17
CUA Snr FRN	BBB+	500,000	504,141	0.94%	3.33	1,368	01-Apr-19
Westpac Banking Corporation	AA-	1,000,000	1,007,228	1.88%	2.76	2,271	10-May-19
AMP Snr FRN	A+	750,000	755,567	1.41%	2.83	1,745	11-Jun-19
Members Equity Bank Pty Ltd	BBB+	1,000,000	1,003,828	1.88%	3.20	2,630	18-Jul-19
Bendigo Bank Senior FRN	A-	1,000,000	1,002,630	1.88%	2.66	2,186	17-Sep-19
ANZ Snr FRN	AA-	1,000,000	1,001,700	1.88%	2.61	2,144	11-Nov-19
Greater Building Society Snr FRN	BBB+	500,000	500,089	0.94%	3.26	89	29-Nov-19
Westpac Banking Corporation	AA-	1,000,000	1,002,114	1.88%	2.65	2,174	22-Jan-20
Bendigo Bank Senior FRN	A-	500,000	500,381	0.94%	2.86	391	21-Feb-20
Macquarie Bank	A	1,000,000	1,006,412	1.88%	2.82	2,318	03-Mar-20
CBA Snr FRN	AA-	1,000,000	1,002,207	1.88%	2.65	2,178	17-Jul-20
Bendigo Bank Senior FRN	A-	1,000,000	999,937	1.88%	2.85	2,342	18-Aug-20
Suncorp Senior FRN	A+	1,000,000	1,010,412	1.88%	3.00	2,466	20-Oct-20
CBA Snr FRN	AA-	500,000	504,458	0.94%	2.90	1,192	18-Jan-21
Bendigo Bank Senior FRN	A-	500,000	506,337	0.94%	3.21	1,319	20-Apr-21
Westpac Banking Corporation	AA-	1,000,000	1,012,368	1.88%	2.89	2,375	03-Jun-21
Mortgage Backed Securities							
Emerald Reverse Mortgage Series 2007-1 Class B	AA	1,000,000	602,572	1.88%	2.29	1,882	21-Jul-27
Emerald Reverse Mortgage Series 2006-1 Class A	AAA	669,818	529,561	1.26%	2.21	1,214	22-Aug-22
Total-Other Investments		19,419,818	18,933,807	36.53%	-	43,471	
TOTAL INVESTMENTS		\$53,164,818	\$53,078,092	100%	2.61	\$121,759	
Benchmark (90 day Ausbond Bank Bill Index)					1.77		
Maximum Permitted Institution Holding = 45%							

Summary of Investment Holdings by Investment Type as at 30 Nov 2016

By Product	Face Value (\$)	Current Value (\$)	Current Yield (%)
Bonds	3,000,000.00	2,969,454.26	6.7795
Cash	3,995,000.00	3,995,000.00	1.5500
Floating Rate Note	14,750,000.00	14,832,219.27	3.0046
Mortgage Backed Security	1,669,818.11	1,132,133.28	2.2559
Term Deposit	29,750,000.00	30,149,285.47	2.9775
	53,164,818.11	53,078,092.28	3.0696

INVESTMENTS AS AT 31 December 2016							
Reporting Period:		1-Dec-16		to		31-Dec-16	
Investment Institution	Rating	Face Value 31-Dec-16	Value at 31-Dec-16	Percentage Holding	Interest/ Capital Growth		Maturity
					%p.a.	received	
CASH ASSETS							
National Australia Bank							
<i>General Account Balance (for information only. Not included in Total Cash Plus Investments)</i>		136,575					
11AM At call							
NAB	AA	2,645,000	2,645,000	4.92%	1.55		At Call
Term Deposits							
National Australia Bank (Matured)	A-1+					505	07-Dec-16
National Australia Bank (Matured)	A-1+					1,097	14-Dec-16
National Australia Bank	A-1+	1,000,000	1,025,149	1.86%	3.07	2,607	10-Jan-17
Suncorp Bank	A-1	1,000,000	1,016,712	1.86%	3.05	2,590	18-Jan-17
National Australia Bank	A-1+	1,000,000	1,021,148	1.86%	3.10	2,633	25-Jan-17
ME Bank	A-2	2,000,000	2,055,652	3.72%	3.05	5,181	01-Feb-17
ME Bank	A-2	1,000,000	1,027,008	1.86%	3.10	2,633	16-Feb-17
ME Bank	A-2	1,000,000	1,026,242	1.86%	3.12	2,650	28-Feb-17
ME Bank	A-2	1,000,000	1,026,157	1.86%	3.12	2,650	01-Mar-17
ME Bank	A-2	1,000,000	1,002,071	1.86%	2.80	2,071	04-Apr-17
National Australia Bank	A-1+	750,000	761,501	1.39%	2.90	1,847	19-Apr-17
Bank of Queensland	A-1+	1,000,000	1,006,147	1.86%	2.77	2,353	26-Apr-16
Bank of Queensland	A-1+	1,000,000	1,004,521	1.86%	2.75	2,336	02-May-17
Bendigo & Adelaide Bank	A-2	2,000,000	2,036,855	3.72%	3.12	5,011	17-May-17
Bank of Queensland	A-1+	1,000,000	1,010,356	1.86%	2.80	2,378	24-May-17
Bendigo & Adelaide Bank	A-2	1,000,000	1,017,296	1.86%	2.95	2,505	31-May-17
National Australia Bank	A-1+	1,000,000	1,011,584	1.86%	2.85	2,378	05-Jun-16
Bank of Queensland	A-1+	1,000,000	1,009,173	1.86%	2.70	2,293	14-Jun-17
National Australia Bank	A-1+	1,000,000	1,013,977	1.86%	2.85	2,421	05-Jul-17
Suncorp	A-1	1,000,000	1,001,918	1.86%	2.80	1,918	12-Jul-17
National Australia Bank	A-1+	1,000,000	1,011,584	1.86%	2.80	2,378	02-Aug-17
Bendigo & Adelaide Bank	A-2	1,000,000	1,009,860	1.86%	2.95	2,505	29-Aug-17
Westpac Group	AA-	1,000,000	1,010,027	1.86%	3.00	2,548	13-Sep-17
Westpac Group	AA-	500,000	505,301	0.93%	3.00	1,274	27-Sep-17
Westpac Group	AA-	1,000,000	1,009,945	1.86%	3.10	2,548	23-Aug-18
Westpac Group	AA-	1,000,000	1,008,959	1.86%	3.00	2,548	04-Oct-17
Bendigo & Adelaide Bank	A-2	500,000	501,997	0.93%	2.75	1,168	08-Nov-17
Bank of Queensland	A-1+	1,000,000	1,001,381	1.86%	2.80	1,381	13-Dec-17
Bank of Queensland	A-1+	1,000,000	1,000,921	1.86%	2.80	921	20-Dec-17
Westpac Group	AA-	1,000,000	1,011,126	1.86%	3.10	2,633	23-Aug-18
Bendigo & Adelaide Bank	A-2	1,000,000	1,010,696	1.86%	3.05	2,590	27-Aug-18
Westpac Group	AA-	1,000,000	1,010,362	1.86%	3.10	2,633	12-Sep-18
Westpac Group	AA-	1,000,000	1,012,712	1.86%	3.20	2,718	09-Aug-19
TOTAL CASH PLUS INVESTMENTS		34,395,000	34,823,336	63.92%		77,901	
Investment Institution	Rating	Face Value 31-Dec-16	Value at 31-Dec-16	Percentage Holding	Interest		Maturity
					%p.a.	Accrued	
OTHER INVESTMENTS							
Corporate Bond							
National Australia Bank	AA-	1,000,000	1,027,071	1.86%	6.00	5,054	15-Feb-17
Zero Coupon Bond							
Commonwealth Bank of Australia	AA-	2,000,000	1,946,680	3.72%	7.17	0	22-Jan-18
Floating Rate Notes							
Westpac Banking Corporation	AA-	500,000	502,778	0.93%	3.41	1,446	20-Feb-17
Macquarie Bank	A	1,000,000	1,002,843	1.86%	4.67	3,953	09-Mar-17
CUA Snr FRN	BBB+	500,000	505,355	0.93%	3.33	1,414	01-Apr-19
Westpac Banking Corporation	AA-	1,000,000	1,008,872	1.86%	2.76	2,344	10-May-19
AMP Snr FRN	A+	750,000	751,974	1.39%	2.87	1,819	11-Jun-19
Members Equity Bank Pty Ltd	BBB+	1,000,000	1,006,545	1.86%	3.20	2,718	18-Jul-19
Bendigo Bank Senior FRN	A-	1,000,000	998,057	1.86%	2.72	2,279	17-Sep-19
ANZ Snr FRN	AA-	1,000,000	1,003,307	1.86%	2.61	2,217	11-Nov-19
Greater Building Society Snr FRN	BBB+	500,000	497,057	0.93%	3.26	1,384	29-Nov-19
Westpac Banking Corporation	AA-	1,000,000	1,003,790	1.86%	2.65	2,246	22-Jan-20
Bendigo Bank Senior FRN	A-	500,000	501,563	0.93%	2.86	1,212	21-Feb-20
Macquarie Bank	A	1,000,000	1,001,443	1.86%	2.87	2,432	03-Mar-20
CBA Snr FRN	AA-	1,000,000	1,003,477	1.86%	2.65	2,251	17-Jul-20
Bendigo Bank Senior FRN	A-	1,000,000	1,001,302	1.86%	2.86	2,425	18-Aug-20
Suncorp Senior FRN	A+	1,000,000	1,012,420	1.86%	3.00	2,548	20-Oct-20
CBA Snr FRN	AA-	500,000	504,865	0.93%	2.90	1,232	18-Jan-21
Bendigo Bank Senior FRN	A-	500,000	507,000	0.93%	3.21	1,363	20-Apr-21
Westpac Banking Corporation	AA-	1,000,000	1,005,815	1.86%	2.94	2,492	03-Jun-21
Mortgage Backed Securities							
Emerald Reverse Mortgage Series 2007-1 Class B	AA	1,000,000	604,517	1.86%	2.29	1,945	21-Jul-27
Emerald Reverse Mortgage Series 2006-1 Class A	AAA	669,818	530,815	1.24%	2.21	1,254	22-Aug-22
Total-Other Investments		19,419,818	18,927,548	36.09%	-	46,028	
TOTAL INVESTMENTS		\$53,814,818	\$53,750,883	100%	2.55	\$123,929	
Benchmark (90 day Ausbond Bank Bill Index)					1.72		

Summary of Investment Holdings by Investment Type as at 31 Dec 2016

By Product	Face Value (\$)	Current Value (\$)	Current Yield (%)
Bonds	3,000,000.00	2,973,751.39	6.7795
Cash	2,645,000.00	2,645,000.00	1.5500
Floating Rate Note	14,750,000.00	14,818,463.59	3.0198
Mortgage Backed Security	1,669,818.11	1,135,332.61	2.2559
Term Deposit	31,750,000.00	32,178,335.87	2.9490
	53,814,818.11	53,750,883.46	3.0917

GO5 Attachments

1. Plan of Road Opening for the Purposes of the Road Act, 1993
2. Deposited Plan 667407

Monday 20 February 2017

GO5 – Acquisition Avon Dam Road, Bargo – Road Reserve

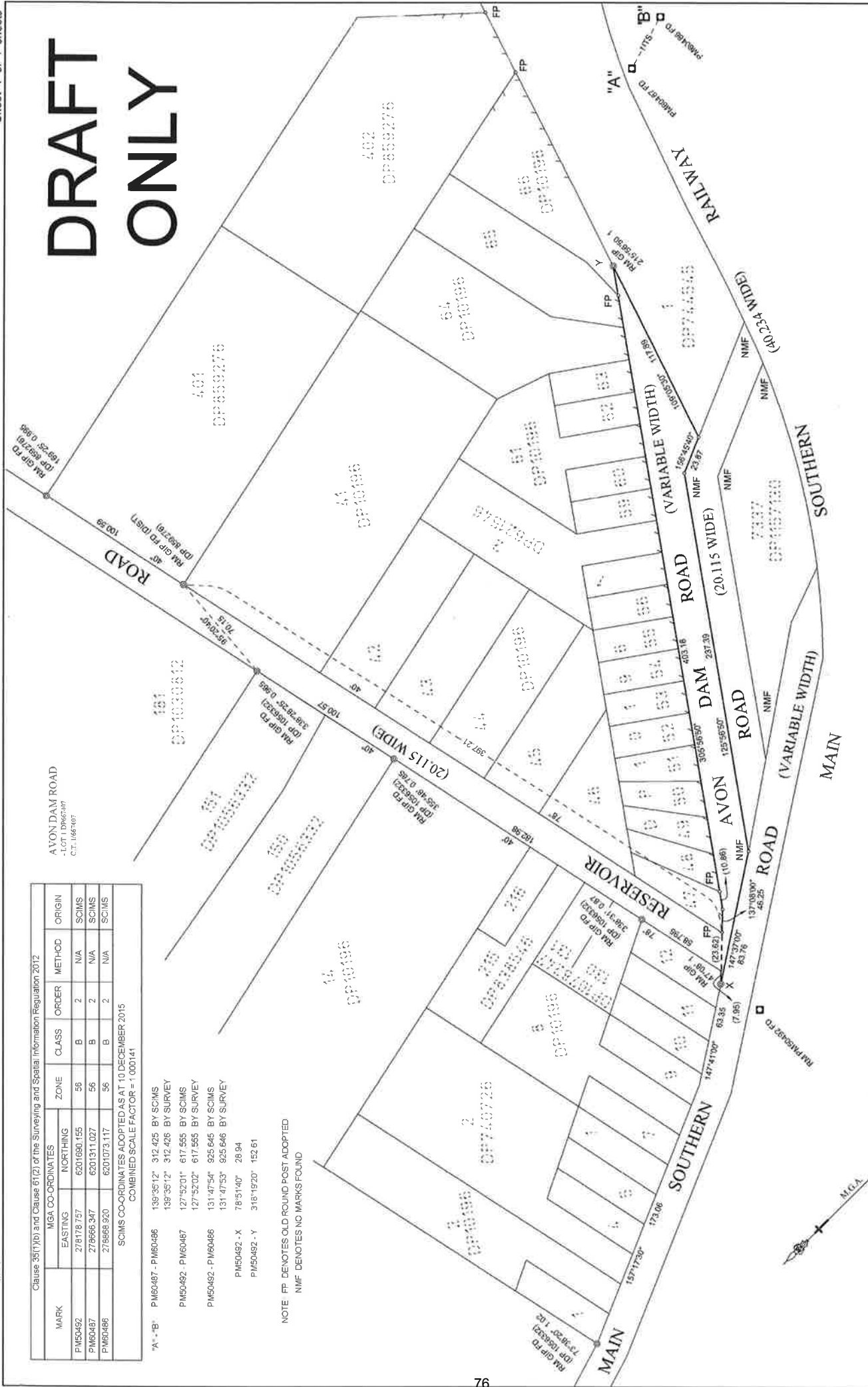
DRAFT
ONLY

MARK	MGA CO-ORDINATES			CLASS	ORDER	METHOD	ORIGIN
	EASTING	NORTHING	ZONE				
PM50492	278178.757	6201690.155	56	B	2	N/A	SCIMS
PM60487	278666.347	6201311.027	56	B	2	N/A	SCIMS
PM60486	278668.920	6201073.117	56	B	2	N/A	SCIMS

SCIMS CO-ORDINATES ADOPTED AS AT 10 DECEMBER 2015
COMBINED SCALE FACTOR = 1.000141

"A" - "B" PM60487 - PM60486 139°35'12" 312.425 BY SCIMS
139°35'12" 312.426 BY SURVEY
PM50492 - PM60487 127°52'01" 617.555 BY SCIMS
127°52'02" 617.555 BY SURVEY
PM50492 - PM60486 131°47'54" 925.646 BY SCIMS
131°47'53" 925.646 BY SURVEY
PM50492 - X 78°51'40" 28.94
PM50492 - Y 318°19'20" 152.61

NOTE FP DENOTES OLD ROUND POST ADOPTED
NMF DENOTES NO MARKS FOUND



Surveyor: STEPHEN JOHN HOGAN
Date of Survey: 16/12/2015
Surveyors Ref: 150603-A

PLAN OF ROAD OPENING FOR THE
PURPOSES OF THE ROAD ACT, 1993

LGA: WOLLONDILLY
Locality: BARGO
Subdivision No: N/A
Lengths are in metres Reduction Ratio 1:1500

Registered

DP1222199

0 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150 160 170 180 190 200 210 220 230 240 250 260 270 280 290 300 310 320 330 340 350 360 370 380 390 400 410 420 430 440 450 460 470 480 490 500 510 520 530 540 550 560 570 580 590 600 610 620 630 640 650 660 670 680 690 700 710 720 730 740 750 760 770 780 790 800 810 820 830 840 850 860 870 880 890 900 910 920 930 940 950 960 970 980 990 1000

B
1
0
0
Z

G.D.B.

D P 6674-07

Registered: GP 3-11-1998

Title System: TORRENS

Purpose: DEPARTMENTAL

Ref. Map: U5500-6#

Last Plan:

PLAN OF PART OF THE
LAND IN VOL 3108 FOL 88

Lengths are in metres.

