



**You are invited to attend the next Ordinary Meeting of Council:**

**Date:** Monday, 18 March 2019  
**Time:** 6.30pm  
**Location:** Council Chamber  
62-64 Menangle Street  
Picton NSW 2571

# **AGENDA**






**Ordinary Council Meeting**

**18 March 2019**

A handwritten signature in blue ink, appearing to read "Michael Malone", with a long, sweeping underline.

**Michael Malone**  
**Acting Chief Executive Officer**

# COMMUNITY STRATEGIC PLAN SNAPSHOT

CSP Theme	Strategies
<p>Sustainable and Balanced <b>Growth</b></p> 	Strategy GR1 – Growth
	Strategy GR2 – Built Environment
	Strategy GR3 – Economic Development and Tourism
	Strategy GR4 – Liveable Communities
	Strategy GR5 – Wilton New Town
	Strategy GR6 – Peri-urban Areas
	Strategy GR7 – Agriculture Strategy
	Strategy GR8 – Advocacy
<p>Management and Provision of <b>Infrastructure</b></p> 	Strategy IN1 – Improve the condition of our Road Network
	Strategy IN2 – Provision of Infrastructure and Facilities
	Strategy IN3 – Manage Infrastructure and Facilities
	Strategy IN4 – Emergency Management
<p>Caring for the <b>Environment</b></p> 	Strategy EN1 – Protect and Enhance Biodiversity, Waterways and Groundwaters
	Strategy EN2 – Protect the Environment from Development Pressures
	Strategy EN3 – Vegetation Management
	Strategy EN4 – Community Involvement
	Strategy EN5 – Environmental Awareness
	Strategy EN6 – Sustainable Practices
	Strategy EN7 – Agricultural Land and Capability
	Strategy EN8 – Auditing, Monitoring and Enforcement
	Strategy EN9 – Waste Management
	Strategy EN10 – Advocacy
<p>Looking after the <b>Community</b></p> 	Strategy CO1 – Strong Community
	Strategy CO2 – Health and Wellbeing
	Strategy CO3 – Social Planning
	Strategy CO4 – Engagement and Communication
	Strategy CO5 – Advocacy
<p>Efficient and Effective <b>Council</b></p> 	Strategy EC1 – Employee Relations
	Strategy EC2 – Risk Governance
	Strategy EC3 – Customer Service
	Strategy EC4 – Financial Sustainability
	Strategy EC5 – Resource Efficiency
	Strategy EC6 – Information Management
	Strategy EC7 – Participation Strategy
	Strategy EC8 – Accountability and Transparency
	Strategy EC9 – Advocacy

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**1 OPENING****2 RECORDING OF THE MEETING**

In accordance with Council's Code of Meeting Practice the electronic recording of the Council Meeting and the use of electronic media during the proceedings is not permitted. This includes devices such as laptops, mobile phones, tape recorders and video cameras.

**3 WEBCAST NOTICE**

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Video footage collected is of the decision making body only, if you do not wish your image to be recorded please remain in the public gallery. Your image, voice, personal and health information may be recorded, publicly broadcast and archived if you speak during the meeting and/or don't remain in the space provided.

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Council may be required to disclose recordings pursuant to the Government Information (Public Access) Act 2009, or where Council is compelled to do so by court order, warrant or subpoena or by any other legislation.

**4 NATIONAL ANTHEM****5 ACKNOWLEDGEMENT OF COUNTRY**

The Mayor will acknowledge the traditional Custodians of the Land.

