

Record of Proceedings



Community Forum Monday 12 December 2016

The Community Forum commenced at 6.30pm and was held in the Council Foyer,
62-64 Menangle Street, Picton 2571.

WOLLONDILLY SHIRE COUNCIL

Record of Proceedings of the Community Forum held in the Council Foyer, 62-64 Menangle Street, Picton, on Monday 12 December 2016, commencing at 6.30pm

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OPENING BY THE CHAIRPERSON

The Chairperson, Cr Deeth opened the Community Forum at 6.30pm. The Chairperson welcomed all those in attendance at the Community Forum. The Chairperson introduced the Mayor, Cr Hannan; Councillors, the General Manager, Directors and to the Community Forum participants.

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

ACKNOWLEDGEMENT OF COUNTRY

The Chairperson acknowledged the Traditional Custodians of the Land:

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

PRESENT

Councillors: Landow, Hannan (Mayor), Gould, Banasik, Briggs, Deeth, Law and Lowry

ALSO PRESENT

General Manager, Executive Director Community Services and Corporate Support, Director Planning, Director Infrastructure and Environment and One Administration Officer.

APOLOGIES

An apology was noted for Councillor Khan.

DECLARATION OF INTEREST

There were no declarations of interest.

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Formal Community Forum Matters

FORMAL COMMUNITY FORUM MATTERS

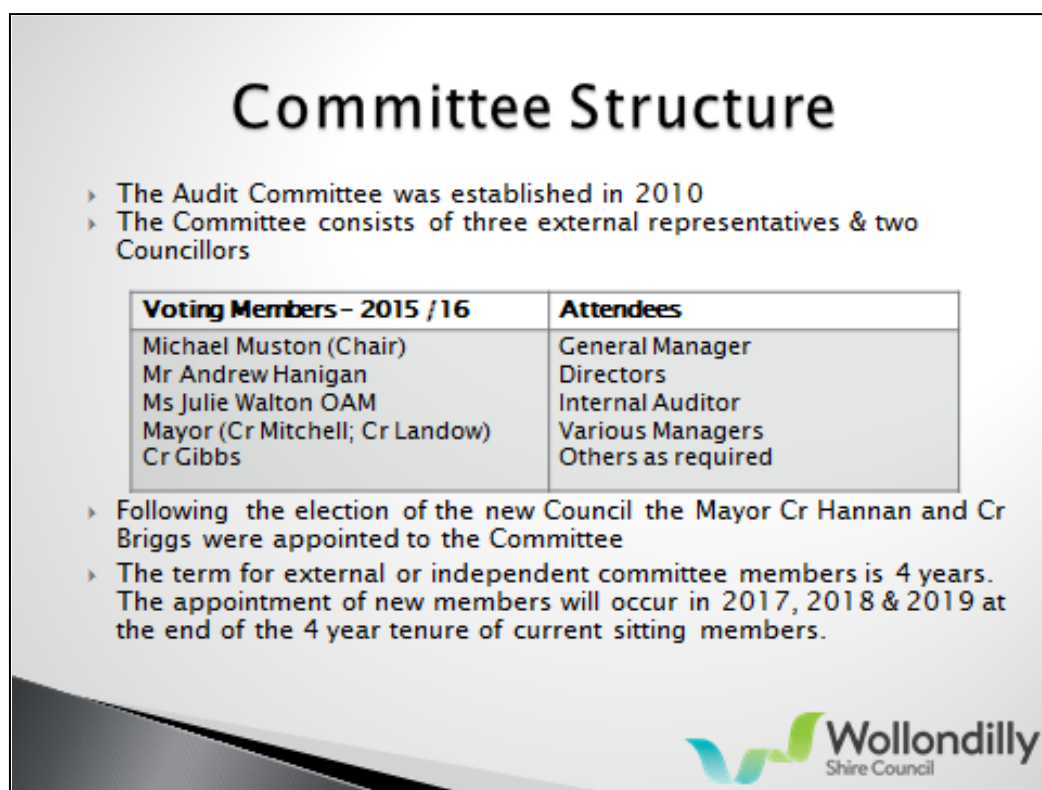
GOVERNANCE

TRIM 5374-3

1. **Audit Committee**

The chair of the Audit Committee, Mr Michael Muston gave the following PowerPoint presentation on Council's Audit Committee's activities and progress over the last financial year.