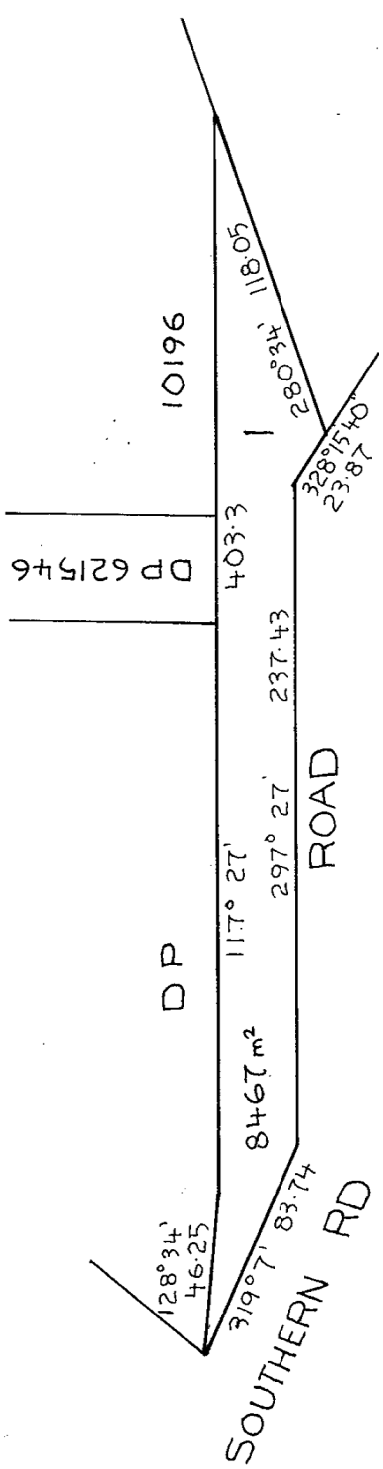
Reduction Ratio 1:200

L.G.A.: WOLLONDILLY

LOCALITY: BARGO

PARISH: BARGO

COUNTY: CAMDEN



GO6 Attachments

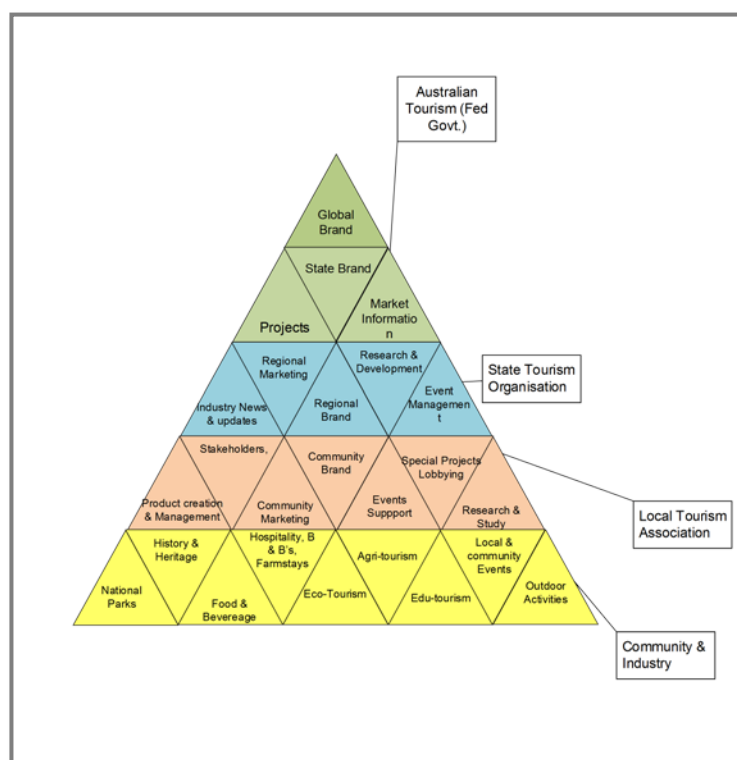
1. Tourism Snapshot
2. Identified Programs and Potential Actions
3. Visitor Information Centre Review (2016)

Monday 20 February 2017

GO6 – Resourcing Tourism Promotion in Wollondilly

Why is council involved in Tourism Promotion?

1. Increase local job opportunities.
2. Provide economic benefits by encouraging entrepreneurial activity for small locally owned businesses.
3. Establish tourism as a platform to generate investment in development such as hotels, infrastructure and visitor facilities.
4. Assist in funding the conservation of existing natural and heritage features.
5. Employ tourism as a platform to increase social contact and cultural exchange as well as improve community infrastructure and civic and regional pride.
6. Employ tourism as a mechanism for education and increase knowledge.
7. Align tourism with local cultural developments to generate long-term benefits and avoid negative impacts.
8. Support a strong and stable financially self-sufficient Wollondilly Tourism Association



Visitor Information Centre Team Overview

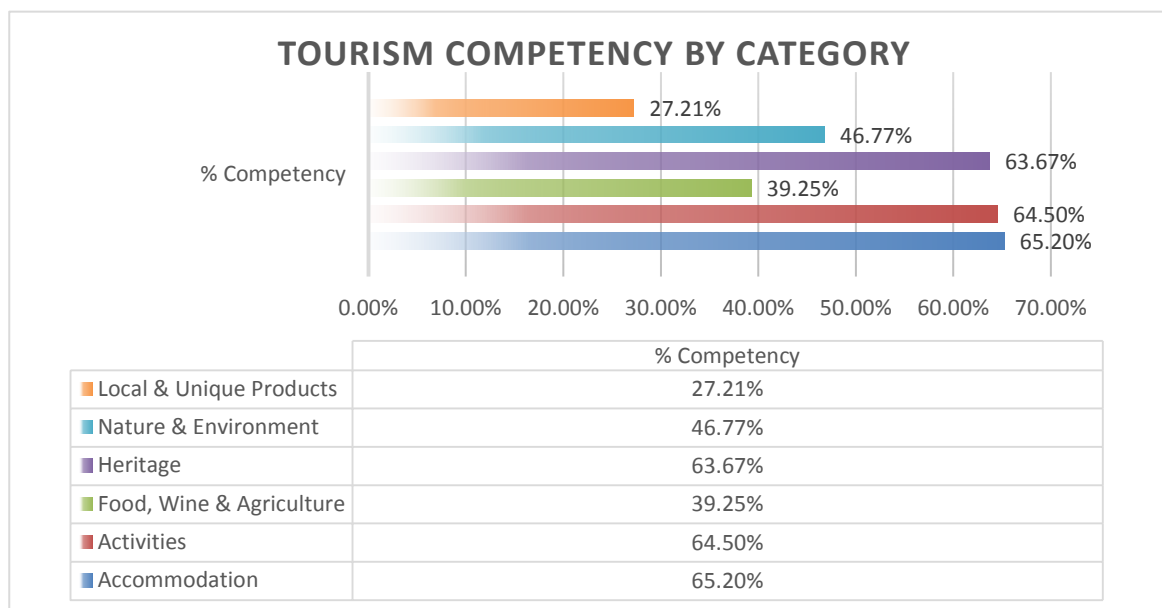
Mission Statement	To provide outstanding customer service and promotion of the local tourism assets to residents and visitors to the Shire
Outcomes	<ul style="list-style-type: none"> - Supportive framework for tourism operators - Satisfied and well-informed tourists and residents - Repeat and increased visitation to places of interest and events - Assists economic development of the Shire
Key Activities	<p>Promote the Shires Visitor Attractions and Tourism operators</p> <ul style="list-style-type: none"> - Production and distribution of the Wollondilly Visitor Guide - Promotion and support for major events - Website management and social media presence <p>Engage WTAI and events</p> <ul style="list-style-type: none"> - Encourage industry to drive branding and marketing agenda <p>Marketing Programs</p> <ul style="list-style-type: none"> - No annual budget allocation however <p>Broader Efforts by Economic Development Team and Council</p> <ul style="list-style-type: none"> - Investment Promotion of tourism opportunities - Facilitate internal discussion of underutilised council tourism assets - Proposing new model for tourism delivery at council - Major events – illuminARTE, support of Thirlmere Rail Festival, etc

Wollondilly Tourism - Snapshot

Tourism product (Vehicles)	<p>Wollondilly is surrounded by spectacular, natural beauty and rural pastures. It's 2,560 square kilometers stretch from Yanderra in the South, Appin and Menangle in the East, Warragamba in the North with the Nattai Wilderness, Yerranderie and Burragorang Valley to the West.</p> <p>Wollondilly offers many tourism products and services, these include:-</p> <ul style="list-style-type: none"> • Agricultural tourism • Adventure-tourism • Educational tourism • Cultural-tourism • Nature Experience-tourism • Culinary-tourism <p>Income contribution by category</p> <p>The following chart is an estimate of income by category. What is important to note is the percentage ratios.</p> <div data-bbox="454 882 1321 1337"> <p>Tourism & Hospitality Income</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Accommodation</td> <td>6%</td> </tr> <tr> <td>Activities</td> <td>11%</td> </tr> <tr> <td>Food, Wine & Agriculture</td> <td>52%</td> </tr> <tr> <td>Heritage</td> <td>18%</td> </tr> </tbody> </table> </div> <p>It can be seen that 'Accommodation' is a small contributor, this indicates a deficiency in providing accommodation and affects the type of tourism activities available in Wollondilly. Tourism products need to be focused on 'day trippers.'</p>	Category	Percentage	Accommodation	6%	Activities	11%	Food, Wine & Agriculture	52%	Heritage	18%
Category	Percentage										
Accommodation	6%										
Activities	11%										
Food, Wine & Agriculture	52%										
Heritage	18%										
Macro Environment	<p>The <u>National Institute of Economic and Industry Research (NIEIR)</u> in Australia, highlights that tourism In Wollondilly Shire is in its infancy, given the geographic location close to Sydney and the natural resources for tourism the industry has significant potential over time. As a matter of fact, in past few years, we can see a slight increase in terms of sales and value-added (based on the above data the sales in 2014/2015 achieved \$32.7 million dollars, that is an increase of \$5.3 million more than 2009/2010). Still, comparing to New South Wales, Wollondilly Shire is not achieving great inroads into the tourism market. Value-added income also increased, but with a lower difference than total sales (in 2009/2010 it was \$14.6 million and in 2014/2015 it was \$17.3 million). As sales have increased during the past few years, the number of people who work in tourism has decreased. In 2006 there were 469 people working in the tourism sector, and in 2011 the number falls to 411. Even if the difference is not large, it still indicates that Wollondilly Shire is not growing hence the need for renewed effort to grow the tourism market.</p>										

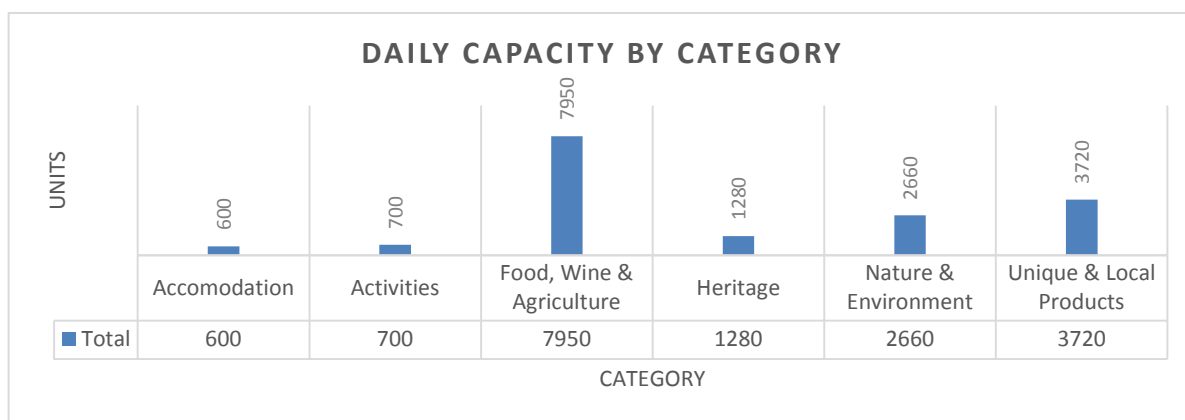
Operating Market

Competency analyses the level of commitment to tourism that exists within Wollondilly. The table reveals the general assessment of competency by category.



Wollondilly Tourism Output Capacity

The output capacity is a number of goods and services in each category that can be supplied.



The capacity of Wollondilly is an important consideration in determining the ability of various sectors to cope with increase demand

Competitor Landscape

For tourists considering visiting the outskirts of Southern and South West Sydney and Surrounds suitable for day trips or short stays, are likely to consider a range of activities across a number of LGA's within reasonable travel distance. These include Camden, Campbelltown, Wingecarribee, and Wollongong (Inclusive of Shellharbour and Kiama).

Each LGA is unique in their product offering and represents complementary and distinct experiences.

Wollongong – Coastal and well-developed industry and infrastructure

Wingecarribee – Rural/ Nature and well-developed industry and infrastructure

Campbelltown – Urban and well-developed business, education, Sports and Arts infrastructure

Camden – Rural/Heritage, offers several parks, attractions, wineries, restaurants, and accommodation

Wollondilly – Rural/ Heritage/Nature and underdeveloped industry and infrastructure

Wollongong and Wingecarribee have capitalised on their natural assets by focussing on Tourism with significant budget resources and public /private destination management bodies, government grants and dedicated infrastructure that have transformed their region into a 'destination and short stay' market for visitors. Wollongong Council annual tourism budget, for example, is \$1,400,000, however, spends significantly more in building Tourism/community focused infrastructure such as outstanding parks and recreation facilities that draw visitors to their beaches and villages.

Campbelltown and Camden with important access to resources are continuing to evolve and focus on opportunities.

Customers

Top 5 origin markets	('000)	%	NSW %
Sydney	284	82.3%	42.0%
South Coast	38	10.9%	7.8%

Top 5 activities undertaken	('000)	%	NSW %
Visit friends and relatives	183	53.0%	34.6%
Eat out at restaurants	80	23.2%	43.9%
General sight seeing	52	15.0%	16.8%
Play other sports	25	7.2%	3.0%
Picnics or BBQs	20	5.9%	4.6%

Age group	('000)	%	NSW %
15 to 24 years	40	11.5%	14.4%
25 to 34 years	49	14.0%	13.4%
35 to 44 years	84	24.4%	19.6%
45 to 54 years	53	15.4%	18.1%
55 to 64 years	58	16.8%	16.8%
65 years and over	61	17.8%	17.7%

Lifecycle grouping	('000)	%	NSW %
Single, aged 15 to 44	53	15.2%	16.9%
Couple (no kids), aged 15 to 44	32	9.3%	9.1%
Parent, youngest child aged 14 or less	113	32.7%	27.5%
Parent, youngest child aged 15+	33	9.6%	9.6%
Working, aged 45+	36	10.3%	13.2%
Non-working, aged 45+	80	23.0%	23.3%

Seniors

Based on Australian Bureau of Statistics, Australia's population is aging with more than 5,580 people turning 55 each week.

Demographic change resulting in an increasingly aging population is likely to have a significant impact on tourism in Wollondilly in the coming years, as the older consumer will be more active than previous generations and will be working longer. They will be relatively well travelled and will increasingly seek to sample new destinations and experiences.

Wollondilly's unique historical and cultural heritage has much to offer visitors with a special interest in this area. Themed short break and day itineraries, along with more experience type products, could be devised to target this market.