**6 APOLOGIES AND LEAVE OF ABSENCE REQUESTS****7 DECLARATION OF INTEREST****8 CONFIRMATION OF MINUTES**

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**9 ITEMS TO BE TABLED**

- Disclosure of Interest Register 2018/19

**10 MAYORAL MINUTE**

## 11 SUSTAINABLE AND BALANCED GROWTH

### 11.1 OUTCOME OF PUBLIC NOTIFICATION OF DRAFT DEED OF VARIATION TO PLANNING AGREEMENT FOR 2710 REMEMBRANCE DRIVEWAY TAHMOOR

**File Number:** 10619#354

#### EXECUTIVE SUMMARY

- The purpose of this report is to advise Council of the outcome of Public Notification of Draft Deed of Variation to Planning Agreement for 2710 Remembrance Driveway, Tahmoor.
- It is recommended that Council:
  - adopt the Draft Deed of Variation to the Voluntary Planning Agreement attached to this report;
  - authorise the Acting Chief Executive Officer to Execute the Deed of Variation to the Voluntary Planning Agreement on behalf of Council; and
  - authorise the Voluntary Planning Agreement to be removed from title of land to be acquired by Sydney Water in accordance with delegations.

#### REPORT

Council executed a Voluntary Planning Agreement (VPA) for 2710 Remembrance Driveway, Tahmoor on 2 April 2014. The Agreement relates to the Tahmoor South Business Development land and requires the developer to make following development contributions:

- pay monetary contributions (of 1.2% of the capital investment value of any development of \$100,000 or more, to be applied to any public purpose in Council's Contributions Plan);
- construct and dedicate land for a roundabout to access the development; and
- purchase and retire biodiversity credits.

Sydney Water has now sought to acquire land from the developer, which is affected by the VPA. However, in order to transfer the land to Sydney Water, the VPA will need to be released from Title. To facilitate this, a Deed of Variation (DoV) to the VPA is required. Wollondilly Shire Council and the developer of the land at 2710 Remembrance Driveway, Tahmoor have negotiated a Draft DoV to the VPA under Section 7.4 of the Environmental Planning and Assessment Act 1979.

A draft DoV has been prepared to remove the requirements from the land being acquired by Sydney Water. Council's solicitor has reviewed the DoV and advised that the removal of pumping station land from the Planning Agreement does not impact on the development contributions to be provided under VPA and accordingly there is no reason for Council to refuse to excise the land being acquired by Sydney Water from the VPA.

#### Consultation


The Draft DoV to the VPA and Explanatory Note were publically notified in accordance with the Environmental Planning & Assessment Act 1979 between 19 December 2018 and 1 February 2019. No submissions were received.

It is noted that the proposed DoV is mechanical in nature, and that the community benefits outlined in the existing VPA will remain unchanged.

#### Financial Implications

As stated above, there is no change to the development contributions being provided under the VPA.

**ATTACHMENTS**

1. **Draft Deed of Variation to 2710 Remembrance Driveway VPA** 

**RECOMMENDATION**

That Council:

1. adopt the Draft Deed of Variation to the Voluntary Planning Agreement attached to this report;
2. authorise the Acting Chief Executive Officer to Execute the Deed of Variation to the Voluntary Planning Agreement on behalf of Council; and
3. authorise the Voluntary Planning Agreement to be removed from the title of land to be acquired by Sydney Water in accordance with delegations.

## 12 MANAGEMENT AND PROVISION OF INFRASTRUCTURE

### 12.1 TRAFFIC MANAGEMENT UPGRADES - FEBRUARY 2019

**File Number:** 10619#396

#### EXECUTIVE SUMMARY

- The Local Traffic Committee Agenda & Notice of Meeting was issued on 7 February 2019 to consider a number of reports for traffic management in the Wollondilly Local Government Area and to submit recommendations for Council's consideration at the Local Traffic Committee Meeting held 12 February 2019. The agenda papers were also distributed to all Councillors.
- This report recommends that the traffic management proposals, as considered by the Local Traffic Committee Meeting of 12 February 2019, be adopted.

#### REPORT

##### Background

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

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

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

The Minutes of the Local Traffic Committee Meeting of 12 February 2019 have been distributed and are available on the Council website.

Only matters requiring a resolution of Council are included in this report, other endorsed upgrades have been approved under delegated authority.

##### Consultation

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

##### Financial Implications

The proposals for Council projects contained within the Traffic Committee Agenda are able to be funded from Council's current budget allocations or remain the responsibility of an external applicant.