Audit Committee Annual Review - Financial Year 2015-16




The slide titled "Committee Structure" outlines the composition and history of the Audit Committee. It lists the voting members for 2015/16 and the attendees. It also includes bullet points about the committee's establishment in 2010, its composition of three external representatives and two councillors, and the appointment of new members following the 2016 council election. The Wollondilly Shire Council logo is in the bottom right corner.

Committee Structure

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

Voting Members - 2015 /16	Attendees
Michael Muston (Chair)	General Manager
Mr Andrew Hanigan	Directors
Ms Julie Walton OAM	Internal Auditor
Mayor (Cr Mitchell; Cr Landow)	Various Managers
Cr Gibbs	Others as required

- › Following the election of the new Council the Mayor Cr Hannan and Cr Briggs were appointed to the Committee
- › The term for external or independent committee members is 4 years. The appointment of new members will occur in 2017, 2018 & 2019 at the end of the 4 year tenure of current sitting members.

 Wollondilly Shire Council

Committee Reports

The Audit Committee reviewed and were kept apprised of a number of processes/activities during the financial year. The Audit Committee considered:

- › Activities/works associated with Capital Works including application of the Special Rate Variation
- › Voluntary Planning Agreements & Section 94 Development Contributions Management
- › Growth Updates
- › IT System issues with Accounts Payable Workflows
- › Quarterly Budget Reviews
- › Governance Health Check - Evaluation Form & Health Check Action Plan
- › Business Continuity (Data Loss Prevention)
- › Follow up of incomplete items from previously completed audits



Internal Audit Reports

The Internal Audit Services tender was carried out in the second half of 2015. InConsult were awarded the tender.

Following the tender process the Internal Auditor developed a new four-year internal audit plan which was endorsed by the Committee.

The Internal Auditor was requested to conduct 2 reviews which have subsequently been completed in the current financial year:

- Rock Fall Barriers - Remembrance Drive Razorback
- Bargo Waste Management Centre - closure

**Both of these reviews recommended a number of process improvements and implementation of additional internal controls.*



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Formal Community Forum Matters

Formal Community
Forum Matters

Internal Audit Reports

The Internal Audit Plan proposes the following Audits be carried out 2016/17:

- › Waste Contracts
- › Planning Certificates
- › Human Resources

The Waste Contracts audit is currently underway.

A new set of Key Performance Indicators to measure the performance of both the Committee and the internal audit function moving forward were adopted by the Audit Committee.



Key Performance Indicators

Audit Committee	How will it be measured	Target Level	Progress as at 30/6/16
Attendance by members at Audit Committee meetings	Monitor attendance register	Attendance at 75% of meetings or more by each member	Michael Muston - 4 of 4 Andrew Hanigan - 3 of 4 Julie Walton - 4 of 4 Cr Mitchell - 1 of 1 Cr Gibbs - 4 of 4 Cr Landow 1 of 3 (since 18/11/15)
Number of Audit Committee Meetings held	Minutes of each Committee meeting	At least 4 meetings p.a.	4 held in financial year (1/7/15 - 30/6/16)



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Formal Community Forum Matters

Key Performance Indicators

Audit Committee	How will it be measured	Target Level	Progress as at 30/06/16
Timeliness of Annual Report to Council	Date of submission of Annual Audit Committee Report to Council	Within 2 months of end of each financial year	Last report submitted in December 2015.
Reporting of Audit Committee functions/outcomes to Community	No. of Community Forums at which information provided regarding internal audit	At least one meeting per year	Last forum attended in December 2015

Key Performance Indicators

Audit Committee	How will it be measured	Target Level	Progress as at 30/06/16
Currency and coverage of Internal Audit Plan	Date of review of Internal Audit Plan	Audit Plan reviewed at each meeting of the Committee	Last review completed and endorsed 11/5/16
Currency and relevance of Internal Audit Committee Charter	Date of review of Charter	Within 2 months of every second financial year	Last review February 2016

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Formal Community Forum Matters

Key Performance Indicators

Internal Audit Function	How will it be measured	Target Level
Level of satisfaction of business units subject to internal audit with: <ul style="list-style-type: none"> ▪ Communication ▪ Comprehensiveness ▪ Relevance of audit recommendation ▪ Quality of audit report 	Brief survey issued	= 90% satisfaction
% of audits completed annually vs. proposed audits in audit plan	Tally of audits completed	100%

Key Performance Indicators


Internal Audit Function	How will it be measured	Target Level
Level of satisfaction of Audit Committee & MANEX with Internal Audit Function	Annual survey of Audit Committee and MANEX members	= 90% Satisfaction
Time taken to complete audit projects	Date from engagement letter to issue of final report	Six (6) weeks
Time taken to implement audit recommendations	Time taken to implement audit recommendations	Zero recommended actions greater than 3 months overdue

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Key Performance Indicators		
Internal Audit Function	How will it be measured	Target Level
Follow up Audits	Number of follow up audits completed	At least 2 follow up audits (of high priority recommendations) completed



Questions were asked and answered on the night.