	<p>Families Domestic travel fulfills a key role in busy family lives. A local holiday is often a weekend break or a short break (2 to 4 days) providing an opportunity for families to relax and to open lines of communication between adults and children without time pressures. Wollondilly provides a perfect opportunity for families to bond offering Bushwalking Tracks, TrainWorks Museum, Nepean, Cataract and Warragamba Dams and specific family events hosted by Council and local community organisations.</p> <p>Visitors of Friends and Family (VFR) Many of the short stay visitors in Wollondilly are spent at friends and relatives. Their stay here is influenced by residents who provide advice and accompany them on days out. The VFR sector is growing due to the economic downturn and includes activities such as family functions, special occasion gatherings, and reunions. This stimulates the hospitality industry, visits to attractions, events, entertainment, and leisure.</p> <p>Driving Recreational driving, motor biking and caravanning is popular in Wollondilly, with a growing interest in our countryside, landscapes, heritage sites, markets and historic towns and appeals most to families with very young children, those with lower incomes and the less mobile. Wollondilly has several scenic driving routes available.</p> <p>Niche Markets like Food and Wine Food and wine experiences have become key drivers of destination choice amongst many local and visitors.</p> <p>Support for local food in the Wollondilly has grown tremendously over the last few years as more people are becoming aware of the importance of fresh local produce as well as the desire to support local producers and the local economy. Visitors also increasingly want to taste the local produce of the area, and many of the pubs and restaurants are beginning to offer a good range of locally sourced food and drink.</p> <p>Many regions in both NSW and Australia are featuring food and wine experiences as a core tourism product that is integral to the success of the local tourism industry.</p>
Current Positioning and Branding	<p>The visitor information guide and tourism website is the key tool that supports the image of the visitor experience in Wollondilly.</p> <p>WTAI has worked closely with the council on website design and analysis. WTAI commissioned a study with Australian Tourism Solutions on potential brands and is progressing forward with a number</p>
Distribution	<p>The fast changing pace of technology is having a major impact on tourism. Wollondilly's main methods of marketing include;</p> <ul style="list-style-type: none"> • The Visitors Information Centre • General Promotional Material • Wollondilly Tourism and Council Website Destination NSW and WTAI
SWOT	<p><u>STRENGTHS</u></p> <ul style="list-style-type: none"> • Proximity to key markets, especially Greater Sydney, Southern Highlands and South Coast • Council is actively pro-tourism • Variety of experiences within a semi-rural setting • Reasonable access to major roads and rail networks • Availability of land for development • A number of significant heritage sites

	<ul style="list-style-type: none"> • A range of sporting and shopping facilities • Wollondilly Heritage Centre • Picton, Warragamba & Appin's historic village style and café culture • Open space – Wollondilly is bordered by the Blue Mountains National Park, Nattai, Burratorang Valley, Catchment surrounded by a rural setting and the Nepean River and Dharawal National Park • Major events such as IlluminARTE. <ul style="list-style-type: none"> • <u>WEAKNESSES</u> • Access from Sydney CBD • Limited high-quality dining options (though we note this is improving) • Perceptions and image of the region as a spread out urban growth area • Inability to activate the major rivers for recreation or tourism due to environmental and catchment restrictions • Lack of partnerships and initiatives from Tourism businesses • Limited accommodation • Lack of interpretation and directional signage • Existing performing arts venues too small and need upgrading • Lack of marketing budget for tourism promotion • Confusion over what tourism actually is • Retailers closed on the weekend and once thriving Main Street retailers being overtaken by serviced based business. • Damage to Centralized VIC • Lack of tourism welcome signage on key highways • Relatively small number of larger attractions • Not currently perceived as a destination for visitors to or from Sydney • Lack of operators following branding guidelines on promotional material and websites • Some businesses looking tired and run down and limited funding to make improvements • Consumer perception of Wollondilly, and particularly Wilton & Appin, as a major residential urban growth area in a rural setting • No regional tourism entity to leverage off • Limited accommodation availability in Wollondilly LGA to cater for larger scale events • Perception of limited things to do in the region and not seen to be a 'destination' • No night time economy and limited family-friendly evening entertainment • Lack of robust, accurate visitor data <ul style="list-style-type: none"> • <u>OPPORTUNITIES</u> • Capitalise on the strength of the equine sector • Introduction of new forms of accommodation (glamping, boutique hotel, rural retreats) • Partnerships with surrounding LGAs and tourism regions where appropriate • Introduction of evening experiences to encourage vibrancy throughout the region • Development of cooking schools and enhancement of food trails to leverage off the emerging Culinary Tourism Culture • Capitalise on the sports activity currently taking place in Wollondilly (such as Spartan Race, Tough bloke) • Event Attraction – Promotion of our key sites • Development of a brand identity for the region which profiles and promotes Wollondilly as a brand • Leverage off the heritage and history • Development of a regional music festival to capitalise on the growing creative community
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	<p>within the region</p> <ul style="list-style-type: none"> • Further development of Wollondilly's art culture to capitalise on the growing creative community within the region • Greater promotion of the region as a destination for car enthusiasts and car clubs for "Driving Holidays" • Identification of access points for river-based tourism experiences • Improving transport connectivity (rail-bus links) • Introduce new festivals and events • Look into RV and camp sites throughout Wollondilly • Reuse existing heritage buildings in Picton, Appin, The Oaks and Warragamba township for commercial accommodation, art gallery, expanded food experience, cooking school • Leveraging tourism and recreational options for Badgerys Creek Airport visitors and passengers before its commencement • Creating the walkways, cycleways, and amenities to link The Townships within Wollondilly • Assessment of aviation business park and maintenance hub at The Oaks Airport • Assessing and introducing Adventure visitor attractions such as a luge experience in Warragamba, Zip Lining in Bargo, Zorbing at Mowbray Park. • Hosting a major Musical event in the Picton Botanic Gardens – Opera in the Gardens or Symphony in the Park • Utilising our unique environment for Pop-Up open air cinemas. • Assessing and developing skate parks and hosting events and competitions within the area • Develop an annual visitor survey to create trend data and to monitor project and program outputs • Botanic Gardens Amphitheatre & Sculpture Garden: Development of an all-weather amphitheatre within the Picton Botanic Garden. The facility could also include various sculpture trails – art trails to offer a composite attraction linked to the Gardens Botanic experiences to increase the visitor experience (the size of the amphitheater would need to be investigated to achieve an optimum size) • <u>THREATS</u> • Residents' attitude ambivalent to tourism • Lack of usable lands for encouraging Tourism opportunities • Competition from other nearby destinations • Nearby mature and rejuvenated destinations with greater marketing budgets • Downturn in the economy – reducing disposable income used for travelling and day trips • Urbanisation compromising rural/scenic feel to the region • Lack of support from State Government to be recognised as a region or as offering a clear tourism proposition
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General Programs and Potential Action Items for consideration

- * Partnerships with surrounding LGAs and tourism regions where appropriate
- * Stimulate Investment into Wollondilly: Development of an investment memorandum for Wollondilly which shows the type of tourism development options available that Council is more likely to support. There is a need to be proactive to entice new investment rather than passively waiting for it to occur.
- * Brand Identity: Definition and creation of (in consultation with the tourism industry & community) a tourism brand identity for the Wollondilly Shire. The brand needs to be appropriate not only for tourism and event promotion but usable by other sectors of the economy.
- * Redeveloped Website and Augmented Reality Mobile App: Once an identity has been established, launch the tourism website and linked mobile app to promote the Shire and its offerings and to offer augmented reality tours of the Shire.
- * Event Calendar: Develop a Shire-wide events calendar which can be integrated into the destination website for Wollondilly and can be referred to as the Shire's official event guide.
- * Event Evaluation: Creation of an event evaluation criteria to be applied to existing and potential events. The purpose of this criteria is to assess their likely benefits and to ensure each Council's support is being applied to those events likely to generate the greatest economic and social benefits.
- * Creation of a Wollondilly Tourism snapshot guide with key tourism drawcards, maps, events.
- * Establish a Tourism and Heritage Committee made up of dedicated Community members who will assist with Tourism strategies and active promotion of same.
- * Visitor Data Base: the lack of available and robust visitation data makes it challenging to determine market trends and to monitor opportunities. A strategy is required to gather visitor data from all accommodation establishments, attraction sites, vendors and venues on a monthly basis.
- * Introduction of evening experiences to encourage vibrancy throughout the region – create an evening entertainment precinct within Wollondilly with good food places and outdoor seating.
- * Assessing and developing skate parks and hosting events and competitions within the area
- * RV and camp sites policy for use throughout Wollondilly
- * Link Towns throughout the shire: develop the potential for cycle ways, walkways, and other recreational activity experiences to benefit local communities as well as attracting visitors.
- * Botanic Gardens Amphitheatre & Sculpture Garden: Development of an all-weather amphitheater within the Picton Botanic Garden. The facility could also include various sculpture trails – art trails to offer a composite attraction linked to the Gardens Botanic experiences to increase the visitor experience.
- * Aviation Business Park: Investigate the potential to develop the current The Oaks Airport into an aviation business park to cater to the needs of a fly-in market needing places to land and store aircraft, for the maintenance of light aircraft and long term hangars etc. (we note the issue of The Oaks Airport potentially closing when Badgerys Creek is fully operational but this may still be 10+ years out).

- * Aviation Museum: Creation of an interactive aviation museum to showcase the history of local aviation activity in the Sydney region and leveraging off the region's airport.
- * Boutique Glamping: Development of a boutique, quality eco-tent cluster on Council or Reserve land to provide a unique experience and cater for higher spending leisure visitors and to encourage links to treks through surrounding national parks.
- * Waterway Activation: Investigate riverside walks allowing access to Nattai, Yerranderie and also Nepean & Bargo Rivers. The highlighting of walkways throughout the region would also increase Tourism interest and could also offer mountain biking trails potentially and also include interpretation/educational signage which features Indigenous history.
- * Reuse existing heritage buildings in Picton, Appin, The Oaks and Warragamba township for commercial accommodation, art gallery, expanded food experience, cooking school, etc.
- * Holiday Park Development: Development of a new dedicated destination Holiday Park to support the growing family and caravan and camping market for the Wollondilly Shire. Potential exists to make the Shire the hub for the caravan and camping sector for greater Sydney. Undertake a study to test the feasibility of location, size and financial viability.
- * Food Trails and Cooking Schools: Leveraging off the growing "Culinary Culture" within the Shire, assess the potential for boutique food trails which could incorporate art trails and link to those interested in developing cooking schools, growers markets, art groups, etc.
- * Arts Trail Activation: There is a growing and strong arts community across a variety of art forms. Develop an art trail program to showcase artwork, which could potentially include an outdoor art sculpture trail, art festival and residential art programs and forums.
- * National Equine Experience Route: Development of a National Equine Experience Route, showcasing the history of the equine industry, not only in the Wollondilly region but potentially nationally.
- * Development of various food experiences including for a pop-up café/restaurant and bar entertainment zone within the proposed Botanic Gardens Amphitheatre. Potentially also offering themed food markets, cultural cuisine, and an evening outdoor venue space within the same location.
- * Tourism Awareness Campaign: Design a tourism awareness campaign to promote to residents of Wollondilly. This is needed to highlight the importance of the tourism industry and how far the tourism dollar spreads throughout their economy. This should also be used to indicate each Council's enabling role and resource commitment to support and grow the tourism industry.
- * Car Club Destination Promotion: Profile the region as a destination for car enthusiasts and car clubs requiring a mix of winding and straight roads, good food, and beverage outlets and event venues to showcase the vehicles on display. Wollondilly has historically been a great "touring" location and with its 830kms of winding Country Roads to discover it should be seen as a must visit location for Day Trippers.
- * Increased Natural Tourism encouraging Bird Watching, animal encounters, and Native animal rehabilitation: Greater profiling of bird-watching experiences throughout the Shire particularly focused on the Council reserve land and waterways and within National Parks. Partnerships with key tourism operators Wirrimbirra Sanctuary and Bargo Dingo Sanctuary to interact and learn about our native animals. Educational and Ecotourism in conjunction with the Avian, Reptile and Exotic Pet Hospital at Brownlow Hill.

- * Tourism Signage to create a stronger sense of arrival into Wollondilly Shire, improve streetscaping at each of the primary arrival points into the Shire and the primary tourism precincts identified including exit ramps off the Hume Highway.
- * Signage Program: Develop a signage program to ensure there is a uniform approach to directional and interpretive signage throughout the Wollondilly Shire. This should also highlight the approach which industry operators will need to follow to have quality signage installed.
- * Brand Ambassador Program: Creation of a volunteer Wollondilly Brand Ambassador program. These ambassadors can provide directions, general information, etc. to visitors to the Wollondilly Shire and may be situated at main visitor hotspots, including the town centers, event locations, etc. The program could capitalise on the excellent local knowledge of retirees and community groups (Rotary, Lions) keen to promote the area.
- * Development of cooking schools and enhancement of food trails to leverage off the emerging Culinary Tourism Culture
- * Assessing and introducing Adventure visitor attractions such as a luge experience in Warragamba, Zip Lining in Bargo, Zorbing at appropriate locations.
- * Music Festival: Development of a music festival which leverages off the growing population and vital creative community in the region.
- * Hosting a major Musical event in the Picton Botanic Gardens – Opera in the Gardens or Symphony in the Park
- * Utilising our unique environment for Pop-Up open air cinemas.

Visitor

Information

Centre

Review

Wollondilly

April 2015

Table of Contents

1. Overview of Wollondilly VIC	2
2. Revenues and Expenses	2
2.1 Revenues	2
2.2 Expenses	3
3. Visitation.....	3
3.1 Current Visitation Levels	3
3.1.1 Walk-In Visitation.....	3
3.1.2 Web Visitation	7
4 VIC Accreditation Levels	9
4.1 Level One.....	Error! Bookmark not defined.
4.2 Level Two	Error! Bookmark not defined.
4.3 Level Three	Error! Bookmark not defined.
4.4 Accreditation Ratings of Surrounding VICs	11
4.4.1 Level One.....	11
4.4.2 Level Two	11
4.4.3 Level Three	12
5 SWOT Analysis	12
5.1 Strengths	12
5.2 Weaknesses	13
5.3 Opportunities.....	14
5.4 Threats.....	15
6. Possibility to Downgrade to Level Two or Three.....	15
6.1 Ideas for Upgrading and diversifying the Wollondilly VIC	16

1. Overview of Wollondilly VIC

The Wollondilly Visitor Information Centre (VIC) is located on the corner of Argyle and Menangle Streets in Picton in the heritage listed Old Picton Post Office. It is operated by the Wollondilly Shire Council and is an integral facilitator of tourism in the Wollondilly region.

The VIC provides maps, brochures and guides of the Wollondilly area for visitors and locals, along with guides of the surrounding areas, across NSW and all other States and Territories within Australia. The Wollondilly VIC also acts as an agent to sell theatre tickets, fishing licenses, NPWS Park Passes, souvenirs and some local produce.

The VIC currently operates from 9:00am – 5:00pm daily and is staffed by one full-time Tourism Officer on weekdays and one part-time Tourism Assistant on weekends, both working closely with the Economic Development team at the Wollondilly Shire Council.

2. Revenues and Expenses

2.1 Revenues

Revenue	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	Total
Sales	748.25	477	1027.25	536.2	529.75	646.6	843.25	522.6	705.2	478.35	6514.45
COGS	489.54	356.58	666.67	361.24	323.4	398.35	480.51	325.13	447.47	352.25	4201.14
Profit	258.71	120.42	360.58	174.96	206.35	248.25	362.74	197.47	257.73	126.1	2313.31

Above is a table that identifies the sales and profits of the Wollondilly VIC from July 2014 to April 2015. The Wollondilly VIC makes its revenues through the sale of brochures, maps, theatre group tickets, NPWS park passes, photocopying and fax charges, and the sale of some local produce and souvenirs. However, it should be noted that the VIC merely acts as an agent to sell items such as theatre group tickets, so it will only actually receive a small percentage of the sale as revenue. While the VIC also sells fishing licenses, no income is received from this service. Profitability is not a primary objective of the VIC, considering it is a service provided by the Council. If nothing else, the data is a sound indication of the trends of visitation to the VIC and how well the VIC is benefitting

from visitation to the area. What can be noted from the table above is that there are no evident trends, such as a constant rise or decline, in the levels of profitability at the VIC.

2.2 Expenses

The Wollondilly VIC's primary expenses are in salaries and associated labour costs representing 67%, Building/ corporate overheads (20%) and Marketing Costs (13% of Total budget. The Economic Development section also has an overtime budget line of \$6,591. It should be noted that the majority of this subject would be spent on staff/casual staff covering in the VIC during periods of staff annual leave.

Whilst budget realignments have taken place for the final quarter of the 2014/2015 financial year, the VIC so far has not exceeded its overall budget allocation, having only spent 72.2% of its allowance with 16.6% of the financial year left.