#### ATTACHMENTS

1. Minutes - Local Traffic Committee Meeting - 12 February 2019 

**RECOMMENDATION**

That the Minutes of the Traffic Committee Meeting held on 12 February 2019 be received and the following recommendations be adopted:

**LTC Recommendation No. 1.1 Wollondilly Illuminate Festival 2019 – Request for Road Closures:**

That:

1. Approval is granted for Traffic Management on Friday 17 May 2019 between 9.30am and 2.30pm for the installation of scaffold towers and projectors.
2. Approval is granted for the requested road closure of Menangle Street from Colden to Argyle Streets including Saint Mary McKillop Lane and car park and Menangle Street West to Davidson Lane.
3. Approval for the road closure be approved from 6.00am till 12.00am (midnight) on Saturday 18 May 2019.
4. Approval be granted for the partial closure of the RSL Memorial Park for the Illuminate Kids Carnival on Saturday 18 May 2019.
5. Approval be granted for local business to have Kerbside Dining on Saturday 18 May 2019 under policy ASS003.

**LTC Recommendation No. 1.5 “Bold Jack Country Music Festival 2019”, Warragamba – Request for Road Closures:**

6. That Council approve the temporary closure of selected roads in Warragamba including Fourteenth Street, Fifteenth Street, Civic Centre Circuit and part of Weir Road for the staging of the Bold Jack Country Music Festival 2019, subject to satisfactorily meeting the requirements for the issue of a permit for “Road Event Road Closure”. The road closures are proposed to be in place between 10.00am and 11.00pm on Saturday 27 April 2019.

**LTC Recommendation No. 1.6 Picton Anzac Day March & Commemoration on Thursday 25 April 2019**

7. That Council approve the temporary closure of selected roads in Picton including Menangle Street (West) between Argyle Street and Walton Street and Argyle Street between Menangle Street and Memorial Park (south of Downing Street), for the staging of the Picton ANZAC Day March, subject to satisfactorily meeting the requirements for the issue of a permit for “Road Event Road Closure”. The road closures are proposed to be in place between 6.30am and 7.00am on Thursday 25 April 2019.

**LTC Recommendation No. 1.7 Warragamba Picton Anzac Day March & Commemoration on Thursday 25 April 2019**

8. That Council approve the closure of Fourteenth Street, Warragamba from Twentieth Street to Weir Road and Civic Centre Cir between 9.30am to 12.00pm on Thursday 25 April 2019 for the staging of “The Warragamba ANZAC Day March” subject to the requirements for the issue of a permit for “Road Event – Road Closure”.



## 13 CARING FOR THE ENVIRONMENT

### 13.1 TAHMOOR SOUTH PROJECT APPLICATION

**File Number: 10619#400**

#### EXECUTIVE SUMMARY

- The purpose of this report is to seek the endorsement of Council on the submission for the Tahmoor South Project Application prepared by staff and recommended response by Council to identified issues and shortcomings.
- It is recommended that:
  - Council endorse the draft submission on the Tahmoor South Colliery Project Application.
  - Council write to NSW Department of Planning & Environment (DPE) requesting that the current application be reconsidered due to the identified significant shortcomings.

#### REPORT

The Environmental Impact Statement (EIS) for the Tahmoor South Project has been reviewed and a summary of the key issues are identified below.

- Key aspects of the EIS and associated specialist reports have not been updated to reflect scientific research and studies, in particular in regard to the impacts associated with subsidence on water sources.
- The EIS contains an analysis of impacts to Redbank Creek and Myrtle Creek experienced by existing operations associated with the Tahmoor North Project Area as a demonstration over the management of impacts to the condition of waterways by the Tahmoor South Project Application. However, this analysis does not refer to the recently concluded research study by Dr Ian Wright from the Western Sydney University.
- That correspondence accompanying the submission to the DPE request that the Project application be investigated in detail by the Independent Planning Assessment Commission as part of the Public Hearing Process and that it be updated to incorporate Project Advice provided by the Independent Expert Scientific Committee prior to its referral to this Commission.
- The attached draft submission outlines Council's concerns over the deficiencies in the reports and recommends that the DPE provide greater detail for the biodiversity offsetting as well as pre-clearance surveys for fauna species, including the koala, given the presence of koala habitat trees on the site of the REA.