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Community Question/Statement Time

COMMUNITY QUESTION/STATEMENT TIME

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

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

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

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

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

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

DD010.2009.00000827.003

Ques 1 Franko Pirovic representing Pirovic Investments Pty Ltd
Matter raised – PE1 Development Application No. 010.2009.00000827.003 – Modification of Consent No. 010.2009.00000827.001 relating to Alterations and Additions to an Existing Poultry Farm Development at Lot: 222 DP 1203433 – 430 Arina Road, Bargo

Mr Pirovic addressed the Forum.

Additional information was handed out on the night.

Community
Question/Statement
Time

WOLLONDILLY SHIRE COUNCIL

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Community Question/Statement Time

Councillor Gould sought additional information from Mr Pirovic on the night.

TRIM 6930-5

Ques 2 Roland Ware representing National Parks Association
Matter raised – PE7 Wilton New Town

Mr Ware addressed the Forum.

Additional information was handed out in the night.

TRIM 6930-5

Ques 3 Stephen McMahon representing Governor's Hill, Landowner in Wilton New Town
Matter raised – PE7 Wilton New Town

Mr McMahon addressed the Forum.

Additional information was handed in on the night.

TRIM 98, 5374-3 & 1693

Ques 4 Kelli Meldru representing Self
Matters raised – GO7 Annual Report – Code of Conduct Complaints, GO8 Audit Committee Annual Review and GO9 – Internal Reporting Policy – Review of Existing Protocol and Change of Classification

Ms Meldru addressed the Forum.

Community
Question/Statement
Time

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Informal Question/Statement Time

INFORMAL QUESTION/STATEMENT TIME

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The Chairperson stated that this section of the Forum is for matters of concern or general issues which are not on the Council's current Ordinary Meeting Agenda.

The Chairperson announced that all Questions must be submitted in writing by 12 noon on the day of the Forum and there will be 2 speakers for and 2 against a matter with a maximum of 5 minutes for each speaker.

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

Informal Question
/Statement Time

TRIM 6267 & DD010.2014.00000588.001P9

Ques 1 Roland Ware representing National Parks Association
Matter raised – The Bargo-Nepean National Park Proposal

Mr Ware addressed the Forum.

TRIM 642

Ques 2 Laura Egan-Burt representing Menangle Community Association
Matter raised – The restoration/renovation of The Menangle School of Arts Hall

Ms Egan-Burt and Mr Hans-Lothar Huhn addressed the Forum.

Additional information was handed in and presented on the night.

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Conclusion and Informal Discussions

CONCLUSION AND INFORMAL DISCUSSIONS

The Chairperson thanked those present for participating in the Community Forum, for the feedback provided and for the interest shown in the matters discussed. The Chairperson invited everyone to partake in tea and coffee and to speak openly to Councillors about any matter they wish to raise.

The Community Forum closed at 7.22pm.

About 14 people present.

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Your Councillors

YOUR COUNCILLORS

East Ward

Cr M (Matthew) Deeth

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Cr R (Ray) Law

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

Cr N (Noel) Lowry

Mobile: 0406 047 086

Email: noel.lowry@wollondilly.nsw.gov.au

Central Ward

Cr R (Robert) Khan
Deputy Mayor

Mobile: 0409 994 295

Email: robert.khan@wollondilly.nsw.gov.au

Cr M W (Michael) Banasik

Mobile: 0425 798 068

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Cr B (Blair) Briggs

Mobile: 0418 269 913

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North Ward

Cr M (Matt) Gould

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Cr J A (Judith) Hannan
Mayor

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Cr S (Simon) Landow

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Community Forum Dates

COMMUNITY FORUM DATES

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

Dates for upcoming Community Forums in 2017 will be advertised once adopted by Council at the 19 December 2016 Ordinary Meeting. It is proposed that the first Community Forum for 2017 will be held in February.