3. Visitation

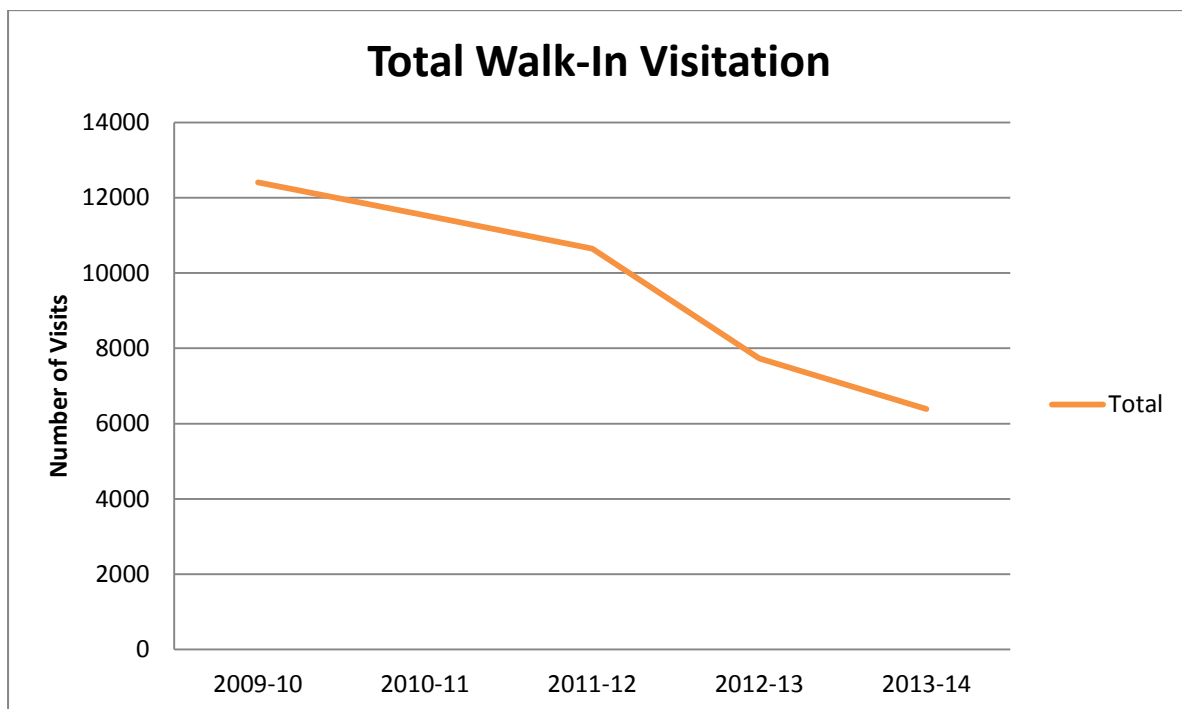
3.1 Current Visitation Levels

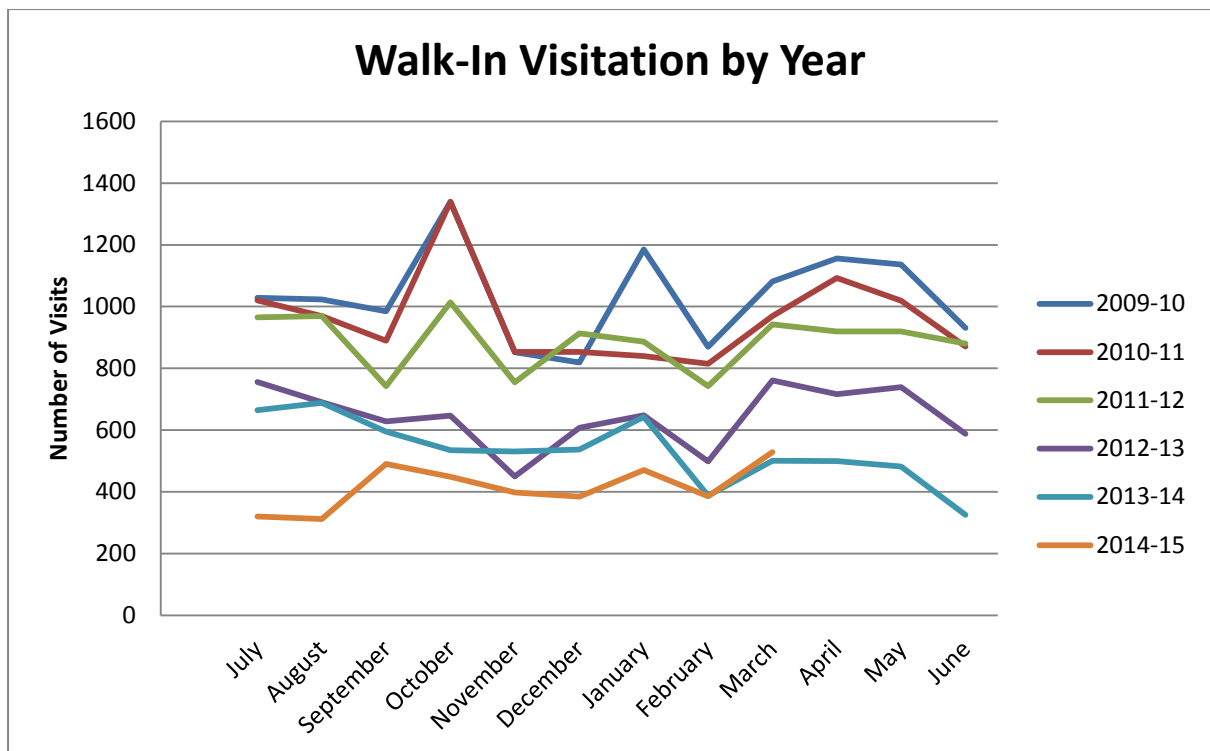
Walk-in visits, phone calls, faxes received, mail received, emails received, and website hits have all been recorded by the employees at the VIC on a daily basis. This information is kept on the VIC's database and is collated at the end of each month and then year. The data that is perhaps the most accurate indication of the VIC's visitation is the website visits.

3.1.1 Walk-In Visitation

Walk-in visits are recorded daily as the number of individuals who come into the VIC. While the individual or group's purpose for coming in is recorded, this information is also collated but not included in the overall visitation numbers; it is simply the number of individuals or members in a group that are counted and tallied monthly and yearly. However, it has to be pointed out that the collation of all data is not recorded in a manner that can provide accurate 'visitation' numbers relating to Tourism.

Additionally, general information about the demographics and characteristics of visitors is not recorded, although visitors are recorded as visitors whether they are from outside the area, local residents, or industry. The data then becomes skewed when people coming into the centre are making a general enquiry (eg. Asking for local toilets or collecting a local newspaper) but these are not identified in the final tallies. Unfortunately, this makes it difficult to identify our typical current customers and any gaps in the market that we may attempt to close, making formulating promotional strategies more difficult and inefficient.





As demonstrated above, yearly walk-in visitation rates to the VIC have been significantly dropping since July 2009. Moreover, while there were more obvious trends in visitation rates for the first two years displayed on the graph, such as higher visitation in spring and autumn, some of these trends have weakened over time and become more inconsistent.

Walk-In Visitation	July-14	Aug-14	Sept-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
1	10	5	12	11	20	11	9	33	36	7	7	3
2	8	25	13	9	24	8	27	9	8	10	10	2
3	6	13	12	9	9	8	22	8	10	0	15	4
4	11	9	10	38	9	7	12	7	11	23	12	3
5	14	7	9	24	9	8	24	9	11	33	15	11
6	13	8	22	13	12	13	17	9	15	32	11	33
7	9	9	34	14	5	21	18	22	14	10	7	33
8	8	6	9	25	18	7	12	18	20	8	9	42
9	6	14	8	11	24	6	10	21	10	8	20	7
10	6	11	7	17	9	9	38	10	18	10	18	4
11	8	7	7	28	11	13	8	4	13	56	6	6
12	18	6	12	20	7	8	15	7	7	22	7	7
13	52	8	39	11	7	16	11	27	20	11	9	14
14	15	5	18	14	8	30	10	8	12	9	6	29
15	7	10	9	10	27	12	12	15	22	8	9	7
16	6	15	10	8	25	8	11	7	10	7	14	5
17	5	6	11	12	11	7	21	10	15	7	10	5
18	8	5	8	20	2	8	29	9	19	26	6	
19	8	7	7	18	16	8	12	10	12	24	9	
20	13	4	22	8	14	10	9	16	8	8	7	
21	7	6	38	13	4	1	9	17	18	10	8	
22	6	8	11	16	18	11	8	24	37	9	6	
23	5	5	8	8	19	9	11	10	15	7	17	
24	5	18	7	8	12	6	18	11	9	7	24	
25	7	5	8	14	10	Closed	27	14	19	14	7	
26	6	9	32	18	16	8	19	7	7	13	9	
27	26	6	29	8	10	31	9	9	25	8	6	
28	9	10	44	17	12	25	10	35	53	8	14	
29	7	12	16	10	17	24	9		37	6	7	
30	7	21	19	10	13	35	8		10	8	16	
31	5	32		7		17	16		8		24	
Total	321	312	491	449	398	385	471	386	529	409	345	215

Upon analysis of the records of the Wollondilly VIC's walk-in visitation rates from July 2014 to March 2015, it is clear that weekends (highlighted in blue) are generally the busiest days for the VIC. When counting the days in this period where at least 30 people came into the VIC, only two out of these 18 days were on weekdays (One of these being 30 December 2014, a busy time of the year where many people are on holidays or leave from work). Some of the figures from weekends are vastly higher than figures from the week before (For example, 37 people in total came into the VIC between 7 – 11 July 2014, but 70 people came in to the VIC on the weekend that followed). This may

indicate that the Wollondilly VIC is generally more visited on weekends, or it may indicate that there are inconsistencies between how different staff members count individual visits to the VIC.

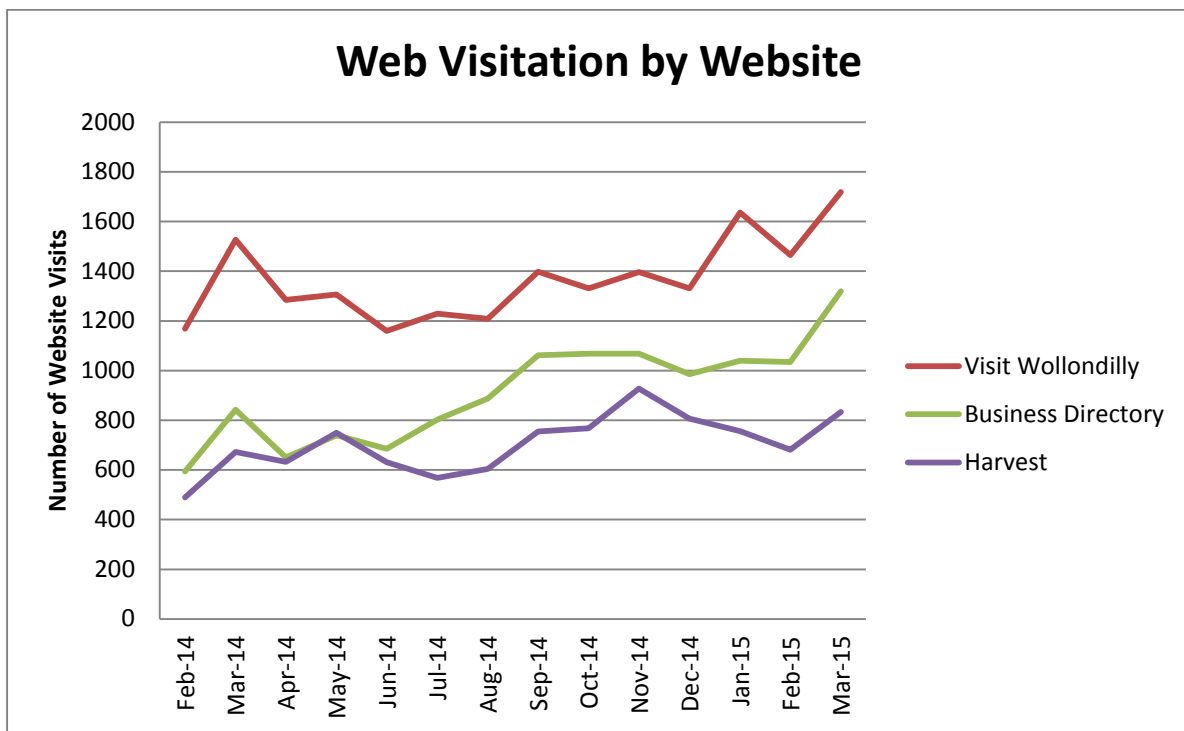
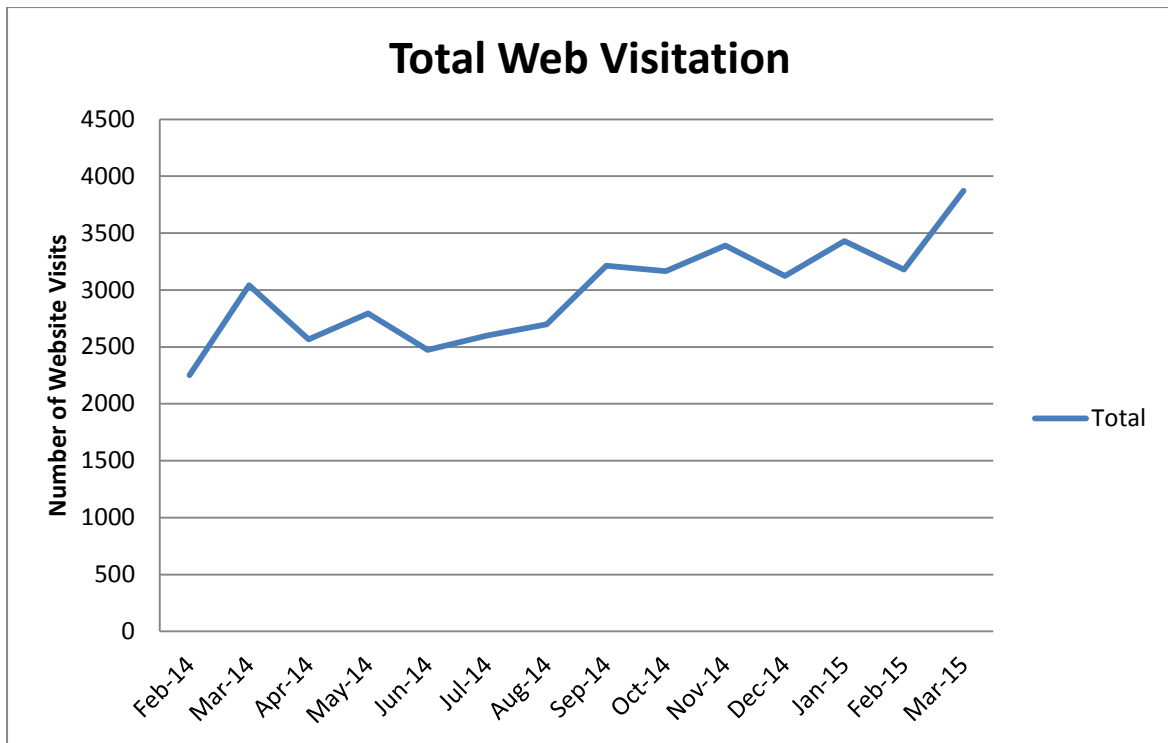
There are no obvious signs that the Wollondilly VIC receives more visitations on public holidays (highlighted in yellow) other than Easter Monday and the Queen's Birthday public holidays which show exceptionally high figures.

The annual visitation numbers from July 2014 to date are currently 4711 with an average monthly figure of 392 visitors calling in to the Visitor Information Centre.

Comparing these figures to visitations for the same 12 month period July 2013 to June 2014 which had 6391 visitations over the period with an average monthly visitation of 532. This shows an average drop in visitations of 140 visitors per month or 1680 less visitors per year, a decrease of 26.3% visitations from 2013/2014.

3.1.2 Web Visitation

The web data that the Wollondilly VIC records is the number of visits to the Business Directory, Harvest Website and Visit Wollondilly (the website operated and managed by the Wollondilly VIC until very recently was owned by WTAI, this website has now been closed). Web data until February 2014 is found to be unreliable; before this, web hits by crawlers were also counted as visits, greatly over exaggerating the number of hits the websites received. For this reason, it was only the website visits from February 2014 to March 2015 that were counted in this report.



As demonstrated in the graph above, the number of overall visits to the Wollondilly VIC's three websites has mostly continually risen or remained steady. Visit Wollondilly was the most popular site of the three before its closure, followed by the Business Directory.

When comparing the walk-in and web visits to the Wollondilly VIC, it is evident that Wollondilly's potential visitors are more likely to search for information about the area online than physically come into the VIC. Consequently, the Wollondilly VIC must explore new methods to attract visitors to the area in the most effective and efficient way possible.

The Visit Wollondilly website has now been replaced with a temporary website, which is solely operated by the Wollondilly Shire Council – <http://ezigolive.com/wollondilly>.

4 VIC Accreditation Levels

The Wollondilly VIC is an Accredited Visitor Information Centre (AVIC), a branding which indicates the VIC's commitment to performing well against tourism industry standards and best practices in order to meet the needs of visitors to the area. Accredited VICs are identified nation-wide by the blue and yellow 'i' logo, making the Wollondilly VIC recognisable to visitors. A part of being accredited is to ensure that service and accessibility standards are met, and for this reason, the AVIC network has developed three accreditation options, which determine how long the VIC should be open and the fees associated with holding the accreditation.

ACCREDITATION LEVELS - OVERVIEW OF ACCREDITATION CRITERIA

Please read through this document in its entirety to ensure you familiarise yourself with every aspect and requirement of achieving and maintaining Accreditation. The following table briefly outlines the differences between the Levels of Accreditation.

Criteria Area	Level 1	Level 2	Level 3
Opening Hours	Open 363 days per year and for a minimum of 56 hours per week	Open 363 days per year for a minimum of 43 hours per week	Open a minimum of 5 days per week (including weekends) for a minimum of 7 hours per day
Primary Function	An Accredited Visitor Information Centre whose primary function is disseminating visitor information.		A business or information centre where the provision of information may or may not be the primary function, can be a mixed or private business (eg. museum, craft shop)
Scope of Information Provision	Local, regional and Statewide information provision.		Local information provision only.
Staffing	<p>A minimum of one full time permanent staff member with appropriate experience.</p> <p>Ongoing training and professional development for staff.</p> <p>Training program to include staff induction, customer service ongoing staff training and product familiarisation program.</p> <p>Maintenance of personnel records</p>		<p>May be staffed by volunteers.</p> <p>Training program to include staff induction, customer service ongoing staff training and product familiarisation program.</p> <p>Maintenance of personnel records</p>
Management and Planning	Operates in accordance with a Business Plan and Operations Manual.		Operates in accordance with both Business Plan and Operations Manual and with guidelines set up by the endorsing Level 1 or 2 AVIC or local Council.
Application Requirements	<p>Application direct from the Visitor Information Centre to the Accredited Visitor Information Centre Network Secretariat.</p> <p>Requires the submission of a Business/Marketing Plan relevant to Visitor Information Centre component of the business</p>		<p>Application must be endorsed by a local Level 1 or 2 AVIC or local Council</p> <p>Requires the submission of a Business/Marketing Plan relevant to Visitor Information Centre component of the business</p>
Annual Accreditation Fees	\$880.00 inc GST	\$880.00 inc GST	\$385.00 inc GST

The table above shows the differences between the three AVIC accreditation levels. In short, the main difference between Level One and Two is the amount of time it must be open per week. The annual fees are the same since VICs with these accreditation levels receive many of the same benefits, such as the 'I' brand in numerous publications, promotion on visitor centre maps, printed carry bags and stationery, promotion via the NSW Tourism Award sponsorship, maintenance of the AVIC website, and connection with the AVIC Network through email, newsletters, and social media. Level Three VICs, on the other hand, do not receive these benefits.