#### Recommended Council Response

A number of key issues have been identified from the proposal that directly impact Council's operations and responsibilities. As such, it is recommended that Council request:

- That the DPE arrange a meeting with representatives of Council, Environment Protection Authority and Subsidence Service NSW as soon as practically possible to discuss concerns over the implication of the Application to the operation of the Bargo Waste Management Centre.
- That Council write to DPE requesting that the current Application be reconsidered due to the following identified significant shortcomings based on available information:
  - Key aspects of the EIS and associated Specialist Reports have not been updated to reflect scientific research and studies, in particular in regard to the impacts associated with subsidence on water sources.

- The EIS contains an analysis of impacts to Redbank Creek and Myrtle Creek experienced by existing operations associated with the Tahmoor North Project Area as a demonstration over the management of impacts to the condition of waterways by the Tahmoor South Project Application. However, this analysis does not refer to the recently concluded research study by Dr Ian Wright from the Western Sydney University.
- That correspondence accompanying the submission to the DPE request that the Project application be investigated in detail by the Independent Planning Assessment Commission as part of the Public Hearing Process and that it be updated to incorporate Project Advice provided by the Independent Expert Scientific Committee prior to its referral to this Commission.

### Consultation

The following internal consultation occurred during the preparation of the draft submission:

- Waste Services: Potential impacts of the Project to the operation of the Bargo Waste Management Centre and intended management of these impacts.
- Infrastructure: Potential impacts of the Project to local roads and traffic movement.
- Facilities: Potential impacts of the Project to Council facilities such as Bargo Sportsground and intended management of these impacts.
- Community Services: The adequacy of community engagement undertaken by SIMEC and DPE as well as adequacy of the Social Impact Assessment.
- Development Assessment and Strategic Planning: Implications to received planning proposals in the Project Application Area and consistency with the applicable strategic framework.
- Tourism and Business Investment: Economic aspects of the Project Application.

In addition, the EIS was discussed at the most recent meeting of Council's Minerals & Energy Resources, Environment & Waste Advisory Committee. Council's Environmental Assessment Planner asked for the provision of comments from members of the Committee to be incorporated into the Council submission.

### Financial Implications

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

### ATTACHMENTS

1. **Summary of the Report** 
2. **Submission with Attachments** 
3. **Location Map for the Tahmoor South Report** 
4. **Study Requirements for the Tahmoor South Project Application Report** 
5. **Executive Summary to the Tahmoor South Project Report** 

### RECOMMENDATION

1. That Council endorse the draft submission on the Tahmoor South Colliery Project Application.
2. That Council write to NSW Department of Planning & Environment (DPE) requesting that the current application be reconsidered due to the identified significant shortcomings.

**14      LOOKING AFTER THE COMMUNITY**

Nil

## 15 EFFICIENT AND EFFECTIVE COUNCIL

### 15.1 INVESTMENT OF FUNDS AS AT 31 JANUARY 2019

File Number: 10619#381

#### EXECUTIVE SUMMARY

- The purpose of this report is to provide details of Council's invested funds as at 31 January 2019
- It is recommended that the information and certification in relation to the investment of funds as at 31 January 2019 be noted.

#### REPORT

At its last meeting, the Reserve Bank maintained the cash rate at 1.50%. In relation to the domestic market, the Board of the Reserve Bank commented that:

*"The central scenario is for the Australian economy to grow by around 3 per cent this year and by a little less in 2020 due to slower growth in exports of resources. The growth outlook is being supported by rising business investment and higher levels of spending on public infrastructure. As is the case globally, some downside risks have increased. GDP growth in the September quarter was weaker than expected. This was largely due to slow growth in household consumption and income, although the consumption data have been volatile and subject to revision over recent quarters. Growth in household income has been low over recent years, but is expected to pick up and support household spending. The main domestic uncertainty remains around the outlook for household spending and the effect of falling housing prices in some cities.*