4.1 Accreditation Ratings of Surrounding VIC

4.1.1 Level One

Level One VICs	Opening Hours
Wollongong	Open: 9:00am – 5:00pm daily Closed: Christmas Day
Shellharbour	Open: 9:00am – 5:00pm daily Closed: Good Friday and Christmas Day
Kiama	Open: 9:00am – 5:00pm daily Closed: Christmas Day
Shoalhaven – Nowra	Open: 9:00am – 5:00pm daily Closed: Christmas Day
Sydney – The Rocks	Open: 9:30am – 5:30pm daily Closed: Good Friday and Christmas Day
Sydney – Darling Harbour	Open: 9:30am – 5:30pm daily Closed: Good Friday and Christmas Day
Blue Mountains – Echo Point	Open: 9:00am – 5:00pm daily Closed: Christmas Day
Lithgow	Open: 9:00am – 5:00pm daily

4.1.2 Level Two

Level Two VICs	Opening Hours
Camden	Open: 9:30am – 4:00pm daily Closed: Christmas Day and Good Friday
Campbelltown	Open: 8:30am – 4:30pm weekdays, 10:00am – 4:00pm weekends, 10:00am – 2:00pm public holidays
Mittagong	Open: 9:00am – 5:00pm weekdays, 9:00am –

	4:00pm weekends Closed: Good Friday, Christmas Day and BDay
Blue Mountains – Blackheath	Open: 9:00am – 4:30pm daily Closed: Christmas Day
Blue Mountains – Glenbrook	Open: 8:30am – 4:00pm Monday to Saturday, 8:30am – 3:00pm Sunday, 8:30am – 4:00pm public holidays Closed: Christmas Day
Oberon	Open: 9:30am – 5:00pm daily Closed: Christmas Day, Boxing Day and New Year’s Day
Shoalhaven - Ulladulla	Open: 10:00am – 5:00pm weekdays, 9:00am – 5:00pm weekends Closed: Christmas Day

4.1.3 Level Three

Level Three VICs	Opening Hours
Blacktown	Open: 10:00am – 3:00pm Tuesday to Saturday Closed: Public holidays

5 SWOT Analysis

5.1 Strengths

The location of the Wollondilly VIC is centrally located in Picton, one of the largest towns in the Wollondilly Shire. It is located in an eye-catching heritage listed building, making it attractive for potential visitors. Picton is positioned well for incoming traffic from the Hume Highway, Picton Road and Razorback, therefore making it convenient for people travelling from Sydney, Wollongong,

Camden, Campbelltown and other surrounding areas to find, whether they are passing by Wollondilly or plan to stay.

The Wollondilly VIC is registered and recognisable as an AVIC, meaning that it is a trusted tourism business within the wider community. Wollondilly VIC staff are very knowledgeable about the area and have managed to maintain the VIC's reputation of living up to the expected requirements of great customer service set by the AVIC network. Since it is a Level One VIC, it is open for longer, and therefore more accessible to visitors compared to some other nearby Level Two VICs such as Camden, Campbelltown and Mittagong, whose opening times are displayed in Section 4.2.2 of this report.

5.2 Weaknesses

While the location of the Wollondilly VIC is one of its strengths, as stated above, in many ways it is also a weakness. The Wollondilly VIC is located in a central position within the Shire, but the outlying towns and villages to the north, south, east and west do not have supporting VICs close by, and these areas may get fewer visitors because of the absence of a 'local' VIC nearby. The Wollondilly VIC works extremely hard to promote all areas in the Shire, and not just Picton, and this is shown from the enquiries received at the VIC for information on our outlying towns, villages, parks and attractions.

Because the Wollondilly VIC is a Level One VIC, it must be open for longer than those VICs in the surrounding areas (Campbelltown, Camden and Mittagong). If the VIC was getting the walk-in visitation rates that made this viable, this accreditation level would not be an issue. However, because of its accreditation level, it currently needs to spend more on general expenses, particularly salaries and associated labour costs, than it would if it were a Level Two or Three VIC, and does not have the walk-in visitation levels that justifies this expenditure.

The Wollondilly VIC is currently performing poorly in some areas of its online marketing strategies. While it does have three websites, the content on the Business Directory website is out-dated and the Visit Wollondilly and Harvest Websites are out-dated in design. Additionally, the VIC is not taking

full advantage of the opportunities for technological innovation. In saying this, the VIC is already spending a significant amount of its allocated budget on advertising, and needs to find more efficient ways of marketing the area to consumers.

There are inefficiencies associated with recording walk-in visits, which may be hindering the VIC's abilities in developing effective and efficient marketing strategies. There needs to be a standardised method of recording appropriate information regarding the VIC's target audiences, so that there are no inconsistencies in the data and provide a solid background in the process of developing any strategic plans for the VIC.

5.3 Opportunities

The Wollondilly Shire is a growing area, proving opportunities for the VIC to take advantage of the increased consumer interest in the area. While walk-in visitation is continuously dropping, as stated in Section 3 of this report, online visitation rates to the Wollondilly VIC's three websites are growing. There are now more opportunities to seek new markets online to attract visitors and/or investors to the area. In directly addressing one of the VIC's weaknesses, it should take the opportunity to invest in technological innovation and update online marketing strategies.

A renovated VIC, Flexible resources and effective online marketing platform will provide opportunities for the VIC to pursue or engage various proactive activities – walking tours, gallery space, specialised events in the VIC, broader promotion and sale of local produce and products.

In line with diversification the VIC could be used to promote and provide an open door policy to business and locals interested in starting a new business in the Shire due to the current location of the Economic Development and available space in the lower VIC could greatly assist in providing such services.

5.4 Threats

As stated throughout this report, walk-in visitation to the Wollondilly VIC has significantly declined, due to a growing trend of consumer preferences to obtain tourism information online, instead of a VIC. Because of this, the Wollondilly VIC must keep up with trends in technological innovation to look at ways it can reach its target audiences through other means, which may involve downgrading to a lower VIC Level in order to invest in such initiatives.

In addition, Picton town centre as a destination to stop is currently limited in its scope and attractiveness to visitors to spend significant time in town. The key driver being operators - The George IV and various coffee shops, although antique and boutique stores remain in town, it is understood they have declined in recent years.

6. Possibility to Downgrade to Level Two or Three or Closure

The Wollondilly VIC's current accreditation level will expire in March of 2016. Given this, and the declining state of the Wollondilly VIC's walk-in visitation rates, it is wise to consider whether it would be more beneficial for the VIC's sustainability to downgrade to a Level Two or Three Accreditation. If the VIC was to downgrade to a Level Two, it would need to only be open for 43 hours per week instead of 56. Camden and Campbelltown, the two other regions in the MACROC area besides Wollondilly, have VICs at Level Two accreditation, as stated above. Additionally, it is generally only the VICs with high visitation levels that are accredited as Level One. Downgrading to a Level Two or Three accreditation would mean that the Wollondilly VIC spends less on general fixed expenses, such as labour costs, which could instead be invested in marketing activities.

Downgrading the Wollondilly VIC to a Level Two accreditation would mean that it would not need to be open for as long as it currently is. If the VIC were to open from 9:30am – 4:00pm, it would only be open for 45.5 hours per week, satisfying the Level Two accreditation requirements of being open for 43 hours per week, including weekends. Alternatively, the Wollondilly VIC may consider opening from 9:00am – 4:00pm on weekdays, and 10:00am – 3:00pm on weekends, meaning that it will be open for 45 hours in total per week.

Another alternative for the Wollondilly VIC would be to close on particular days of the week altogether, as the Blacktown VIC has done. In order to do so, it would need to downgrade to a Level Three accreditation level, which would require the VIC to be open for 5 days per week, including at least one of these days on Saturday and/or Sunday. If the Wollondilly VIC finds that the benefits associated with a Level One or Two membership are not worthy of \$880 annual fees, downgrading to a Level Three accreditation would mean saving \$415 in annual fees which could be better invested into the VIC.

The Old Post office may better effectively serve Picton if operated as a destination restaurant. However this must be balanced in relation to recent investment and current utilisation of the asset as office space and future ambitions for expanded or new Council offices. Present usage is consistent with investment and diversification efforts to utilise the VIC to better attract broader usage.

6.1 Upgrading and diversifying the Wollondilly VIC

If the Wollondilly VIC were to downgrade its accreditation level to a Level Two or Three, it would save some of its budget, which could be re-invested in new marketing initiatives to promote the VIC and the Wollondilly area as a whole and possibly upgrade the facility.

An estimate of costs to upgrade the Visitor Information Centre is tabled below, however, whilst it felt that the overall costs would be within this ballpark, they should be considered as estimates only until f

firm quotations are sought:

REFURBISHMENT OF VISITOR INFORMATION CENTRE

Works	Estimated Cost \$
Painting	4000
Carpet replacement	5400
Shelving	400
New Venetian Blinds	3000
Brochure displays	4600
Signage	300
Desk Refurbished and new top	3000
Photos/Pictures on Canvas	500
Photographer	5000
Stock Upgrade	3000
Seating for Visitors (2 Maximum) + 3 for Office	400
Seating for Garden Area	5,000
Upgrade of Till	400
Signage for new Business Development Centre	1500
	36500

The Wollondilly VIC could diversify the facility by providing Business Advisory Services. In areas such as Bankstown, local governments have initiated such projects to provide business opportunity and support for local businesses, by providing them and potential business owners with vital information regarding owning, operating and growing a business in the area. There is the potential for the Wollondilly VIC to also implement a similar initiative.

A weakness of the Wollondilly VIC is that to visit it is only convenient for visitors to Picton, and not many other areas in Wollondilly. The Wollondilly VIC could consider opening Level Three VICs in

other areas of Wollondilly to improve overall visitation to the area. However, it is worth considering whether this would actually be a worthwhile investment, given the decline in walk-in visitation to VICs and the costs associated with the running of the VICs.

The Wollondilly VIC could invest in online marketing activities, such as updating websites and explore other interactive technologies, in order to take advantage of the growing web visitation rates.

The VIC could invest in touch-screen kiosks used by visitors to Wollondilly, to be used as a replacement for opening on weekends, and could be a viable alternative to opening other VICs in the region. Costing approximately \$8,000 to install, areas such as Newcastle have used these electronic terminals that are available for use 24 hours a day, seven days a week to provide visitors information about the area's accommodation, dining, attractions, transport and events. However, some reports from 2014 have stated that these particular kiosks were costly to update and consumers did not find them helpful in answering tourism-related enquiries. Therefore, in considering this marketing strategy, the Wollondilly VIC needs to consider whether or not it would provide an adequate return on investment and overall customer satisfaction.

GO8 Attachments

1. Summary of Changes Table
2. Draft Revision of Work Health & Safety Policy

Monday 20 February 2017

GO8 – Revision of Work Health & Safety Policy

Policy Changes table for Council Reports:

SUMMARY OF CHANGES – WORK HEALTH AND SAFETY POLICY

Location	Previous Wording	New Wording	Reasoning
Policy Objectives	No change	1.6 To build a resilient, safe & supported workplace	To incorporate the Corporate vision.
Applicability	This protocol applies to all Council staff members, volunteers, casual workers, trainees, and elected representatives when conducting business on behalf of Wollondilly Shire Council.	This policy applies to all Council staff members, volunteers, labour hire workers, trainees, Contractors, and other persons at a workplace when conducting business for or on behalf of Wollondilly Shire Council.	Amended to include labour hire workers, Contractors and other persons at a workplace which incorporates elected representatives and anyone else at work place.
Guidelines Clause 4.5	Require the compliance of staff, contractors, volunteers and visitors with all relevant policies and procedures created to provide a safe work environment or method of performing a designated task.	Require the compliance of staff, volunteers, labour hire workers, trainees, contractors, and other persons at a workplace with all relevant policies and procedures created to provide a safe work environment or method of performing a designated task.	As above
Responsibility /Accountability Councillors Clause 5.1.1	An obligation to properly assess and consider funding applications for health, safety or risk management issues, where the health, safety or welfare of Council employees or volunteers working for or on behalf of Council has been identified by a Council officer as being at risk.	An obligation to properly assess and consider funding applications for health, safety or risk management issues, where the health, safety or welfare of Council employees or other persons working for or on behalf of Council has been identified by a Council officer as being at risk.	Amended to include other persons at a workplace.

Location	Previous Wording	New Wording	Reasoning
Responsibility /Accountability Councillors Clause 5.1.2	an obligation to comply with all reasonable direction given to them by the General Manager including the wearing of any personal protective equipment (PPE) deemed necessary to protect them from harm while in attendance at a designated Council work site.	To adhere to all WHS requirements while in attendance at a designated Council work site.	Shortened and clarified need to adhere to all WHS requirements at a worksite.
Responsibility /Accountability Councillors Clause 5.1.3	an obligation to wear any personal protective equipment (PPE) deemed necessary to protect them from harm whilst undertaking inspections or following up issues with members of the public on non designated Council worksites.	Comply with all reasonable directions given to them by the General Manager in relation to work health and safety.	As above.
Responsibility /Accountability General Manager Clause 5.2.1	ensure that the principles of WHS are enshrined in the day to day activities of the Council and that where reasonably practicable a safe place of work is provided for all employees, volunteers, contractors and visitors.	ensure that the principles of WHS are enshrined in the day to day activities of the Council and that where reasonably practicable a safe place of work is provided for all persons at a Council workplace.	Shortened and simplified to include all persons at a workplace.
Responsibility /Accountability Workers Clause 5.5	Workers must, while at work;	Employees must, while at work;	Workers is the term used in the WHS Act & Regs.

1. POLICY OBJECTIVES

- 1.1 To as far as is reasonably practicable, identify, eliminate and/or minimise all risks to health and safety in the workplace.
- 1.2 To actively encourage employee consultation in all matters affecting health and safety.
- 1.3 To strive for continuous improvement in our health and safety performance.
- 1.4 To comply with the legislative requirements of the WHS Act 2011 and WHS Regulations 2011 and other relevant legislation or subsidiary codes of practice.
- 1.5 To clearly establish levels of responsibility and accountability for the effective management of Health and Safety within Wollondilly Shire Council.
- 1.6 To build a resilient, safe and supported workplace.

2. BACKGROUND

- 2.1 This policy has been created in accordance with the requirements of NSW Work Health and Safety legislation

3. APPLICABILITY

- 3.1 This policy applies to all Council staff members, volunteers, labour hire workers, trainees, Contractors, and other persons at a workplace when conducting business for or on behalf of Wollondilly Shire Council.

4. GUIDELINES

In support of this policy Council will:

- 4.1 Provide staff at every level with the necessary instruction, training and resources to enable them to perform the tasks assigned to them safely and efficiently and as far as is reasonably practicable, without risk.
- 4.2 Consult with staff prior to any changes to work methods or workplace design or the purchase of any new plant or equipment.
- 4.3 Promote health and safety awareness by the development and implementation of safe systems of work and safe work practices.
- 4.4 Conduct inspections of the workplace, to identify and control hazards.
- 4.5 Require the compliance of staff, volunteers, labour hire workers, trainees, contractors, and other persons at a workplace with all relevant policies and procedures created to provide a safe work environment or method of performing a designated task.
- 4.6 Regularly review Councils WHS performance with Senior Management and the Health and Safety Committee.

5. RESPONSIBILITY/ACCOUNTABILITY

5.1 Councillors have;

- 5.1.1 An obligation to properly assess and consider funding applications for health, safety or risk management issues, where the health, safety or welfare of Council employees or **other persons** working for or on behalf of Council has been identified by a Council officer as being at risk.
- 5.1.2 **To adhere to all WHS requirements while in attendance at a designated Council work site.**
- 5.1.3 **Comply with all reasonable directions given to them by the General Manager in relation to work health and safety.**

5.2 General Manager and Executive Management must exercise due diligence to;

- 5.2.1 Ensure that the principles of WHS are enshrined in the day to day activities of the Council and that where reasonably practicable a safe place of work is provided for **all persons at a Council workplace.**
- 5.2.2 Ensure that Council's policies and procedures are adhered to and that sufficient resources are provided to enable compliance with relevant WHS legislation.
- 5.2.3 Establish measurable objectives and targets to ensure continued improvement aimed at the elimination of work related injury and illness.
- 5.2.4 Review the WHS management system at regular intervals to continually monitor Councils ongoing WHS performance.

5.3 Managers shall so far as is reasonably practicable, ensure that;

- 5.3.1 WHS principles are adhered to through proper consultation with all employees.
- 5.3.2 Prompt action is taken to eliminate and/or minimise unsafe conditions and/or work practices.
- 5.3.3 All incidents are properly investigated and that preventative and/or corrective action is taken to prevent a recurrence of the incident.
- 5.3.4 All plant and equipment purchased is compliant with WHS requirements, where applicable Australian Standards and the needs of the end user.

- 5.4 **Supervisors / Team Leaders** shall as far as is reasonably practicable ensure that;
- 5.4.1 All staff under their control receives adequate information, instruction and training for the tasks assigned to them.
 - 5.4.2 All foreseeable risks related to activities under their control are identified and suitable control measures implemented.
 - 5.4.3 When required written procedures are created and that the directions contained within are fully understood and complied with.
 - 5.4.4 All plant, equipment and tools are regularly inspected and maintained to a satisfactory standard.
- 5.5 **Workers must**, while at work;
- 5.5.1 Comply as far as they are reasonably able to, with all reasonable directions given to them by their Manager and/or Supervisor.
 - 5.5.2 Co-operate with all directions contained within any policy or procedure created to ensure that a safe system of work or work practice is implemented and followed.
 - 5.5.3 Take reasonable care for their own safety at work.
 - 5.5.4 Take reasonable care for the health and safety of their co-workers who may be affected by their acts or omissions at work.
 - 5.5.5 Ensure that all incidents and near misses are reported to their immediate supervisor and to be proactive in the identification of potential hazards that may be present at the worksite.