*The housing markets in Sydney and Melbourne are going through a period of adjustment, after an earlier large run-up in prices. Conditions have weakened further in both markets and rent inflation remains low. Credit conditions for some borrowers are tighter than they have been. At the same time, the demand for credit by investors in the housing market has slowed noticeably as the dynamics of the housing market have changed. Growth in credit extended to owner-occupiers has eased to an annualised pace of 5½ per cent. Mortgage rates remain low and there is strong competition for borrowers of high credit quality.*

*The labour market remains strong, with the unemployment rate at 5 per cent. A further decline in the unemployment rate to 4¾ per cent is expected over the next couple of years. The vacancy rate is high and there are reports of skills shortages in some areas. The stronger labour market has led to some pick-up in wages growth, which is a welcome development. The improvement in the labour market should see some further lift in wages growth over time, although this is still expected to be a gradual process.*

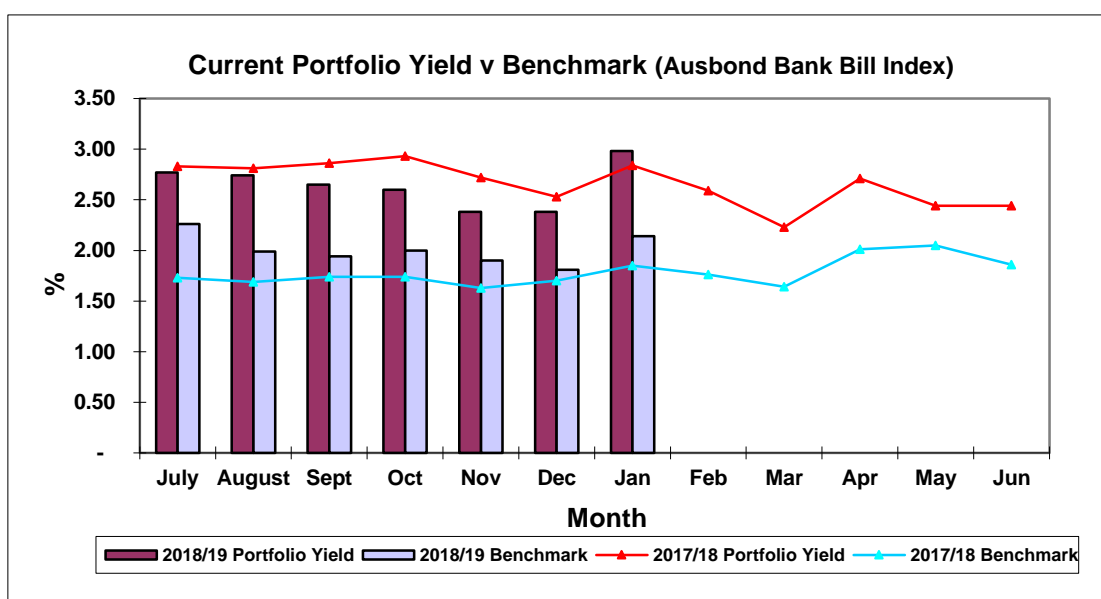
*Inflation remains low and stable. Over 2018, CPI inflation was 1.8 per cent and in underlying terms inflation was 1¾ per cent. Underlying inflation is expected to pick up over the next couple of years, with the pick-up likely to be gradual and to take a little longer than earlier expected. The central scenario is for underlying inflation to be 2 per cent this year and 2¼ per cent in 2020. Headline inflation is expected to decline in the near term because of lower petrol prices.*

*The low level of interest rates is continuing to support the Australian economy. Further progress in reducing unemployment and having inflation return to target is expected, although this progress is likely to be gradual. Taking account of the available information, the Board judged that holding the stance of monetary policy unchanged at this meeting would be*

*consistent with sustainable growth in the economy and achieving the inflation target over time."*

The majority of Council’s investment portfolio (97%) is invested in deposits / securities with Australian Authorised Deposit taking Institutions (ADI’s). Council has been taking advantage of term deposit “specials” from various institutions without overexposing the portfolio to any one institution. Note that the marked to market valuations on some of the direct investment products in Council’s portfolio remain at less than the face value of the investment. The marked to market value of these investments is expected to be equal to or greater than the face value by the time they reach their maturity date. Early exit from these products would realise losses.

The following chart compares Council’s portfolio yield with the benchmark AusBond Bank Bill Index rate in each month for 2017/18 and 2018/19.



As shown in the chart above, Council’s portfolio yield has continually exceeded the benchmark AusBond 3 month Bank Bill Index due to the prudent investment of Council’s portfolio.

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

Council’s investment portfolio as at 31 January 2019 is summarised below.

By Product	Face Value (\$)	Current Value (\$)	Current Yield (%)
Bonds	1,000,000.00	996,100.33	3.0000
Cash	4,896,000.00	4,896,000.00	1.5500
Floating Rate Note	21,700,000.00	21,836,129.75	3.1080
Mortgage Backed Security	1,588,051.34	1,068,123.67	2.5372
Term Deposit	40,000,000.00	40,473,500.32	2.8030
	<b>69,184,051.34</b>	<b>69,269,854.07</b>	<b>2.8090</b>

Details of Council’s investment portfolio as at 31 January 2019 are provided in attachment 1.

**Consultation**

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

**Financial Implications**

Council continues to invest those funds which, having regard to Council's Resourcing Strategy 2017/18 – 2020/21 and adopted Operational Plan 2018/19, are not required to manage Council's day-to-day cash flow or have been identified as required to fund specific future projects and expenditure or anticipated (budgeted) future commitments.

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

The Reserve Bank of Australia has continued to keep interest rates low and the expected investment income will be reviewed and revised as more information becomes available.

**Certification**

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

Clair Hardy  
Chief Financial Officer (Acting)  
WOLLONDILLY SHIRE COUNCIL

**ATTACHMENTS**

1. **Investment Summary Report as at 31 January 2019** 

**RECOMMENDATION**

That the information and certification in relation to the investment of Council funds as at 31 January 2019 be noted.

## 15.2 INTEGRATED SERVICE DELIVERY PLATFORM

**File Number:** 10619#402

### EXECUTIVE SUMMARY

- The purpose of this report is to update Council regarding the identified requirements for progressing provision of online services to customers, via an integrated service delivery platform.
- It is recommended a competitive tender be conducted to select a provider for an Integrated Service Delivery Platform.
- It is recommended the 2018-19 Capital Projects funding as presented in the Quarterly Review Budget Statement be amended to include an additional \$50,000 to enable progression with a proof of concept test case.

### REPORT

#### BACKGROUND

This proposal is in line with the draft IT Strategy. The strategy identifies a need to provide online services to our customers, to improve business automation and provide functionality in the field for staff who need to work away from the office. The strategy outlines the way to achieve this is to implement an Integrated Service Delivery Platform (ISDP). This proposal outlines the business case for an ISDP and seeks endorsement for the preliminary stages of its implementation. These preliminary stages are the competitive tender process to select the best ISDP vendor and the commissioning of a proof of concept test case.

#### PROPOSAL

As the key tenant of the IT Strategy Council will pursue the acquisition of a software solution that will bring our services fully online while automating business processes and providing full access to field based staff to conduct business anywhere they choose. This software solution will not replace Authority but will integrate with it.

There are a number of new technology solutions on the market which help automate service provision by providing an integrated platform that has the following functionality:

- Provide a service portal where customers can access and pay for services and information.
- Manage internal and external customer related workflow including service automation.
- Provide access to functionality from mobile devices for both staff and customers.
- Is easily customisable to allow new functionality to be quickly added in house without the need for expensive software development.
- Records and analyses customer and performance data.
- Integrates with existing corporate systems to negate the need for fundamental change to the IT environment.
- Supports enhanced customer engagement and experiences.

This solution is the Integrated Service Delivery Platform (ISDP).