6. RELATED POLICIES/PROTOCOLS

- 6.1 Risk Management Protocol
- 6.2 Code of Conduct

7. RELATED PROCEDURES

- 7.1 Health and Safety Procedures Trim 2365
- 7.2 Safe Work Method Statements
- 7.3 Safe Operating Procedures

8. RELATED LEGISLATION

- 8.1 Work Health and Safety Act 2011
- 8.2 Work Health and Safety Regulations 2011
- 8.3 **AS/NZS 4801:2001 Occupational Health and Safety Systems**

9. ATTACHMENTS

9.1 Nil

10. RESOURCES

10.1 Nil

11. IMPLEMENTATION STATEMENT

11.1 To ensure this protocol is implemented effectively, Council will employ a variety of strategies involving awareness, education and training. These strategies will be aimed at Councillors, staff and council representatives and will involve:

- 11.1.1 Review of protocol at induction with all new Councillors, staff and volunteers.
- 11.1.2 Review of protocol when handing over to staff acting in a higher duties position.
- 11.1.3 Communication of protocol to existing staff via e-mail or hard copy.
- 11.1.4 The posting of this protocol on all staff notice boards and Councils web site.

12. POLICY HISTORY

- | | | |
|------|----------------------|----------------------------|
| 12.1 | Date First Adopted | 12 March 2001 |
| 12.2 | Most Recent Adoption | 20 February 2017 |
| 12.3 | Next Review Date | 20 February 2020 |
| 12.4 | Responsible Officer | Manager Executive Services |

General Manager: Luke Johnson

Signature: _____

Date: _____

Chair HS Committee: William Sayer

Signature: _____

Date: _____

EN1 Attachments

1. Draft Submission on the Review of the State Environmental Planning Policy No 44
2. Map 1 - Location of Pilot Surveys and Koala Recordings
3. Map 2 - Location of Koala Sightings in relation to Planning Proposals

Monday 20 February 2017

EN1 – Review of SEPP 44 Koala Habitat Protection

Submission on the Review of the State Environmental Planning Policy No 44 – Koala Habitat Protection

This submission provides comments on the Explanation of Intended Effects (EIE document) for the review of *State Environmental Planning Policy No 44 – Koala Habitat Protection* (SEPP 44). The submission is based on the experience of Council Officers in the implementation of the current SEPP 44 during the assessment and approval of planning and development proposals. The submission is also based on the experiences of Council's Environmental Staff in relation to the mapping of koala habitat and the collection of baseline data

1) Background Information

(i) Relevance of SEPP 44 to the Wollondilly Local Government Area

The Wollondilly Local Government Area (LGA) is a peri-urban type LGA on the perimeter of the Greater Metropolitan Sydney Area. There are significant increasing pressures on local biodiversity including known potential koala habitat areas, particularly as a result of urban development. In this regard, Map 1 (presented as Attachment 1) shows the location of koala recordings in relation to planning proposals currently being assessed by Council and gazetted.

Council participated in a Baseline Survey Pilot Study with the NSW Office of Environment and Heritage during April and May 2016 which involved koala surveys at 58 strategic locations. The Report on this Baseline Study prepared by Dr Nicholas J. Colman MSc, B.Env.Sc (Hons) broadly concluded that::

A greater study effort into the koala population, their habitat-use (i.e. possible home ranges) as well as the flora (food/shelter trees) of Wollondilly is warranted. A major priority is the identification/protection and enhancement of koala habitat and vegetated corridors that koalas utilise for movement across the landscape or for home ranges. In addition, this study detected other threatened fauna that would also benefit from increased koala protection strategies.

The Study enhanced previous expressed propositions that the Wollondilly LGA provides a potential meeting point between the Chlamydia positive Southern Highlands koalas and the Chlamydia free Campbelltown population. It also highlighted significant deficiencies in the current knowledge of movements of koalas and the priority for additional and detailed surveys and mapping. The DP&E is requested to note in this regard that land use planning is to ensure the long-term survival of koalas in the LGA is considered to be operating without strategic direction as a consequence of these significant shortcomings in baseline data and research..

The adequate protection of the koala population within the Wollondilly LGA has been noted to be of very high concern to the broad section of the community. This concern is illustrated by the reporting of thirty sightings of koalas to Council's Koala Hotline since its establishment in mid-2015 as well as a number of articles in local newspapers.

(ii) Overview of Council experience with SEPP 44

The SEPP 44 has been viewed by Council Staff as an important statutory document in the review of development both at the planning stage and sub-division stage. However, the following shortcomings have been experienced in the current SEPP 44 document based on the experience of these Officers:

- The list of koala tree species does not reflect up-to-date knowledge regarding the habitat and movement of koalas.
- The current definition of 'Core Habitat' for Koalas does not adequately capture the significance of a site proposed for development in terms of a site specific and landscape context.
- Reports accompanying development applications have almost unanimously observed to state that SEPP 44 does not have any implications to the proposed development largely based on the absence of koala recordings on a site proposed for development.
- The preparation of specific Koala Plans of Management has occurred on an extremely rare basis due to a combination of factors including the non-identification of 'core koala' habitat on site and expenses incurred and timeframe involved in the preparation of such Plans.

2) General comments on the review of SEPP 44 and adopted process

Council is supportive of SEPP 44 and recognises its value and importance in providing a statutory framework at the State Government level for the protection and management of koalas and their associated habitat at a localised level. Council consequently welcomes the retention of the SEPP and views its review as a means of addressing the experiences of Officers and shortcomings in the current document outlined above.

The consultation being undertaken in relation to the intended effects of proposed amendments to SEPP 44 is welcomed. However, the review process within the exhibited Frequent Question document is considered to infer an intention of the DP&E not to subject the following items to a subsequent public exhibition process.

- The definition of 'koala habitat' to replace the definitions of 'core koala habitat' and 'potential koala habitat' contained in the current SEPP 44.
- Updated Guidelines setting out criteria for applicants to follow and consent authorities to put into effect when applying the SEPP to standardise the development assessment process.
- Updated Guidelines to support the preparation of Comprehensive Koala Plan of Managements

The above items are viewed as integral components of the SEPP and their absence from the exhibited material is viewed with concern. The DP&E is requested to note in this regard that in endorsing this submission, Council resolved at its meeting on 20th February 2017 to send correspondence to the NSW Minister for Planning requesting their public exhibition. The DP&E is further requested to note that the provision of any form of Council support to the updated SEPP is withheld pending the review of this information.

3) Relationship of the revised SEPP to the applicable legislative and policy framework

- (i) *Relationship of the revised SEPP 44 to the Biodiversity Conservation Act 2016*

The Explanation of Intended Effect is noted to state on page 12 “... *updated requirements for development applications and considerations for consent authorities will reflect contemporary koala management practices and include, for example, avoiding habitat fragmentation*”. The apparent intention for the updated SEPP to include requirements for consent authorities to consider the impacts of development on koala habitat fragmentation is welcomed

However, there are concerns that the effectiveness of the revised SEPP in protecting koala habitat will be constrained by the *Biodiversity Conservation Act 2016* following its formal introduction in the later part of 2017. These concerns are based on considered inconsistencies between the proposed broad approach of the revised SEPP 44 (protecting koala habitat based on the vegetation characteristics of a for this development site) and the provisions of the BCA. While acknowledging the Regulation Act is yet to be publicly released, Council Staff view the Gazetted Act as allowing for removal of habitat subject to offsetting measures). **The urgent provision of a response by the DP&E and/or OEH to these concerns prior to the finalisation of the revised SEPP 44 is being sought.**

(ii) *Relationship of the revised SEPP to proposed reform of the Environmental Planning and Assessment Act 1979*

A series of reforms to aspects of the Environmental Planning and Assessment Act 1979 are noted to have been placed on public exhibition for the similar revised period for SEPP 44. The details of these proposed reforms outlined in the exhibited Summary Document are noted to include the preparation of Local Strategic Planning Statements (which amongst other matters), would “*incorporate and summarise land use objectives and priorities identified through council’s Community Strategic Plan process*” and “*provide the strategic context and rationale for local planning controls*”.

Council Environmental Staff have identified potential inconsistencies between these reforms and the approach of the BC Act described above. These Officers also consider there is a need for clarification between the alignment of revised SEPP 44, reforms to the EP &A Act and the BC Act to ensure the adequate protection of koala habitat occurs within a landscape context in accordance with latest research. **The DP&E and/or OEH is requested provide Council with clarification over this matter as a priority and prior to finalisation of the revised SEPP 44.**

(iii) *Consistency of the revised SEPP with the State and Commonwealth Policy framework*

The EIE is noted to state the proposed species list is consistent with the NSW Recovery Plan for Koalas. However, there is an absence of any discussion on proposed procedures to ensure the consistency of the definition of ‘koala habitat’ and Guidelines for Development’ within the revised SEPP to this Recovery Plan. There is also noted to be an absence of reference to the NSW Koala Strategy which Staff understands has a purpose of providing an overarching framework at the State level of the protection and management of koala habitat.

It is considered important that the revised SEPP 44 be consistent with and complements the policy framework. to ensure the implementation of measures to protect koala habitat from development within a strategic context occurs at the local, State and International level. **The viewpoint of the DP&E and inclusion of measures in the updated SEPP demonstrating**

consistency with the applicable policy framework is requested prior to the finalisation of the document.

3) Comments on specific aspects of the Explanation of Intended Effect

The following provides comments on individual aspects of the EIE document including aspects of the revised SEPP to be prepared subsequent to the public exhibition of this document

(i) Proposed aims of the updated SEPP

The statement in the EIE that the *“aim of the SEPP is appropriate and will continue to be to protect koala habitat to ensure a permanent free-living population over the present range and reverse the current trend of koala population”* is supported and welcomed. There is however a noted absence of reference over whether the objectives of the current SEPP will be retained. **It is requested in this regard that the Objectives of the current SEPP 44 be retained with reference to ‘core koala habitat’ amended to ‘koala habitat’.**

(ii) Definition of koala habitat by the revised SEPP

The definitions of Core and Support Core habitat in the current version of SEPP 44 have been observed to be largely ineffective in protecting the impacts of development on koalas and their habitat. The EIE is noted to state in relation to this matter *“the updated definitions will be replaced with definitions that identify the characteristics of plant communities which make up koala habitat and if there is evidence that koala are present”*.

This proposed approach is recognised as having potential benefit in terms of improving the effectiveness of the definitions in the current SEPP 44 and by extension, informing the adequacy of the revised SEPP in protecting and managing koala habitat. However, the following provides comments and recommendations for the definition of 'koala habitat' within a revised SEPP based on the experiences of Officers with the current SEPP and outcomes of the recent Pilot Project with OEH.

(a) Consideration of habitat within a landscape context

It is considered important that the finalised definition of koala habitat allow for the inclusion of areas utilised or have the potential to be utilised as habitat and/or as a habitat corridor within a broader landscape context. In relation to this matter, the Report prepared for Council on the Baseline Study with OEH identified that koalas were utilising sandstone based vegetation communities adjacent to watercourses (particularly in the vicinity of disturbed areas) when moving between larger areas of habitat. The Study also identified that a number of koalas were recorded in feed tree species not listed in Schedule 2 of the current SEPP 44.

The EIE is noted to state in relation to this matter *“the guideline will also clearly articulate how the definitions in the proposed amended SEPP differ from the definitions used in environmental management at the landscape scale- such as preferred koala habitat, primary habitat or secondary habitat”*. This statement is considered to infer that the application of the revised SEPP 44 will be restricted to the site scale and the protection at a landscape scale will occur as part of a separate process. The DP&E is requested to note that Council Officers would have strong concerns over this approach as the protection of koala habitat at a landscape is viewed as being imperative based on received specialist advice including the

Report on the Pilot Study undertaken with the NSW OEH. **The provision of urgent clarification over the application of the revised SEPP in relation to this matter from both the DP&E and OEH is requested.**

(b) Consideration of koala habitat species

The EIE is noted to state that the definition of koala habitat, will be “*supported by an updated list of tree species that reflects current scientific knowledge*” (presented in the Appendix of the EIE). This species list is broadly supported in terms of providing broad guidance to development proponents and consent authorities. However, Officers consider that the updated definition of koala habitat should not be dependent or partially dependent on the presence of certain species on a particular development site (as discussed below).

Requested components of definition of ‘koala habitat’ within a revised SEPP

The adequate definition of koala habitat by the updated SEPP 44 is viewed as being highly important given its role in informing the development control process. The above comments in this submission highlight the viewpoint of Council Officers (and recent research) that the definition within an updated SEPP needs to capture the usage of a particular site by koalas in both a local and broader landscape context. It is therefore requested that the revised SEPP require the proponent of applicable development applications carry out the following activities in identifying whether a site contains ‘koala habitat’:

- The analysis of historical records to determine the previous presence of koalas and behavioural patterns of koalas on the site
- The undertaking of comprehensive surveys to identify the presence of koalas consistent with best practice across all vegetation communities present on a site proposed for development
- An analysis of the observed and identified potential behavioural usage of the site by koalas across all vegetation types within the site based on a detailed assessment, (which is not restricted to habitat species listed in the revised SEPP 44).
- The role of the site in a landscape context in allowing for the movement of koalas based on a detailed assessment and analysis of existing records.

The DP&E is requested to incorporate the above activities for development proponents into a definition of ‘koala habitat’ within a revised SEPP which is subject to a subsequent public exhibition process that includes consultation with Council Officers.

(iii) *Development control provisions in a revised SEPP 44 (Plans of Management)*

Council's experiences with development control provisions with the current SEPP 44 have been restricted to site-specific individual Plans of Management due to the absence of a Comprehensive Koala Plan of Management (CKPoM). In relation to this matter, the preparation of a CKPoM for the Wollondilly LGA has been identified as a high priority by the OEH given the significant shortcomings of baseline data and wide distribution of koala sightings. The DP&E is requested to note that Council requires sufficient support and funding at the State Government level to prepare such a Plan.

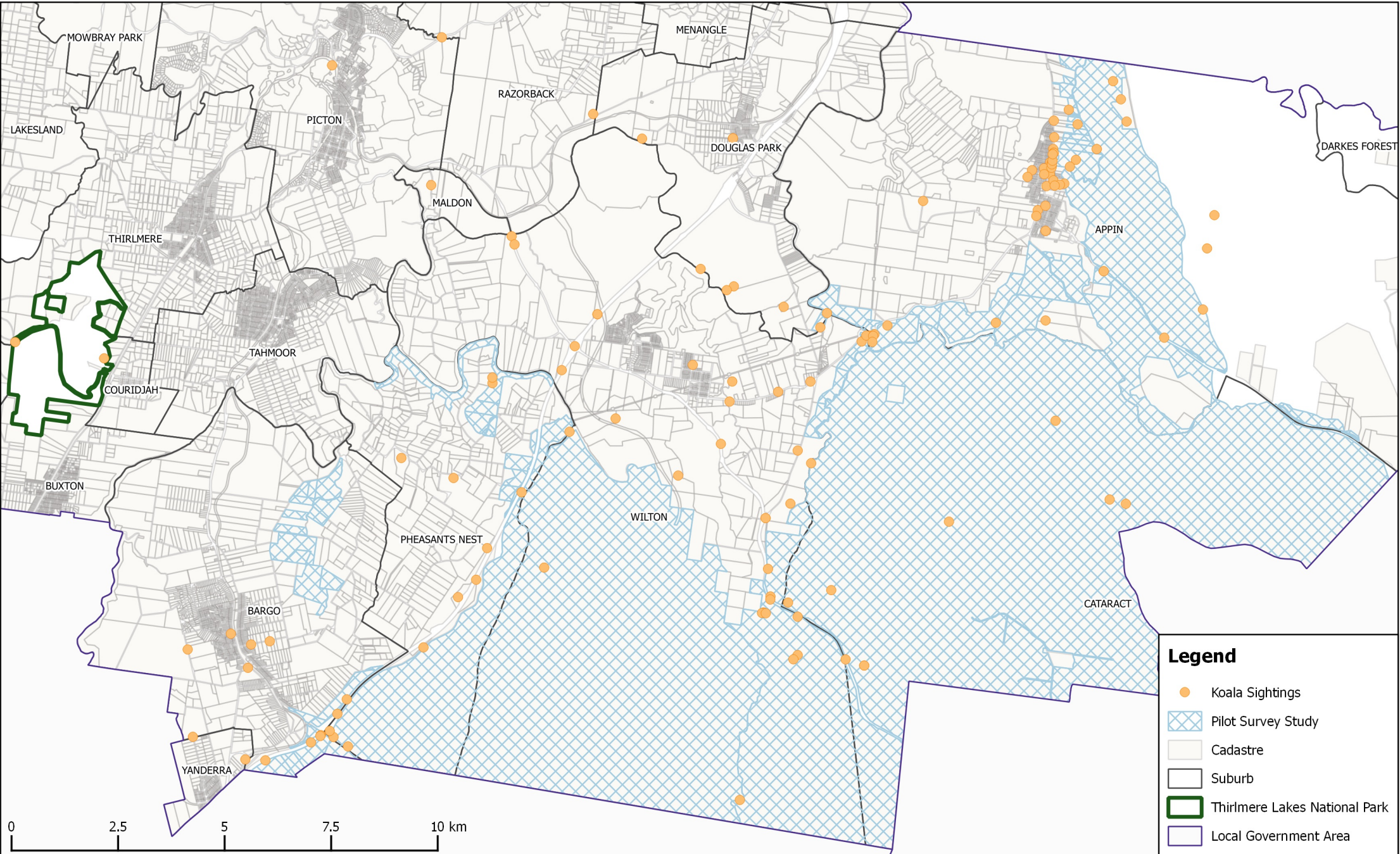
The proposed replacement of the requirements for individual Plans of Management within the revised SEPP 44 with standardised requirements outlined in updated Guidelines is not opposed. However, the provision of any Council support is subject to:

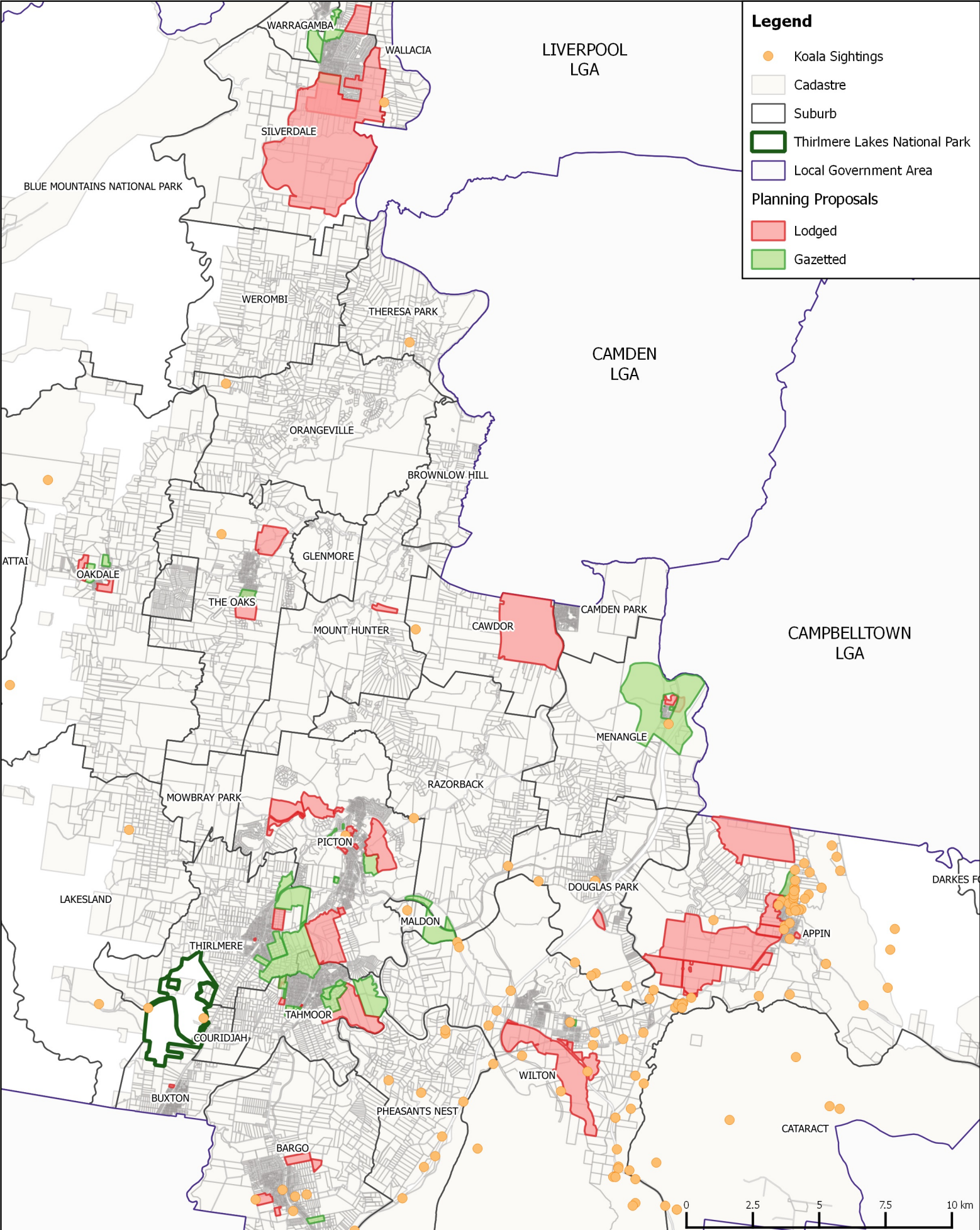
- The Guidelines requiring a level of surveys and assessment of potential impacts of an applicable development proposal on koalas which has been required for individual Plans of Management under the current SEPP 44.
- The Guidelines addressing all issues raised in the draft submission on the Review of SEPP 44 presented in Attachment 1 of this Report.

The DP&E is requested to exhibit the completed Guidelines with the completed draft SEPP 44. The provision of the completed draft Guidelines to Council prior to the finalisation of the SEPP by the DP&E is requested should this exhibition process not eventuate.

4) Concluding statement

The review of the State Environmental Planning Policy No 44 – Koala Habitat Protection is supported by Council Officers. The proposed broad amendments to the current document are recognised as having potential benefit in addressing experienced shortcomings of the current document in adequately protecting koala habitat within the Wollondilly Local Government Area. However, this submission strongly requests the public exhibition of the completed revised SEPP given that key components in regard to definitions of koala habitat and Guidelines for Comprehensive and Individual Plans of Management are yet to be prepared.





Map 2: Koala Sightings in regards to Planning Proposals



Projection: 123
Date Created: 16/01/2017

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CO1 Attachments

1. Summary of Changes Table
2. Draft Corporate Sponsorship Policy

Monday 20 February 2017

CO1 – Review of the Corporate Sponsorship Policy

Policy Changes table for Council Reports:

SUMMARY OF CHANGES – REVIEW OF THE CORPORATE SPONSORSHIP POLICY

Location	Previous Wording	New Wording	Reasoning
Sponsorship Principles Pages 1 & 2	<p>2.2 Sponsorship Principles:</p> <p>All proposals for sponsorship will take into consideration the following principles which are developed from the generic ICAC principles:</p> <p>2.2.1 A sponsorship agreement shall not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially.</p> <p>2.2.2 There shall be no real or apparent perceived conflict between the objectives and mission of Council and those of the sponsor. Accordingly sponsorship will not be sought or accepted where the sponsor has a legal or commercial dispute with Council.</p> <p>2.2.3 Care shall be taken to ensure sponsorship does not affect regulatory or inspectorial responsibilities of Council during the life of the sponsorship.</p> <p>2.2.4 Council will</p>	<p>2.1 Sponsorship</p> <p>Sponsorship is a commercial arrangement in which a sponsor provides a contribution in money or in kind support of an activity in return for specified benefits. Sponsorship can be provided by the corporate sector, community organisations or private individuals in support of a Council activity.</p> <p>2.1.1 A sponsorship as defined by ICAC is a contribution in money or kind, generally by the corporate and government sector or private individuals, in support of an individual Council related activity, in return for an agreed benefit(s).</p> <p>2.1.2 ICAC advises that public sector agencies, including Local Government Councils, need to develop a specific sponsorship policy to</p>	<p>Change to incorporate ICAC Principles and change in formatting (numbering)</p>

	<p>not endorse products or organisations in return for sponsorship.</p> <p>2.2.5 No employee of Council shall receive a personal benefit as a result of a sponsorship.</p> <p>2.2.6 Sponsorship benefits shall be documented.</p> <p>2.2.7 Sponsorship benefits shall be commensurate with the level of sponsorship.</p> <p>2.2.8 Council must ensure that sufficient resources are available to enable the committed sponsor benefits to be delivered.</p>	<p>cover all their current and future sponsorship agreements with the private sector. ICAC highlights two important principles:</p> <p>2.1.3 The public should be confident that Government decisions are made, and appear to be made, on objective grounds; and</p> <p>2.1.4 Private sector organisations should have equal access to the tangible and intangible benefits which flow from the sale of a Government asset, i.e. its goodwill.</p> <p>2.2 Sponsorship Principles</p> <p>All proposals for sponsorship will take into consideration the following principles which are developed from the generic ICAC principles:</p> <p>2.2.1 A sponsorship agreement shall not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially.</p> <p>2.2.2</p>	
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		<p>There shall be no real or apparent perceived conflict between the objectives and mission of Council and those of the sponsor. Accordingly sponsorship will not be sought or accepted where the sponsor has a current legal or commercial dispute with Council.</p> <p>2.2.3 Care shall be taken to ensure sponsorship does not affect regulatory or inspectorial responsibilities of Council during the life of the sponsorship.</p> <p>2.2.4 Council will not endorse products or organisations in return for sponsorship.</p> <p>2.2.5 No employee of Council shall receive a personal benefit as a result of a sponsorship. It is inappropriate and a breach of the Code of Conduct for any Council Official of Wollondilly Shire Council to receive a personal benefit from a sponsorship.</p> <p>2.2.6 Sponsorship benefits shall be documented.</p> <p>2.2.7 Sponsorship benefits shall be commensurate with</p>	
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		<p>the level of sponsorship.</p> <p>2.2.8 Council must ensure that sufficient resources are available to enable the committed sponsor benefits to be delivered.</p> <p>2.2.9 Where sponsorship involves the sponsor providing a product to Wollondilly Shire Council, Wollondilly Shire Council should evaluate that product for its fitness purpose against objective criteria that is relevant to Council's needs.</p> <p>2.2.10 In most circumstances, the public interest is best served by making sponsorship opportunities widely known. To this end, sponsorships should be sought and granted by using broadly based, open processes that are not limited solely to invited sponsors.</p> <p>2.2.11 Public sector agencies should assess sponsorship proposals against predetermined criteria which have been published in advance or which are circulated to organisations that</p>	
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		<p>submit an expression of interest.</p> <p>2.2.12 A sponsorship arrangement is a contract and will be documented in a written agreement.</p> <p>2.2.13 All sponsorship arrangements should be approved by the General Manager or another designated Senior Official of Wollondilly Shire Council and described in Councils annual report in a form commensurate with the significance of the sponsorship.</p>	
Sponsor Types Page 5	<p>4.5.2 Sponsor Types:</p> <p><input type="checkbox"/> involve sponsors that are in the business of pornography, tobacco, alcohol or unsustainable practices, or</p> <p><input type="checkbox"/> involve sponsors in political fields (eg political parties).</p>	<p>4.5.2 Sponsor Types – Council will not:</p> <p><input type="checkbox"/> involve sponsors that are in the business of adult service providers, tobacco, alcohol or unsustainable practices, or</p> <p><input type="checkbox"/> involve sponsors in political fields (e.g. political parties).</p>	Change of wording to adult service providers
Management Sponsorships Page 7	Not applicable	<p>4.7 Management of Sponsorships</p> <p><input type="checkbox"/> All sponsorships will be documented through a Sponsorship Agreement which clearly outlines roles,</p>	New inclusion

		<p>responsibilities, timelines and anticipated outcomes / benefits.</p> <p>Sponsorship Agreements will be dated and authorised by the General Manager or a delegated Council Official, and the sponsor or their Delegated Officer.</p> <p>Sponsorships received and authorised will be binding for the duration of the sponsorship agreement</p> <p><input type="checkbox"/> All financial sponsorships will be paid on receipt of issuing of a tax invoice either outgoing by Wollondilly Shire Council or incoming through the sponsor agency / organisation. Tax invoices will be inclusive of GST where applicable</p> <p><input type="checkbox"/> Outgoing sponsorship payments by Wollondilly Shire Council will be audited through Council's annual external financial auditing and on a random basis through Council's Internal Audit Committee</p> <p><input type="checkbox"/> Council Officials must declare a conflict of interest, potential conflict of</p>	
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		<p>interest or pecuniary interest prior to the negotiation or acceptance of a financial sponsorship. Conflicts must be reported as per Council's Policy and Procedure</p> <p><input type="checkbox"/> Financial sponsorships whether minor or major, outgoing or incoming, must be approved by the General Manager or their Delegated Official. All Council Officials have clear lines of delegated authority which must be adhered to when issuing approval of sponsorships.</p>	

1. POLICY OBJECTIVES

- 1.1 This policy has been developed to provide a transparent process in the interest of public accountability. It ensures that probity is maintained in the selection or appointment of sponsors and in managing those sponsorships.

2. BACKGROUND

2.1 Sponsorship

Sponsorship is a commercial arrangement in which a sponsor provides a contribution in money or in kind support of an activity in return for specified benefits. Sponsorship can be provided by the corporate sector, community organisations or private individuals in support of a Council activity.

- 2.1.1 A sponsorship as defined by ICAC is a contribution in money or kind, generally by the corporate and government sector or private individuals, in support of an individual Council related activity, in return for an agreed benefit(s).

2.1.2 ICAC advises that public sector agencies, including Local Government Councils, need to develop a specific sponsorship policy to cover all their current and future sponsorship agreements with the private sector. ICAC highlights two important principles:

2.1.3 The public should be confident that Government decisions are made, and appear to be made, on objective grounds; and

- 2.1.4 Private sector organisations should have equal access to the tangible and intangible benefits which flow from the sale of a Government asset, i.e. its goodwill.

2.2 Sponsorship Principles

All proposals for sponsorship will take into consideration the following principles which are developed from the generic ICAC principles:

- 2.2.1 A sponsorship agreement shall not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially.
- 2.2.2 There shall be no real or apparent perceived conflict between the objectives and mission of Council and those of the sponsor. Accordingly sponsorship will not be sought or accepted where the sponsor has a current legal or commercial dispute with Council.
- 2.2.3 Care shall be taken to ensure sponsorship does not affect regulatory or inspectorial responsibilities of Council during the life of the sponsorship.

- 2.2.4 Council will not endorse products or organisations in return for sponsorship.
- 2.2.5 No employee of Council shall receive a personal benefit as a result of a sponsorship. It is inappropriate and a breach of the Code of Conduct for any Council Official of Wollondilly Shire Council to receive a personal benefit from a sponsorship.
- 2.2.6 Sponsorship benefits shall be documented.
- 2.2.7 Sponsorship benefits shall be commensurate with the level of sponsorship.
- 2.2.8 Council must ensure that sufficient resources are available to enable the committed sponsor benefits to be delivered.
- 2.2.9 Where sponsorship involves the sponsor providing a product to Wollondilly Shire Council, Wollondilly Shire Council should evaluate that product for its fitness purpose against objective criteria that is relevant to Council's needs.
- 2.2.10 In most circumstances, the public interest is best served by making sponsorship opportunities widely known. To this end, sponsorships should be sought and granted by using broadly based, open processes that are not limited solely to invited sponsors.
- 2.2.11 Public sector agencies should assess sponsorship proposals against predetermined criteria which have been published in advance or which are circulated to organisations that submit an expression of interest.
- 2.2.12 A sponsorship arrangement is a contract and will be documented in a written agreement.
- 2.2.13 All sponsorship arrangements should be approved by the General Manager or another designated Senior Official of Wollondilly Shire Council and described in Councils annual report in a form commensurate with the significance of the sponsorship.

2.3 Council's Corporate Sponsorship policy outlines

- 2.3.1 What sponsorships the Council will and will not undertake.
- 2.3.2 The rights and responsibilities of all parties involved in a sponsorship in order to ensure that there is neither conflict of interest nor negative impact on the Council's reputation or probity.
- 2.3.3 This policy enables the Community Projects & Events Section to monitor the utilisation of sponsors in all departments. It will ensure that Council does not overuse certain sponsors and that all sponsorship agreements are managed professionally.

3. ELIGIBILITY

- 3.1 This policy applies to any employees of the Council, Councillors and potential sponsors who can use this policy for reference or to identify projects which could benefit from sponsorship.

4. GUIDELINES

4.1 Key Considerations

The Council's reputation is an important asset. In addition, the Council has public responsibilities and accountabilities and must operate within its own legislation, policies and guidelines.

To minimise possibilities where conflict of interest may occur, and to ensure sponsorship activities fulfil the Council's public responsibilities and operate within its own legislation, policies and guidelines, this policy clearly outlines what sponsorship the Council will not undertake (see section 4.5).

All sponsorships, noting the name of the sponsor, and the event sponsored, will be audited and listed in the Council's Annual Report. The value of the sponsorship will not be published if there are any commercial in-confidence provisions.

Officers involved in sponsorship activity should be conscious of their primary responsibility for probity and adequately trained. The Council's Code of Conduct is a useful reference for maintaining professional, ethical behaviour at all times.

The risks associated with sponsorship can be higher than those associated with normal Council activities. The major risks include:

- perceptions of improper conduct
- the potential to embarrass the Council through associating a Council project with an inappropriate sponsor
- undertaking an activity on the basis of the promise of corporate sponsorship which then does not materialise
- breaching the Council's accounting requirements
- undervaluing sponsorship projects to potential sponsors
- not being cost effective
- being incapable of surviving critical public scrutiny.

4.2 Conflict of Interest

Any sponsorship the Council undertakes must not compromise the Council's reputation, public image, probity, or its ability to fulfil its functions.

Whilst the Council does not provide sponsors with commercial endorsements, sponsors may gain credibility from association with the Council. However, the Council may lose credibility by associating itself with businesses which do not fulfil their

responsibilities under fair trading laws, who are of poor repute or conflict with the Council's priority programs and commitments.

Protecting the Council's reputation and its compliance role will be expressed as a term or terms in the agreement. The terms to be included depend on the nature and scope of the sponsorship. For example, the Council can include terms to ensure that:

- Its logo is not used without its specific permission
- the sponsorship deal is not regarded as a general endorsement by the Council of the business activity of the other party
- the sponsorship deal will not fetter the Council's ability to undertake its regulatory and compliance roles
- the Council continues to own the intellectual property developed
- Council information obtained by the other party in the course of the sponsorship is kept confidential.

Where the sponsor proposes to deal with the Council in any other capacity, the Team Leader Community Projects & Events will implement appropriate measures to deal with any actual or potential conflict, consistent with ICAC guidelines and after consulting with the Manager and/or General Manager, as appropriate.

4.3 Public Responsibilities

Any sponsorship undertaken should not replace a service required by law nor inhibit the Council's ability to ensure that:

- events, programs and services are accessible and appropriate to all groups in the community
- all relevant program objectives, outcomes and outputs are consistent with the Council's Corporate and Strategic and Delivery Plans.