The best way to assess the viability of a new software deployment is to learn from the experiences of others. There are three Councils who are leading the way in this space. These are the City of Stirling in WA, Teatree Gully in SA and the City of Melbourne.

The following is taken from a report to the City of Sterling Council:

During Stage 1 of this project, it was demonstrated that digitising the abandoned vehicles process within an ISDP significantly improved the efficiency of this process by 37%. Analysis undertaken estimated that the current process takes the City 451 minutes from end to end. Following implementation it was found that by using an ISDP, the new digitised process takes only 166 minutes. In addition, further efficiencies will be realised within the City's Customer Contact Centre as officers will be able to respond more effectively to customer enquiries without having to transfer the call as this information will now be available to them or better still, customers will be able to self-serve through the new on-line customer portal. The City processes approximately 360 abandoned vehicles reports over the course of a year. It is estimated that using An ISDP to digitise just this one process will save the City approximately 54 days' worth of work.

Another example of significant efficiency gains was demonstrated through the digitisation of the pool inspection process. The City employs three Pool Inspectors that inspect over 11,000 pools. Currently each of the three Pool Inspectors spends one full day in the office undertaking administration work due to limitations with the City's current systems. Through the digitisation of this process and the mobility of the ISDP technology, these improvements will eliminate the need for the Pool Inspectors to spend one day in the office saving the City approximately 156 days or 31 weeks of staff time. As a result, by digitising just two of the 70 customer processes it was found that through An ISDP the City will be able to save more than 41 weeks of staff time and vastly improve our customers experience with the City.

The City of Melbourne have recently implemented an ISDP and reported this has resulted in a reduction of 900 hours per year handling customer requests related to faulty parking meters. Some other significant findings from the City of Melbourne's experience include:-

- 70% improvement in finding information quickly;
- 75% improvement in managing customer information; and
- 75% reduction in time spent creating report.

Teatree Gully have recently created a customer portal which allow customers to do many of their transactions online. Just one example of this, and there are many, is rate balance enquiries. A conservative estimate indicates that we get between 4 and 5 of these requests per day. It is estimated 1170 calls per year could be avoided. With the addition of simple services such as the ability for customers to enter into payment arrangements, quickly efficiency savings will add up.

Another example is the completion of DA forms. The smart form functionality that an ISDP would provide would negate the need for front counter staff to check and enter in DA forms. The recent DA process review found this step along with storing the hard copy of the form costs Council \$35,000 per year.

Each of these savings in themselves would justifying the expense of the ISDP. However, it is the sheer scope of the savings that can be made through self-service and automation of the many Council services that make such a compelling case for the ISDP.

This report is seeking approval for a competitive tender for a provider of an ISDP and the investment of \$50,000 from the IT reserves for a proof of concept.

A competitive tender will identify the best provider of ISDP solutions. The engagement will be on the basis the full implementation of an ISDP will only go ahead after the successful implementation of a proof of concept. It is estimated that the proof of concept will cost \$50,000. This method provides a degree of certainty to the provider and considerable motivation to deliver. For Council we get to prove that this new innovative software works the way that we need it to without risking the cost of the full implementation.



The proof of concept will test if the platform provides the following functionality:

- Allows a customer, internal or external, to initiate and pay for a complex service.
- Automates the provision of that service to achieve the maximum level of productivity and efficiency.
- Allows the customer and staff to complete tasks associated with the service in the field and without constant internet connection.
- Allows the request to be tracked fully by the customer online.
- Demonstrates integration by writing data to and extracting data from Authority with relative ease.
- Proves Council staff can create an additional simple service without the need for extensive training and support from the vendor.

Once the proof of concept is in place a period of pre-live and live testing will begin to test if the ISDP works as outlined above. The result of the tests will inform the final decision regarding an investment in the complete implementation.

### **SCHEDULE**

Assuming an immediate start to the project it is expected the tender process for the ISDP will be completed by June 2019, the proof of concept will be completed and fully tested by December 2019 and if successful consideration to the next stage of full implementation will begin in early 2020.

### **Consultation**

Consultation has occurred with Executive, Managers and relevant Council Officers.