The Council is accountable to the public. Any sponsorship it undertakes must be one which the Council would be proud to see on the front page of a newspaper.

The Council works in a regulatory capacity. Any sponsorship it undertakes cannot influence decisions or action by the Council. Therefore the Council will not accept sponsorship of services such as licences, development applications, compliance and legal dispute resolution.

4.4 Government Guidelines

Any sponsorship undertaken must fall within Government guidelines. Three key guidelines, which apply directly to this policy are the Council's Code of Conduct, Privacy Management Plan and ICAC'S Revised Sponsorship Principles.

4.5 Sponsorships Not Permitted Under This Policy

Given the above considerations, the Council will NOT undertake sponsorships of the following types:

4.5.1 Policies and principles – Council will not:

- require or imply the Council's endorsement of commercial products, services, companies or individuals
- limit the Council's ability to carry out its function fully and impartially
- restrict access to Council events, products and services by the widest audience possible
- are not consistent with the Council's social justice principles of equity, access, participation, rights and accessibility for all groups in the community;
- cannot be accountable to the public
- personally benefit individual Council Officials, or their friends or family
- allow ownership on incoming sponsorship and control of the sponsored project to go outside the Council
- give a sponsor influence over the Council and access to restricted information
- pose a conflict with the broader policies and practices of the Council
- pose a conflict between the objectives and missions of the Council and those of the sponsor
- imply Council endorsement of contentious community issues
- involve provision to the public of a sponsor's product or service where that product or service has not been evaluated for its fitness for the purpose against the objective operational criteria relevant to the Council's needs
- have not gone through the processes set out in this Policy
- require the Council to commit to delivering a product or service which it does not have the means, infrastructure or resources to do so, or
- have not been approved by the General Manager.

4.5.2 Sponsor Types – Council will not:

- involve sponsors that are in the business of adult service providers, tobacco, alcohol or unsustainable practices, or
- involve sponsors in political fields (e.g. political parties).

4.5.3 *Cost Issue – Council will not:*

- generate surplus capital which cannot be used to offset costs of, or enhance a Council project (i.e. not a genuine sponsorship)
- places a price on the Council's sponsorship package that is not fair in comparison to marketplace prices
- requires research to establish the viability of undertaking a sponsorship, where that research exceeds the value of the sponsorship itself
- place a price on a sponsorship package which is so low as to undermine the perceived quality of that package, or
- place a price on a sponsorship package which does not represent value-for-money for the sponsor.

4.5.4 *Objectives – Council will not:*

- do not have clearly defined objectives which allow the sponsor and the Council to evaluate the outcome and results
- do not support the overall objectives of the Council, or
- do not have a written letter of agreement between the Council and the sponsor.

4.6 The Purpose of Sponsorship in the Shire of Wollondilly

There are many instances when the Council may want, or need to seek a sponsorship. All sponsorships will have a documented purpose: For example

- Council and community will benefit from the partnership established
- budget restrictions do not allow for any improvements to be made to an existing event, program or service, required under the Council's Corporate Plan
- budget restrictions do not allow the Council to meet a need for a new event, program or service as established by the Council's Corporate Plan
- current supply of a necessary program or service is no longer economically viable
- a business has approached the Council with an offer of sponsorship, or
- a prospective sponsor has a high reputation for providing proposed service of goods.

Whatever the circumstances, a sponsorship may be able to assist Council to achieve its goals.

A sponsorship, by definition, must provide both the sponsor and the Council with clear benefits.

4.7 Management of Sponsorships

- All sponsorships will be documented through a Sponsorship Agreement which clearly outlines roles, responsibilities, timelines and anticipated outcomes / benefits. Sponsorship Agreements will be dated and authorised by the General Manager or a delegated Council Official, and the sponsor or their Delegated Officer. Sponsorships received and authorised will be binding for the duration of the sponsorship agreement
- All financial sponsorships will be paid on receipt of issuing of a tax invoice either outgoing by Wollondilly Shire Council or incoming through the sponsor agency / organisation. Tax invoices will be inclusive of GST where applicable
- Outgoing sponsorship payments by Wollondilly Shire Council will be audited through Council's annual external financial auditing and on a random basis through Council's Internal Audit Committee
- Council Officials must declare a conflict of interest, potential conflict of interest or pecuniary interest prior to the negotiation or acceptance of a financial sponsorship. Conflicts must be reported as per Council's Policy and Procedure
- Financial sponsorships whether minor or major, outgoing or incoming, must be approved by the General Manager or their Delegated Official. All Council Officials have clear lines of delegated authority which must be adhered to when issuing approval of sponsorships.

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Council Executive
- 5.2 Directors
- 5.3 Managers
- 5.4 Team Leader Community Projects & Events

6. RELATED POLICIES

- 6.1 Code of Conduct
- 6.2 Privacy Management Plan
- 6.3 ICAC'S Revised Sponsorship Principles

7. RELATED PROCEDURES

- 7.1 Corporate Sponsorship Procedure

8. RELATED LEGISLATION

- 8.1 Independent Commission against Corruption:- Sponsorship in the Public Sector

8.2 Section 55 of the Local Government Act 1993

8.3 ICAC Act 1988

8.4 ICAC Amended Act 2015

9. ATTACHMENTS

9.1 Nil

10. RESOURCES

10.1 Independent Commission Against Corruption:- *Sponsorship in the Public Sector*

10.2 City of Sydney:- *Corporate Sponsorship*

10.3 Camden Council - *Sponsorship Policy*

10.4 Sutherland Shire Council:- *Sponsorship Policy*

10.5 Liverpool City Council:- *Corporate Sponsorship (incoming) Policy*

10.6 Sinc Solutions, Strategic Independent Consulting:- *Independent Policy Review 2016*

11. IMPLEMENTATION STATEMENT

11.1 To ensure this policy is implemented effectively, Council will employ a variety of strategies involving awareness, education and training. These strategies will be aimed at Councillors, Council Officials and council representatives and will involve:

11.1.1 Being placed on website.

11.1.2 Communication of policy to Council Officials via e-mail or hard copy.

11.1.3 Regular review of Policy.

12. POLICY HISTORY

12.1 Date First Adopted	16 June 2008
12.2 Most Recent Adoption	20 February 2017
12.3 Next Review Date	February 2019
12.4 Responsible Officer	Manager Community Outcomes

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CO2 Attachment

1. Australia Day Awards Advisory Committee Operational Guidelines/Terms of Reference.

Monday 20 February 2017

CO2 – Review of Community Advisory Committees

Australia Day Award Committee

Operational Guidelines and Terms of Reference

Contents

Contents	2
Australia Day Award Committee - Terms of Reference	3
1. Objective of the Australia Day Award Committee.....	3
2. Links to Community Strategic Plan 2033	3
3. Key Focus Areas for the Australia Day Award Committee	3
Australia Day Award Committee - Operational Guidelines	4
1. Meeting Frequency, Times and Venue	4
2. Membership.....	4
3. Membership Selection and Tenure	4
4. Other Attendees	4
5. Chairperson.....	5
6. Responsibilities of Members	5
7. Role of the Council Officer	5
8. Quorum & Decision Making	6
9. Minutes, Agendas & Reporting Requirements	6
10. Standing Agenda Items	7
11. Financial	7
Australia Day Award Committee – Award Criteria	8
1. Number and Type of Awards	8
2. Eligibility of Awards.....	8
3. Selection Criteria for Awards	8
4. General Criteria	9

AUSTRALIA DAY AWARD COMMITTEE - TERMS OF REFERENCE

1. OBJECTIVE OF THE AUSTRALIA DAY AWARD COMMITTEE

To bring together interested community members to determine and recognise the winners of the Wollondilly Australia Day Awards. Committee members act as ambassadors for Australia Day throughout the year encouraging individuals and community groups to nominate worthy individuals for the awards. The Australia Day Award Committee also provides input to the planning of the Celebrations for Australia Day.

2. LINKS TO COMMUNITY STRATEGIC PLAN 2033

The Australia Day Award Committee directly supports Wollondilly Community Strategic Plan 2033 as it enables Council to engage with its community by listening to and responding to their needs and concerns.

The Australia Day Award Committee will consider issues and pursue actions and strategies which support Wollondilly Community Strategic Plan 2033.

The Australia Day Award Committee will report on its outcomes and achievements annually, in particular identifying how the activities have contributed to the overall outcomes of Wollondilly Community Strategic Plan 2033.

3. KEY FOCUS AREAS FOR THE AUSTRALIA DAY AWARD COMMITTEE

The Australia Day Award Committee will pursue specific actions and strategies which relate and contribute to the following key focus areas:

- Determine the winners of the Wollondilly Australia Day Awards, taking into consideration the eligibility of the nominations against the selection criteria.
- Committee members act as ambassadors for Australia Day throughout the year encouraging individuals and community groups to nominate for awards.
- Committee members provide input in to the planning of the celebrations for Australia Day through ideas brought forward at a Committee meeting.
- Committee members provide feedback to Council through the Australia Day Award Committee about the success of the events organised for Australia Day Celebrations in the Shire.
- Attendance on Australia Day to assist with setting up the event and the coordination of the award nominees.

AUSTRALIA DAY AWARD COMMITTEE - OPERATIONAL GUIDELINES

1. MEETING FREQUENCY, TIMES AND VENUE

The Australia Day Award Committee is to meet monthly as required in the Boardroom of Wollondilly Shire Council on Tuesdays from 5-7pm unless otherwise notified.

More frequent meetings may be convened as the need arises.

Alternatively, there may be a need in certain circumstances to establish temporary sub-committees or working groups to pursue specific issues / projects etc.

2. MEMBERSHIP

The Australia Day Award Committee is to have a minimum of 5 community members and a maximum of 10 community members.

All Committee members must be aged 16 years and over.

3. MEMBERSHIP SELECTION AND TENURE

Community members are to be recruited through a public expression of interest process which will be advertised in the local media and on Council's website.

Selection will be based on set criteria which will be outlined as part of the nomination process.

Membership is to be dissolved/renewed in line with the electoral term of Council. The next dissolution and renewal process would occur in the February after the Council election.

If a member resigns or is terminated, the position may be filled through a review of earlier expressions of interest or a call for new expressions of interest.

4. OTHER ATTENDEES

A designated Council officer(s) will attend and the committee. The role of this officer is to coordinate the Committee and to fulfil secretarial duties (see section 7 below).

The Australia Day Award Committee will include up to three Councillors assigned to the Committee yearly. One of the Councillors usually the Mayor if nominated on the Committee will be the Committee Chair.

Guest Speakers may be invited as required and as determined by the Committee.

All eligible winners of the Australia Day Awards will be invited to join the Committee for the following twelve months as a full voting member with the exception of the period following Local

Government Elections in accordance with section 3 of the Operational Guidelines - Membership Selection and Tenure.

5. CHAIRPERSON

A Council Officer will act as Chairperson and is required for the quorum.

If the regular Chairperson is absent, an alternative staff member will Chair the meeting.

Councillors will not be eligible to be Chairperson unless specifically appointed by Council.

Training will be available to Chairpersons as required.

6. RESPONSIBILITIES OF MEMBERS

Members will be required to sign a declaration that they have read and understood Council's Code of Conduct and will act in accordance with these Operational Guidelines. This includes communication, representing the Committee, attendance at relevant meetings / forums / conferences and speaking to the media.

Council's Code of Conduct and associated protocols are to be followed by members.

Members will be required to be respectful of the diverse opinions of others during discussions.

Members are not to use the meetings of the Committee as a platform for personal accusations / defamatory statements or as an interrogation of Council business.

Ongoing membership will be dependent on members conducting themselves in a respectful, courteous and constructive manner.

Members will be responsible for their own travel to and from Committee meetings and associated events and activities.

Members will be encouraged to contribute items of interest to the meeting agenda by contacting the Council Officer prior to the meeting. Items may also be raised in General Business.

Members will have no power or delegation to make decisions on behalf of Wollondilly Shire Council or allocate funds.

Members will be expected to actively participate in meetings, working parties (where relevant) and associated activities or events.

In the event that a member cannot attend a meeting, an apology or notification must be made to the Council Officer prior to the meeting.

Consecutive lack of attendance (3 meetings or more) without prior apology may result in the individual member's position being declared vacant by a motion of the Committee.

7. ROLE OF THE COUNCIL OFFICER

The designated Council Officer is responsible for:

- Coordinating the meeting arrangements including calendar notifications.
- Preparation and distribution of agendas, minutes and other reports and communications as required.
- Ensuring that meetings and activities of the Committee are conducted in accordance with these operational guidelines and any associated protocols including Council's Code of Conduct.
- Identifying any decisions which may require further consideration by Council's Executive or the elected Council body.
- Act as the Chairperson of the meeting.
- The Council Officer is responsible for the planning and execution of Australia Day. Thoughts and ideas raised by Australia Day Award Committee members may be taken into consideration when planning.

8. QUORUM & DECISION MAKING

Five community members would need to be present to form a quorum.

Councillor attendance is not a requirement to form a Quorum.

The Committee will make recommendations by consensus. If this is not possible, recommendations may need to be voted upon and a majority vote will be needed for a decision to be recorded.

Council officers do not have voting rights but would be able to contribute to consensus decision-making.

At times the Committee may make decisions which require further consideration by Council's Executive or the elected Council body. Any such decisions will be identified by the Council officer and recorded in the minutes. The matter will then be referred for consideration by Executive and/or Council as required.

Voting on the Australia Day awards are as followed:

- The voting method to be used can be either a show of hands or secret ballot as decided by the Committee.
- The voting system is the Modified Preferential System. Each Committee member is entitled to a vote as each candidate is eliminated.
- In the result of a deadlock, the Committee will refer to Council's Code of Meeting Practice.
- Any Committee member who has been involved in encouraging an individual to be nominated, then that Committee member must not participate in the selection process.

9. MINUTES, AGENDAS & REPORTING REQUIREMENTS

Meeting date schedules for the coming year are to be placed in the Councillor newsletter, Council's corporate calendar and on Council's website.

Advice of upcoming meetings will be distributed to members and Councillors and posted on Council's webpage at least 7 days prior to the date of the next scheduled meeting (this advice will include an agenda and the previous meeting's minutes).

Minutes are to be taken by the Council officer and distributed to Committee members, placed in the Councillor newsletter and on Council's website within 14 days of the meeting date.

10. STANDING AGENDA ITEMS

Terms of Reference will be developed and tailored to the particular interest area of the group and will outline goals and tasks for the 4 year term of the Committee.

Standing agenda items for all working groups:

- Acknowledgement of Country
- Disclosure of interests
- Attendance & Apologies
- Confirmation of minutes
- Tasks/Actions
- General Business
- WHS

11. FINANCIAL

The operational costs of convening Committee will be met by Council's budget.

No sitting fees or out of pocket expenses will be paid to members of the Australia Day Award Committee.

AUSTRALIA DAY AWARD COMMITTEE – AWARD CRITERIA

1. NUMBER AND TYPE OF AWARDS

There are five local awards available in Wollondilly Shire.

These are:

- Citizen of the Year
- Young Citizen of the Year
- Sportsperson of the Year
- Achiever of the Year
- Local Hero

The Committee where appropriate, may present a special award.

2. ELIGIBILITY OF AWARDS

- Councillors are ineligible to be nominated for Australia Day Awards.
- Nominees for Australia Day must be Australian Citizens and residents of Wollondilly
- A person who has received an award in Wollondilly in the past is not eligible to be considered for nomination in the same category again.
- All residents of Wollondilly Shire are eligible to be nominated for Citizen of the Year and Young Citizen of the Year awards with the exception of any person for work relating to their employment.
- If a member of the Australia Day Award Committee is nominated for an award that member may elect to either:
 - a. Withdraw the nomination and continue on the Committee; or
 - b. Accept the nomination and step down from the Committee for that year.
- Age limits have been set for youth and senior awards and those that are included in the selection criteria.
- Nominations will not be accepted posthumously.

3. SELECTION CRITERIA FOR AWARDS

The nominees in each of the five categories must meet the following criteria if they are to be considered for an award.

Citizen of the Year

- Must be a resident of Wollondilly Shire for the period relevant to the award nomination and at the age of 25 years or older, as at 26 January in the year of the award.

- Must have undertaken service for the benefit for the community.

Young Citizen of the Year

- Must be a resident of Wollondilly Shire for the period relevant to the award nomination and at the age of 24 years or younger, as at 26 January in the year of the award.
- Must have undertaken service for the benefit for the community.

Sportsperson of the Year

- Must be a resident of Wollondilly Shire for the period relevant to the award nomination.
- Must have demonstrated achievements in a sporting field. The Committee will take into consideration the individual's actual performance, the contribution to the sport or discipline and the nominee's approach to the chose discipline.

Achiever of the Year

- Must be a resident of Wollondilly Shire for the period relevant to the award nomination.
- Must have demonstrated outstanding achievements. The Committee will take into consideration the individual's achievements in, for example, the arts, education, science or business, either within or beyond Wollondilly Shire.

Local Hero

- The Local Hero award acknowledges a significant contribution at local community level. Can also be a local organisation that has gone above and beyond to serve their local community as well as an individual.

4. GENERAL CRITERIA

- Where a nomination form has omitted the category for which the nomination has been made or the nominator has indicated several categories, the Committee has the right to determine the most appropriate category or categories for that nomination.
- The Committee has the right to vary the category or categories for which a nomination has been made only if a different category is more appropriate for that nomination.
- The Committee will finalise all nominations in categories at a meeting one week prior to the final vote. Once voting commences nominees cannot be moved between categories.
- Nominees may be awarded only one award for that year.