### **Financial Implications**

No funding has been allocated for this project/item, and it is recommended funding be sourced from the Information Technology restricted cash account and the intention of these funds is to enable Council to implement technological change as appropriate.

### **ATTACHMENTS**

Nil

### **RECOMMENDATION**

1. That Council undertake a competitive tender to select a provider for an Integrated Service Delivery Platform.
2. That the 2018-19 Capital Projects funding, as presented in the Quarterly Review Budget Statement, be amended to include an additional \$50,000 to enable progression with a proof of concept test case.

### **15.3 POLICY REVIEW - COUNCILLOR ACCESS TO INFORMATION AND INTERACTION WITH STAFF**

**File Number: 10619#444**

#### **EXECUTIVE SUMMARY**

- This report is to advise the Council that a review has been undertaken of the Councillor Access to Information and Interaction with Staff Policy, a workshop with Councillors has been held to facilitate feedback and this has been incorporated into the policy.
- It is recommended that Council note the review and adopt the Councillor Access to Information and Interaction with Staff Policy.

#### **REPORT**

The Councillor Access to Information and Interaction with Staff Policy was adopted in 2015. This policy provides guidance for Councillors and staff when observing the requirements of part 6-7 of the adopted Code of Conduct.

Since the implementation of the Policy it has been recognised that staff may need to contact Councillors to assist them in their civic duties.

The review of the Policy now includes the way staff may communicate with and assist Councillors carry out their civic duties and in which circumstances a Councillor may directly contact a staff member.

The review of the Policy also updates a change to Council's document storage system and the title of the Chief Executive Officer, where required.

#### **Consultation**

Council's adopted Code of Conduct

#### **Financial Implications**

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

#### **ATTACHMENTS**

1. **Summary of Changes** 
2. **Draft Councillor Access to Information and Interaction with Staff** 

#### **RECOMMENDATION**

That Council adopt the Councillor Access to Information and Interaction with Staff Policy.

**16 NOTICE OF MOTION/RESCISSIONS****16.1 NOTICE OF MOTION – DEVELOPMENT APPLICATION 42 CARLTON ROAD THIRLMERE****File Number: 10619#447**

I, Councillor Michael Banasik, give notice that at the next Ordinary Meeting of Council to be held on 18 March 2019, I intend to move the following motion:-

**ATTACHMENTS****Nil****MOTION**

1. That Council expresses its concerns about the proposed development at 42 Carlton Road, Thirlmere
2. Request that advice be sought from an independent planning consultant i.e. not associated with the development or the development assessment process; to draft a submission for the Mayor to sign on behalf of the elected body, to the Local Planning Panel setting out its planning concerns with the development with respect to: potential non-compliance with DCP, heritage issues, over development, lack of local infrastructure particularly transport, not keeping with the village of Thirlmere and effects on neighbours.
3. That a \$5,000 be introduced from the Growth Reserve to fund the upper likely cost of obtaining the planning advice.

**Chief Executive Officer's comment: Allocation of funding from the Growth Reserve will reduce the amount available for other growth planning activities.**

**17 CLOSED REPORTS****RECOMMENDATION**

1. That Council considers the confidential report(s) listed below in a meeting closed to the public in *accordance with Section 10A(2) of the Local Government Act 1993*:

**17.1 Report on the Wollondilly Visitor Information Centre (VIC)**

This matter is considered to be confidential under Section 10A(2)(d)(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council

The matter relates to the Visitor Information Centre (VIC) and staff.

**17.2 Quarterly Legal Status**

This matter is considered to be confidential under Section 10A(2)(g) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege

This report covers outcomes of litigation matters and associated legal expenditure.

**17.3 Update on Council's Response to the Pendlebury Report**

This matter is considered to be confidential under Section 10A(2)(a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors)

This report contains information relating to a personnel matter and is to be discussed confidentially.

2. That pursuant to Section 10A(1) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of Section 10A(2).
3. That the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by Section 11(2) of the Local Government Act 1993.

**18 QUESTIONS FOR NEXT MEETING**

Nil